



Meeting Packet for:

Nominating Committee Meeting

Executive Committee Meeting

Finance Committee Meeting

Board of Directors Meeting

September 30, 2025

AGENDA
Coalition Nominating Committee Meeting
September 30, 2025
8:30 a.m.

- Call to Order Anna Weaver
- Public Comment Ms. Weaver
- Approval of Minutes (*Action Item*) Ms. Weaver
 - September 10, 2024
- Officer Nomination Ms. Weaver
 - Secretary (*Action Item*)
(Term: 10-1-25 through 9-30-27)
 - Renee Cobb (Private Child Care Provider Rep.)
 - Nominations from the Floor
- Adjourn Ms. Weaver

Early Learning Coalition of Santa Rosa County
Nominating Committee Meeting Minutes
September 10, 2024 8:45 AM

Attendees: *Nominating Committee Members Present: Tarae Donaldson, Jennfier Hill Faron, John Walker, Anna Weaver*
Staff Present: Ron Geri, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Chair Anna Weaver called the meeting to order at 8:30 a.m. A quorum was established.
Anna Weaver	Approval of Minutes	Anna Weaver presented the minutes from the April 11, 2023, Nominating Committee meeting. John Walker made a motion to approve the minutes of the April 11, 2023, Nominating Committee Meeting, seconded by Jennifer Hill Faron. The motion carried unanimously.
Anna Weaver	Officer Nominations	Anna Weaver presented the nomination for Rachel Connell to serve as Vice- Chairperson, for the term of 9-10-2024 through 8-31-2026. Anna Weaver opened nominations to the floor. There were none. John Walker moved to approve the nomination of Rachel Connell for Vice-Chairperson as presented, seconded by Jennifer Hill Faron. The motion carried unanimously. Anna Weaver presented the nomination for John Walker to serve as Treasurer, for the term of 9-10-2024 through 8-31-2026. Anna Weaver opened nominations to the floor. There were none. Jennifer Hill Faron moved to approve the nomination of John Walker as Treasurer as presented, seconded by Tarae Donaldson. The motion carried unanimously.
Melissa Stuckey	Member Nominations	Melissa Stuckey presented the private sector board application for Johnny Crane, Accountant with Sport & Wheat CPA. John Walker made a motion to approve the nomination of Johnny Crane to serve as the private sector member, seconded by Jennifer Hill Faron. The motion carried unanimously. Melissa Stuckey presented the application for Kimblery Grant Marketing Director, Proud Moments as the representative for children with disabilities under the federal Individuals with Disabilities Education Act. John Walker made a motion to approve the nomination of Kimberly Grant to serve as the representative for children with disabilities, seconded by Jennifer Hill Faron.
Anna Weaver	Public Discussion/Announcements	There was none.
Anna Weaver	Adjourn	Anna Weaver adjourned the meeting at 9:01 a.m.



AGENDA
Coalition Executive Committee Meeting
September 30, 2025
9:00 a.m.

- | | |
|---|---------------------------|
| ➤ Call to Order | Anna Weaver |
| ➤ Public Comment | |
| ➤ Approval of Minutes (<i>Action Item</i>)
July 10, 2025 | Ms. Weaver |
| ➤ Unrestricted Funds Account (<i>Action Item</i>) | Ms. Weaver
Ms. Stuckey |
| ➤ CEO's Evaluation Report (<i>Information Item</i>) | Ms. Weaver |
| ➤ CEO's Report (<i>Information Item</i>) | Ms. Stuckey |
| ➤ Adjourn | Ms. Weaver |

Attendees: *Executive Committee Members Present: Johnny Crane, Tarae Donaldson, Kim Patrick, John Walker, Anna Weaver; Members Present: Johnny Crane; Staff Present: Ron Geri, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic*

