



ANNUAL BOARD MEETING

September 9, 2026; 10:30 a.m.

*Renaissance Resort World Golf Village Convention Center
Legends 1 Room*

Tentative Agenda

****Action Item***

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. ECS Dashboard Report, *Teresa Matheny, Chief Strategy & Innovation Officer***
- IV. Approval of Delegation of Authority Items***
- V. Approval of May 7, 2025 Board Meeting Minutes***
- VI. New/Unfinished Business**
 - A. Approval of the ELCNF Budget for 2026-2027* **HANDOUT**
 - B. Approval of ELCNF 2025-2026 Annual Report* **-HANDOUT**
 - C. RETRO- Approval of the ELCNF insurance coverages with Florida Insurance Trust*
 - D. RETRO-Approval of the Association of Early Learning Coalitions, Inc. Annual Membership Dues*
 - E. Approval of TruTechnology for Managed IT Services Contract Effective October 1, 2026*
 - F. Approval of Faith Based Representative Amy Roberts September 2026 – September 2030*
 - G. Approval of Head Start Director Brian McElhone September 2026 – September 2030*
 - H. Approval of Disposal of Inventory*
 - I. Review of Board Membership-**INFORMATIONAL**
 - J. Election of Officers* **HANDOUT (To be emailed for nominations prior to meeting)**
 - K. Standing Committee Discussion and Sign-Up **HANDOUT (To be emailed for sign up prior to meeting)**
- VII. Committee Reports - *None***
- VIII. Staff Reports**
 - A. CEO Report
 - B. Finance Manager's Report **HANDOUT**
 - C. 4th Quarter Program Update

IX. Board Absenteeism Log – INFORMATIONAL

X. Board Comment

XI. Next Meetings

- Wednesday, November 4, 2026, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 2, 2026, 2:00 p.m. – Board Meeting, **Renaissance, World Golf Resort and Convention Center**

XII. Adjournment*

EARLY LEARNING COALITION OF NORTH FLORIDA

Monthly Program Snapshot

Board Reporting Template · Program Year July 1 – June 30

EARLY LEARNING COALITION OF NORTH FLORIDA

Monthly Program Snapshot

June ▾ · Program Year 2025-26

Prepared by: Teresa Matheny, CSIO

 SCHOOL READINESS

JUL 2966	AUG 3010	SEP 2967	OCT 3078	NOV 3208	DEC 3207
JAN 3296	FEB 3343	MAR 3459	APR 3428	MAY 3369	JUN 3137

3,206

YTD Monthly Average
avg children served / month

 Enrollment restarted in late June. Should start seeing increases in numbers by August.

 VOLUNTARY PRE-K

JUL 41	AUG 4519	SEP 5347	OCT 5449	NOV 5275	DEC 5391
JAN 5375	FEB 5339	MAR 5326	APR 5326	MAY 5218	JUN 473

 Most VPK programs will ended in May. June Summer VPK is much less popular option.

 WAIT LIST

JUL	AUG	SEP	OCT	NOV	DEC
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128	280	362	184	218	200
JAN 188	FEB 259	MAR 385	APR 568	MAY 687	JUN 770

 Enrollment paused in Jan and restarted in late June

 CLASS ASSESSMENTS

331	5.35	265
Assessments Completed	Overall Average Score	Scoring Above 5.0
		79.2 % of assessments

 COACHING COHORTS

Not all classrooms assessed before May — scores updated as available

 FALL COHORT	 SPRING COHORT
57	48
Classrooms	Classrooms
5.33	5.48
Avg CLASS YTD	Avg CLASS YTD
July – December	January – June

 Spring Cohort information will be available after June 1.

 ASQ DEVELOPMENTAL SCREENINGS

2,651	111	4.2
ASQs Completed	Referrals for Evaluation	Referral Rate (%)

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the Delegation of Authority items
Reason for Recommended Action	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. <u>If this is not done the following would occur:</u> 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.
How the Action will be accomplished	Board members will review the documents.

Personnel Activity Report

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

PP End: 5/19/2026

APPROVING AUTHORITY: ELCNF Board.
 TITLE: N/A

Date	# of Hours	97BBA	97000	970CS	VPADM	Other	AL	SL	PSL	Unallocated Time	DAK Y LOG
5/6/2026	W	8.00	3.00	3.00	2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/7/2026	T	6.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/8/2026	F	4.00	4.00				4.00			4.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/9/2026	S	3.00	3.00							0.00	electronic correspondence
5/10/2026	S	2.00	2.00							0.00	electronic correspondence
5/11/2026	M	6.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/12/2026	T	7.00	2.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/13/2026	W	6.00	2.00	4.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/14/2026	T	6.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/15/2026	F	4.00	4.00				4.00			4.00	electronic correspondence
5/16/2026	S	3.00	3.00							0.00	electronic correspondence
5/17/2026	S	3.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/18/2026	M	7.00	4.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/19/2026	T	7.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total		72.00	42.00	26.00	0.00	4.00	0.00	0.00	0.00	8.00	
Percent		0.583333	0.361111	0.000000	0.055556						
Unallocated		8.00	4.67	2.89	0.00	0.44					
Total		80.00	46.67	28.89	0.00	4.44					
Percent		0.58333	0.36111	0.00000	0.05556						

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

Employee Signature: Dawn Bell

5/19/2026
 Date

Approving Authority Signature: [Signature]

5/19/2026
 Date

ANNUAL LEAVE	
5/6/2026 AL Balance	113.00
This PP Accrual	8.00
This PP Usage	-8.00

TOTAL SICK LEAVE	
5/6/2026 SL Balance	209.50
This PP Accrual	4.00
This PP Usage	0.00

PERSONAL SICK LEAVE	
5/24/25 PSL Balance	0.00
This PP Usage	0.00
5/19/2026 PSL Balance	0.00

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

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 4/12/2026

Date(s) / Time of Leave:

Leave Type (See Legend):

05/08 4 hours annual leave

05/15 4 hours annual leave

8 hours annual leave

Approved: *M. Leason*

Date: 5/19/2026

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

[illegible]

Printed Form 4, State of Florida

Total Reimbursable Items on Purchasing Card

3

THIS SECTION IS REQUIRED TO BE COMPLETED ONLY BY NON-REIMBURSABLE TRAVELERS WHOSE TRAVEL IS NOT REIMBURSED BY THE STATE OF FLORIDA PURCHASING CARD

Amount of Expense

Total (Enter amount paid for the travel, including non-reimbursable items, including the amount of the State of Florida Purchasing Card, on the reverse side of this form.)

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE

Date

From

To

Amount

Amount of Common Carrier or State Vehicle Expense

NAME OF FEDERAL OR STATE PROGRAM WHICH IS BEING CARRIED OUT: FOR EXAMPLE: TITLE I - DEPENDENT ACCOUNT ABILITY, CIVIL RIGHTS ACT, ETC.

GENERAL INSTRUCTIONS

Class A travel - Continuous travel of 24 hours or more away from official headquarters.
Class B travel - Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
Class C travel - Travel for short or day trips where the traveler is not away from his official headquarters overnight.

Breakfast - when travel begins before 8 a.m. and extends beyond 8 a.m.
Lunch - when travel begins before 12 noon and extends beyond 2 p.m.
Dinner - when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.

NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment. If travel expenses are approved and such special approval is noted on the travel voucher, rates of per diem and meals shall be those prescribed by Section 112.801, Florida Statutes.

Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Indirect non-reimbursable charges are to be deducted.

Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 8-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals" column. Vicinity travel must appear in the separate column. A copy of the ticket or invoice should be attached to this form.

If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Message Claimed" column in these instances.

Justification must be provided for use of a noncontract rental car (or one having lower net rate) when contract rentals are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map Message Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed.

Incidental travel expenses which may be reimbursed include: taxi fare, tolls, parking fees, telephone, internet access, convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when incurred. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any state employee is stationed in any city or town for over 30 continuous work days, such city or town shall be deemed to be the official headquarters and be shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Travel Authorization Request, Form DOE-C-679C, must be attached. Additionally, a copy of an itinerary and a registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expenses is subject to prosecution as a misdemeanor.

TRAVEL AUTHORIZATION REQUEST

[illegible]

MISSION CRITICAL NATURE OF TRAVEL

Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission are either not available by electronic communications or are unsuitable due to the nature of the task.

EXPLAIN WHY TELECONFERENCING AND OTHER FORMS OF ELECTRONIC COMMUNICATION HAVE BEEN DETERMINED TO BE UNSUITABLE ALTERNATIVES FOR THIS SPECIFIC TRAVEL PURPOSE:

CONFERENCE, CONVENTION, WORKSHOP OR SEMINAR TRAVEL: ☐ YES ☐ NOHOW WILL THE REGISTRATION FEE BE PAID: ☐ D-CARD ☐ TRAVELER WILL PAY ☐ NO FEE ☐ 3RD PARTY WILL PAY ☐ PURCHASE ORDER ☐ PO #

PROVIDE STATEMENT OF BENEFITS TO THE STATE IF TRAVEL IS FOR A CONFERENCE, CONVENTION, WORKSHOP OR SEMINAR, OR IF TRAVELER IS A NON-STATE EMPLOYEE

NAME OF FEDERAL OR STATE PROGRAM WHICH IS BEING CARRIED OUT, FOR EXAMPLE: TITLE I - DIFFERENTIATED ACCOUNTABILITY, CARL PERKINS ACT, ETC:

WILL A THIRD PARTY PAY FOR THIS TRAVEL OR A PORTION OF THE TRAVEL? ☐ YES ☐ NO IF YES, ATTACH A COPY OF THE AGREEMENT WITH THE THIRD PARTY STATING THE PORTION OF TRAVEL THEY WILL PAY.
LIST THE ORGANIZATION(S):WILL TRAVELER RECEIVE OR PROVIDE TRANSPORTATION FROM/TO ANOTHER EMPLOYEE/CONTRACTOR? ☐ YES ☐ NO
PROVIDE NAME(S) OF EMPLOYEE(S)/CONTRACTORS:WILL A STATE VEHICLE BE USED? ☐ YES ☐ NOWILL THE TRAVELER BE USING A PRIVATE VEHICLE FOR THEIR MODE OF TRANSPORTATION? ☒ YES ☐ NO ARE RENTAL VEHICLES AVAILABLE IN THE AREA OF THE TRAVELERS OFFICE HEADQUARTERS? ☐ YES ☐ NO

IF YES FOR BOTH, A PRIVATE VEHICLE VERSUS RENTAL WORKSHEET MUST BE ATTACHED. TRAVELER WILL ONLY BE REIMBURSED THE LESSER AMOUNT OF THE RENTAL VEHICLE VERSUS THE PRIVATE VEHICLE.



Dawn Bell
4036 White Pine Lane
Saint Augustine South FL 32086
United States

INFORMATION INVOICE

Room No. : 2302
Arrival : 04-21-26
Departure : 04-24-26
Page No. : 1 of 2
Folio No. : 42022
Conf. No. : 591506937
Cashier No. : 1002149
Custom Ref. :

Company Name : Association of Early Learning Coalitions
Group Name :
Guest Name :

Date	Description	Charges	Credits
04-21-26	Deposit Transferred at Check-In		240.84
04-21-26	Polo Pony Liquor Room# 2302 : CHECK# 0040025	72.20	
04-21-26	Tack Room Dining Room# 2302 : CHECK# 0236948	21.20	
04-21-26	Staycation and Save promotion	✓ 216.00	
04-22-26	High Speed Internet Room# 2302 :	✓ 14.95	
04-22-26	Genevieve Room# 2302 : CHECK# 0035155	255.70	
04-22-26	Staycation and Save promotion	✓ 248.00	
04-23-26	Staycation and Save promotion	✓ 248.00	
04-24-26	Visa XXXXXXXXXXXX3372 XX/XX		835.21
Total Charges		1,076.05	
Total Credits			1,076.05

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

The Riding Academy Hotel | 1615 NW 81st Terr Rd| Ocala, FL 34482
Reservations 1-866-565-5093 | 1-(352) 414-7840 | reservations@wec.net
www.wec.net



Dawn Bell
4036 White Pine Lane
Saint Augustine South FL 32086
United States

INFORMATION INVOICE

Room No. : 2302
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Page No. : 2 of 2
Folio No. : 42022
Conf. No. : 591506937
Cashier No. : 1002149
Custom Ref. :

Company Name : Association of Early Learning Coalitions
Group Name :
Guest Name :

Balance 0.00

Merchant ID		Credit Card #	XXXXXXXXXXXX3372
Transaction ID	49410100	Credit Card Expiry	XX/XX
		Capture Method	
Approval Code	178285		Manual
Approval Amount	835.21	Transaction Amount	835.21

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

The Riding Academy Hotel | 1615 NW 81st Terr Rd | Ocala, FL 34482
Reservations 1-866-565-5093 | 1-(352) 414-7840 | reservations@wec.net
www.wec.net

DAWN E. BELL 9-92
PH 904-377-5248
4036 WHITE PINE LANE
ST. AUGUSTINE, FL 32086

64-22/610

4867

4/27/26 20

Pay to
the order of

FLE

Three hundred forty five and 19/100

\$ 349.10

Dollars

WELLS FARGO BANK, N.A.
WWW.WELLSFARGO.COM

For

Dawn E. Bell

⑆061000227⑆1027100817023⑆4867

4036 White Pine Ln
to The Riding Academy Hotel

 **1 hr 48 min** (86.44 miles)

via SR-207 and CR-318



Start

4036 White Pine Ln



Head toward Deer Chase Dr on White Pine Ln.

Go for 0.2 mi.



Turn right onto Deer Chase Dr.

Go for 0.3 mi.



Turn left onto Wildwood Dr.

Go for 2.6 mi.



Turn left onto State Road 207 (SR-207 S) toward I-95.

Go for 21.1 mi.



Turn right onto S US Highway 17 (US-17 N).

Go for 3.4 mi.



Turn left onto N Moseley Ave (CR-311).

Go for 453 ft.



Turn right onto St Johns Ave.

Go for 1.4 mi.

Go for 9.4 mi.

➤ Turn right onto County Road 310 (CR-310 W).
Go for 7.8 mi.

↶ Turn left onto S County Road 315 (CR-315).
Go for 5.0 mi.

↑ Continue on NE Highway 315 (CR-315).
Go for 1.1 mi.

↑ Continue on CR-21.
Go for 240 ft.

↑ Continue on NE Highway 315 (CR-315).
Go for 0.3 mi.

➤ Turn right onto E Highway 318 (CR-318).
Go for 12.3 mi.

↶ Turn left onto N US Highway 301 (US-301 S).
Go for 6.3 mi.

↑ Continue on US-301 S.
Go for 453 ft.

↑ Continue on N US Highway 441 (US-301 S/US-441 S).
Go for 4.6 mi.

 Turn right onto NW 77th St.

Go for 1.4 mi.

 Turn right onto W Highway 326 (SR-326 W).

Go for 3.7 mi.

 Turn left onto NW Highway 225A (CR-225A S).

Go for 2.7 mi.

 Continue on NW 70th Avenue Rd (CR-225A).

Go for 2.4 mi.

 Turn right onto NW 14th St.

Go for 0.1 mi.

 End at
The Riding Academy Hotel
NW 81st Cir, Ocala, FL 34482

The Riding Academy Hotel
to 4036 White Pine Ln

 **1 hr 47 min** (86.25 miles)

via SR-207 and CR-318



Start

The Riding Academy Hotel



Head toward NW 80th Ave on NW 14th St.

Go for 0.1 mi.



Turn left onto NW 80th Ave (CR-225A).

Go for 2.4 mi.



Continue on NW Highway 225A (CR-225A).

Go for 2.7 mi.



Turn right onto W Highway 326 (CR-326 E).

Go for 3.7 mi.



Turn left onto NW 77th St.

Go for 1.4 mi.



Turn left onto N US Highway 441 (US-301 N/US-441 N).

Go for 5.0 mi.



Keep right onto N US Highway 301 (US-301 N) toward US-301.

Go for 2.9 mi.

Go for 240 ft.

↑ Continue on N US Highway 301 (US-301 N).
Go for 3.1 mi.

↗ Turn right onto E Highway 318 (CR-318).
Go for 12.3 mi.

↖ Turn left onto NE Highway 315 (CR-315) toward CR-318 N.
Go for 0.3 mi.

↑↑ Keep right onto NE Highway 315 (CR-315 N).
Go for 1.1 mi.

↑ Continue on S County Road 315 (CR-315).
Go for 5.0 mi.

↗ Turn right toward County Road 310/CR-310.
Go for 469 ft.

↑ Continue on County Road 310 (CR-310).
Go for 7.7 mi.

↑ Continue on S Sr-19 (SR-19).
Go for 8.9 mi.

↗ Turn right onto Crill Ave (SR-20 E).
Go for 0.9 mi.

 Continue on Cliff Ave (SR-20).

Go for 1.4 mi.

 Turn left onto S 9th St (SR-20).

Go for 0.3 mi.

 Turn right onto Reid St (US-17).

Go for 2.6 mi.

 Turn left onto State Road 207 (SR-207 N).

Go for 21.1 mi.

 Turn right onto Wildwood Dr.

Go for 2.6 mi.

 Turn right onto Deer Chase Dr.

Go for 0.3 mi.

 Turn left onto White Pine Ln.

Go for 0.2 mi.



End at

4036 White Pine Ln

St Augustine, Florida 32086-5841

APPROVING AUTHORITY:	ELCNF Board.
TITLE:	N/A

PP End: 5/5/2026

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

Date		# of Hours	*978BA	*97000	*97QCS	*97PADI	Other	AL	SL	PSL	Unallocated Time	Daily LOG
4/22/2026	W	8.00	4.00	4.00							0.00	Reviewing/responding internal documents, electronic correspondence and Cultural Council Board
4/23/2026	T	8.00	4.00	5.00							0.00	AELC CONFERENCE AND LEADERSHIP DINNER
4/24/2026	F	8.00	4.00	4.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
4/25/2026	S	3.00	3.00								0.00	electronic correspondence
4/26/2026	S	5.00	5.00								0.00	electronic correspondence and S A Y S fundraiser
4/27/2026	M	5.00	2.00	3.00							0.00	
4/28/2026	T	5.00	3.00	2.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
4/29/2026	W	4.00	2.00	2.00				3.00			0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
4/30/2026	T	5.00	3.00	2.00				3.00			3.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
5/1/2026	F	4.00	4.00								0.00	
5/2/2026	S	4.00	4.00								0.00	electronic correspondence
5/3/2026	S	4.00	4.00								0.00	electronic correspondence
5/4/2026	M	4.00	2.00	2.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
5/5/2026	T	6.00	3.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
Total		74.00	47.00	27.00	0.00	0.00	0.00	6.00	0.00	0.00	6.00	
Percent			0.635135	0.36486	0.00000	0.00000						
Unallocated		6.00	3.81	2.19	0.00	0.00						
Total		80.00	50.81	29.19	0.00	0.00						
Percent			0.63514	0.36486	0.00000	0.00000						

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

Dean Bell
Employee Signature

5/5/2026

Date _____

5/5/2026

Date _____

Approving Authority Signature

ANNUAL LEAVE	
4/22/2026 AL Balance	111.00
This PP Accrual	8.00
This PP Usage	-6.00
5/5/2026 AL Balance	113.00

TOTAL SICK LEAVE	
4/22/2026 SL Balance	205.50
This PP Accrual	4.00
This PP Usage	0.00
5/5/2026 SL Balance	209.50

PERSONAL SICK LEAVE	
FY24/25	PSL Balance
	0.00
This PP Usage	
	0.00
FY25/2026	PSL Balance
	0.00

For Official Use Only:

Check and Initial Gross Pay Used & Entered into Pay Summary
Check and Initial Once Entered into PAR Roll-Up

LEAVE REQUEST FORM

Name: Dawn E Bell Date of Request: 4/12/2026

Date(s) / Time of Leave:

Leave Type (See Legend):
04/30 3 hours annual leave
05/01 3 hours annual leave

6 hours annual leave

Approved: Chickam Date: 5/4/2026

Not Approved: _____ Date: _____

Comments: _____

AL: Annual Leave
SL: Sick Leave
PSL: Personal Sick Leave

Personnel Activity Report

EMPLOYEE NAME:

Dawn E. Ball

TITLE: Chief Executive Officer

PP End: 6/2/2026

APPROVING AUTHORITY: ELCNF Board.

