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

APPROVED 9/09/2026

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

APPROVED 9/09/2026

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. Buchanon 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*

APPROVED 9/09/2026

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 Senior Director of Programs for Career Sources NEFL and has been designated to serve on the board on behalf of Cheryl Taylor, President and CEO of CareerSource Northeast Florida.

APPROVED 9/09/2026

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.

APPROVED 3/09/2026

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 unanimousl

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.

APPROVED 9/09/2026

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.

APPROVED 9/09/2026

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)

APPROVED 9/09/2026

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**

APPROVED 9/09/2026

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	(6,498)
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	105,085

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**

APPROVED 9/09/2026

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

APPROVED 5/09/2026

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

APPROVED 9/09/2026