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Anna Weaver called the meeting to order at 9:02 a.m. A quorum was established.
Anna Weaver	Public Comment	There was none.
Anna Weaver	Approval of Minutes	Ms. Weaver presented the minutes from the May 13, 2025, Executive Committee meeting. John Walker made a motion to approve the minutes of the May 13, 2025, Executive Committee Meeting, seconded by Johnny Crane. The motion carried unanimously.
CEO Melissa Stuckey	Lease Renewal for Milton Office (<i>Action Item</i>)	Melissa Stuckey stated the current lease is up for renewal on August 30th. At present, there has not been a new lease sent for review. The landlord has increased rent by 3% annually, totaling approximately \$72,000 in rent for the building. The landlord has also increased common area maintenance. Ms. Stuckey mentioned that she and staff have searched for other available office spaces in the Milton area and have even expanded the search to smaller office buildings with the possibility of some employees working a hybrid schedule to allow for office sharing; however, there were no properties available that fit the Coalition's needs. Ms. Stuckey asked for approval for Ms. Weaver to sign the new lease when received, as there are no other available options. Mr. Walker made a motion to authorize Ms. Weaver to sign the new lease for the Milton office, seconded by Tarae Donaldson. The motion carried unanimously.
Melissa Stuckey	CEO's Report	Ms. Stuckey gave an overview of the closing of the fiscal year. She stated that the Association of Early Learning Coalitions and fiscal directors held several meetings through the end of FY 24-25 to discuss potential cuts. The Association members agreed upon a proposal to present to DEL in which no coalition's funds were reduced more than 3%; however the notice of award received for FY 25-26 resulted in a loss of \$800,000 for Santa Rosa. Coalitions have been told that reverted funds will be reappropriated but at this time, there has been no information about when that will occur and how much will be received.
Anna Weaver	Adjourn	Anna Weaver adjourned the meeting at 9:34 a.m.

Chief Executive Officer/Executive Director
Annual Performance Evaluation

Officer/Director's Name: Melissa Stuckey Date: 08/25/2025

Evaluation Period: July 1st 2024-June 30th 2025 ELC: Santa Rosa County

Position Summary: The Chief Executive Officer (CEO)/Executive Director (ED) is responsible for providing direction, leadership, and oversight to the Coalition in support of its mission, strategic plan, and annual goals and objectives. The CEO/ED must effectively work with Board members, volunteers, government officials, community leaders, business leaders, child care providers, and the clients and families that the ELC serves. The CEO/ED provides leadership to internal staff and is responsible for daily operations of the business, including oversight of financial management, human resources, fund development, program quality and delivery, and public relations.

Evaluate the CEO/ED's performance in the domains below using the following ratings:

3 = Exceeds Expectations

2 = Meets Expectations

1 = Does Not Meet Expectations

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

Domain 1: Board Administration and Support – Supports operations and administration of the Board by advising and informing Board members, as well as interfacing between Board and staff.

Rating	Performance Indicator
3	Provides the Board with professional advice and recommendations based on the organization's strategic plan.
3	Engages the Board in establishing the ELC's policy direction; interprets and executes the intent of Board policy; supports Board policy and actions to the public and staff.
3	Communicates with the Board chair and other members of the Board to provide accurate, sufficient, and relevant information regarding Board policy and operations in a timely manner.
3	Fosters a harmonious working relationship with the Board.
3	Provides support for Board teamwork and effectiveness as ELC advocates in the community; promotes and supports Board recruitment, education, and development.
Rating Average (total divided by 5): 3	Comments regarding the performance in this domain: Melissa Stuckey does an excellent job in communicating regularly with the Coalition Chair and Board. She works to engage all board members, keeping everyone informed on pertinent items. Melissa accomplishes this through regular calls, emails and board meetings. The strategic plan is communicated to each board member.

Domain 2: Program and Service Delivery – Oversees development, implementation, and quality assurance of all Coalition programs and services.

Rating	Performance Indicator
3	Communicates ELC's vision and goals to staff, community, and others; builds commitment to mission and priorities of ELC.
3	Provides direction and defines priorities to assure that the ELC's programs and services respond to the needs of families, children, and providers.
3	Identifies problems and issues confronting the ELC and recommends/implements appropriate changes and directions.
3	Encourages and promotes long range planning and implementation of plans; keeps Board and others informed of trends and decisions that may impact the ELC.
3	Measures the extent to which ELC programs improve enrolled children's school readiness skills for transitioning into kindergarten; reports findings to the Board and the community.
Rating Average (total divided by 5): 3	Comments regarding the performance in this domain: Melissa Stuckey maintains high visibility in the Santa Rosa County community by attending community events and maintaining membership in local service organizations. She communicates the vision and goals of the Santa Rosa County ELC during these events. She is a sought-after speaker at local meetings. She ensures that regular staff meetings are held to ensure the team is communicating effectively. Melissa prepares a comprehensive Board Report to present all findings of ELC programming.