TITLE: N/A

Date	# of Hours	*7BBA	*7C00	*7C03	*7P00M	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
5/20/2026	W	6.00	2.00	3.00	1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/21/2026	T	6.00	2.00	2.00	2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/22/2026	F	5.00	3.00	2.00			3.00			3.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/23/2026	S	3.00	3.00							0.00	electronic correspondence
5/24/2026	S	3.00	3.00							0.00	electronic correspondence
5/25/2026	M	0.00				8.00				8.00	Holiday
5/26/2026	T	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/27/2026	W	7.30	3.00	2.00	2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/28/2026	T	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/29/2026	F	6.00	3.00	3.00			2.00			2.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
5/30/2026	S	3.00	3.00							0.00	electronic correspondence
5/31/2026	S	3.00	3.00							0.00	electronic correspondence
6/1/2026	M	6.00	3.00	2.00	1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/2/2026	T	7.00	3.00	3.00	1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total		67.00	37.00	23.00	0.00	8.00	5.00	0.00	0.00	13.00	
Percent		0.552239	0.34328	0.00000	0.10449						
Unallocated		7.18	4.46	0.00	1.36						
Total		80.00	44.18	27.46	8.36						
Percent		0.55224	0.34328	0.00000	0.10448						

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

Employee Signature

6/2/2026

Date

Approving Authority Signature

6/2/2026

Date

ANNUAL LEAVE	
5/20/2026 AL Balance	113.00
This PP Accrual	8.00
This PP Usage	-5.00
6/2/2026 AL Balance	116.00

TOTAL SICK LEAVE	
5/20/2026 SL Balance	213.50
This PP Accrual	4.00
This PP Usage	0.00
6/2/2026 SL Balance	217.50

PERSONAL SICK LEAVE	
FY24/25 PSL Balance	0.00
This PP Usage	0.00
6/2/2026 PSL Balance	0.00

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

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 5/12/2026

Date(s) / Time of Leave:

Leave Type (See Legend):

05/22 3 hours annual leave

05/29 2 hours annual leave

5 hours annual leave

Approved: 

Date: 6/2/2026

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: 6/16/2026

APPROVING AUTHORITY: ELCNF Board.
 TITLE: N/A

Day	# of Hours	WABA	WDOO	WTOCS	WPLDM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
6/3/2026	W	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/4/2026	T	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/5/2026	F	4.00						3.00		3.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/6/2026	S	3.00	3.00							0.00	electronic correspondence
6/7/2026	S	3.00	3.00							0.00	electronic correspondence
6/8/2026	M	8.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/9/2026	T	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/10/2026	W	8.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/11/2026	T	8.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/12/2026	F	4.00	4.00					4.00		4.00	electronic correspondence
6/13/2026	S	3.00	3.00							0.00	electronic correspondence
6/14/2026	S	3.00	3.00							0.00	electronic correspondence
6/15/2026	M	5.00	3.00	2.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/16/2026	T	0.00						8.00		8.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total		65.00	41.00	20.00	0.00	4.00	0.00	15.00	0.00	15.00	
Percent		0.630769	0.30769	0.00000	0.00154						
Allocated		15.00	9.46	4.62	0.00	0.92					
Total		80.00	50.46	24.62	0.00	4.92					
Percent		0.63077	0.30769	0.00000	0.00154						

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

Employee Signature: *Dawn Bell*

Date: 6/16/2026

Approving Authority Signature: *Dawn Bell*

Date: 6/16/2026

ANNUAL LEAVE	
6/3/2026 AL Balance	116.00
This PP Accrual	8.00
This PP Usage	0.00
6/16/2026 AL Balance	124.00

TOTAL SICK LEAVE	
6/3/2026 SL Balance	217.50
This PP Accrual	4.00
This PP Usage	-15.00
6/16/2026 SL Balance	206.50

PERSONAL SICK LEAVE	
FY24/25 PSL Balance	0.00
This PP Usage	0.00
6/16/2026 PSL Balance	0.00

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

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 5/12/2026

Date(s) / Time of Leave:

Leave Type (See Legend):

06/05 3 hours sick leave

06/12 4 hours sick leave

06/16 8 hours sick leave

15 hours sick leave

Approved: 

Date: 6/16/2026

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Personnel Activity Report

EMPLOYEE NAME:	Dawn E. Bell	PP End:	6/30/2026	APPROVING AUTHORITY:	ELCNF Board.
TITLE:	Chief Executive Officer			TITLE:	N/A

Date	\$ of Hours	*TBSA	*TOSB	*TACS	*PAUM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
6/17/2026	W	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/18/2026	T	5.00		2.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/19/2026	F	4.00	4.00				4.00			4.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/20/2026	S	4.00								0.00	electronic correspondence
6/21/2026	S	3.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/22/2026	M	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/23/2026	T	4.00	4.00				4.00			4.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/24/2026	W	7.00	3.00	3.00	1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/25/2026	T	6.00	3.00	3.00			2.00			2.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/26/2026	F	5.00					3.00			3.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/27/2026	S	2.00	2.00							0.00	electronic correspondence
6/28/2026	S	3.00	3.00							0.00	electronic correspondence
6/29/2026	M	3.00					5.00			5.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
6/30/2026	T	4.00	4.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total		62.00	47.00	14.00	0.00	1.00	18.00	0.00	0.00	18.00	
Percent		0.758065	0.22581	0.00000	0.01613						
Unallocated		18.00	13.65	4.06	0.00	0.29					
Total		80.00	60.65	18.06	0.00	1.29					
Percent		0.75806	0.22581	0.00000	0.01613						

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

Employee Signature		Date	6/30/2026
Approving Authority Signature		Date	6/30/2026

ANNUAL LEAVE	
6/17/2026 AL Balance	124.00
This PP Accrual	8.00
This PP Usage	-18.00
6/30/2026 AL Balance	114.00

TOTAL SICK LEAVE	
6/17/2026 SL Balance	206.50
This PP Accrual	4.00
This PP Usage	0.00
6/30/2026 SL Balance	210.50

PERSONAL SICK LEAVE	
6/24/25 PSL Balance	0.00
This PP Usage	0.00
6/30/2026 PSL Balance	0.00

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

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 6/12/2026

Date(s) / Time of Leave:

Leave Type (See Legend):

06/19 4 hours annual leave

06/23 4 hours annual leave

06/25 2 hours annual leave

06/26 3 hours annual leave

06/29 5 hours annual leave

18 hours annual leave

Approved: 

Date: 6/30/2026

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: 7/14/2026

APPROVING AUTHORITY: ELCNF Board.
TITLE: N/A

Date	# of Hours	*VBSA	*VROH	*VICS	*VADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
7/1/2026	W 5.00	3.00	2.00			8.00				0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
7/2/2026	T 0.00					8.00				8.00	Holiday
7/3/2026	F 0.00					8.00				8.00	Holiday
7/4/2026	S 2.00	2.00								0.00	electronic correspondence
7/5/2026	S 2.00	2.00								0.00	electronic correspondence
7/6/2026	M 0.00					8.00				8.00	Holiday
7/7/2026	T 7.00	3.00	3.00		1.00					0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
7/8/2026	W 6.00	3.00	3.00				2.00			2.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
7/9/2026	T 4.00	4.00					4.00			4.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
7/10/2026	F 5.00	3.00	2.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
7/11/2026	S 3.00	3.00								0.00	electronic correspondence
7/12/2026	S 3.00	3.00								0.00	electronic correspondence
7/13/2026	M 7.00	3.00	3.00		1.00					0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
7/14/2026	T 6.00	3.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
Total	50.00	32.00	16.00	0.00	2.00	24.00	6.00	0.00	0.00	30.00	
Percent		0.64	0.32000	0.00000	0.04000						
Unallocated	30.00	19.20	9.60	0.00	1.20						
Total	80.00	51.20	25.60	0.00	3.20						
Percent		0.64000	0.32000	0.00000	0.04000						

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

Employee Signature *D. Bell*

7/14/2026
Date

Approving Authority Signature *[Signature]*

7/14/2026
Date

ANNUAL LEAVE	
7/1/2026 AL Balance	114.00
This PP Accrual	8.00
This PP Usage	-6.00
7/14/2026 AL Balance	116.00

TOTAL SICK LEAVE	
7/1/2026 SL Balance	210.50
This PP Accrual	4.00
This PP Usage	0.00
7/14/2026 SL Balance	214.50

PERSONAL SICK LEAVE	
7/1/2026 PSL Balance	80.00
This PP Usage	0.00
7/14/2026 PSL Balance	80.00

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

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 7/2/2026

Date(s) / Time of Leave:

Leave Type (See Legend):

07/08 2 hours annual leave

07/09 4 hours annual leave

6 hours annual leave

Approved: 

Date: 7/14/2026

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: 7/28/2026

APPROVING AUTHORITY: ELCNF Board.
TITLE: N/A

Date	\$ of Hours	*718A	*7100	*70CS	*PADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
7/15/2026	W	6.00	2.00	4.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
7/16/2026	T	6.00	2.00	3.00	1.00					0.00	
7/17/2026	F	4.00								0.00	electronic correspondence
7/18/2026	S	3.00	3.00							0.00	travel to FCC conference - Port Charlotte Florida
7/19/2026	S	7.00	7.00							0.00	conference
7/20/2026	M	8.00	8.00							0.00	conference and return travel
7/21/2026	T	9.00	9.00							0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
7/22/2026	W	6.00	3.00	4.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
7/23/2026	T	7.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
7/24/2026	F	6.00	3.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
7/25/2026	S	4.00	4.00							0.00	electronic correspondence
7/26/2026	S	5.00	5.00							0.00	electronic correspondence
7/27/2026	M	5.00	2.00	3.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
7/28/2026	T	4.00	2.00	2.00						0.00	Reviewing/responding Internal documents, electronic correspondence and book bag stuffing
Total		80.00	57.00	22.00	0.00	1.00	0.00	0.00	0.00	0.00	
Percent		0.7125	0.27500	0.000000	0.01250						
Unallocated		0.00	0.00	0.00	0.00	0.00					
Total		80.00	57.00	22.00	0.00	1.00					
Percent		0.71250	0.27500	0.000000	0.01250						

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

Employee Signature Dawn E. Bell

Date 7/28/2026

Approving Authority Signature Dawn E. Bell

Date 7/28/2026

ANNUAL LEAVE	
7/15/2026 AL Balance	116.00
This PP Accrual	8.00
This PP Usage	0.00
7/28/2026 AL Balance	124.00

TOTAL SICK LEAVE	
7/15/2026 SL Balance	214.50
This PP Accrual	4.00
This PP Usage	0.00
7/28/2026 SL Balance	218.50

PERSONAL SICK LEAVE	
FY24/25 PSL Balance	80.00
This PP Usage	0.00
7/28/2026 PSL Balance	80.00

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

Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals" column. Vicinity travel must appear in the separate column. A copy of the ticket or invoice should be attached to this form.

If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances.

Justification must be provided for use of a noncontract rental car (or one having lower net rate) when contract rentals are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed.

Incidental travel expenses which may be reimbursed include: taxi fare, tolls, parking fees, telephone, internet access, convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any state employee is stationed in any city or town for over 30 continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Travel Authorization Request, Form DOE-C-678C, must be attached. Additionally, a copy of an agenda and a registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

TRAVEL AUTHORIZATION REQUEST

TRAVELER'S NAME Dawn E. Bell			TYPE OF TRAVELER - CHECK ONE: ☒ Employee ☐ OPS ☐ Contractor ☐ Other						DIVISION ELC of North Florida			P-CARD GROUP NAME n/a			DATE																							
TRAVEL PREPARER'S NAME Dawn E. Bell			TRAVEL PREPARER'S PHONE NUMBER 904-342-2267						OFFICE LOCATION (CITY) St. Augustine			TYPE OF TRAVEL - CHECK BOX(S): ☒ In-State ☐ Out-of-State ☐ Foreign																										
								TRAVEL PERIOD FOR MONTH(S) AND YEAR -																														
DESTINATION CITY/TOWN(S)								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
								DAY		BUR		SEC		CHARTER ACCOUNT CODE		GL CODE		OCA		Amount or Percentage of Cost																		
I, Marie E. Creonte-Hanson, authorize this routine travel for Dawn E. Bell during the 2026-2027 fiscal year.																																						
ESTIMATED COSTS																																						
Per Diem		Meals		Lodging		Internet Access		Air Fare		Number of Bags		Baggage Cost		Rental Vehicle		Rental Vehicle Gas		Parking (airport, hotel, etc.)		Cabs, Shuttles, etc.		Tolls		Registration Fee														
\$0.00		\$0.00		\$0.00		\$0.00		\$0.00				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00														
Map Mileage		Map Mileage Est. Cost		Vicinity Mileage		Vicinity Mileage Est. Cost		Copies/Faxes		Postage		Other Misc. Costs		PROVIDE A DESCRIPTION OF ANY OTHER MISCELLANEOUS COSTS																							TOTAL ESTIMATED COST	
\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00																									\$0.00	
PURPOSE OF TRAVEL																																						
I HEREBY CERTIFY THAT THE TRAVEL AND COST SHOWN ABOVE ARE REASONABLE AND NECESSARY IN CONNECTION WITH OFFICIAL BUSINESS OF THE STATE OF FLORIDA																																						
TRAVELER'S SIGNATURE																																						
DATE 7/1/2026																																						
APPROVED BY SUPERVISOR																																						
DATE																																						
Print Name: Dawn E. Bell																																						
Title:																																						
Employee Classification ☐ Included ☐ Excluded																																						
DATE 7/1/2026																																						
AGENCY HEAD APPROVAL OR DESIGNEE SIGNATURE																																						
DATE 7/1/2026																																						
Print Name: Marie Hanson																																						
Title: Office Manager																																						
ACCOUNTING HAS RECONCILED TRAVEL AUTHORIZATION TO TRAVEL VOUCHER																																						
AUDITOR'S SIGNATURE																																						
DATE																																						
BUDGET REVIEWED AND APPROVED BY:																																						
PHONE NUMBER																																						
DATE																																						

MISSION CRITICAL NATURE OF TRAVEL

Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission are either not available by electronic communications or are unsuitable due to the nature of the task.

EXPLAIN WHY TELECONFERENCING AND OTHER FORMS OF ELECTRONIC COMMUNICATION HAVE BEEN DETERMINED TO BE UNSUITABLE ALTERNATIVES FOR THIS SPECIFIC TRAVEL PURPOSE:

CONFERENCE, CONVENTION, WORKSHOP OR SEMINAR TRAVEL: ☐ YES ☐ NO

HOW WILL THE REGISTRATION FEE BE PAID: ☐ P-CARD ☐ TRAVELER WILL PAY ☐ NO FEE ☐ 3RD PARTY WILL PAY ☐ PURCHASE ORDER ☐ PO #

PROVIDE STATEMENT OF BENEFITS TO THE STATE IF TRAVEL IS FOR A CONFERENCE, CONVENTION, WORKSHOP OR SEMINAR, OR IF TRAVELER IS A NON-STATE EMPLOYEE

NAME OF FEDERAL OR STATE PROGRAM WHICH IS BEING CARRIED OUT, FOR EXAMPLE: TITLE I - DIFFERENTIATED ACCOUNTABILITY, CARL PERKINS ACT, ETC:

WILL A THIRD PARTY PAY FOR THIS TRAVEL OR A PORTION OF THE TRAVEL? ☐ YES ☐ NO **IF YES, ATTACH A COPY OF THE AGREEMENT WITH THE THIRD PARTY STATING THE PORTION OF TRAVEL THEY WILL PAY, LIST THE ORGANIZATION(S):**

WILL TRAVELER RECEIVE OR PROVIDE TRANSPORTATION FROM/TO ANOTHER EMPLOYEE/CONTRACTOR? ☐ YES ☐ NO **PROVIDE NAME(S) OF EMPLOYEE(S)/CONTRACTORS:**

WILL A STATE VEHICLE BE USED? ☐ YES ☐ NO

WILL THE TRAVELER BE USING A PRIVATE VEHICLE FOR THEIR MODE OF TRANSPORTATION? ☐ YES ☐ NO **ARE RENTAL VEHICLES AVAILABLE IN THE AREA OF THE TRAVELER'S OFFICE HEADQUARTERS?** ☐ YES ☐ NO

IF YES FOR BOTH, A PRIVATE VEHICLE VERSUS RENTAL WORKSHEET MUST BE ATTACHED. TRAVELER WILL ONLY BE REIMBURSED THE LESSER AMOUNT OF THE RENTAL VEHICLE VERSUS THE PRIVATE VEHICLE.

Personnel Activity Report

EMPLOYEE NAME:	Dawn E. Ball	PP End:	8/11/2026	APPROVING AUTHORITY:	ELCNF Board.
TITLE:	Chief Executive Officer			TITLE:	N/A

Date	# of Hours	*7B5A	*7B90	*7C03	*PPADM	Other	AL	SL	PSL	Unallocated Time	DAU Y 106
7/29/2026	W	8.00	3.00	3.00						0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing and Cultural Board meeting
7/30/2026	T	5.00	3.00	2.00						0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/1/2026	F	3.00							5.00	5.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/1/2026	S	4.00	4.00							0.00	electronic correspondence
8/2/2026	S	3.00	3.00							0.00	
8/3/2026	M	6.00	3.00	3.00						0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/4/2026	T	4.00	2.00	2.00					2.00	2.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/5/2026	W	4.00	2.00	2.00					4.00	4.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/6/2026	T	7.00	3.00	4.00						0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/7/2026	F	4.00	4.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/8/2026	S	4.00	4.00							0.00	electronic correspondence
8/9/2026	S	3.00	3.00							0.00	electronic correspondence
8/10/2026	M	7.00	3.00	4.00						0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/11/2026	T	7.00	3.00	4.00						0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
Total		69.00	43.00	24.00	0.00	2.00	0.00	0.00	11.00	11.00	
Percent		0.623188	0.34783	0.00000	0.02899						
Unallocated		11.00	6.86	3.83	0.32						
Total		80.00	49.86	27.83	0.00	2.32					
Percent		0.62319	0.34783	0.00000	0.02899						

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

Employee Signature		Date	8/11/2026
Approving Authority Signature		Date	8/11/2026

ANNUAL LEAVE	
7/29/2026 AL Balance	124.00
This PP Accrual	8.00
This PP Usage	0.00
8/11/2026 AL Balance	132.00

TOTAL SICK LEAVE	
7/29/2026 SL Balance	218.50
This PP Accrual	4.00
This PP Usage	-11.00
8/11/2026 SL Balance	211.50

PERSONAL SICK LEAVE	
FY24/25 PSL Balance	80.00
This PP Usage	-11.00
8/11/2026 PSL Balance	69.00

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

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 7/22/2026

Date(s) / Time of Leave:

Leave Type (See Legend):
07/31 5 hours personal sick leave
08/04 2 hours personal sick leave
08/05 4 hours personal sick leave

11 hours personal sick leave

Approved: 

Date: 8/11/2026

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: **8/25/2026**

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

		\$ of Hour	*978A	*97000	*97003	*97004	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
8/12/2026	W	7.00	3.00	2.00		2.00					0.00	
8/13/2026	T	5.00	2.00	2.00		1.00				3.00	3.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/14/2026	F	4.00	4.00								0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/15/2026	S	4.00	4.00								0.00	electronic correspondence
8/16/2026	S	3.00	3.00								0.00	
8/17/2026	M	5.00	3.00	2.00						3.00	3.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/18/2026	T	5.00	2.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/19/2026	W	4.00	4.00							4.00	4.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/20/2026	T	6.00	3.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/21/2026	F	6.00	3.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/22/2026	S	3.00	3.00								0.00	electronic correspondence
8/23/2026	S	4.00	4.00								0.00	electronic correspondence
8/24/2026	M	6.00	3.00	2.00						4.00	4.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
8/25/2026	T	4.00	4.00								4.00	Reviewing/responding internal documents, electronic correspondence and book bag stuffing
Total		66.00	45.00	17.00	0.00	4.00	0.00	0.00	0.00	14.00	14.00	
Sub Total		14.00	9.55	3.61	0.00	0.85						
Net		80.00	54.55	20.61	0.00	4.85						
Net		0.68182	0.25758	0.00000	0.00000	0.00061						

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

Employee Signature: *Dawn Bell*

Date: 8/25/2026

Approving Authority Signature: *D. Jackson*

Date: 8/25/2026

ANNUAL LEAVE	
8/12/2026 AL Balance	132.00
This PP Accrual	8.00
This PP Usage	0.00

TOTAL SICK LEAVE	
8/12/2026 SL Balance	211.50
This PP Accrual	4.00
This PP Usage	-14.00

PERSONAL SICK LEAVE	
FY24/25 PSL Balance	69.00
This PP Usage	-14.00
8/25/2026 PSL Balance	55.00

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

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 8/12/2026

Date(s) / Time of Leave:

Leave Type (See Legend):

08/13 3 hours personal sick leave

08/17 3 hours personal sick leave

08/19 4 hours personal sick leave

08/25 4 hours personal sick leave

14 hours personal sick leave

Approved: 

Date: 8/25/2026

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Early Learning Coalition of North Florida, Inc.
BOARD MEETING
Renaissance World Golf Village Convention Center, Legends 1 Meeting Room
St. Augustine, FL 32092
May 6, 2026
10:30 a.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen – Secretary
Leslie Barstow
Cassandra Bloom
Tamela Bocher
Makayla Buchanon
Tatiana Caines
Vina Delcomyn - Vice Chair
Meghan Deputy
Joy Farris
Mary Ann Holanchock
Michelle Jonihakis
Theresa Little
Marsha Peacock
Mala Ramoutar
Aubrie Simpson-Gotham, Interim Chair
Michael Siragusa
Jessica Stallings

Members Absent:

Kathleen Allen
Ronald Coleman
Brian Graham
Mary Ellen Hancock
Lisa Koburger *ex-officio*
Amy Roberts *ex-officio*
Bailey Steele
JaVetta Fleury – Board member nominee

Staff Present:

Dawn Bell, Chief Executive Officer
Marie Hanson, Office Manager
Tajaro Dixon, Grants and Operations Manager
Brittany Goodson, Finance Manager

Others Present:

Teresa Matheny, ECS
Brittany Spangler, ECS
Christian Whitehurst, Board member nominee

CALL TO ORDER/ROLL CALL

A. Simpson-Gotham, Interim Chair, called the meeting to order at 10:33 am. M. Hanson took roll; quorum was met with 17 of the 24 board members in attendance.

PUBLIC COMMENT

No comments.

ECS SPOTLIGHT

B. Spangler, VP of Programs for ECS, presented a recent success story of an emergency child care funding to support workforce stability. Through the grant from the St. Johns County Health and Human Services, the ELC was able to assist a mother with five children who had just relocated to St. John's County. With ELC's assistance, the mother was able to secure funding for enrolling her children in the School Readiness program so that she could maintain her employment and secure financial security for herself and children.

ECS DASHBOARD REPORT

T. Matheny, Chief Strategy & Innovation Officer for ECS, presented the Monthly Program Snapshot which included updates on school readiness, voluntary pre-K, the wait list, coaching cohorts and the ASQ developmental screenings.

BOARD MEMBER PRESENTATION

M. Buchanan, Chief of Staff at The Children's Movement Florida, gave a brief overview of the Children's Movement Florida and the initiatives they are working on. She has suggested that everyone take a minute and review their website at <https://www.childrensmovementflorida.org/>

REVIEW OF DELEGATION OF AUTHORITY ITEMS

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. Delegation items are included in the Board packet to all Board Members. There were no discussion or questions on the items reviewed.

APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS*

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

APPROVAL OF DECEMBER 3, 2025 BOARD MEETING MINUTES*

- 2.** V. Delcomyn motioned to approve the December 3, 2025 Board Meeting Minutes as presented. M. Buchanon seconded the motion. No discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

A. Approval of the Preliminary ELCNF Budget for 2026-2027*

The 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 2026-27, but are required to operate within a Board approved budget.

3. V. Delcomyn motioned the approval of the preliminary ELCNF 2026-2027 Budget. M. Buchanan seconded the motion. No discussion, motion passed unanimously.

B. Approval of The RFQ Committee recommendation for External Auditing Services Contract Award *

The RFQ Committee's recommendation that Moss, Krusick and Associates be awarded the Request for Qualifications for External Auditing Services Contract (for Fiscal Years Ending 06/30/2026 through 06/30/31 (five years).

4. L. Barstow motioned to approve the RFQ Committee recommendation for external auditing services contract. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

C. Approval for CEO Dawn Bell to move funds as needed to fully utilize the Grant Funds *

The CEO requires authority to move Grant funds from one category to another as needed to make full use of the Grant funds.

5. V. Delcomyn motioned to approve CEO Dawn E. Bell to move funds as needed to fully utilize the grant funds. L. Barstow seconded the motion. No discussion, motion passed unanimously.

D. Approval of CEO Dawn E. Bell to allocate funding for any last minute June Notice of Award*

The CEO needs authority to 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.