Domain 3: Financial Sustainability and Mission Impact – Provides leadership for sound fiscal management practices and procedures. Assures the budget supports the ELC's mission, goals, and long-range planning. Works with the staff, finance committee and the Board to prepare budgets, monitor progress, initiate changes (to operations and budgets) as appropriate, and resolve fiscal issues that affect the ELC.

Rating	Performance Indicator
	Recommends yearly budget for Board approval.
3	Manages the Coalition's resources within budget guidelines according to authorized policies and procedures that comply with current laws and regulations.
3	Possesses a robust understanding of the ELC's financial needs and communicates them clearly.
3	Provides leadership and supports appropriate strategies for attracting funds for the SR Match Program.
3	Oversees the planning and implementation of match development activities, including establishing resource requirements, identifying funding sources and establishing strategies to approach potential donors.

Rating Average (total divided by 5): 3	Comments regarding the performance in this domain: Melissa Stuckey ensures that the Board Chair and Board Members discuss the yearly budget in detail. All expenditures and budget matters are discussed at bimonthly board meetings. Melissa promotes an open-door policy so that all board members feel comfortable asking questions regarding finances and financial decisions.
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Domain 4: Human Resource Management, Staff and Administrative Relations – Effectively manages the human resources of the organization according to authorized policies and procedures that fully conform to current laws and regulations.

Rating	Performance Indicator
3	Provides leadership for developing and executing sound personnel procedures and practices that incorporate directives, attitudes, and behaviors reflective of the integrity and ethical values expected throughout the organization.
3	Recruits and retains a talented and diverse staff.
3	Ensures compliance with relevant workplace and employment laws; maintains a safe, respectful, and inclusive working environment.
3	Encourages and supports staff to participate in ongoing professional development opportunities.
3	Establishes clear patterns of authority, responsibility, supervision, and communication with staff.
Rating Average (total divided by 5): 3	Comments regarding the performance in this domain: The SRC ELC has many long-time staff members, indicating a happy workplace. Melissa is an effective communicator with her team. She executes the recruiting and hiring of a diverse and inclusive team to the highest degree. She also works to facilitate each employee's development by encouraging training and skill enhancement.

Domain 5: Community, State, and Public Relations – Directs and coordinates public relations and community awareness efforts. Assures that the Coalition and its mission, programs, and services are consistently presented in a favorable public image to relevant stakeholders.

Rating	Performance Indicator
3	Develops and maintains positive relationships with the community, businesses, and civic leaders; encourages community involvement and contribution to the ELC.

3	Represents and promotes the ELC through regular attendance and involvement in meetings, conferences, and interagency and community activities dealing with early childhood education and family issues.
3	Encourages community involvement and contribution to the ELC.
3	Provides leadership on behalf of the ELC at the state level; advocates the needs of the ELC to appropriate federal and state officials and agencies, community leaders, child advocates, and parents, including lobbying the state legislature within the parameters permitted by state and federal law and regulation.
3	Serves as an effective spokesperson. Represents the organization well to its constituencies, including clients/members/patrons, other nonprofits, government agencies, elected officials, funders, and the general public.
Rating Average (total divided by 5): 3	Comments regarding the performance in this domain: Melissa Stuckey continues to be an outspoken advocate for the SRC ELC. She is actively involved in the local Chamber of Commerce, Rotary Club and other professional organizations. She is well known by local civic and political leaders. Melissa takes every opportunity to advocate for the ELC.

Domain 6: Professional Skills and Abilities

Rating	Performance Indicators
3	Maintains high standards of ethics, honesty, and integrity in all professional matters.
3	Is well organized and efficient in the accomplishment of objectives.
3	Skillful at analyzing and addressing problems, challenges, and conflicts, even under stress.
3	Effectively communicates verbally and in written form.
3	Actively engages in continuous professional development.
Rating Average: 3	Comments regarding the performance in this domain: Melissa Stuckey maintains high standards of professionalism in all Coalition matters and expects the same of her team. She is an effective communicator with the Board and Staff. Melissa regularly attends continuing development events. She continues to be an asset to the SRC ELC.