6. M. Holanchock motioned to approve CEO Dawn E. Bell to allocate funding for any last minute End of Year Notice of Award. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

E. Approval of Episcopal Children's Services 2026/2027 Primary Service Provider contract*

Episcopal Children's Services won the 2026/2027 RFP (Request for Proposals). This is the contract for the five years of that award. In addition, the Coalition has been satisfied with Episcopal Children's Services (ECS) performance in all prior years.

7. C. Bloom motioned the approval of the Episcopal Children's Services 2026/2027 Primary Service Provider Contract. M. Jonihakis seconded the motion. No discussion, the motion passed unanimously.

F. Approval of 2022-24 School Readiness Plan Amendment #17*

Revisions:

- 00 ELCNF SR Plan 2022-24 FormSR115 CORE Doc rev 041726
- Attach IF and IJ ECS Procurement - Disbursements Policy 040126 (and exhibits B and C)
- Attach II B SR Application and Waiting List Proc 041726
- Attach II C Eligibility and Enrollment rev 041726
- Attach VA ELC 2627 ELC Monitoring Plan narrative 032526
- Attach VA ELC 2627 ELC Monitoring Schedule 032526
- Attach VA1 ECS SR Provider Monitoring 041626
- Attach VA1A Tier 1 FY 25-26 Tracking and Scheduling
- Attach VA1B Tier 2 FY 25-26 Tracking and Scheduling

8. M. Siragusa motioned the approval of the 2022-24 Schools Readiness Plan Amendment #17. J. Farris seconded the motion. No discussion, the motion passed unanimously.

I. Approval of SECOND TERM Private Sector Board Member Leslie Barstow*

Leslie's term will be from March 2026 – March 2030.

M. Ramatour motioned to approve the second term Private Sector Board Member Leslie Barstow. M. Jonihakis seconded the motion. Board member Leslie Barstow abstained from voting, Memorandum of Voting Conflict on file. No further discussion, the motion passed unanimously.

J. Approval of Regional Workforce Board Executive Director or Designee: JaVetta Fleury designation *

JaVetta Fleury is the Regional Program Director, Welfare Transition, SNAP E & T Programs, and has been designated to serve on the board on behalf of Cheryl Taylor, President and CEO of CareerSource Northeast Florida.

JaVetta's term will be from May 2026 until replaced.

- 9.** V. Delcomyn motioned to approve new Board member JaVetta Fleury, Regional Workforce Board Designee. M. Allen seconded the motion. No further discussion, the motion passed unanimously.

K. Approval of SECOND TERM of the Member Appointed by Putnam County District Superintendent of Schools Jessica Stallings *

Jessica Stallings currently serves as a Pre-K Curriculum Specialist supporting Putnam County. She has been designated to serve on the board on behalf of Rick Surrency, Superintendent of Putnam County District Schools.

Jessica's term would extend from March 2026 to March 2030

- 10.** L. Barstow motioned to approve second term member appointed by Putnam County District Superintendent of Schools Jessica Stallings. Board member J. Stallings abstained from voting, Memorandum of Voting Conflict on file. M. Allen seconded the motion. No further discussion, the motion passed unanimously.

L. Approval of the Member Appointed by Board of County Commissioners or the Governing Board of a Municipality, Christian Whitehurst *

Christian Whitehurst has been appointed to fill the vacancy created by the recent change in Commissioner Elections and assignments.

Commissioner Christian Whitehurst's ELCNF term would extend from May 2026 – May 2030.

- 11.** V. Delcomyn motioned to approve member Christian Whitehurst appointed by the Board of County Commissioners. M. Siragusa seconded the motion. No further discussion, the motion passed unanimously.

M. Approval of Web/Marketing Consulting Contract with Creative Types/Amy Lyn D'Alesio for 2026-2027*

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 \$80 per hour and not to exceed 200 hours/\$16,000 annually.

- 12.** M. Ramatour motioned to approve the Web/Marketing Consulting Contract with Creative Types/Amy Lyn D'Alesio for 2026-2027. C. Bloom seconded the motion. No discussion, the motion passed unanimously.

N. Retro-Approval of the Abila Accounting software contract for 3/01/2026 through 2/28/2027*

Abila is the ELCNF accounting software. The cost of the annual contract is \$10,689.84 and exceeds Dawn Bell, C.E.O's authority to approve.

- 13.** V. Delcomyn motioned the retro-approval of the Abila Accounting Software Contract for 3/01/2026 through 2/28/2027. M. Holanchock seconded the motion. No discussion the motion passed unanimously

O. Approval of sending Board members to the National Summit on Education 2026 in Washington DC*

The National Summit is a great opportunity for the Board to learn about new concepts in education and to bring ideas back to the ELC North Florida Board for implementation in our six county region.

- 14.** Barstow motioned the approval to send Board members to the National Summit on Education 2026 in Washington DC. J. Farris seconded the motion. No discussion the motion passed unanimously.

P. Approval of the 2026-2027 Meeting Schedule *

- 15.** V. Delcomyn motioned the approval of the 2026-2027 Meeting Schedule. J. Stallings seconded the motion. No discussion, the motion passed unanimously.

COMMITTEE REPORTS

A. Executive Administrative Committee

- A. Ratify Approval of the 2024-2025 Audit*
- B. Ratify Approval of the Episcopal Children's Services 2025/2026 Contract Amendment # 2*
- C. Ratify Approval of Revisions to the Coalition's IT Policies*
- C. Ratify Approval of Revisions to the Coalition's Accounting and Financial Policies*

- E. Ratify Approval of Revisions to the Coalition's Operations Policies*
- F. Ratify Approval of the Coalition's 2026-2027 COOP (Continuity of Operations Plan)*

16. V. Delcomyn motioned the approval to ratify the votes from the Executive/Admin committee meeting March 4, 2026. J. Stallings seconded the motion. No discussion, the motion passed unanimously

B. Approval of March 4, 2026 Executive Admin Meeting*

17. M. Siragusa motioned CONSENT APPROVAL of the Executive Administrative Committee votes and minutes for the March 4, 2026 meeting. J. Stallings seconded the motion. No discussion, the motion passed unanimously.

STAFF REPORTS

CEO Report-Verbal

D. Bell updated the Board on recent and upcoming changes at the state level for Early Learning.

Finance Manager's Report

Desk Reviews and Audits

In April we received the final report for DEL's fiscal monitoring that was completed by THF; there were no observations or findings.

We recently submitted all documentation for the desk review and there were no issues found. The external audit has been completed and final audit has been issued. There were no observations or findings.

Q3 Financial Statements (see attachment)

Attached are the Q3 financial statements for FY25-26. 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 4.804% which is lower than our target of 5%. SR Administration percentage is currently 3.653% which is less than our target of 5%. All other targets and restrictions remain in alignment with the grant requirements.

Early Learning Coalition of North Florida
FY 2025-2026

	2025-2026 Total Budget	Q3 FY2025 Budget	FY 2025-2026 Q3 Actual	Favorable (Unfavorable)
	27,236,105.00	20,427,078.75	19,034,950.95	(1,392,127.80)

Notice of Awards

School Readiness (SR)

Voluntary PreKindergarten (VPK) 17,567,621.00 13,175,715.75 14,069,951.69 894,235.94

Total Notice of Award

\$ 44,803,726.00 \$ 11,200,931.50 \$ 33,104,902.64 \$ 21,903,971.14

Subrecipient Expense

School Readiness (SR) 25,992,076.00 18,357,798.70 18,357,798.70 -

Voluntary PreKindergarten (VPK) 17,483,965.00 14,017,854.76 14,017,854.76 -
43,476,041.00 10,869,010.25 32,375,653.46 21,506,643.21

Total Subrecipient Expense

- -

Grant Funds Available to ELC of North FL

1,327,685.00 995,763.75 729,249.18 (266,514.57)

Other Donations and Revenue

Interest Income 600.00 450.00 692.21 242.21

Miscellaneous Donations 2,500.00 1,875.00 1,500.00 (375.00)

Total Revenues

1,330,785.00 332,696.25 731,441.39 398,745.14

ELC of North Florida Estimated Expense

5001 Salaries	734,800.00	551,100.00	419,442.44	(131,657.56)
5005 PR Taxes	65,000.00	48,750.00	33,515.30	(15,234.70)
5010 Health Insurance & HSA Contributions	135,000.00	101,250.00	72,699.42	(28,550.58)
5020 Pension	39,000.00	29,250.00	20,098.90	(9,151.10)
5030 Life, Disability, and WC	9,000.00	6,750.00	3,976.98	(2,773.02)
5101 Staff Development	10,000.00	7,500.00	6,809.25	(690.75)
6020 Contract Services	6,000.00	4,500.00	-	(4,500.00)
6002 Auditing	20,000.00	15,000.00	16,250.00	1,250.00
Legal	500.00	375.00		(375.00)
Printing & Reproduction	1,500.00	1,125.00		(1,125.00)
Repairs & Maintenance	1,500.00	1,125.00	131.82	(993.18)
7001 Office Sites - Occupancy	51,000.00	38,250.00	28,559.68	(9,690.32)
7051 Postage, Freight & Delivery	1,750.00	1,312.50	476.65	(835.85)
7101 Rentals - Office Equipment	5,000.00	3,750.00	1,446.10	(2,303.90)
7151 Office Supplies	12,500.00	9,375.00	3,289.00	(6,086.00)
7201 Communications	25,000.00	18,750.00	10,725.41	(8,024.59)
7251 D & O Insurance	6,500.00	4,875.00	4,019.70	(855.30)
260 & 7265 General Liability	24,000.00	18,000.00	14,129.15	(3,870.85)
7302 Equipment <\$1,000	5,000.00	3,750.00	1,776.51	(1,973.49)
Equipment >\$1,000	5,000.00	3,750.00	1,082.44	(2,667.56)
7501 Travel - In State	10,000.00	7,500.00	4,048.19	(3,451.81)
7505 Travel - Out of State	11,000.00	8,250.00	3,005.93	(5,244.07)
7510 Travel - Local	8,000.00	6,000.00	2,390.71	(3,609.29)
Bank Fees	200.00	150.00		(150.00)
7605 Software/Licenses/Support	20,200.00	15,150.00	18,113.22	2,963.22
7610 Web Service	80,000.00	60,000.00	38,976.92	(21,023.08)
7615 Other employee expenditures	2,000.00	1,500.00		(1,500.00)
6035 ADP Fees	10,000.00	7,500.00	4,525.65	(2,974.35)

7620 Dues & Subscriptions	20,000.00	15,000.00	19,432.80	4,432.80
7625 Taxes, Licenses and Fees	500.00	375.00	1,024.02	649.02
7635 Misc. - Other Current Charges	5,000.00	3,750.00		(3,750.00)
7410 Quality Program	5,000.00	3,750.00	942.30	(2,807.70)
		-		-
Total ELC North Florida Estimated Expense	1,329,950.00	332,487.50	730,888.49	398,400.99
		-		-
Surplus or (Loss)	835.00	208.75	552.90	344.15

Early Learning Coalition of North Florida

DRAFT

Balance Sheet

As of March 2026

ASSETS

Cash, Operating	\$ 3,625,100
Cash, Money Market	62,739
DEL Receivable	3,944,929
Petty Cash	200
Deposits	850
Prepaid Expense	6,173
Right of Use Asset	118,560
Equipment	17,418
Less: Accumulated Depreciation	<u>(6,498)</u>

TOTAL ASSETS **\$ 7,769,471**

LIABILITIES

Episcopal Children's Services Payable	\$ 3,913,561
DEL Advance Payable	3,837,233
Interest due to OEL	31,861
Other AP	1,038
Current portion of Lease Liability	14,072
Accrued Payroll	25,774
Accrued Vacation	27,194
Accrued Employee Benefits	488
Long-Term Lease Liability	<u>105,085</u>

TOTAL LIABILITIES**\$ 7,956,306**

Net Assets @06/30/2023

(183,730)

Net change YTD@ 06/30/2024

(4,393)

Net change FY2025

735

Net change FY2026

553**Total Liabilities and Net Assets****\$ 7,769,471****Grants & Operations Manager Report - 2nd and 3rd Quarter Program Update****2024/2025 Second Quarter Program Update and Quality Assurance Activities**2025/2026 Second Quarter Program Update and Quality Assurance Activities***Coalition Activities:***

- The RFP Committee's recommendation was approved during the December 3, 2025 board meeting. Episcopal Children's Services was awarded the Primary Service Provider Contract for services beginning July 1, 2026 through June 30, 2031 (five years). The contract will be reviewed for approval during the May 6, 2026 board meeting.
- The Request for Qualifications (RFQ) for External Auditing Services solicitation document was approved during the December 3, 2025 board meeting. Advertisements were made and the ELC received four notifications of "Intent to Bid".
- The Coalition/Episcopal Children's Services 2024/2025 Contract closed-out with no issues.
- DEL released School Readiness updated program guidance for 25/26, 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 required annual review of Information Technology policies for any needed updates. This included a thorough review by our IT vendor, 'TruTech'. The revisions were approved during the March 4, 2026 Exec/Admin committee.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2025/2026 First Quarter Monitoring was performed October 31 – November 14, 2025. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. One additional area of review was the Annual Data Security and Data Systems Review. From this monitoring there were only three compliance issues. *(AN EXCEPTIONAL MONITORING!!!)* All were routine in nature and corrective actions (including staff training) were completed before the Final Report.

2025/2026 Third Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- From the RFP Committee's recommendation approved during the December 3, 2025 board meeting, Episcopal Children's Services was awarded the Primary Service Provider Contract for services beginning July 1, 2026 through June 30, 2031 (five years). The contract is in today's packet for review and approval.
- Three bids were received by the March 24, 2026 deadline for the Request for Qualifications (RFQ) for External Auditing Services. There was an RFQ committee meeting April 16, 2026, and their recommendation is in today's packet for review and approval.
- The 2026/2027 Sub-recipient Contract Monitoring Schedule and Narrative Plan were completed and will be submitted as part of the School Readiness Plan 22-24 Amendment #17, after today's board approval.
- In January 2026 Brittany Goodson was trained on ECS monitoring of Child Care Provider reimbursements. She did her started her monitoring with the second quarter ECS monitoring – and did a great job! She will continue to do this part of the ECS monitoring each quarter.
- Coalition staff were not able to complete their annual IT reviews in January, as DEL informed the ELC's that DOE's mandatory annual training would not be available until May 2026.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2025/2026 Second Quarter Monitoring was performed February 9-23, 2026. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. From this monitoring there were five compliance issues. All were routine in nature and corrective actions (including staff training) were completed before the Final Report.

The 2025/2026 Third Quarter Monitoring is scheduled for May 11-22, 2026. This monitoring includes all DEL required "eligibility" criteria for School Readiness and VPK.

All full reports are available upon request.

Review of Board Membership-INFORMATIONAL

No Comments

Board Absenteeism Log – INFORMATIONAL

No comments

Board Comment

Next Meetings

- Wednesday, June 24, 2026, 10:30 a.m. – Exec/Admin Committee Zoom Call Meeting
- Wednesday August 5, 2026, 10:30 am – Exec/Admin committee Zoom Call Meeting
- Wednesday, September 9, 2026, 10:30 a.m. – ANNUAL Board Meeting, Renaissance World Golf Village Restore and Convention Center

Adjournment*

- 18.** V. Delcomyn motioned to adjourn the meeting at 11:40. C. Whitehurst seconded the motion. No discussion, the motion was unanimously approved.

Minutes submitted by: M. Hanson, Office Manager, May 6, 2026

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the FY2026-27 budget for Early Learning Coalition of North Florida.
Reason for Recommended Action	The budget is an estimate of expected expenses for the upcoming year. This budget is in accordance with the Notice of Award dated September 1, 2026 and the budget submitted to DEL on August 4, 2026. If not approved, we will be operating without an approved budget.
How the Action will be accomplished	Board Approval.

Early Learning Coalition of North Florida
FY 2026-2027

	5/6/2026 2026-2027	8/24/2026 2026-2027
Notice of Awards	Initial Budget	V1
School Readiness (SR)	27,236,105.00	25,093,146.00
Voluntary PreKindergarten (VPK)	17,567,621.00	17,602,834.00
Total Notice of Award	\$ 44,803,726.00	\$ 42,695,980.00
Subrecipient Expense		
School Readiness (SR)	25,992,076.00	23,890,868.00
Voluntary PreKindergarten (VPK)	17,483,965.00	17,539,427.00
Total Subrecipient Expense	43,476,041.00	41,430,295.00
Grant Funds Available to ELC of North FL	1,327,685.00	1,265,685.00
Other Donations and Revenue		
Interest Income	600.00	600.00
Miscellaneous Donations	2,500.00	2,500.00
Total Revenues	1,330,785.00	1,268,785.00
ELC of North Florida Estimated Expense		
5001 Salaries	734,800.00	714,800.00
5005 PR Taxes	65,000.00	65,000.00
5010 Health Insurance & HSA Contributions	135,000.00	135,000.00
5020 Pension	39,000.00	39,000.00
5030 Life, Disability, and WC	9,000.00	9,000.00
5101 Staff Development	10,000.00	10,000.00
6020 Contract Services	6,000.00	3,000.00
6002 Auditing	20,000.00	20,000.00
Legal	500.00	500.00
Printing & Reproduction	1,500.00	1,500.00
Repairs & Maintenance	1,500.00	1,500.00
7001 Office Sites - Occupancy	51,000.00	43,000.00
7051 Postage, Freight & Delivery	1,750.00	1,750.00
7101 Rentals - Office Equipment	5,000.00	5,000.00
7151 Office Supplies	12,500.00	8,500.00
7201 Communications	25,000.00	21,000.00
7251 D & O Insurance	6,500.00	6,500.00
7260 & 7265 General Liability	24,000.00	19,000.00
7302 Equipment <\$1,000	5,000.00	5,000.00
Equipment >\$1,000	5,000.00	5,000.00
7501 Travel - In State	10,000.00	10,000.00
7505 Travel - Out of State	11,000.00	11,000.00
7510 Travel - Local	8,000.00	8,000.00
Bank Fees	200.00	200.00
7605 Software/Licenses/Support	20,200.00	20,200.00
7610 Web Service	80,000.00	62,000.00
7615 Other employee expenditures	2,000.00	2,000.00
6035 ADP Fees	10,000.00	10,000.00
7620 Dues & Subscriptions	20,000.00	20,000.00
7625 Taxes, Licenses and Fees	500.00	500.00
7635 Misc. - Other Current Charges	5,000.00	5,000.00
7410 Quality Program	5,000.00	5,000.00
Total ELC North Florida Estimated Expense	1,329,950.00	1,267,950.00
Surplus or (Loss)	835.00	835.00



ANNUAL REPORT

FY 2025-2026

Mission: To serve parents, caregivers and educators of children ages birth to pre-kindergarten by managing and evaluating early child care and early education programs through a quality school readiness delivery system in Baker, Bradford, Clay, Nassau, Putnam & St. Johns Counties.

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EVALUATION OF DIRECT ENHANCEMENT SERVICES

Evaluation of Direct Enhancement Services

COMPREHENSIVE CONSUMER EDUCATION

Describe how the Coalition developed, established, expanded, operated, and coordinated resource and referral programs specifically related to the provision of comprehensive consumer education to parents and the public to promote informed child care choices.

For the 2025-2026 program year, our Child Care Resource and Referral (CCRR) program continued to connect families with quality child care options and community resources at no cost. Through in-person, phone, and online services, CCRR Specialists assisted families in identifying child care solutions and accessing supportive services. The ELC also partnered with the Help Me Grow program in Clay, Putnam, and St. Johns counties to promote early identification of developmental, behavioral, and educational concerns and connect families to appropriate community resources.

To increase community awareness, CCRR staff participated in numerous outreach events and meetings, distributing more than 2,200 informational materials and answering questions about available services. Staff also served on several community committees and collaborative groups such as Healthy Baker, Clay SafetyNet Alliance, Putnam Behavioral Health Forum, Nassau County's CWEENP Steering Committee, St. Johns Head Start Policy Council, and the Child Abuse Death Review (CADR), strengthening partnerships that support children and families throughout the region. In addition, CCRR Specialists provided parents with information on child care quality indicators, referrals to Child Find and other community resources, and parent resource packets to support informed decision-making. Services remained accessible through local county offices, walk-in appointments, phone, email, and online scheduling.

PROVIDER FINANCIAL SUPPORTS

Provide a list of grants and financial supports (for example, awards or bonuses) offered to school readiness program providers and their staff to assist them in meeting applicable state requirements for the program assessment required under s. [1002.82\(2\)\(n\)](#), child care performance standards, implementing developmentally appropriate curricula and related classroom resources that support curricula, providing literacy supports, and providing continued professional learning and training.

Include the qualifying criteria to receive grants and financial supports and related monitoring activities to verify appropriate use of support.

EVALUATION OF DIRECT ENHANCEMENT SERVICES

CDA courses - Qualifying Criteria: CDA Application. Participants are required to apply and recipients' progress through the course is monitored by the CDA specialist on staff. Monitoring: CDA specialist monitors the course progress of participants.

Teaching Strategies Gold Implementation - Qualifying Criteria: SR providers were required to apply for a program to achieve child assessment reliability. Participating providers received free access to child files in TSG. Monitoring: Child Assessment Reliability certificates.

FCCHA Conference - Qualifying Criteria: FCCH providers were required to apply for the scholarship which awarded a scholarship to use on conference registration and/or hotel stay. Monitoring: Providers were required to submit conference agenda/certificate, and a write up of what they learned at the conference.

FLAEYC Conference- Qualifying Criteria: Providers were required to apply for the scholarship to be used on conference registration and/or hotel stay. Monitoring: Providers were required to submit conference agenda/certificate, and a write up of what they learned at the conference.

Gold Seal Differentials – Child care providers with a current Gold Seal Quality Care designation received a 20% differential rate higher than the established coalition reimbursement rate for each care level and unit of care.

Quality Performance Incentive (QPI) – Child care providers that received a School Readiness program assessment composite score of 5.0 or higher received a tiered Quality Performance Incentive differential rate above the established coalition reimbursement rate for each care level and unit of care.

Reimbursement for Child Assessments – Child care providers with teachers that have been determined reliable and complete child assessments with a DEL approved assessment tool, were eligible to receive a differential reimbursement rate of 5% higher than the established coalition reimbursement rate for each care level and unit of care for each eligible participating child.

Special Needs Rates – Child care providers caring for any school readiness child with special needs requiring additional care beyond services required by the American Disabilities Act (ADA), were eligible to receive a special needs rate up to 20% above the established coalition reimbursement rate for infant care.

TRAINING AND TECHNICAL ASSISTANCE

Provide a list and description of trainings and/or technical assistance activities the coalition offered to school readiness program providers, staff, and parents in each of the following areas.