Domain 7 (Optional): List three to five local performance indicators:

Rating	Performance Indicators

Rating Average (total divided by # of indicators): 3	Comments regarding the performance in this domain: Melissa continues to serve the SRC ELC professionally. Each year brings new challenges, and she leads effectively and fairly. Her wealth of knowledge and experience are an asset to the SRC ELC. Her can-do spirit serves the Coalition well.

Performance Domain	Rating Averages
Domain 1	3
Domain 2	3
Domain 3	3
Domain 4	3
Domain 5	3
Domain 6	3
Domain 7 – optional local	3
*Overall Rating	3

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

Overall Rating:

3.0 = Exceeds Expectations

2.0 – 2.9 = Meets Expectations

1.9 and below = Does Not Meet Expectations

Evaluator Name: Anna P. Weaver, Chair

Evaluator Signature: Anna P. Weaver

AGENDA
Coalition Finance Committee Meeting
September 30, 2025
9:30 a.m.

- | | |
|---|------------------------------------|
| ➤ Call to Order | John Walker |
| ➤ Public Comment | |
| ➤ Approval of Minutes (<i>Action Item</i>) | Mr. Walker |
| • July 10, 2025 | |
| ➤ Financials (<i>Action Item</i>) | Mr. Walker |
| • May 2025 | Barbora Valovic |
| ➤ DOE Revert & Reappropriate Funding (<i>Information Item</i>) | Barbora Valovic
Melissa Stuckey |
| ➤ Proposed Budget Year Ending 6-30-26—NOA 8-25-25
(<i>Action Item</i>) | Mr. Walker
Barbora Valovic |
| ➤ Adjourn | Mr. Walker |

Early Learning Coalition of Santa Rosa County
Finance Committee Meeting Minutes
July 10, 2025 9:30 AM

Attendees: Finance Committee Members Present: Johnny Crane, John Walker, Anna Weaver; Staff Present: Ron Geri, Shannon Peterson, Megan Saye, Barbora Valovic, Melissa Stuckey

Lead	Topic	Discussion
Treasurer John Walker	Call to Order	John Walker called the Finance Committee meeting to order at 9:35 a.m. A quorum was established.
John Walker	Public Comment	There was none.
John Walker	Approval of Minutes	Mr. Walker presented the minutes of the July 10, 2025, Finance Committee Meeting. Johnny Crane made a motion to approve the minutes of the July 10, 2025, Finance Committee Meeting, seconded by Anna Weaver. The motion carried unanimously.
CFO Barbora Valovic	April 2025 Financials (Action Item)	Barbora Valovic presented the financials for April 2025. Ms. Weaver made a motion to approve the financials for April 2025, seconded by Mr. Crane. The motion carried unanimously.
Barbora Valovic	Proposed Budget Year Ending 6.30.25 (Action Item)	Ms. Valovic presented the proposed budget for FY 24-25 which was required in order to close out the fiscal year. Ms. Weaver made a motion to approve the budget, seconded by Mr. Crane. The motion carried unanimously.
Barbora Valovic	Update on DOE Budget Allocations (Information Item)	Ms. Valovic gave an update on the Department of Education budget allocations for FY 25-26.
Barbora Valovic	Proposed Budget FY 25-26 (Action Item)	Ms. Valovic presented the proposed budget for FY 25-26. Ms. Weaver made a motion to approve the budget, seconded by Mr. Crane. The motion carried unanimously.
John Walker	Adjourn	Mr. Walker adjourned the meeting at 10:11 a.m.

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	366,314.05
11010 · Petty Cash	23.50
Total Checking/Savings	366,337.55
Accounts Receivable	
11400 · Grants Receivable	901,631.92
11500 · TAP	6,300.98
Total Accounts Receivable	907,932.90
Other Current Assets	
13000 · Prepaid Expenses	23,906.95
Total Other Current Assets	23,906.95
Total Current Assets	1,298,177.40
Fixed Assets	
15000 · Furniture and Equipment	29,925.00
17100 · Accum Depr - Furn and Equip	-29,925.00
Total Fixed Assets	0.00
Other Assets	
18600 · Other Assets	
18610 · ROU Gulf Breeze Asset	22,394.00
18620 · ROU Milton Asset	70,303.00
18630 · Intangible Assets	80,232.50
Total 18600 · Other Assets	172,929.50
18700 · Security Deposits Asset	6,167.52
Total Other Assets	179,097.02
TOTAL ASSETS	1,477,274.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	582,804.75
Total Accounts Payable	582,804.75
Credit Cards	
20102 · Accounts Payable - Credit Cards	
0875 · Melissa Stuckey - NEW	1,251.25
3598 · Megan Saye	185.42
Total 20102 · Accounts Payable - Credit Cards	1,436.67
Total Credit Cards	1,436.67
Other Current Liabilities	
20200 · Grant Advances	
20210 · School Readiness	394,964.80
20211 · SR Plus ADV	679.30
20220 · VPK	113,917.09
Total 20200 · Grant Advances	509,561.19
24100 · Accrued Leave and Payroll	39,977.25
25800 · Unearned or Deferred Revenue	17,540.50
Total Other Current Liabilities	567,078.94
Total Current Liabilities	1,151,320.36