EVALUATION OF DIRECT ENHANCEMENT SERVICES

- **Early Learning Standards**

A cross walk between CLASS and Early Learning Standards is used to inform providers of the connection of both tools through TA and coaching using the crosswalk.

- **Child Screenings**

Ongoing TA is given to providers who need assistance with completing child screening and assessments and is given on an as-needed basis. Some training courses offered cover this topic as well. Instructions and TA are ongoing with providers with the use of screening features in EFSM.

- **Child Assessments**

TA is offered on an as-needed basis for providers completing child assessments. Training is available within the Child Assessment tool of provider choice and TA is given to providers on how to access such training. Child Development Research and Best Practices.

- **Child Development Research and Best Practices**

Coaching, training and TA are given in these areas to inform providers of best practices in offering high quality child care to families. Research is shared on child development within these coaching, training, and TA sessions based on the are being addressed.

- **Developmentally Appropriate Curricula and Character Development**

Technical assistance is given on an as-needed basis for curriculum and character development needs. Some training courses offered cover this topic as well.

- **Teacher-Child Interactions**

Teacher Child Interactions are the primary focus of our coaching program with providers/teachers. Multiple training courses cover this area as well. MyTeachstone accounts are offered to providers to provide even more access to Teacher-Child Interaction strategies and best practices. LENA Grow coaching is also offered to all providers wanting to increase both individual child and classroom language along with other teacher-child interactions. LENA invited our staff to co-present at One Goal, based on our success with this program. Providers are also offered subscriptions to MarcoPolo which supports teachers in developing strategies to integrate more opportunities for child/teacher interactions.

- **Age-Appropriate Discipline Practices**

EVALUATION OF DIRECT ENHANCEMENT SERVICES

Training courses conducted address age-appropriate discipline practices and much of the TA given by child development specialists also cover this topic.

- **Health and Safety**

Multiple training courses provided over the year included Health and Safety best practices. If coaches or staff notice a serious lack in the health and safety of a child care program, TA is given immediately.

- **Nutrition**

TA is offered on an as needed basis.

- **First Aid**

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

- **Cardiopulmonary Resuscitation**

This is offered through other community partners in our area.

- **Recognition of Communicable Diseases**

TA is offered on an as needed basis and can be incorporated into existing Health and Safety training and TA. Information about procedures and precautions regarding Health & Safety are shared with providers throughout the year as needed.

- **Child Abuse Detection, Prevention and Reporting**

We offer TA as needed on this topic as well as forwarding information on this topic to providers.

QUALITY ACTIVITIES FOR INFANT AND TODDLER CARE

Provide a description of the quality activities and services the coalition provided to enhance infant and toddler care.

We have an education team member on the State Infant/Toddler Network group to stay updated on any IT developments and share info as appropriate with teammates and providers. We offer Trainings for Infant/Toddler teachers on a wide variety of topics. Coaching and TA are also given for I/T teachers to help incorporate appropriate practices and strategies into the classroom and increase the quality of Infant/Toddler child/teacher interactions. Our LENA coaching also increases the quality of I/T child/teacher interactions as explained previously in this document.

EVALUATION OF DIRECT ENHANCEMENT SERVICES

MONITORING

Describe the process for monitoring compliance with, and enforcement of, applicable state and local requirements.

The ECS4Kids Quality Assurance Coordinator is responsible for overseeing compliance monitoring and enforcement of applicable state and local requirements for the School Readiness and Voluntary Prekindergarten (VPK) programs. Compliance is monitored through interviews, documentation reviews, file reviews, observation of program activities, and verification of supporting records.

ECS4Kids develops an annual monitoring plan, which is reviewed and approved by the Early Learning Coalition (ELC). The plan utilizes Division of Early Learning (DEL) monitoring protocols, tools, and sample-size requirements to assess provider compliance with contractual obligations, child attendance reporting, reimbursement accuracy, program eligibility requirements, and other applicable regulations.

The ELC also conducts quarterly monitoring of its subrecipient, ECS4Kids, using DEL monitoring tools when available. Reviews include fiscal oversight of School Readiness and VPK funds, internal controls, cost allocation methodologies, enrollment and attendance records, payment validation, provider contracts, and provider compliance with education and program requirements.

When monitoring identifies findings, concerns, or observations, ECS4Kids issues a draft report and provides the monitored entity an opportunity to respond and clarify information. A final report is then issued, and corrective action plans are required for any identified deficiencies. The ELC reviews submitted corrective actions and issues acceptance or rejection letters that establish requirements, timelines, and follow-up expectations. Corrective actions are tracked through completion, and a formal monitoring close-out letter is issued once compliance has been verified.

This monitoring and enforcement process promotes accountability, ensures compliance with state and local requirements, safeguards public funds, and supports the delivery of high-quality early learning services.

INCLUSION

Describe the activities the coalition has implemented to promote inclusive child care, including responding to Warm-Line requests by providers and parents, and providing developmental and health screenings to school readiness program children.

Warm-line requests are handled by our Child Development Specialists who respond in a timely manner to parents and providers' requests and concerns. Child Development Specialists promote inclusive child care by providing training on a variety of topics,

EVALUATION OF DIRECT ENHANCEMENT SERVICES

including teacher-child interactions and trauma informed care. SR children receive ASQ screenings routinely, including ASQ SE, if the parent/guardian agrees to screening. Onsite classroom/child observations are also offered for all child care providers requesting it, as well as follow-up plans for the teachers and parents to increase the ability of the provider/teacher to offer individualized services as needed.

DATA SUMMARY

Data Summary

The following information is based on data collected from July 1, 2025- June 30, 2026.

CHILDREN SERVED IN SCHOOL READINESS

Number of children served in the school readiness program, by provider type, enumerated by age and eligibility priority category, reported as the number of children served during the month and the average participation throughout the month.

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

CHILD DISENROLLMENT

Total number of children disenrolled during the year and the reasons for disenrollment.

Reason for Disenrollment	Number of Children Disenrolled
Child care provider dismisses child due to child's behavior	11
Child care provider does not meet parent's or guardian's expectations.	4
Child care provider has closed for economic or other business reasons.	30
Child care setting provided too much stimulation for the child.	1
Child deceased.	3
Child has a duplicate record.	3
Child has exceeded the age-limit for services.	9
Child is no longer residing with the guardian who completed the initial application. New paperwork must be completed by new guardian.	50
Child poses safety risk to other children at program.	9
Child was determined eligible for services but never enrolled with a child care provider.	25
Child was enrolled in a program that changed provider types. Only used if new provider ID is assigned in EFS.	1
Client deceased.	6

DATA SUMMARY

Client does not show up for redetermination.	306
Client failed to provide required documentation to maintain eligibility.	127
Client is eligible for services under a different funder (i.e., non funder 1).	3
Client is no longer eligible for services because the family income exceeds the allowable amount for eligibility.	17
Client moved out of the county in which funding is currently provided.	26
Client no longer has a valid purpose for care.	126
Custodian is involved in seasonal work (such as migrant or school district employees) and the child's enrollment is temporarily suspended while custodian is not working.	141
Parent declined Terms and Conditions	4
Parent or guardian lacks resources necessary to keep child in care.	3
Parent/guardian withdrew child from the program.	266
Provider dismissed child for noncompliance with the provider's attendance policy.	21
Provider dropped child from the provider's program.	42
Provider no longer receiving SR or VPK funds due to noncompliance or low performance	13
Provider remains open, but no longer provides VPK or SR services.	15
Referral from referring agency has expired.	39
Referring agency has terminated the referral.	2
The enrollment record was updated.	529
The next authorization period was approved.	789
The program where the child was receiving services changed ownership. The new owner has a new provider record.	50
Transfer from one SR funding source to another (i.e. BG3 to BG8).	1
Transfer to another provider record (even if the second record is owned by the same provider).	12
Total	2,684

DATA SUMMARY

PROVIDER TYPE

Total number of providers by provider type.

Provider Type	Total Providers	Offered SR Only	Offered VPK Only	Both
1. Licensed Private Centers	175	27	46	102
2. License-Exempt Centers	37	28	6	3
3. Large Family Child Care Home	2	2	0	0
4. Licensed Family Child Care Home	20	19	0	1
4. Registered Family Child Care Home	1	1	0	0
6. Private School	18	0	16	2
7. Public School	50	0	44	6

SCHOOL READINESS PROVIDER REVOCATION

List of any school readiness program provider, by type, whose eligibility to deliver the school readiness program is revoked, including a brief description of the state or federal violation that resulted in the revocation.

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

VOLUNTARY PREKINDERGARTEN PROVIDER REVOCATION

List of any voluntary prekindergarten program provider, by type, whose eligibility to deliver the voluntary prekindergarten program is revoked, including a brief description of the state violation that resulted in the revocation.

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

CHILDREN SERVED BY PROVIDER

The total number of children served in each provider facility.

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

FISCAL SUMMARY

Fiscal Summary

During the 2025- 2026 fiscal year, the coalition's total SR, SR Local Match, VPK, and Other Local Revenues operating budget was **\$44,300,586.05.**

PROGRAM FUNDS (REVENUES)

Segregation of School Readiness Program funds, SR Local Match funds, Voluntary Prekindergarten Education Program funds, and other local revenues available to the coalition.

School Readiness (SR) funds	\$27,413,659.12
SR Local Match funds	\$139,846.92
Voluntary Prekindergarten (VPK) Education Program funds	\$16,747,080.01
Other Local Revenues (including in-kind)	\$
Total	\$44,300,586.05

DETAILS OF EXPENDITURES BY FUND SOURCE

Details of expenditures by fund source, including total expenditures for administrative activities, quality activities, nondirect services, and direct services for children.

	Administrative Activities	Quality Activities	Nondirect Services	Direct Services for Children	Total
SR	\$932,399.75	\$3,786,732.54	\$1,306,342.63	\$21,388,184.20	\$27,413,659.12
SR Local Match Funders	\$	\$	\$	\$139,846.92	\$139,846.92
VPK	\$720,444.04	\$	\$	\$15,996,635.97	\$16,747,080.01
Other Local Revenues	\$	\$	\$	\$	\$
Total	\$1,652,843.79	\$3,786,732.54	\$1,306,342.63	\$37,524,667.09	\$44,300,586.05

FISCAL SUMMARY

COALITION STAFF AND RELATED EXPENDITURES

Total number of coalition staff and the related expenditures for salaries and benefits. For any subcontracts, the total number of contracted staff and the related expenditures for salaries and benefits.

	Number of Staff	Expenditures for Salary and Benefits
Early Learning Coalition Staff	7	\$ 769,074.22
Subrecipient Staff	56.27	\$ 3,947,091.64
Total	63.27	\$ 4,716,165.86



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ELC of North Florida/Episcopal Children's Services
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Section D - Children Served in School Readiness Programs
July 30, 2026

Sum of Children		2025					2026					Monthly Average		
Row Labels		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
1. Licensed Private Centers														
01 TCA		17	18	17	18	19	16	15	15	14	14	12	12	16
0-2 Years		7	6	10	10	11	9	9	12	10	10	7	6	9
3-5 Years		6	5	4	4	4	4	3	3	4	4	4	4	4
School Age		4	7	3	4	4	3	3	0	0	0	1	2	3
02 At Risk < 9														
0-2 Years		534	527	511	531	517	524	511	519	541	538	470	557	523
0-2 Years		237	234	244	250	237	244	222	231	234	243	220	261	238
3-5 Years		209	169	147	165	164	166	186	179	198	186	160	194	177
School Age		88	124	120	116	116	114	103	109	109	109	90	102	108
03 Econ Disadvantage < SCH Age														
0-2 Years		1,636	1,517	1,432	1,463	1,539	1,588	1,635	1,674	1,702	1,692	1,590	1,552	1,585
0-2 Years		703	705	704	701	728	729	730	716	721	692	629	616	698
3-5 Years		933	812	728	762	811	859	905	958	981	1,000	961	936	887
05 At Risk Age 9-12														
School Age		21	20	18	26	20	22	24	22	28	26	17	20	22
School Age		21	20	18	26	20	22	24	22	28	26	17	20	22
06 Econ Disadvantage - SCH Age														
School Age		491	629	653	630	663	659	667	669	683	690	629	634	641
School Age		491	629	653	630	663	659	667	669	683	690	629	634	641
3. Large Family Child Care Home														
02 At Risk < 9														
0-2 Years		0	2	2	2	2	2	2	2	0	0	0	1	1
0-2 Years		0	2	2	2	2	2	2	2	0	0	0	0	1
3-5 Years		0	0	0	0	0	0	0	0	0	0	0	1	0
03 Econ Disadvantage < SCH Age														
0-2 Years		5	4	4	3	3	4	4	4	6	4	4	5	4
0-2 Years		1	1	1	1	1	2	2	1	3	3	3	4	2
3-5 Years		4	3	3	2	2	2	2	3	3	1	1	1	2
06 Econ Disadvantage - SCH Age														
School Age		3	3	3	3	3	3	3	3	3	0	0	0	2



Florida Department of Education

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Sum of Children		2025										2026										Monthly	
School Age		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	2		
4. Licensed Family Child Care Home		89	94	93	94	93	94	96	100	97	97	97	96	95	93	89	94						
02 At Risk < 9		11	11	12	11	12	11	9	11	10	12	13	14	13	13	16	12						
0-2 Years		7	7	7	9	7	9	6	7	6	7	6	7	7	6	8	7						
3-5 Years		1	2	3	2	3	2	3	4	4	3	2	2	2	2	4	3						
School Age		3	2	2	0	2	0	0	0	0	2	5	5	5	5	4	2						
03 Econ Disadvantage < SCH Age		54	47	46	45	46	45	46	48	47	45	45	43	43	43	39	46						
0-2 Years		28	27	27	23	27	23	23	23	22	20	20	19	18	16	22	22						
3-5 Years		26	20	19	22	19	22	23	25	25	25	25	24	25	23	24	24						
05 At Risk Age 9-12		0	0	2	2	2	2	3	3	3	3	0	0	0	0	0	1						
School Age		0	0	2	2	2	2	3	3	3	3	0	0	0	0	0	1						
06 Econ Disadvantage - SCH Age		24	36	33	36	33	36	38	38	37	37	38	38	37	34	36	36						
School Age		24	36	33	36	33	36	38	38	37	37	38	38	37	34	36	36						
4. Registered Family Child Care Home		3	4	4	4	4	4	4	4	4	5	5	5	5	4	4	4						
02 At Risk < 9		0	0	0	0	0	0	0	0	0	0	1	2	2	2	2	1						
0-2 Years		0	0	0	0	0	0	0	0	0	0	1	2	2	2	2	1						
03 Econ Disadvantage < SCH Age		3	4	4	4	4	4	4	4	4	5	4	3	3	2	4	4						
0-2 Years		3	4	4	4	4	4	4	4	4	5	4	3	3	2	4	4						
7. Public School		0	24	30	38	40	41	47	47	47	48	47	47	47	36	0	33						
01 TCA		0	0	0	0	0	0	0	0	0	0	1	1	1	1	0	0						
School Age		0	0	0	0	0	0	0	0	0	0	1	1	1	1	0	0						
02 At Risk < 9		0	3	4	5	5	5	5	5	7	7	4	5	4	0	4	4						
3-5 Years		0	2	3	4	3	4	3	3	5	5	3	4	4	0	3	3						
School Age		0	1	1	1	1	1	2	2	2	2	1	1	0	0	1	1						
03 Econ Disadvantage < SCH Age		0	18	20	27	28	30	31	32	31	32	33	31	30	0	23	23						



July 30, 2026

Sum of Children						
2025						Monthly
3-5 Years	0	18	20	27	28	30
05 At Risk Age 9-12 School Age	0	0	0	0	0	0
06 Econ Disadvantage - SCH Age School Age	0	3	5	5	6	5
09 Head Start and VPK 3-5 Years	0	0	1	1	1	1
2. License-Exempt Centers	125	156	203	203	210	202
01 TCA	3	3	3	3	3	3
0-2 Years	1	1	1	1	1	1
3-5 Years	1	1	1	1	1	1
School Age	1	1	1	1	1	1
02 At Risk < 9	16	20	35	34	33	33
0-2 Years	6	5	9	9	7	9
3-5 Years	5	3	7	7	10	10
School Age	5	12	19	18	16	14
03 Econ Disadvantage <SCH Age	78	60	55	57	56	55
0-2 Years	43	39	37	36	35	34
3-5 Years	35	21	18	21	21	21
05 At Risk Age 9-12 School Age	3	4	4	4	4	4
06 Econ Disadvantage - SCH Age	25	69	106	105	114	107
School Age	25	69	106	105	114	107
6. Private School	18	22	20	20	19	20
01 TCA	2	2	0	0	0	0



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Sum of Children			2025												2026												Monthly				
			1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0-2 Years			1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3-5 Years			1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02 At Risk < 9			7	9	7	5	5	4	4	6	6	4	5	6	5	6	5	6	5	6	6	6	6	6	6	6	6	6	6	6	6
0-2 Years			5	6	3	1	1	1	1	3	3	3	4	5	5	6	5	6	5	6	6	6	6	6	6	6	6	6	6	6	6
3-5 Years			2	3	4	4	4	3	3	3	3	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03 Econ Disadvantage < SCH Age			8	6	8	10	9	11	8	9	8	9	12	10	12	11	12	10	12	11	11	10	12	11	10	12	11	10	10	10	10
0-2 Years			1	3	4	6	4	5	2	3	2	3	5	5	6	4	5	6	5	5	5	6	5	4	5	4	4	4	4	4	4
3-5 Years			7	3	4	4	4	5	6	6	6	6	7	7	5	6	7	5	6	6	6	6	6	5	6	6	6	6	5	5	5
06 Econ Disadvantage - SCH Age			1	5	5	5	5	5	3	5	3	5	3	6	4	3	6	4	3	4	3	4	3	4	3	4	3	4	4	4	4
School Age			1	5	5	5	5	5	3	5	3	5	3	6	4	3	6	4	3	3	4	3	4	3	4	3	4	4	4	4	4
Monthly Total			2,942	3,020	2,990	3,035	3,135	3,185	3,251	3,302	3,366	3,358	3,078	3,010	3,139																

Data is from the EFS Modernization Database as of July 30, 2026.



Florida Department of Education

ELC of North Florida/Episcopal Children's Services

Fiscal Year 2025-2026 Annual Report

Section G - Providers with Eligibility to Deliver the School Readiness Program Revoked
July 30, 2026

Use this information to complete the ELC Narrative. This section does not appear on the report.					
Provider Name	Address	City	County	Provider Type	ELC Narrative
WASHINGTON FAMILY DAY CARE HOME	467 VALDERIA DR SAME	ORANGE PARK	CLAY	4. Licensed Family Child Care Home	Failure to comply with contract - lapse of insurance. ECS Staff sent expiring documents notification via email and case noted outreach provider never responded to request.
				Inactive Reason Code	Inactive Reason Description
				NOINSURANCE	Failure to comply with contract - lapse of insurance.
				Guidance	
				Termination for Cause	

Data is from the EFS Modernization Database as of July 30, 2026.



Florida Department of Education

ELC of North Florida/Episcopal Children's Services
Fiscal Year 2025-2026 Annual Report
Section H - Providers with Eligibility to Deliver the Voluntary Prekindergarten Revoked
July 30, 2026

Provider Name	Address	City	County	Provider Type	ELC Narrative	Use this information to complete the ELC Narrative. This section does not appear on the report.		
						Inactive Reason Code	Inactive Reason Description	Guidance
No Providers to Report.								

Data is from the EFS Modernization Database as of July 30, 2026.



Florida Department of Education

**ELC of North Florida/Episcopal Children's Services
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Section I - Total Number of Children Served At Each Provider Facility
July 30, 2026**

Provider Name	Address	City	County	Children Served		
				Unduplicated Total	School Readiness	VPK
A BRIGHT BEGINNING CHILDCARE, INC.	1650 WELLS RD	ORANGE PARK	CLAY	143	123	26
A CHILD'S CASTLE CHRISTIAN LEARNING CENTER	4115 CRILL AVE	PALATKA	PUTNAM	48	36	16
A CHILD'S GARDEN, INC	7442 STATE ROAD 21	KEYSTONE HGTS	CLAY	89	42	50
A FUN PLACE TO BE	10440 US 1 N UNIT 112	ST AUGUSTINE	ST. JOHNS	32	24	10
A SAFE HAVEN ACADEMY, LLC	1209 CARR STREET	PALATKA	PUTNAM	63	59	6
ABBATE'S DAY CARE INC DBA KIDZ KLUBHOUSE	349 BLANDING BLVD	ORANGE PARK	CLAY	82	71	13
ABC CHILDCARE & LEARNING CENTER LLC	627 S 5TH ST	MACCLENNY	BAKER	38	7	33
ACADEMY OF RISING STARS INC	314 N HIGHWAY 17	PALATKA	PUTNAM	42	26	21
ADVANCED SOLUTIONS FOR KIDS	2294 MARKET DR	FLEMING ISLAND	CLAY	17	5	13
ADVENT LUTHERAN PRESCHOOL	2156 LOCH RANE BLVD	ORANGE PARK	CLAY	25	0	25
ALL KIDS LEARNING CENTER	1215 IDLEWILD AVENUE	GREEN COVE SPRINGS	CLAY	40	35	7
AMAZING EXPLORERS ACADEMY PONTE VEDRA	20 TAVERNIER DR	PONTE VEDRA	ST. JOHNS	35	0	35
AMAZING EXPLORERS ACADEMY RIVERTOWN	50 BEE BALM LN	ST. JOHNS	ST. JOHNS	40	0	40
AMAZING EXPLORERS ACADEMY SILVERLEAF	101 CHERRY ELM DR	ST AUGUSTINE	ST. JOHNS	59	0	59
AMELIA ISLAND ACADEMY	1336 S 14TH ST	FERNANDINA BEACH	NASSAU	30	13	20
ANASTASIA BAPTIST ACADEMY	1650 AIA SOUTH	ST AUGUSTINE	ST. JOHNS	40	2	38
ANDERSON DAYCARE	31 PALMER ST	ST AUGUSTINE	ST. JOHNS	42	42	0
ANDROMEDA PRESCHOOL	131 SUZANNE AVE	ORANGE PARK	CLAY	42	26	17
ANNUNCIATION CATHOLIC SCHOOL	1610 BLANDING BLVD	MIDDLEBURG	CLAY	36	0	36
ARORA'S CLUBHOUSE	330 ARORA BLVD	ORANGE PARK	CLAY	15	3	13
AUNT BEES LEARNING STATION	37229 ORANGE STREET	HILLIARD	NASSAU	23	9	14
AUNTIE LIL'S CHILD CARE CENTER	407 W WASHINGTON ST	STARKE	BRADFORD	51	51	0
BACKPACK UNIVERSITY	2569 COUNTY ROAD 220 UNIT 207	MIDDLEBURG	CLAY	75	60	23
BAKER COUNTY LEARNING CENTER	362 SOUTH BLVD E	MACCLENNY	BAKER	161	24	151
BARTRAM ACADEMY II	196 EVEREST LANE SUITE 4-9	SAINT JOHNS	ST. JOHNS	99	0	99
BAYSIDE PRESCHOOL	501D ANASTASIA BLVD	ST AUGUSTINE	ST. JOHNS	32	0	32
BEARING THE CROSS ACADEMY	9960 LIGHT AVE	HASTINGS	ST. JOHNS	3	3	0
BEAVER PREP	920 MARKETPLACE DR	ST AUGUSTINE	ST. JOHNS	6	6	0
BELTON FAMILY DAY CARE HOME	107 PINK ORCHID WAY	PALATKA	PUTNAM	6	6	0
BRADFORD CO./BRADFORD ELEM.	3856 SE 144TH ST	STARKE	BRADFORD	39	7	36
BRADFORD CO/LAWTEY ELEMENTARY PRE-K	22703 PARK ST	LAWTEY	BRADFORD	20	4	19
BRADFORD CO/STARKE ELEMENTARY	1000 W WELDON ST	STARKE	BRADFORD	43	5	41



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						Children Served		
						CLAY	7	7
BRIGHT START SCHOOL AND DAYCARE	217 WELLS RD	ORANGE PARK	CLAY	ST. JOHNS	CLAY	140	91	0
BRIGHTON DAY ACADEMY, INC.	1705 STATE ROAD 16	ST AUGUSTINE	CLAY	ST. JOHNS	CLAY	74	42	33
BUILDING BLOCKS ACADEMY LLC DBA KIDZ ISLAND	45264 THIRD AVE	CALLAHAN	NASSAU	ST. JOHNS	CLAY	155	145	21
CASTLE BROOK ACADEMY, INC	2755 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	ST. JOHNS	CLAY	15	0	15
CATHEDRAL EARLY LEARNING CENTER-X	10 SEBASTIAN AVE	ST AUGUSTINE	ST. JOHNS	ST. JOHNS	CLAY	19	0	19
CATHEDRAL PARISH SCHOOL	259 ST. GEORGE ST.	ORANGE PARK	CLAY	CLAY	CLAY	9	0	9
CCSD - ARGYLE ELEMENTARY SCHOOL	2625 SPENCER PLANTATION BLVD	ORANGE PARK	CLAY	CLAY	CLAY	11	0	11
CCSD - BRONCO BUILDING BLOCKS AT MIDDLEBURG HIGH SCHOOL	3750 COUNTY ROAD 220	MIDDLEBURG	CLAY	CLAY	CLAY	8	0	8
CCSD - CHARLES E. BENNETT ELEMENTARY SCHOOL	1 SOUTH OAKRIDGE AVENUE	GREEN COVE SPRINGS	CLAY	CLAY	CLAY	7	0	7
CCSD - DOCTORS INLET ELEMENTARY SCHOOL	2634 COUNTY ROAD 220	MIDDLEBURG	CLAY	CLAY	CLAY	11	0	11
CCSD - FLEMING ISLAND EAGLETS	2233 VILLAGE SQUARE PARKWAY	FLEMING ISLAND	CLAY	CLAY	CLAY	14	0	14
CCSD - FLEMING ISLAND ELEMENTARY SCHOOL	4425 LAKESHORE DRIVE	ORANGE PARK	CLAY	CLAY	CLAY	7	0	7
CCSD - KEYSTONE HEIGHTS ELEMENTARY	335 SW PECAN STREET	KEYSTONE HEIGHTS	CLAY	CLAY	CLAY	7	0	7
CCSD - LAKE ASBURY ELEMENTARY	2901 SANDRIDGE RD	GREEN CV SPGS	CLAY	CLAY	CLAY	8	0	8
CCSD - LITTLE PAWS LEARNING CENTER -E	466 MADISON AVE	ORANGE PARK	CLAY	CLAY	CLAY	11	0	11
CCSD - LITTLE SQUIRES AT OAKLEAF HIGH SCHOOL	4035 PLANTATION OAKS BLVD	ORANGE PARK	CLAY	CLAY	CLAY	9	0	9
CCSD - MCRAE ELEMENTARY SCHOOL	6770 COUNTY RD 315C	KEYSTONE HGTS	CLAY	CLAY	CLAY	14	0	14
CCSD - OAKLEAF VILLAGE ELEMENTARY SCHOOL	410 OAKLEAF VILLAGE PARKWAY	ORANGE PARK	CLAY	CLAY	CLAY	8	0	8
CCSD - PLANTATION OAKS ELEMENTARY	4150 PLANTATION OAKS BLVD	ORANGE PARK	CLAY	CLAY	CLAY	14	0	14
CCSD - RIDEOUT ELEMENTARY SCHOOL	3065 APALACHICOLA BLVD	MIDDLEBURG	CLAY	CLAY	CLAY	6	0	6
CCSD - S BRYAN JENNINGS ELEMENTARY SCHOOL	215 CORONA DRIVE	ORANGE PARK	CLAY	CLAY	CLAY	16	0	16
CCSD - SHADOWLAWN ELEMENTARY SCHOOL	3400 FALCON FORCE RUN	GREEN COVE SPRINGS	CLAY	CLAY	CLAY	23	0	23
CCSD - SWIMMING PEN CREEK ELEMENTARY	1630 WOODPECKER LN	MIDDLEBURG	CLAY	CLAY	CLAY	6	0	6
CCSD - TINY TREASURES AT ORANGE PARK HIGH SCHOOL	2300 KINGSLEY AVE	ORANGE PARK	CLAY	CLAY	CLAY	12	0	12
CCSD - TYNES ELEMENTARY SCHOOL	1550 TYNES BLVD	MIDDLEBURG	CLAY	CLAY	CLAY	17	0	17
CCSD - W E CHERRY ELEMENTARY SCHOOL	420 EDSON DRIVE	ORANGE PARK	CLAY	CLAY	CLAY	15	0	15
CCSD - WILKINSON ELEMENTARY SCHOOL	4965 COUNTY RD 218	MIDDLEBURG	CLAY	CLAY	CLAY	8	0	8
CCSD- CLAY HILL ELEMENTARY	6345 COUNTY ROAD 218	JACKSONVILLE	CLAY	CLAY	CLAY	7	0	7
CCSD- LAKESIDE ELEMENTARY	2752 MOODY AVE	ORANGE PARK	CLAY	CLAY	CLAY	7	0	7
CCSD-ROBERT M. PATERSON ELEMENTARY	5400 PINE AVENUE	ORANGE PARK	CLAY	CLAY	CLAY	3	0	3
CHAPPELL LEGACY, LLC	1520 LONGLEAF PINE PKWY	ST JOHNS	ST. JOHNS	ST. JOHNS	CLAY	213	207	10
CHILDREN'S WORLD	1206 MOSELEY AVE	PALATKA	PUTNAM	PUTNAM	PUTNAM			



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							65	34	35	
CHILDTIME CHILDREN'S CENTER #314	1510 BUSINESS CENTER DR	ORANGE PARK	CLAY							
CLAY CHARTER ACADEMY	1417 RED APPLE RD	MIDDLEBURG	CLAY				26	0	26	
COLLAGE DAY SCHOOL	171 CANAL BLVD	PONTE VEDRA	ST. JOHNS				39	0	39	
COLLAGE DAY SCHOOL, LLC	171 CANAL BLVD	PONTE VEDRA BEACH	ST. JOHNS				39	0	39	
CREEKSIDE CHRISTIAN PRESCHOOL-X	92 LIFESPRING WAY	ST. JOHNS	ST. JOHNS				51	0	51	
CROSS RIDGE KINDERCARE	11300 US HIGHWAY 1 N	PONTE VEDRA	ST. JOHNS				22	18	6	
CROSSWATER CHRISTIAN ACADEMY	211 DAVIS PARK RD	PONTE VEDRA	ST. JOHNS				17	0	17	
DEERWOOD ACADEMY ST. JOHNS	990 FLORA BRANCH BLVD	SAINT JOHNS	ST. JOHNS				57	0	57	
DISCOVERY CHILDCARE LLC	2890 MOODY AVE	ORANGE PARK	CLAY				81	72	13	
EARLY IMPRESSIONS @ BLACKROCK, INC.	464073 STATE ROAD 200 UNIT 16	YULEE	NASSAU				68	52	19	
EARLY IMPRESSIONS @ MIDTOWN, INC.	463159 STATE ROAD 200, UNIT 4	YULEE	NASSAU				77	46	36	
EARLY IMPRESSIONS @ MIDTOWN, INC. DBA, THE VIBE, A YOUTH CENTER	463159 STATE ROAD 200 UNIT 21	YULEE	NASSAU				17	17	0	
EBONY ALLEN FAMILY DAY CARE HOME	114 OAKDALE DRIVE	PALATKA	PUTNAM				16	16	0	
ECS4KIDS AT THE RAINBOW CENTER	501 W WASHINGTON ST	STARKE	BRADFORD				26	19	7	
EDMA SCHOOL DBA PRIMROSE SCHOOL OF JULINGTON CREEK	480 STATE ROAD 13	JACKSONVILLE	ST. JOHNS				32	0	32	
ELKTON ACADEMY, INC.	4490 COUNTY ROAD 13 S	ELKTON	ST. JOHNS				23	23	0	
ENCHANTED FOREST ACADEMY, INC.	3475 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS				92	85	9	
ENGAGING EARLY LEARNERS OF FL	402 HEARTHSIDE CT	ORANGE PARK	CLAY				2	2	0	
ENGAGING EARLY LEARNERS OF FL	3095 LYNNHAVEN CT	ORANGE PARK	CLAY				4	4	0	
EPISCOPAL CHILDREN'S SERVICES CALLAHAN HEAD START/EARLY HEAD START	45089 THIRD AVE	CALLAHAN	NASSAU				6	0	6	
EPISCOPAL CHILDREN'S SERVICES BAKER HEAD START AND EARLY HEAD START	402 S 8TH ST	MACCLENNEY	BAKER				18	0	18	
EPISCOPAL CHILDREN'S SERVICES FERNANDINA BEACH HEAD START	516 S 10TH ST SUITE 100	FERNANDINA BEACH	NASSAU				9	0	9	
EPISCOPAL CHILDREN'S SERVICES GREEN COVE SPRINGS HS/EHS	1107 MARTIN LUTHER KING JR BLVD	GREEN COVE SPRINGS	CLAY				10	0	10	
EPISCOPAL CHILDREN'S SERVICES MIDDLEBURG HS	2506 BLANDING BLVD	MIDDLEBURG	CLAY				18	0	18	
EPISCOPAL CHILDREN'S SERVICES ORANGE PARK HEAD START	15 BELMONT BLVD	ORANGE PARK	CLAY				21	0	21	
EPISCOPAL CHILDREN'S SERVICES STARKE HEAD START/EARLY HEAD START	1080 PINE ST	STARKE	BRADFORD				9	0	9	



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F.L.Y. LEARNING CENTER	14061 FRIENDSHIP PLACE	SANDERSON	BAKER	Children Served		
				4	4	0
FIRST ASSEMBLY OF GOD, INC/SCHOOL OF THE HEIGHTS	3111 SAINT JOHNS AVE	PALATKA	PUTNAM	14	3	13
FIRST BAPTIST PRESCHOOL	212 S 5TH ST	PALATKA	PUTNAM	54	18	38
FIRST CLASS LEARNING CENTER	939 BLANDING BLVD	ORANGE PARK	CLAY	57	29	32
FIRST IMPRESSIONS SCHOOL INC	617271 W BRANDIES AVE	CALLAHAN	NASSAU	37	0	37
FRUIT COVE BAPTIST WEEKDAY PRESCHOOL	501 STATE ROAD 13	JACKSONVILLE	ST. JOHNS	70	0	70
FUN LITTLE YEARS CHILD CARE AND LEARNING CENTER	728 BLANDING BLVD UNIT 1	ORANGE PARK	CLAY	26	16	10
FUTURE LITTLE LEARNERS II	527 S SUMMIT ST	CRESCENT CITY	PUTNAM	63	63	0
GENEVA PRESBYTERIAN PRESCHOOL-X	1755 STATE ROAD 13	FRUIT COVE	ST. JOHNS	12	0	12
GINGERBREAD LEARNING CENTER	30 KNIGHT BOXX RD	ORANGE PARK	CLAY	118	91	33
GOD'S LITTLE CREATIONS CHILD CARE CENTER LLC	405 PINE STREET	PALATKA	PUTNAM	49	46	6
GRACE LEARNING ACADEMY INC	2665 OLD MOULTRIE RD	ST AUGUSTINE	ST. JOHNS	41	34	10
GRANDMA'S DAY CARE, INC.	35 GRANT ST	ST AUGUSTINE	ST. JOHNS	19	19	0
GUARDIAN MONTESSORI ACADEMY	145 DOCTORS VILLAGE DR	ST JOHNS	ST. JOHNS	19	0	19
GUESA SCHOOL DBA PRIMROSE SCHOOL OF ST. JOHNS FOREST	180 GATEWAY CIR	JACKSONVILLE	ST. JOHNS	51	0	51
HALEY'S PLACE PRESCHOOL & DAYSCHOOL	3450 COUNTY ROAD 210 W	ST JOHNS	ST. JOHNS	23	2	21
HAPPY HANDS FAMILY HOME CHILD CARE LLC	86145 LOFTON CT	YULEE	NASSAU	1	1	0
HELLO SUNSHINE CHILD CARE LLC	551411 US HIGHWAY 1 PO BOX 289	HILLIARD	NASSAU	17	17	0
HERITAGE PRESCHOOL	93 N 5TH ST	MACCLENNY	BAKER	19	0	19
HICKORY GROVE EARLY LEARNING CENTER	310 S OAKRIDGE AVE	GREEN COVE SPRINGS	CLAY	94	55	41
HOOKEO ON LEARNING, LLC.	36774 PINE ST	HILLIARD	NASSAU	32	0	32
HOPE CHRISTIAN ACADEMY	3900 SE STATE ROAD 100	STARKE	BRADFORD	30	0	30
I AM A PROMISE LLC	27521 W 1ST AVE	HILLIARD	NASSAU	43	0	43
IMAGINATION ISLAND OF FLEMING ISLAND	2280 VILLAGE SQUARE PKWY	FLEMING ISLAND	CLAY	53	7	47
INCREDIBLE MINDS HOME CHILD CARE	1018 SOUTHGATE DRIVE	STARKE, FL	BRADFORD	13	13	0
ISLAND PREP PRESCHOOL	4171 A1A SOUTH	ST. AUGUSTINE	ST. JOHNS	35	0	35
ISLAND PREP WEST	150 BLACKFORD WAY	ST AUGUSTINE	ST. JOHNS	53	5	48
ISLAND VIEW CHILD CARE	900 PARK AVE	ORANGE PARK	CLAY	34	34	0
IVY LEAGUE ACADEMY	2350 MARKET DRIVE	FLEMING ISLAND	CLAY	16	8	10
IVYBROOK ACADEMY JULINGTON CREEK	200 N RIDGECREST LN	SAINT JOHNS	ST. JOHNS	60	0	60
IVYBROOK ACADEMY VALLEY RIDGE	10660 US-1 N SUITE 103	PONTE VEDRA BEACH	ST. JOHNS	42	0	42



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Provider Name	Address	City	County	Facility Name	Children Served	Children Served	Children Served
JC ACADEMY LLC DBA/THE LEARNING EXPERIENCE	65 BENTON LN			ST AUGUSTINE	55	0	55
JULIA KEENON FAMILY DAY CARE HOME	1822 HUSSON AVENUE			PALATKA	4	4	0
JUST KIDDIN AROUND LEARNING ACADEMY	6061 SAINT JOHNS AVE STE 3			PALATKA	29	29	6
KARL'S CHILD CARE INC.	592 WILLIAM HOOPER ST			CLAY	2	2	0
KEYSTONE KIDS ACADEMY	165 SE NIGHTINGALE ST			CLAY	68	53	16
KID CITY USA ABERDEEN	3655 LONGLEAF PINE PKWY			ST. JOHNS	54	23	32
KID CITY USA FERNANDINA BEACH	1986 CITRONA DR			NASSAU	33	24	15
KID CITY USA FRUITCOVE	1461 FRUIT COVE RD S			ST. JOHNS	26	12	14
KID CITY USA GLEN ST MARY	10274 N SHERMAN AVE			BAKER	78	70	12
KID CITY USA HAMPTON	10228 N DIVISION ST			BRADFORD	49	45	5
KID CITY USA MACCLENNY	5418 COUNTY ROAD 23B			BAKER	61	55	10
KID CITY USA MIDDLEBURG	29 CINNAMON ST 29 CINNAMON ST			CLAY	24	24	0
KID CITY USA PALATKA	3420 SAINT JOHNS AVE			PALATKA	107	103	10
KID CITY USA ROYAL PINES	3480 ROYAL PINES DR			MIDDLEBURG	55	21	38
KID CITY USA ST AUGUSTINE	481 SHORES BLVD			ST AUGUSTINE	3	3	0
KID CITY USA STARKE	202 W MARKET RD			STARKE	131	121	19
KIDDIE ACADEMY OF FLEMING ISLAND	1135 CLAY ST			FLEMING ISLAND	23	16	7
KIDS WORLD ACADEMY OF FLORIDA	2121 CONSTITUTION DR			ORANGE PARK	44	36	11
KID'S WORLD CHILD CENTER, INC.	5390 COUNTY ROAD 218			MIDDLEBURG	60	45	21
KIDS FIRST LEARNING CENTER OF FIRST BAPTIST CHURCH OF MIDDLEBURG							
KINDERCARE #301959	2645 BLANDING BLVD			MIDDLEBURG	45	0	45
KINDERCARE LEARNING CENTER	431 DRYSDALE DR			ORANGE PARK	71	41	34
KINDERCARE LEARNING CENTER #1601	128 REGISTRY BLVD			ST AUGUSTINE	39	18	23
KINDERCARE LEARNING CENTER 301217	1735 EAGLE HARBOR PKWY			ORANGE PARK	54	19	38
KINDERCARE LEARNING CENTER 301948	12000 SAWGRASS VILLAGE DR			PONTE VEDRA	22	10	12
KINOVU SCHOOL OF ST. JOHNS	2590 RACETRACK ROAD			JACKSONVILLE	68	41	34
LA PETITE ACADEMY CR 220	1520 LONGLEAF PINE PKWY STE 4			ST. JOHNS	28	15	13
LA PETITE ACADEMY US HIGHWAY 17	3150 COUNTY ROAD 220			MIDDLEBURG	89	52	41
LADYBIRD ACADEMY OF OAKLEAF	4321 US HIGHWAY 17			FLEMING ISLAND	59	50	14
LADYBIRD ACADEMY OF ST JOHNS, LLC	1001 OAKLEAF PLANTATION PKWY			ORANGE PARK	113	31	84
LAKE ASBURY LEARNING CENTER LLC	380 ISLESBROOK PKWY			ST. JOHNS	45	14	31
LEAPS & BOUNDS PRESCHOOL	2781 HENLEY RD			GREEN COVE SPRINGS	89	46	47
LEGACY PREP SCHOOL	4717 COUNTY ROAD 218			MIDDLEBURG	70	35	37
	3227 OLD JENNINGS RD			MIDDLEBURG	65	38	31



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							61	42	20	
LIGHTHOUSE PREP		61 PALMETTO AVENUE	ST AUGUSTINE	ST. JOHNS			61	42	20	
LIL' VOYAGERS ACADEMY II		175 FOUNTAINS WAY # 1	ST JOHNS	ST. JOHNS			67	27	43	
LIL' VOYAGERS ACADEMY, INC.		111 DOCTORS VILLAGE DR # 200	SAINT JOHNS	ST. JOHNS			24	7	18	
LINDA SCOTT FAMILY DAY CARE HOME		1697 BARTLETT AVE	ORANGE PARK	CLAY			6	6	0	
LINDSAY DUNLAP FAMILY DAY CARE HOME		439 HEARTHSIDE CT	ORANGE PARK	CLAY			2	2	0	
LITTLE CHILD STEPS LEARNING ACADEMY LLC		461 OLD HIGHWAY 17	CRESCENT CITY	PUTNAM			59	53	9	
LITTLE FLOWERS OF ST. FRANCIS		895 PALM VALLEY ROAD	PONTE VEDRA	ST. JOHNS			12	0	12	
LITTLE LAMB'S CHILD CARE CENTER, LLC		96382 MOUNT ZION LOOP	YULEE	NASSAU			24	18	7	
LITTLE SPROUTS LEARNING CENTER, LLC		200 S 7TH ST	PALATKA	PUTNAM			61	29	38	
LIVING WATERS PRESCHOOL		2189 STATE ROAD 13	SWITZERLAND	ST. JOHNS			79	0	79	
LOVE CARE DAYCARE LEARNING CENTER 2 LLC		400 N STATE ROAD 19 STE 45	PALATKA	PUTNAM			23	23	0	
LOVE 'N & LEARNING 3		202 W MARKET RD	STARKE	BRADFORD			93	93	0	
LOVE 'N & LEARNING CHILDCARE CENTER		17484 HARRELL ST	BROOKER	BRADFORD			61	46	17	
LOVEN & LEARNING 2		10228 N DIVISION ST	HAMPTON	BRADFORD			15	15	0	
LOVING LAMBS CHILDCARE CENTER OF HASTINGS, INC		132 GILMORE ST	HASTINGS	ST. JOHNS			20	20	0	
MAPLE BEAR ST. JOHNS EARLY LEARNING CENTER		1300 COUNTY ROAD 210 W	ST JOHNS	ST. JOHNS			20	10	11	
MARTHA KEARSE FAMILY DAYCARE HOME		111 E PALMETTO ST	PALATKA	PUTNAM			13	13	0	
MEMORIAL LUTHERAN CHAPEL SCHOOL		3375 US HIGHWAY 1 S	ST AUGUSTINE	ST. JOHNS			15	0	15	
MIDWAY LEARNING CENTER GROUP LLC		8682 STATE ROAD 21	MELROSE	BRADFORD			57	44	16	
MRS. VANESSA LEARNING LODGE INC		9730 S GLEN AVE	GLEN SAINT MARY	BAKER			31	31	0	
MRS. VANESSA'S LEARNING BLOCKS		522 S 7TH ST	MACCLENNY	BAKER			46	42	4	
NORTHSIDE CHRISTIAN ACADEMY PRESCHOOL		7415 NW COUNTY ROAD 225	STARKE	BRADFORD			42	32	12	
O.P.K. SOUTH OF MIDDLEBURG		3425 HABITAT DR	MIDDLEBURG	CLAY			42	24	20	
O2B KIDS 7, LLC		1821 TOWN CENTER BLVD	FLEMING ISLAND	CLAY			151	101	61	
O2B KIDS DUBBIN CREEK		165 VETERANS PARKWAY	ST. JOHNS	ST. JOHNS			104	65	44	
O2B KIDS PALENCIA ACADEMY		332 PASEO REYES DR	ST AUGUSTINE	ST. JOHNS			40	0	40	
O2B KIDS VILLAGE NORTH		5970 US HIGHWAY 1 N	ST AUGUSTINE	ST. JOHNS			71	36	40	
O2B KIDS VILLAGE SOUTH		145 LEWIS POINT RD	ST AUGUSTINE	ST. JOHNS			183	166	25	
OAKLEAF PRESCHOOL & CHILDCARE INC DBA THE GODDARD SCHOOL										
OLD CITY ACADEMY		415 MELDRUM LN	ORANGE PARK	CLAY			38	0	38	
ORANGE PARK KINDERGARTEN		142 MASTERS DR	ST AUGUSTINE	ST. JOHNS			122	122	0	
ORANGE PARK PRESBYTERIAN CHURCH PRESCHOOL		3050 MOODY AVE	ORANGE PARK	CLAY			52	45	10	
		1905 PARK AVE	ORANGE PARK	CLAY			19	0	19	



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						33	0	33
ORANGE PARK PRESCHOOL #2		105 COLLEGE DR STE 1	ORANGE PARK	CLAY				
ORANGE PARK PRESCHOOL / LEARNING CENTER, INC.		99 COLLEGE DR	ORANGE PARK	CLAY		98	98	0
PALATKA KIDS ACADEMY		1210 SAINT JOHNS AVE	PALATKA	PUTNAM		42	42	0
PALMER CATHOLIC ACADEMY		4889 PALM VALLEY ROAD	PONTE VEDRA BEACH	ST. JOHNS		36	0	36
PALMER CATHOLIC ACADEMY PRESCHOOL		545 A1A N	PONTE VEDRA BEACH	ST. JOHNS		18	0	18
PCSD- MELLON LEARNING CENTER		301 MELLON RD	PALATKA	PUTNAM		95	0	95
PCSD- MELROSE ELEMENTARY SCHOOL		401 STATE ROAD 26	MELROSE	PUTNAM		17	0	17
PCSD- MIDDLETON-BURNEY ELEMENTARY SCHOOL		1020 HUNTINGTON ROAD	CRESCENT CITY	PUTNAM		58	0	58
PCSD- OCHWILLA ELEMENTARY SCHOOL		299 NORTH STATE ROAD 21	HAWTHORNE	PUTNAM		19	0	19
PCSD- ROBERT H. JENKINS ELEMENTARY		251 S COUNTY RD 315	INTERLACHEN	PUTNAM		36	0	36
PENIEL BAPTIST ACADEMY		110 PENIEL CHURCH RD	PALATKA	PUTNAM		18	0	18
PINEWOOD CHRISTIAN ACADEMY		198 KNIGHT BOXX ROAD	MIDDLEBURG	CLAY		39	0	39
POPE FAMILY DAY CARE HOME		1116 EAGLE ST	PALATKA	PUTNAM		1	1	0
PRESBYTERIAN DAY SCHOOL		32 SEVILLA ST	ST AUGUSTINE	ST. JOHNS		26	2	24
PRIMROSE SCHOOL OF FLEMING ISLAND		2031 TOWN CENTER BLVD.	FLEMING ISLAND	CLAY		53	0	53
PRIMROSE SCHOOL ON CROSSWATER PARKWAY		785 CROSSWATER PARKWAY	PONTE VEDRA	ST. JOHNS		57	0	57
PRODIGY EARLY LEARNING AT TREATY OAKS		1535 BRINKHOFF RD	ST AUGUSTINE	ST. JOHNS		41	15	26
PROMISE TOWN PRESCHOOL AT PVPC		4510 PALM VALLEY ROAD	PONTE VEDRA	ST. JOHNS		30	0	30
PUMPKIN PATCH CHILDCARE 2		1139 STATE ROAD 20	INTERLACHEN	PUTNAM		48	41	9
RAIN LILY MONTESSORI SCHOOL		2898 BAILEY RD	FERNANDINA BEACH	NASSAU		14	0	14
RAIN RIVER LEARNING CENTER, LLC		880 SANTA MARIA BOULEVARD	ST. AUGUSTINE	ST. JOHNS		23	4	19
RIEVE'S FAMILY CHILD CARE AND PRESCHOOL		2050 RYAN RD	ST AUGUSTINE	ST. JOHNS		1	1	0
RIVER PRESCHOOL		5900 US HIGHWAY 17	FLEMING ISLAND	n		57	0	57
ROOTS ACADEMY INCORPORATED		2050 SAINT JOHNS PKWY SUITE 111	ST JOHNS	ST. JOHNS		62	19	44
ROUND LAKE ACADEMY LLC		3800 CRILL AVE	PALATKA	PUTNAM		146	134	22
SABRINA STRAWTER FAMILY DAY CARE HOME		600 N ST. JOHNS STREET	ST AUGUSTINE	ST. JOHNS		7	7	0
SAN JUAN DEL RIO CATHOLIC SCHOOL		1714 SR 13	ST JOHNS	ST. JOHNS		40	0	40
SASH BUSINESS GROUP LLC D/B/A THE GODDARD SCHOOL		4041 COUNTY ROAD 210 W	ST. JOHNS	ST. JOHNS		43	14	29
SEASIDE LEARNING ACADEMY		112 S 3RD ST	FERN BCH	NASSAU		26	0	26
SHIRLEY CROOKS FAMILY DAY CARE HOME		2905 MEADOWS LN	PALATKA	PUTNAM		14	14	0
SUCSD - CARDINAL ACADEMY AT CUNNINGHAM CREEK ELEMENTARY SCHOOL		1205 ROBERTS ROAD	ST JOHNS	ST. JOHNS		20	0	20



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SICSD - CROOKSHANK ELEMENTARY SCHOOL	1455 N WHITNEY ST	ST AUGUSTINE	ST. JOHNS	Children Served		
				34	0	34
SICSD - DURBIN CREEK ELEMENTARY	4100 RACE TRACK RD	SAINT JOHNS	ST. JOHNS	16	0	16
SICSD - EARLY CHILDHOOD SERVICES @ FCTC	2980 COLLINS AVE	ST AUGUSTINE	ST. JOHNS	69	5	65
SICSD - JAMES A. WEBSTER ELEMENTARY SCHOOL	420 N ORANGE ST	ST AUGUSTINE	ST. JOHNS	30	0	30
SICSD - LITTLE DOLPHINS AT KETTERLINUS ELEMENTARY	67 ORANGE ST	ST AUGUSTINE	ST. JOHNS	21	0	21
SICSD - OCEAN PALMS ELEMENTARY SCHOOL	355 LANDRUM LN	PONTE VEDRA	ST. JOHNS	16	0	16
SICSD - OSCEOLA ELEMENTARY	1605 OSCEOLA ELEMENTARY RD	ST AUGUSTINE	ST. JOHNS	43	0	43
SICSD - OTIS MASON ELEMENTARY	207 MASON MANATEE WAY	ST AUGUSTINE	ST. JOHNS	32	11	21
SICSD - PICOLATA CROSSING ELEMENTARY SCHOOL	2675 PACETTI RD	ST AUGUSTINE	ST. JOHNS	21	0	21
SICSD - SOUTH WOODS ELEMENTARY	4750 STATE ROAD 206 W	ELKTON	ST. JOHNS	35	0	35
SICSD - TECH TOT'S	2980 COLLINS AVE	ST AUGUSTINE	ST. JOHNS	14	11	4
SICSD - TIMBERLIN CREEK LITTLE EAGLES LEARNING CENTER	555 PINE TREE LN	ST AUGUSTINE	ST. JOHNS	40	0	40
SICSD - W. DOUGLAS HARTLEY ELEMENTARY SCHOOL	260 CACIQUE DR	ST AUGUSTINE	ST. JOHNS	21	0	21
SICSD- HICKORY CREEK ELEMENTARY SCHOOL	235 HICKORY CREEK TRL	ST JOHNS	ST. JOHNS	12	0	12
SICSD JULINGTON CREEK ELEMENTARY SCHOOL	2316 RACE TRACK RD	ST JOHNS	ST. JOHNS	18	0	18
SICSD R. B. HUNT ELEMENTARY SCHOOL	125 MAGNOLIA DRIVE	ST. AUGUSTINE	ST. JOHNS	5	0	5
SICSD- PONTE VEDRA PALM VALLEY RAWLINGS ELEMENTARY	610 A1A N	PONTE VEDRA	ST. JOHNS	12	0	12
SONSHINE CHRISTIAN ACADEMY	45082 FRANK BROOKINGS DRIVE	CALLAHAN	NASSAU	36	0	36
ST LUKE CHILD CARE CENTER	1608 BLANDING BLVD	MIDDLEBURG	CLAY	40	0	40
ST. CLARE EARLY LEARNING CENTER	307 FRANCISCAN WAY	YULEE	NASSAU	60	0	60
ST. GERARD CAMPUS	1405 US HIGHWAY 1 SOUTH	ST AUGUSTINE	ST. JOHNS	12	12	0
ST. MICHAEL ACADEMY	228 N 4TH ST	FERNANDINA BEACH	NASSAU	30	0	30
ST. THERESE OF THE CHILD JESUS EARLY LEARNING CENTER	2468 COUNTY ROAD 210 WEST	SAINT JOHNS	ST. JOHNS	20	0	20
STAY-N-PLAY DAY CARE CENTER INC.	627 S US HIGHWAY 17	SAN MATEO	PUTNAM	54	38	20
STEP BY STEP LEARNING CENTER II	95734 AMELIA CONCOURSE	FERNANDINA BEACH	NASSAU	116	68	58
SUCCEEDING IN SPITE OF CHILD DEVELOPMENT CENTER INC.	956 GROVE PARK DRIVE EAST	ORANGE PARK	CLAY	15	15	4
SUGAR BEAR'S LEARNING CENTER INC	305 TAMMY STREET	EAST PALATKA	PUTNAM	46	42	9
SUGAR N SPICE	3211 MOODY AVE	ORANGE PARK	CLAY	87	39	52



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								Children Served			
								90	90	90	0
SUNSHINE SCHOOL READINESS		163 SOUTH BLVD W	MACLENNY	BAKER				90	15	15	0
TAMEIKA BYRD FAMILY DAY CARE HOME		970 N VOLUSIA ST	ST AUGUSTINE	ST. JOHNS				15	12	12	0
TERESA CHARLES FAMILY DAY CARE HOME		206 MIMOSA DR	PALATKA	PUTNAM				12	28	28	0
THE CARTER ACADEMY		306 N MAIN ST	HASTINGS	ST. JOHNS				28	76	37	42
THE CHILDREN'S CORNER INC		1720 SMITH ST	ORANGE PARK	CLAY				37	94	51	48
THE CHILDREN'S COURTYARD		125 HAMPTON POINT DR	ST AUGUSTINE	ST. JOHNS				51	4	4	0
THE CHOSEN GENERATION SCHOOL		2406 BALSAMWOOD CT	ORANGE PARK	CLAY				4			
THE EARLY EDUCATION CENTER OF ORANGE PARK, INC		2036 REED ST	ORANGE PARK	CLAY					13	0	13
THE FUTURE LITTLE LEARNERS CENTER LLC		725 N SUMMIT ST	CRESCENT CITY	PUTNAM				71	71	71	0
THE GODDARD SCHOOL		55 COLONNADE DR	PONTE VEDRA	ST. JOHNS				59	0	0	59
THE GODDARD SCHOOL EXECUTIVE WAY		45 EXECUTIVE WAY	PONTE VEDRA BEACH	ST. JOHNS				22	0	0	22
THE GODDARD SCHOOL OF SAINT JOHN'S (JULINGTON CREEK)		100 JULINGTON PLAZA DR	ST. JOHNS	ST. JOHNS				36	9	9	28
THE GODDARD SCHOOL- SAINT JOHN'S		100 JULINGTON PLAZA DR	SAINT JOHN'S	ST. JOHNS				28	2	2	27
THE LEARNING EXPERIENCE		70 GREENLEAF DR	PONTE VEDRA	ST. JOHNS				52	11	11	41
THE LEARNING EXPERIENCE SR 16		5380 SR 16	ST. AUGUSTINE	ST. JOHNS				27	0	0	27
THOMAS FAMILY DAYCARE HOME, INC		505 TANNERSTONE CT	ORANGE PARK	CLAY				20	20	20	0
TINY TOT'S DAY CARE CENTER		219 E MICHIGAN AVE	MACLENNY	BAKER				50	38	38	14
TREASURE HARBOR PRESCHOOL		2121 US HIGHWAY 1 S STE 28	ST AUGUSTINE	ST. JOHNS				57	41	41	20
TRINITY CHRISTIAN ACADEMY EARLY LEARNING CENTER		710 OAKLEAF PLANTATION PKWY	ORANGE PARK	CLAY				43	18	18	26
AT OAKLEAF		215 SAINT GEORGE ST	ST AUGUSTINE	ST. JOHNS				17	0	0	17
TRINITY EPISCOPAL LEARNING CENTER											
TRINITY EPISCOPAL LEARNING CENTER (NORTH CAMPUS)		6350 COUNTY ROAD 16A	ST AUGUSTINE	ST. JOHNS				27	0	0	27
TRUTH HOLDING COMPANY INC DBA KIDS KAMPUS LEARNING CENTER		120 PARKWOOD DR	ORANGE PARK	CLAY				81	62	62	26
TURNING POINT CHRISTIAN ACADEMY		3500 STATE ROAD 16	ST AUGUSTINE	ST. JOHNS				122	0	0	122
TURTLE TOTS ACADEMY LLC		1681 US1 SOUTH	ST AUGUSTINE	ST. JOHNS				18	11	11	7
UNITY CHILDCARE & LEARNING ACADEMY		702 N 19TH ST STE 7	PALATKA	PUTNAM				106	106	106	0
VERA BYRD FAMILY DAYCARE HOME		830 BROADCH ST	ST AUGUSTINE	ST. JOHNS				19	19	19	0
VICTORY PRESCHOOL		110 MASTERS DR	ST AUGUSTINE	ST. JOHNS				89	75	75	17
WILDLIGHT YMCA		251 BREEZEWAY ST	YULEE	NASSAU				2	2	2	0
WILLIAMS FAMILY DAY CARE HOME		401 HUSSON AVE	PALATKA	PUTNAM				10	10	10	0



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YMCA - MCARTHUR YMCA BEFORE & AFTER SCHOOL AT ARGYLE ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT CHARLES E BENNETT - X YMCA BEFORE & AFTER SCHOOL AT COPPERGATE ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT DISCOVERY OAKS ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT GROVE PARK ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT KEYSTONE HEIGHTS ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT LAKE ASBURY ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT LAKESIDE ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT MCRAE ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT MIDDLEBURG ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT OAKLEAF ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT ORANGE PARK ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT PLANTATION OAKS ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT RIDEOUT ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT RIDGEVIEW ELEMENTARY -X YMCA BEFORE & AFTER SCHOOL AT S BRYAN JENNINGS ELEMENTARY -X	1915 CITRONA DR 2625 SPENCERS PLANTATION BLVD 1 N OAKRIDGE AVE 2250 COUNTY ROAD 220 950 OAKLEAF PLANTATION PKWY 1643 MILLER ST 335 SW PECAN ST 2901 SANDRIDGE RD 2752 MOODY AVE 6770 COUNTY ROAD 315 3958 MAIN ST 410 OAKLEAF VILLAGE PKWY 1401 PLAINFIELD AVE 4150 PLANTATION OAKS BLVD 3065 APALACHICOLA BLVD 421 JEFFERSON AVE 215 CORONA DR	FERNANDINA BEACH ORANGE PARK GREEN CV SPCS MIDDLEBURG ORANGE PARK ORANGE PARK KEYSTONE HGTS GREEN CV SPCS ORANGE PARK KEYSTONE HGTS MIDDLEBURG ORANGE PARK ORANGE PARK MIDDLEBURG ORANGE PARK ORANGE PARK MIDDLEBURG ORANGE PARK ORANGE PARK	NASSAU CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY CLAY	Children Served		
				2	2	0
				6	6	0
				6	6	0
				10	10	0
				3	3	0
				2	2	0
				2	2	0
				4	4	0
				3	3	0
				2	2	0
				5	5	0
				12	12	0
				4	4	0
				6	6	0
				1	1	0
				6	6	0
				7	7	0



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						Children Served		
YMCA BEFORE & AFTER SCHOOL AT SHADOWLAWN ELEMENTARY -X	2945 COUNTY ROAD 218	GREEN CV SPGS	CLAY			8	8	0
YMCA BEFORE & AFTER SCHOOL AT ST JOHNS CLASSICAL ACADEMY ORANGE PARK X	1324 KINGSLEY AVE	ORANGE PARK	CLAY			1	1	0
YMCA BEFORE & AFTER SCHOOL AT ST. JOHNS CLASSICAL ACADEMY -X	114 CANOVA RD	FLEMING ISLE	CLAY			2	2	0
YMCA BEFORE & AFTER SCHOOL AT SWIMMING PEN CREEK ELEMENTARY -X	1630 WOODPECKER LN	MIDDLEBURG	CLAY			1	1	0
YMCA BEFORE & AFTER SCHOOL AT THUNDERBOLT ELEMENTARY -X	2020 THUNDERBOLT RD	FLEMING ISLE	CLAY			10	10	0
YMCA BEFORE & AFTER SCHOOL AT TYNES ELEMENTARY -X	1550 TYNES BLVD	MIDDLEBURG	CLAY			9	9	0
YMCA BEFORE & AFTER SCHOOL AT WE CHERRY ELEMENTARY -X	420 EDSON DR	ORANGE PARK	CLAY			4	4	0
YMCA BEFORE & AFTER SCHOOL AT WEBSTER ELEMENTARY	420 N ORANGE ST	ST AUGUSTINE	ST. JOHNS			12	12	0
YMCA BEFORE & AFTER SCHOOL AT WILKINSON ELEMENTARY -X	4965 COUNTY ROAD 218	MIDDLEBURG	CLAY			5	5	0
YULEE BAPTIST LEARNING CENTER	85967 HARTS ROAD	YULEE	NASSAU			21	21	0
YULEE BAPTIST VPK CENTER	85971 HARTS RD	YULEE	NASSAU			69	24	50
YULEE KINDERCARE LEARNING CENTER	110 FLOCO AVENUE	YULEE	NASSAU			20	0	20

Data is from the EFS Modernization Database as of July 30, 2026.

ACTION ITEM SUMMARY

DESCRIPTION	RETRO Approval of the ELCNF Insurance Coverages with Florida Insurance Trust to Include our General Liability, Director's & Officers, Workers Compensation, Cyber, Crime and Property Coverage.
Reason for Recommended Action	Florida Insurance Trust is an Insurance Company that is specific to Florida and to Non-Profits and provides the best costs and insurance coverage to its clients. It has been recognized as the leader in the non-profit insurance pooling industry. Effective June 1, 2026, ELCNF are renewing the following coverages with Florida Insurance Trust (FIT): • General Liability-including Employee Benefits Liability, Cost: \$5,187.21 • Automobile Liability only, Cost: \$434.37 • Crime. Cost: \$332.62 • Property, Cost: \$855.77 • Directors and Officers, Cost: \$4,461.88 • Cyber Coverage, Cost: \$8,436.75 • Workers Compensation: \$9,348.00 The total cost of bundling these coverages is: \$29,056.59 and exceeds Dawn Bell, C.E.O's authority to approve. <u>If this is not approved,</u> the Coalition would not be insured for these mandatory coverages and be not only in violation of Coalition and Department of Early Learning policy but Florida State Policy as well.
How the Action will be accomplished	The Board approves this action and insurance coverages will be renewed.

ACTION ITEM SUMMARY

DESCRIPTION	Association of Early Learning Coalitions, Inc. Annual Membership Dues of \$9,650.00
Reason for Recommended Action	The Association of Early Learning Coalitions, Inc. is our link to ongoing legislation concerning early childhood learning in the state of Florida. If this is not done, we not be up to date on the current legislature etc.
How the Action will be accomplished	Board approval

ASSOCIATION OF EARLY LEARNING
COALITIONS, INC.
206-B S. Monroe St.
Tallahassee, FL 32301
+18503865050



INVOICE

BILL TO

ELC of North Florida
2450 Old Moultrie Road, Ste.
103
St. Augustine, FL 32086

goods/services received
in satisfactory condition
OK to pay

INVOICE # 10364

DATE 07/01/2026

DUE DATE 07/01/2026

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Annual Membership Dues 2026-27 Annual Membership Dues	1	9,650.00	9,650.00
Dues Note Please make sure to indicate how much of the payment is from unrestricted funds (if any).	1	0.00	0.00

Association of Early Learning Coalitions, Inc. understands that any payment of membership dues, subscriptions or licensing fees by ELC, the records of which are maintained at the ELC shall be public records pursuant to s. 119.01 (3), F.S. This public records requirement applies only to the portion of activities of the organization(s) that pertain to the public federal/state grant programs the ELC funded.

BALANCE DUE

\$9,650.00

ACTION ITEM SUMMARY

DESCRIPTION	APPROVAL for the TruTechnology Contract for Managed IT Services. Contract Effective October 1, 2024 - 2028
Reason for Recommended Action	To approve the one-year contract, with four one-year renewals for managed IT services. The contract has: • 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 • Cloud management • Microsoft Office 365 management • This contract is not to exceed \$32,232.00 <u>If this is not done, the following would occur:</u> • The Coalition would have to search for/procure and negotiate with another IT company to provide its services, and before current contract expires.
How the Action will be accomplished	RETRO APPROVAL by the Board



New Client Sign-up Packet



New Client Sign-up Packet

New Client Information

Company: Early Learning Coalition of North Florida

Address: 2450 Old Moultrie Rd, Suite 103

City: St. Augustine State: FL Zip: 32086

Phone: (904) 342-2267 Fax: _____

Primary Contact(s): Marie Hanson

This is the day-to-day contact person(s) helping direct our activity and provide necessary approvals when needed.

Phone : 508-326-3322 (cell)

Email: mhanson@elcnorthflorida.org

After-Hours Contact(s): same as primary

In the event of a critical systems outage identified by our monitoring systems after-hours, this person would be notified and would help to coordinate access to the office if needed.

Special Contact Instructions: Text first and only call if there has been no response after 15 minutes, if unable to reach the primary contact then contact the next contact on file

i.e. Text first and only call if there has been no response after 15 minutes, if unable to reach primary contact then contact the next contact on file

Additional Locations Covered Under Agreement – Provide Full Address:

Palatka office, 3841 Reid Street, Palatka, FL 32177, Phone: 386-328-6232

Service Components

Ongoing IT Auditing (Included)

Everyone says they are proactive, but what is really being done to avoid your issues to begin with?

The term "proactive monitoring" is an oxymoron if we ever heard one. Don't wait for things to break before taking action. We are firm believers that an ounce of prevention is worth a pound of cure.

Welcome to our version of proactive (TruActive). We have a dedicated proactive services team. We assign an IT Auditor to your account, and they compare your environment to hundreds of standards on an ongoing basis, to find issues before they impact your business.

Your assigned IT Auditor will:

- Conduct recurring best practice reviews on dedicated days solely focused on your business
- Create and update documentation and knowledge base articles for both our teams to leverage
- Provide technical reporting to your assigned Technology Success Manager (TruCIO)

Experience for yourself how our truly proactive IT process can give you peace of mind.

Fractional CIO Services (Included)

In the Managed Service Provider (MSP) industry an unfortunate turn of events has occurred. Account Managers (farmers) with a sales quota, have been rebranded as Fractional CIO's or vCIO's.

A CIO's success should not be based on if you buy products from them.

We took a different approach – meet the Technology Success Manager (TruCIO). This team is passionate about helping our clients achieve their goals using technology and make the most of their technology investment.

Your assigned TruCIO will:

- Conduct scheduled recurring business technology reviews, helping you to develop a long-term strategic plan
- Evaluate potential risks uncovered by your assigned IT Auditor
- Help you to clearly understand the business impact of technology related decisions
- Work hand in hand with our Solutions Design team to evaluate products and vendors to come up with creative solutions to your business challenges

Having a technology plan that supports your business goals is within reach.

Happy to Help Desk (Included)

Mismanaged technology creates problems and risks, and it is important to be able to rely on a team you can trust.

We have a saying at TruTech, "Our clients see more value in not having the issue to begin with." TruSupport goes above and beyond by providing these valuable services to our clients:

- Vendor management – They are a single point of contact for all your hardware and software needs
- Unlimited remote support – Call, email, fill out our support form, the support team has your back
- Unlimited onsite support – We will never hesitate to run out when needed
- Expanded service desk hours – 7am to 6pm (ET) Monday through Friday and on-call 24x7x365 for emergencies at no additional charge

We would love your staff to have the positive experience of working with our support team.

Wizard Behind the Curtain (Included)

This team operates seamlessly behind the scenes, so you don't have to worry about your IT knowing that we are watching over your systems.

For all the systems we manage, there is a lot that goes in to keeping them protected and running as efficiently as possible. From managing our client's standardized backup and disaster recovery platforms, to their patch management and endpoint security, this team oversees all systems that are deployed across our client base. We call this department TruDefend.

Here are some of the platforms the team oversees to reduce your risk:

- Cloud platforms – Microsoft Azure, Microsoft 365, Google G Suite, Microsoft Dynamics, Salesforce, and many more
- Backup and disaster recovery systems – Protecting your local and cloud data, providing management and ongoing testing of these systems to make sure they work when you need them most
- Patch management – Keeping many Microsoft and popular third-party applications current, addressing your vulnerabilities
- Desktop optimization – Automation to keep your computers running efficiently
- Next-Generation Antivirus – Providing protection from viruses and malware for servers and workstations (PC or Mac)
- Email security – Security awareness training, simulated phishing attacks, and Advanced Threat Protection (ATP)
- Dark web monitoring – Scanning for compromised credentials that could expose your systems and clients

Solutions Design Services (Included)

When you know what you want to accomplish, but aren't quite sure how to get there, that's when the Solutions Design team (Design Desk) comes to the rescue.

Your assigned Technology Success Manager will engage the Design Desk and together they will go to market on your behalf to find and present the best solutions to consider that will achieve your business requirements. This research is included in our service plan as we would never want a client to hesitate to ask for our help.

When a path forward is chosen, they will build a detailed plan following the methodology shared above that the project team will execute on, schedule for implementation, and finalize your costs.

Examples of these engagements are:

- Addressing workflow issues with technology, building solutions to make your individual departments (i.e., sales, operations, marketing) more efficient and accountable
- Securing gaps identified during the auditing process that you agree makes sense to allocate budget towards
- Line of business application upgrades (i.e., Microsoft Dynamics GP (Great Plains), Sage Timberline, etc.) working with your vendors to update your systems to the latest release
- Designing the network for a new office location considering all connectivity and security concerns

With a clearly defined business requirement and path forward designed by our team, you will have all the information you need to plan, prioritize, and budget your technology initiatives accordingly.

TruDefend Team (Included)

Critical cyber threats can go unnoticed, putting your organization's sensitive data at risk. That is why TruTechnology tackled that challenge head-on by establishing our TruDefend team—a dedicated group focused on monitoring our suite of security tools and swiftly responding to alerts.

Gone are the days of pulling resources away from their primary tasks to handle security incidents. There is always a dedicated escalation resource available to address any cybersecurity concerns, without disrupting ongoing projects or operations.

Here's what sets our TruDefend team apart:

- **Proactive Monitoring:** We continuously monitor our security tools, staying vigilant for any signs of potential threats or breaches.
- **Rapid Response:** When an alert is triggered, our TruDefend experts spring into action, swiftly investigating the issue and implementing necessary measures to mitigate risks.
- **Incident Management:** In the event of a security incident, our team follows a structured incident response plan, minimizing downtime and limiting the impact on your organization's operations.
- **Continuous Improvement:** We don't just react to threats; we also proactively assess and refine our security processes to stay ahead of emerging cyber threats.

We understand that cybersecurity is not one-size-fits-all. That's why our TruDefend services are tailored to your specific needs and risk profile, providing you with peace of mind knowing that your digital assets are in safe hands.

Dedicated Project Team (On Demand)

How many times have you seen a project resource pulled off a project to help with a support escalation? We addressed that issue by creating a tiered support team with a dedicated escalation resource.

How many times have you seen a project resource pulled off a project to help with a support escalation? We addressed that issue by creating a tiered support team with a dedicated escalation resource. Problem solved – no need to bother the project team, ever. Another common pitfall is lack of a dedicated Project Manager. Project Engineers are great at tactical execution, however that is only a small part of a successful project.

- Conduct a kickoff meeting to go over the plan and confirm what success looks like
- Schedule the project from beginning to end including post-migration support if applicable
- Provide an end user communication plan so your team knows what to expect
- Complete a project closure meeting including documentation review and hand-off to the support team

When items such as these are left out of a project, it can be a bumpy ride for not only the client and their staff but even for the IT company and its staff. Please note that projects are not included in our monthly flat-rate for good reason – we can control the number of issues you have in your environment, however we can't control the amount of change you initiate in your business. If we were to charge a flat rate for projects in your per user price, then it would unfairly charge some clients more than others, and that's just not who we are.

Flat Rate Pricing / Worksheet

For all the services defined above in the Service Components section and the TruTech Core Services and TruDefend security services detailed below in the Provided Services/Hardware/Software section (Exhibit A), we have blended our rate at the user level to simplify billing.

Managed User Pricing

What is it?	A Managed user is defined as a full-time or part-time employee of the Client as well as interns, sub-contractors, consultants, or vendors, that access the Clients network resources (i.e., files, applications, printers, Internet, remote access) on an ongoing basis.
Rate	\$245 per user, per month
Quantity	Please specify the initial number of Managed Users we will be supporting (MMA): 10
Managed User Sub-Total	<u>\$2,450</u>

TruOffice Systems

What is it?	For all the hardware, equipment and associated subscriptions provided under this agreement listed under Provided Services/Hardware/Software (Exhibit A).
Flat Rate	<u>\$0</u>
Financing	Available thru 3 rd Parties, for a 60-month term the estimate is <u>\$0</u>

Additional Server Project Included

What is it?	A fixed-rate project is included as part of this agreement with all labor costs covered under the managed services. This labor will cover installation or migration for one physical or cloud server.
Flat Rate Labor	<u>\$ 0</u>

Total Monthly Pricing

Min Monthly Rate	Multiply the number of Managed Users by the corresponding quantity, then add the TruOffice Provided Systems and Included Projects Fee: <u>\$2,450</u>
Agreement Term	Length of agreement (months): <u>12 months</u>

Pricing Notes

- All Users and Devices need to be covered by this plan as every device (i.e., desktop, laptop, smartphone, tablet, thin client) that accesses network resources, will require the same support, maintenance, monitoring, security software, and consideration across the board as everything is interconnected and can impact other systems.
- If additional hardware, software, or services are requested, a quote and addendum will be presented for review and approval.
- MS Office365, and additional 3rd party software licensing, not listed in Exhibit A, is billed on a separately on a separate invoice.
 - Users, workstations, or mailboxes added or removed during the month will have prorated billing from the date of initial setup.
 - Microsoft 365 is licensed per individual named user - accounts cannot be shared.

Additional Costs

Projects

What is it?

Assistance with helping define the budget for a project (initiative or move/add/change request), including selection of the right vendors and scoping the work to be completed, is all part of your service agreement (Solutions Design Services) along with the day-to-day support and management of your technology. When we make that project a reality through our Professional Services team, that is when separate billing occurs. Typical projects include an office move, line of business application implementation/update/upgrade, and PC refresh.

Most initiatives in business these days have a technology component related to them. There are also lifecycle events of the various systems in your environment that at times will need to be addressed. We don't control the products you select or the volume of the change in your business, so therefore treat these requests as separate projects performed by our Professional Services team. We found that having a separate team handle these requests allows all other departments to stay on task and focused on delivering our end-result of reducing issues and risk in your business, creating a stable platform for you to innovate on.

Rate

We guarantee that projects are performed on a flat rate when we have a clearly defined scope of work. Projects require 100% funding for any hardware/software associated with the project and 50% deposit for labor before scheduling and commencement of work.

How do I use it?

Submit a Service Request or discuss with your Technology Success Manager and our staff will work with you to define the project plan, timeline, and budget.



New Client Sign-up Packet

Signatures

By signing this Contract, the Parties hereto agree to all terms, conditions and covenants contained herein and that they are authorized to make such decisions for their respective organizations. The Parties acknowledge that this is a legally binding Contract and the Parties fully acknowledge that they each have accepted this Contract of their own free will and that the signing of this document was not the result of coercion or duress and that both Parties sought and received, or had the opportunity to seek and receive, the advice of legal counsel, of their choice, prior to signing this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

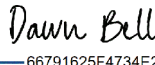
NetGain Technologies dba TruTechnology

DocuSigned by:

 BD4E9AF71F494EF...
 (Authorized Signature)

Michael Hardy CEO
 (Type or Print Name) (Title)
 8/20/2024
 (Date)

Client Legal Name:

DocuSigned by:

 66791625F4734E2...
 (Authorized Signature)

Dawn Bell CEO
 (Type or Print Name) (Title)
 8/20/2024
 (Date)

Onboarding Start Date: 9/1/2024
 Agreement/Billing Start Date: 10/1/2024



New Client Terms and Conditions

Service Provided

This service agreement (the "Agreement") is between the person and entity identified in the Client signature area ("Client") on the TruTechnology Service Description and Agreement document ("Service Description") and TruTechnology. By authorizing this Agreement, TruTechnology agrees to provide Client with the services described in the Service Description, and Client agrees to pay for those services, upon the terms defined in this document.

Entire Agreement

Entire Agreement: This document contains the entire agreement between the parties regarding the subject matter herein and supersedes any prior agreements or representations, whether oral or written. No agreement, representation, or understanding not specifically contained herein or in the form of an addendum shall be binding, unless reduced to writing and signed by TruTechnology and the Client. However, the parties acknowledge and agree that the separate agreement entitled "ATTACHMENT I – ASSURANCES AND CERTIFICATIONS," which has been signed only by TruTechnology, shall be deemed valid and enforceable as part of this agreement.

Minimum Monthly Amount ("MMA")

The MMA establishes the minimum billing amount for the Agreement. Each month, the actual quantity of services provided is compared to the MMA. If the actual amount is less than the MMA, the MMA amount will be billed for the upcoming month.

Termination

Client subscribes for the Term and for the quantity of services noted in the TruTechnology Service Description and Agreement Document Flat Rate Pricing / Worksheet section. This noted Quantity of Users and TruOffice Equipment Provided establishes the Minimum Monthly Amount ("MMA" – Described below) for the term of the Agreement. The Term commences on the agreement Onboarding date.

Once the Term is in effect, if the client cancels before the end of the Length of Contract, the client will pay an Early Non-Renewal Penalty, as specified in the Schedule of Costs, Discounts and Non-renewal (Exhibit B). The early termination fee may be waived if there is a material breach of any terms in this agreement, and such breach remains uncured for 30 days after delivery to the breaching party of written notice.

Upon completion of the Initial Term or any subsequent terms, if a Termination Notice was provided, the client will retain all owned equipment. Please note the backup service is subscription-based and will not function past the term of the service agreement. The Microsoft subscription will be transferred to an alternate Microsoft Cloud Service Provider (CSP) to allow for an orderly migration of services. Please note no other services or products included as part of the Service Components section will continue to be provided past the cancelation or end date of the agreement.

Termination Notices must be sent in writing via USPS, FedEx, or UPS with signature conformation required, addressed to the addressee at its main office, as set forth below. This Termination Notice should include Client name, contact name, telephone #, address, requested termination date, and a formal request for termination.

Termination Due to the 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 may terminate this contract upon no less than one hundred and twenty (120) calendar day notice in writing to the Contractor. Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery.

Service Renewals and Rates

This Agreement will automatically renew for four (4) subsequent one-year terms upon completion of each term after the initial term, unless either party provides a written Termination Notice at least 90 days prior to the end of the current contract term. Upon auto-renewal, the Monthly Managed Agreement (MMA) fee will be adjusted based on the supported user count at the time of the first renewal term's invoice, as determined by TruTechnology. Any/all renewals are subject to the terms and conditions of the original agreement.

The Base Fee will increase by 3% annually on each anniversary of the Effective Date to account for anticipated general market increases. A schedule of costs, including applicable discounts, cost increases, and a 'NOT TO EXCEED' total amount for each year, is outlined in Exhibit B of this Agreement. All fees and adjustments will adhere to the limits and structure provided in Exhibit B.

If the Client provides notice of non-renewal before the completion of the initial term or any subsequent renewal term, for any reason, the Client agrees to pay an early non-renewal penalty. This penalty is intended to compensate TruTechnology for the onboarding costs that were fronted and are being amortized over the total 5-year term.

The specific penalty amount applicable for each year of the Agreement is detailed in Exhibit B. The applicable penalty will be invoiced to the Client and will be due and payable within 30 days of the termination date.

Help Desk Services – Products We Support

We attempt to support all commercial software packages. If you use proprietary software, we will work with your software vendor to provide the necessary information and access needed to resolve your issue while working with them every step of the way.

Non-Client Owned Devices / Personal Computers

We do not support non-company owned devices leveraged by Users of our Clients. Our only engagement in issues surrounding these devices is for network connectivity in the office (i.e., guest wireless access).

If we determine that the network access issue is related to a problem with the personal device (i.e., age, virus or malware), that User will need to seek consumer support to resolve the underlying issue prior to reengaging us. If any Client data will be stored on these devices, the Client understands the risks associated with placing company data on non-company owned devices and should have an appropriate policy in place prohibiting such activity.

Scheduled Maintenance Windows

TruTechnology will perform daily maintenance tasks to keep your workstations and networking equipment running efficiently and to minimize exposure to the latest security threats. For many of these updates, you must be restarted. Workstations and networking equipment must be restarted.





New Client Sign-up Packet

TruTechnology may restart your systems, as necessary, between our regular maintenance window of 11PM and 4AM Sunday through Saturday. If a reboot is required outside of this timeframe, we will coordinate that with you so it can be communicated to your staff. For our automated tasks, you reserve the right to request that we adjust the maintenance window start and end times to align with your business needs.

Non-Solicitation of Employees

Client acknowledges that TruTechnology has a substantial investment in its employees that provide Services to Client under this Agreement and that such employees are subject to TruTechnology's control and supervision. In consideration of this investment, Client agrees not to solicit, hire, employ, retain, or contract with any employee of the other, without first receiving TruTechnology's written consent.

If any employee terminates his or her employment with TruTechnology (regardless of the reason for termination), and is employed by Client (or any affiliate, subsidiary, or supporting entity of Client) in any capacity either during or within a 12-month period, Client shall immediately pay TruTechnology an amount equal to 200% of the then current annual salary paid by TruTechnology to such employee.

Reimbursement for Supplies

On occasion, TruTechnology may need to purchase spare parts, other equipment, supplies, accessories, or software; in that case, Client shall be responsible to and agrees to reimburse TruTechnology for all such costs or expenses incurred under this project. No purchases will be made without prior Client approval. The Client agrees to pay all sales taxes where applicable.

Alterations to Services or Equipment

If Client or a vendor of the Client under Client direction alters any Equipment or Services provided by TruTechnology without the express written consent of TruTechnology, Client does so at its own risk and expense. TruTechnology shall not be liable or responsible for problems created as a result of Client's alteration of Services, Equipment and/or Client's network or system. If Client wishes TruTechnology to correct or fix its alterations or problems relating thereto, such services by TruTechnology will be considered a Project and Client agrees that the same terms and conditions set out in this Agreement shall apply.

Assignment

Neither party shall assign this Agreement or any part thereof without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

No Third-Party Beneficiary

Client shall not subcontract, assign, subrogate or transfer any interest, obligation or right under this Agreement without prior written consent from TruTechnology, and any such attempt shall be null and void. Any dissolution, merger, consolidation, reorganization, or transfer of a majority of the assets or stock of Client shall constitute an attempted assignment of this Agreement. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties and their successors or assigns.

Relationship

TruTechnology provides services to Client hereunder as an independent contractor, and this Agreement shall not be construed as a partnership or joint venture.

TruTechnology Technology Management Plan

Limitations of Liability

TruTechnology warrants that all work will be performed to the best of its ability and in accordance with reasonable and customary practices prevailing at the time for its business. TruTechnology shall not be liable to Client for direct damages greater than the amount or price payable hereunder for its services rendered in a given month. Except for actions or claims arising from gross negligence or intentional or willful misconduct, TruTechnology shall not be liable to Client for any special, indirect, incidental, consequential, or punitive damages arising out of or relating to this Agreement, whether the claim alleges tortious conduct (including negligence) or any other legal theory.

All warranties, whether statutory, express or implied, including any warranties of quality, durability, fitness for particular purpose, merchantability, continuous use, design, compliance with applicable law, performance or error-free operation are disclaimed in their entirety.

Client Warranty RE Software Licensing

Client warrants that all software it provides to TruTechnology for installation, configuration or use in any way, has been legally obtained and is properly licensed. Client further warrants that it has legally purchased sufficient number of copies of such software and that it has not violated any licensing laws.

TruTechnology has no knowledge regarding licensing of software provided to it by its Client and the Client indemnifies TruTechnology for any installation, configuration or use of such software. Client understands and acknowledges that that it shall be solely responsible and liable for all software licensing compliance.

Equipment Ownership

Equipment provided by TruTech as part of this agreement is owned by the Client. If it is stolen, damaged, or destroyed, the replacement equipment will be procured at the client's expense and any labor required to reinstall the equipment will be considered a project and billed accordingly. Typically, these fees are covered by the client's business insurance and clients are encouraged to verify with their insurance provider. NetGain Technologies dba TruTechnology may need to be named as an additional insured on your policy covering all equipment provided under this agreement.

Jurisdiction

This Agreement shall be governed by the state and Federal laws applicable in Florida, U.S.A. Any dispute, claim, or controversy arising out of or relating to the subject matter of this Agreement shall be settled by mediation. The parties will select a mediator in a mutually agreed up manner. At all times during the mediation process, including the selection of the mediator, the parties will act in good faith to attempt to settle their dispute. At all times during the mediation process, the mediator will maintain impartial, though he/she may give his/her views, opinions, or settlement proposals as a means to move the dispute toward resolution. However, the mediator's views, opinions, proposals, etc. shall not be deemed to be legal advice. The parties agree that any settlement agreement that they may enter into during the mediation process is fully binding and enforceable by any Court with jurisdiction of the dispute thereof.

DS
DB

Client Initials:



New Client Sign-up Packet

Force Majeure and Malicious Acts

TruTechnology shall not be liable for any loss, damage, or failure due to causes beyond its control, including strikes, riots, earthquakes, epidemics, pandemics, wars, terrorism, social unrest, fires, floods, weather, power failure, telecommunications and/or Internet interruptions, the failure or closure of a financial institution, computer malfunctions, acts of God or any other failure, interruption or error not directly caused, or reasonably anticipated, by TruTechnology.

Protected Storage

As part of this plan we will protect all client data. If additional storage is required above the base storage capacity, then the additional per TB cost will be covered by TruTechnology.

Protected Machines

By default, we will only backup the servers running in your environment. Physical workstations are not typically protected but can be upon request. Note that all servers and workstations leverage the same on-site and off-site storage as defined in the section above.

Data Backup Considerations

The Client acknowledges that TruTechnology cannot guarantee the integrity of backups due to the sheer number of variables involved with data backup. That is why monitor these systems continuously and conduct regular backup integrity tests, but at the exact time a restore is needed any number of variables can prevent a successful restore. See Exhibit A for full details.

Ownership of the Data

Any data being stored on TruTechnology provided services, remains the sole property of the Client. If the client chooses to terminate services, TruTechnology will provide access to this data for an orderly termination of services. Once the client has confirmed they have transferred all data then TruTechnology will destroy all production and backup data stored on its systems. If any additional costs are incurred by TruTechnology due to any delay by Client to transfer data, then this cost will be passed through to the client at market rates.

Terms, Payment and Collection Costs

Monthly services are billed on the first of the month for the month services are to be provided and processed via ACH. Payment terms for additional products or services vary based on the service provided and clients' previous payment history. Any amount not paid by the invoice due date will bear late charges at the rate of one and one-quarter percent (1.25%) per month or the maximum rate allowed by law from the date of invoice compounded on a daily basis from the date due until the date paid.

If TruTechnology enlists the services of an attorney or collections agency to collect any amounts due to it from Client under this Agreement; Client shall be responsible for and agrees to pay all such collection costs.

Pursuant to Chapter 218, Florida Statutes, also known as the Florida Prompt Payment Act, monthly services will be invoiced on the first of the month for the month services are to be provided. Payment terms for additional products or services vary based on the service provided and clients' previous payment history. Client agrees to pay invoices within 15 days of the invoice due date and any amount not paid by this date will bear late charges at the rate of one and one-quarter percent (1.25%) per month or the maximum rate

allowed by law from the date of invoice compounded on a daily basis from the due date until the date paid.

In addition to any other right or remedy provided by law, if the Client fails to pay for the services when due, TruTechnology has the option to treat such failure to pay as a material breach of this Agreement and may cancel this Agreement and/or seek legal remedies. If any balance remains unpaid by the Client after 15 days, TruTechnology has the right to cease all work under this Agreement. The Client agrees TruTechnology will not be liable for any damages, including special, consequential, or incidental damages arising from or related to TruTechnology ceasing work under this Agreement.

Insurance

Cyber and Ransomware attacks are not covered under this agreement and will be billable at Provider's standard published project hourly rates. Client understands that it is recommended that they have appropriate types and levels of insurance covering them for losses, damages or expenses arising out of a cybersecurity event, incident or breach. This agreement does not provide any additional coverages implied or expressed.

Severability

Any provision of this Agreement, which is invalid, illegal, or unenforceable in any jurisdiction shall, as to that jurisdiction, be ineffective to the extent of such invalidity, illegality or unenforceability without affecting in any way the remaining provisions hereof or, to the extent permitted by law, rendering that or any other provision invalid, illegal or unenforceable.

Attorney's Fees and Costs

In any action involving the enforcement or interpretation of this Agreement, the prevailing party, whether Client or TruTechnology, shall be entitled to its reasonable attorneys' fees and costs, including such fees and costs incurred in connection with any appeals, in addition to such other relief as may be provided by law.

Notice

All notices, requests and communications under this Agreement shall be in writing. Notice shall be deemed to have been given on the date of service if personally served or served by facsimile on the party to whom notice is to be given. If notice is mailed, it shall be deemed to be given within seventy-two (72) hours after mailing, if mailed to the party to whom notice is to be given, by first-class mail, registered or certified, postage prepaid, and addressed to the party at the address set out below, or any other address that any party may designate by written notice from time to time.

NetGain Technologies dba TruTechnology
208 North Laura Street, 10th Floor
Jacksonville, FL 32202

Taxes

Client shall be solely responsible for any taxes or similar charges arising out of this Agreement, including all applicable Federal, State, or local sales taxes, customs, duties, use taxes, value-added taxes, excise charges or brokerage fees. Client shall also be solely responsible for assessing and remitting payment for any such items to the appropriate authorities. In the case that the Client is exempt from tax, the Client shall pay no taxes, any other provisions of the Agreement to the contrary notwithstanding. The Client shall provide proof of its exempt status upon reasonable request.

DS
DB



Provided Services/Hardware/Software (Exhibit A)

The services, hardware, and software listed below will be provided by TruTechnology and included within the Minimum Monthly Amount specified on the Flat Rate Pricing / Worksheet.

Your assigned Technology Success Manager will propose changes to this list of provided services for budgetary consideration from time to time to help you keep up to date on the latest technology trends and threats to meet your business needs.

If any additional services, hardware, or software are requested or required, a quote and addendum will be provided for consideration to adjust this exhibit and the associated MMA.

		Qty
TruTech MSP Core Services		
TruTechnology – Proactive Audit Days Included Annually (Technical Account Manager)		4
TruTechnology – Technology Strategy/Steering Meetings Included Annually (Fractional CIO)		2
TruTechnology – Unlimited Remote and Onsite Support w/ 24x7 Emergency Response for Locations Listed		1
TruDefend		
TruDefend - Patch Management Platform for Microsoft and Popular 3rd Party Apps (per Device)		11
TruDefend - Application Whitelisting Solution (per Device)		11
TruDefend - Microsoft 365 Backup Solution (per Licensed Mailbox)		10
TruDefend - 3 rd Party SOC as a Service (per Device and Firewall)		12
TruDefend - Multi-Factor Authentication Platform (per User)		10
TruDefend - Next-Gen Endpoint Security (per Device)		11
TruDefend - Managed Threat Detection System (per Device)		11
TruDefend - Dark Web Monitoring (per Email Domain)		1
TruDefend - Email Security Training Platform (per Email Domain)		1
TruDefend - Infrastructure Change Logging Platform (per Client)		1

Schedule of Costs, Discounts and Non-renewal (Exhibit B)

Schedule of Costs

This exhibit details the schedule of costs, including applicable discounts, annual increases, and the 'Not to Exceed' amount for each year of the Agreement. The specified 'Not to Exceed' amount is based on a maximum of ten (10) supported users and will be adjusted proportionally if the user count changes.

Please note the 'Not to Exceed' fee detailed herein applies exclusively to the services covered under this Agreement and does not include costs associated with Hardware, Software, or project-specific services that fall outside the scope of this Agreement. Such external costs are defined and governed by the Additional Costs section of the Agreement.

The following table provides a detailed breakdown of costs for each year, including any applicable discounts, and the 'Not to Exceed' amount based on the current user count:

Year	Monthly User Cost	Monthly Non-Profit Discount User Price	Users	Yearly Total Not to Exceed Amount
Year 1	\$295.00	\$245.00	10	\$29,400.00
Year 2	\$303.85	\$252.35	10	\$30,282.00
Year 3	\$312.97	\$259.92	10	\$31,190.46
Year 4	\$322.35	\$267.72	10	\$32,126.17
Year 5	\$332.03	\$275.75	10	\$33,089.96

Non-renewal Penalty

The following table outlines the early non-renewal penalties applicable if the Client chooses not to renew the Agreement before the completion of the initial term or any subsequent renewal term.

Year	Early Non-Renewal Penalty
Year 1	\$15,000
Year 2	\$12,000
Year 3	\$9,000
Year 4	\$6,000
Year 5	\$3,000

EARLY LEARNING COALITION OF NORTH FLORIDA, INC.
and
Ferst Foundation for Childhood Literacy

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**
- U. Reporting of Matters Related to Recipient Integrity and Performance**
- V. Procurement of Recovered Materials**

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 – 45 CFR Part 93 Appendix A - *Certification for Contracts, Grants, Loans, and Cooperative Agreements AND Statement for Loan Guarantees and Loan Insurance.*

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 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 undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee 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 employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, 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 ¹ for each such failure.

¹ The amounts specified in Appendix A to Part 93 are updated annually, as adjusted in accordance with the Federal Civil Monetary Penalty Inflation Adjustment Act of 1990 (Pub. L. 101-140), as amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015 (section 701 of Pub. L. 114-74). Annually adjusted amounts are published at 45 CFR part 102.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[55 FR 6754, Feb. 26, 1990, as amended at 81 FR 61565, Sept. 6, 2016]

*NOTE: - In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered Contract/Grant transactions over \$100,000 (per OMB).

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:

TruTechnology
208 N. Laura Street, Floor 10
Jacksonville, FL 32202

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.

U. Reporting of Matters Related to Recipient Integrity and Performance

Unless exempt from these requirements per OMB guidance at 2 CFR Appendix XII, Part 200, the Contractor shall maintain current information reported to the System for Award Management (SAM) as described elsewhere in this contract. Portions of these data disclosures about civil, criminal or administrative proceedings are also made available in the Federal Awardee Performance and Integrity Information System (FAPIS) and OEL is required to review and consider this and other publicly available information to evaluate/review risk related to the Contractor's integrity, business ethics, and record of performance under federal awards in accordance with 45 CFR §75.331(b) (also 2 CFR §200.331(b)), Requirements for pass-through entities.

V. Procurement of Recovered Materials

(a) Pursuant to 2 CFR §§200.317, *Procurements by states*, and §200.322, *Procurement of recovered materials*, the Contractor will comply with the following requirements of section 6002 of the Solid Waste Disposal Act.

- (i) Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
- (ii) Procure solid waste management services in a manner that maximizes energy and resource recovery; and
- (iii) Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-services>.

(b) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The ELC shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(c) Paragraph (b) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Coalition: (i) purchased any amount of the items for use under a contract that was funded with federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

By signing below, the CONTRACTOR, through the duly appointed representative, certifies and assures that it will be fully comply with the applicable assurances and certifications outlined in this attachment.

Michael Hardy, CEO

Printed Name and Title of Authorized Representative



Signature

08/12/2024

Date

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Representative of Faith Based Child Care Providers: Amy Roberts
Reason for Recommended Action	Amy is the Director of St. Luke Child Care Center. St. Luke's is an early learning center, a private center and Catholic centered, serving children 6 weeks through VPK. Amy has a Masters in Elementary Education and experience as a classroom teacher as well as a center director. Amy is interested in implementing early childhood educational policies to successfully support teachers and assist children to learn and grow. Amy Roberts term will be September 2026 to September 2030 <u>If this is not done, the following would occur:</u> • The Coalition would 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.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the Member for Head Start Director Brian McElhone
Reason for Recommended Action	Brian is the St. Johns County Director of the Head Start program. Brian brings a strong working knowledge of Pre-K programming. Brian works in close partnership with the ELC and knows this is a vital piece to his work role. Brian's term will be from September 2026 – September 2030. <u>If this is not done, the following would occur:</u> • 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.



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

DATE: 7.21.26

NAME: Brian McElhnone

Personal Info: (Please Print)

ADDRESS: 208 Herada Street St. Augustine Florida 32080
Street City State Zip

MAILING ADDRESS: SAME
City State Zip

PHONE: 904.547.8963 CELL PHONE: 904.315.8427

Day & month of birthday: 5.21.72

EMAIL: Brian.McElhone@stjohns.k12.fl.us

EMPLOYER: St. Johns County School District

ADDRESS: 40 Orange Street St. Augustine Florida 32084
Street City State Zip

MAILING ADDRESS: SAME
City State Zip

PHONE: 904.547.7500 FAX: _____

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.

As the director of Head Start for St. Johns County a close partnership with the Early Learning Coalition is vital to my work.

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

Universal Pre-K needs to be available for all Florida families.

3. What strengths will you bring to the Coalition?

Strong working knowledge of Pre-K programming in North East Florida.

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.

No

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 Disposal of Inventory
Reason for Recommended Action	Any disposal of property listed on Coalition inventory, must be board approved in order to proceed with the removal of any item on the inventory. Staff is asking permission to dispose of items that are no longer in good working order and are listed in Fair, Poor, Obsolete, Scrap Condition for tag numbers: • ELCNF – 0014 Laptop Dell Latitude • ELCNF – 0022 Epson Printer • ELCNF - 0009 Laptop Dell Latitude • ELCNF – 0010 Laptop Dell Latitude • ELCNF – 0038 Laptop Dell Latitude <u>If this is not done, the following would occur:</u> • The Coalition would have to hold on to inventory that is no longer being used.
How the Action will be accomplished	Board Approval

BYLAWS

Adopted: 03/20/2013

Effective: 07/01/2013

Revised: 09/16/2015

ARTICLE V OFFICERS

Section 5.1. ELECTION OF OFFICERS:

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

5.1.1. The Board shall convene in the first quarter of the fiscal year for their annual meeting at which time they will determine eligible candidates for office and to prepare an official slate of nominees. Any person so nominated shall give their consent to nomination and election as an officer.

5.1.2. Elected officers shall be voted on at the annual meeting, and installed at the next regularly scheduled meeting and shall serve for a term of one year or until a successor is duly qualified and elected. Officers may serve in the same position for a maximum of two consecutive years.

5.1.3. If an office is vacated prior to the completion of a one year term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

Section 5.2. OFFICERS OF THE COALITION:

5.2.1. The Chair shall preside at all meetings of the Coalition and perform the duties which are the will of the full Board. The Chair shall appoint Chairs of all Committees, except for the Executive/ Administrative Committee Chair in which the Board Chair serves as Chair.

5.2.2. The Vice Chair shall perform the duties of the Chair when the Chair is absent and have such other responsibilities as may be designated by the chair.

5.2.3. The Treasurer, in cooperation with the relevant Coalition staff, ensures accurate accounting of monies received and expended for the use of the Coalition and will make a monthly report at the Coalition Board Meetings.

5.2.4. The Secretary shall with administrative staff to ensure that notice required by these bylaws is given, keep records of all proceedings of the Coalition in cooperation with the staff, keep record of attendance, and report correspondence to the Coalition at each meeting. Correspondence shall be conducted relative to the nomination of required membership and any other business as called upon by the Chair. The Secretary shall perform the duties of the Chair when the Chair and Vice Chair are absent and have such other responsibilities as may be designated by the Chair.

**Slate of Officers
2024-2025**

Board Member Name: _____

Interim Chair: _____

Write In Candidate: _____

Write In Candidate: _____

Vice-Chair: _____

Write In Candidate: _____

Write In Candidate: _____

Secretary:

Write In Candidate: _____

Write In Candidate: _____

Treasurer:

Write In Candidate: _____

Write In Candidate: _____

ARTICLE VI COMMITTEES

Section 6.1. COMMITTEES AND COMMITTEE MEMBERSHIP:

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

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

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

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

Section 6.2. COMMITTEE MEMBERSHIP

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



Executive/Administrative Committee Sign-Up

The Exec/Admin Committee will meet via conference call on the 1st Wednesday of the months of August, November, March and June at 10:30 a.m.

Interim Chair	
Vice-Chair	
Treasurer	
Secretary	

Early Learning Coalition of North Florida

Finance Manager's Report

Board Meeting

Wednesday – September 9, 2026

Desk Reviews and Audits

Our external audit for FY 2025–2026 will begin soon. The next desk review is scheduled to begin in October. We are also currently undergoing fiscal monitoring by the external auditors for the DEL FY 2025–2026 fiscal year. This monitoring is being conducted by Thomas Howell Ferguson.

Q4 Financial Statements

Please see the attached Q4 financial statements for FY 2024–2025.

Grant expenditures were lower than anticipated, consistent with the reduction in grant revenue. Due to DEL regulations, funds for June 2025 expenses were received in July 2025. As a result, June expenses were paid in July and are reflected in the subsequent fiscal year, resulting in a reported profit for the current fiscal year.

Targets and Restrictions

The year-end VPK administrative percentage was **4.746%**, which is below the established target of **5%**.

The year-end SR administrative percentage was **3.501%**, which is also below the established target of **5%**.

Brittany Goodson

Early Learning Coalition of North Florida

FY 2025-2026

	2025-2026	FY 2025-2026	Favorable
Notice of Awards	Total Budget	Q4 Actual	(Unfavorable)
School Readiness (SR)	27,236,105.00	27,442,594.05	206,489.05
Voluntary PreKindergarten (VPK)	17,567,621.00	16,817,080.01	(750,540.99)
Total Notice of Award	\$ 44,803,726.00	\$ 44,259,674.06	\$ (544,051.94)
Subrecipient Expense			
School Readiness (SR)	25,992,076.00	26,435,532.00	443,456.00
Voluntary PreKindergarten (VPK)	17,483,965.00	16,736,305.16	(747,659.84)
Total Subrecipient Expense	43,476,041.00	43,171,837.16	32,302,826.91
			-
Grant Funds Available to ELC of North FL	1,327,685.00	1,087,836.90	(239,848.10)
Other Donations and Revenue			
Interest Income	600.00	500.00	(100.00)
Miscellaneous Donations	2,500.00	500.00	(2,000.00)
Total Revenues	1,330,785.00	1,088,836.90	(241,948.10)

ELC of North Florida Estimated Expense	2025-2026	FY 2025-2026	Favorable
5001 Salaries	734,800.00	594,135.70	(140,664.30)
5005 PR Taxes	65,000.00	46,806.58	(18,193.42)
5010 Health Insurance & HSA Contributions	135,000.00	95,568.16	(39,431.84)
5020 Pension	39,000.00	27,247.48	(11,752.52)
5030 Life, Disability, and WC	9,000.00	5,316.30	(3,683.70)
5101 Staff Development	10,000.00	8,919.88	(1,080.12)
6020 Contract Services	6,000.00	-	(6,000.00)
6002 Auditing	20,000.00	16,250.00	(3,750.00)
Legal	500.00	-	(500.00)
Printing & Reproduction	1,500.00	-	(1,500.00)
Repairs & Maintenance	1,500.00	131.82	(1,368.18)
7001 Office Sites - Occupancy	51,000.00	38,250.84	(12,749.16)
7051 Postage, Freight & Delivery	1,750.00	511.45	(1,238.55)
7101 Rentals - Office Equipment	5,000.00	1,850.62	(3,149.38)
7151 Office Supplies	12,500.00	4,175.20	(8,324.80)
7201 Communications	25,000.00	14,691.71	(10,308.29)
7251 D & O Insurance	6,500.00	4,019.70	(2,480.30)
260 & 7265 General Liability	24,000.00	14,129.15	(9,870.85)
7302 Equipment <\$1,000	5,000.00	1,082.44	(3,917.56)
Equipment >\$1,000	5,000.00	1,776.51	(3,223.49)
7501 Travel - In State	10,000.00	4,569.32	(5,430.68)
7505 Travel - Out of State	11,000.00	3,005.93	(7,994.07)
7510 Travel - Local	8,000.00	3,192.79	(4,807.21)
Bank Fees	200.00	-	(200.00)
7605 Software/Licenses/Support	20,200.00	18,113.22	(2,086.78)
7610 Web Service	80,000.00	51,822.18	(28,177.82)
7615 Other employee expenditures	2,000.00	-	(2,000.00)
6035 ADP Fees	10,000.00	6,120.62	(3,879.38)
7620 Dues & Subscriptions	20,000.00	19,561.80	(438.20)
7625 Taxes, Licenses and Fees	500.00	1,503.66	1,003.66
7635 Misc. - Other Current Charges	5,000.00	500.00	(4,500.00)
7410 Quality Program	5,000.00	945.80	(4,054.20)
			-
Total ELC North Florida Estimated Expense	1,329,950.00	984,198.86	(345,751.14)
			-
Surplus or (Loss)	835.00	104,638.04	103,803.04

*due to expenses from 24-25 being paid in 25-26

Early Learning Coalition of North Florida

DRAFT

Balance Sheet

As of June 2026

ASSETS

Cash, Operating	\$ 1,953,967
Cash, Money Market	62,739
DEL Receivable	414,791
Petty Cash	200
Deposits	850
Prepaid Expense	29,900
Right of Use Asset	118,560
Equipment	17,418
Less: Accumulated Depreciation	<u>6,498</u>

TOTAL ASSETS	<u>\$ 2,604,922</u>
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LIABILITIES

Episcopal Children's Services Payable	\$ 2,446,905
DEL Advance Payable	0
Interest due to OEL	0
Other AP	178,724
Current portion of Lease Liability	2,452
Accrued Payroll	0
Accrued Vacation	27,194
Accrued Employee Benefits	1,801
Long-Term Lease Liability	<u>30,596</u>

TOTAL LIABILITIES	<u>\$ 2,687,671</u>
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Net change FY2026	104,638
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Total Liabilities and Net Assets	<u><u>\$ 2,604,922</u></u>
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MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: August 5, 2026
Subject: 2025/2026 Fourth Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- Coalition staff completed their annual review of Information Technology Policies and Procedures and anti-virus refresher trainings which included the mandatory annual training from DOE. The DOE training was not released until May 2026 this year (instead of January).
- The Coalition's COOP (Continuation of Operations Plan) for 2026/2027 was submitted to DEL before the May 1, 2026 deadline.
- The 2026/2027 Coalition's Anti-Fraud Plan was submitted to DEL's Office of Inspector General April 14, 2026, and was approved July 29, 2026.
- The DEL Grant Agreement as well as the Episcopal Children Services (ECS) contract were completed and approved in time for July 1, 2026 funding and services.
- DEL's biannual Accountability Review document gathering process began May 14, 2026. We are currently still in the review phase. The Exit Interview is anticipated to be close to October 1, 2026.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2025/2026 Third Quarter Monitoring was performed May 11-22, 2026. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. From this monitoring there were four compliance issues. All were routine in nature and corrective actions (including staff training) were completed before the Final Report.

The 2025/2026 Fourth Quarter Monitoring is scheduled for August 10-21, 2026. This monitoring includes 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.



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**BOARD
MEMBER ABSENTEEISM LOG**

By-Laws Unexcused absences from two (2)

3.2.8. Mandated

members with three (3) consecutive

X = Attended

MEMBER NAME	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 7, 2025	September 10, 2025	December 3, 2025	May 6, 2026
Allen, K.								X	X	Excused	Excused
Allen, M.	X			X			Excused	X	X	X	X
Barstow, L.	Excused			X			X	X	X	X	X
Bloom, C.	X			Excused			X	X	Excused	X	X
Bocher, T.							X	X	X	X	X
Buchanan , M.				X			Excused	Excused	X	X	X
Caines, T.							excused	X	X	Excused	X
Coleman, R.	Excused			X			Excused	Excused	Excused	Excused	Excused
Delcomyn, V.	X			X			X	X	X	X	X
Deputy, M.								X	Excused	X	X
Farris, J.	No longer a member			No longer a member			No longer a member	X	X	X	X
Fleury, JaVetta											Excused
Graham, B.	X			X			Excused	Excused	X	Excused	Excused
Hancock, M.								Excused	X	X	Excused
Holanchock, M.	X			X			X	X	X	X	X
Jernigan, R.	X			Excused			No longer a member	No longer a member	No longer a member	No longer a member	No longer a member
Jonihakis, M.	X			X			X	X	X	X	X
Joseph, K.	Excused			X			No longer a member	No longer a member	No longer a member	No longer a member	No longer a member
Koberger, L.				X			Excused	X	X	X	Excused
Little, T.	X			X			No longer a member	No longer a member	No longer a member	X	Excused
McElhone, B.	Excused			X			X	Excused	Excused	No longer a member	No longer a member
Pearson, N.	No longer a member			No longer a member			No longer a member	No longer a member	No longer a member	No longer a member	No longer a member
Peacock, M.	X			X			X	X	Excused	X	X
Ramirez, A.							X	Excused	Excused	Excused	No longer a member
Ramoutar, M.				X			X	Excused	X	X	X
Roberts, Amy										X	X
Shontz-Phillips, S.	Excused			No longer a member			No longer a member	No longer a member	No longer a member	No longer a member	No longer a member
Simpson-Gotham, A.	X			X			X	X	X	Excused	X
Siragusa, M.	Excused			X			Excused	X	X	X	X
Stallings, J	X			X			X	X	X	Excused	X
Steele, B.							Excused	X	Absent	Excused	X
Taylor,							Excused	X	X	Excused	Excused
Whitehurst, Christian											X
Williams, R.	X			X			X	Excused	Excused	X	No longer a member