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of May 31, 2025

	May 31, 25
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	
27110 · ROU Gulf Breeze Liability	23,161.00
27120 · ROU Milton Liability	74,475.00
Total 27100 · Notes, Mortgages, and Leases	97,636.00
Total Long Term Liabilities	97,636.00
Total Liabilities	1,248,956.36
Equity	
32000 · Unrestricted Net Assets	232,234.01
Net Income	-3,915.95
Total Equity	228,318.06
TOTAL LIABILITIES & EQUITY	1,477,274.42

Early Learning Coalition of Santa Rosa County

Profit & Loss Budget vs. Actual - Month FY 2024-2025

May 2025

	May 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	849,254.25	907,008.00	-57,753.75	93.6%
43429 · Local Match	3,598.18	3,900.00	-301.82	92.3%
43450 · Interest Income-Restricted	6.79	12.50	-5.71	54.3%
44400 · TAP Program	6,300.98	140.00	6,160.98	4,500.7%
44475 · UFLCL-ELF	200.00	425.00	-225.00	47.1%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	527.34	0.00	527.34	100.0%
46800 · In-Kind Match Revenue	0.00	6,000.00	-6,000.00	0.0%
Total Income	859,887.54	917,485.50	-57,597.96	93.7%
Gross Profit	859,887.54	917,485.50	-57,597.96	93.7%
Expense				
60000 · Salary & Wages	47,510.40	59,735.20	-12,224.80	79.5%
60050 · Fringe Benefits	18,333.21	19,690.98	-1,357.77	93.1%
60100 · Advertising & Public Relations	0.00	0.00	0.00	0.0%
60130 · Communication Cost	1,287.45	1,839.58	-552.13	70.0%
60135 · Postage & Freight	9.49	70.00	-60.51	13.6%
60145 · Contract Services	766,389.90	779,030.74	-12,640.84	98.4%
60195 · Equipment - Rental/Lease	303.45	449.00	-145.55	67.6%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	160.50	243.85	-83.35	65.8%
60220 · Insurance	517.60	770.55	-252.95	67.2%
60240 · Maintenance and Repair	640.37	578.00	62.37	110.8%
60250 · Materials and Supplies	1,513.67	29,227.71	-27,714.04	5.2%
60270 · Membership & Subscriptions	6,120.00	325.00	5,795.00	1,883.1%
60300 · Professional Services	2,075.78	4,033.75	-1,957.97	51.5%
60310 · Publication and Printing Cost	0.00	139.00	-139.00	0.0%
60330 · Rental Cost	9,819.51	11,244.00	-1,424.49	87.3%
60350 · Training and Education Cost	0.00	1,385.20	-1,385.20	0.0%
60370 · Travel Cost	459.61	3,848.80	-3,389.19	11.9%
60400 · Office Supplies & Furniture <1k	807.00	1,189.65	-382.65	67.8%
60500 · Information Technology	199.48	1,269.20	-1,069.72	15.7%
60600 · Employee Related Expenses	0.00	341.40	-341.40	0.0%
60900 · Miscellaneous Expenses	2,938.60	2.64	2,935.96	111,310.6%
67800 · In-Kind Match Expense	0.00	0.00	0.00	0.0%
Total Expense	859,086.02	917,485.50	-58,399.48	93.6%
Net Income	801.52	0.00	801.52	100.0%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - YTD FY 2024-2025
July 2024 through May 2025

	Jul '24 - May 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	8,795,808.02	9,288,972.00	-493,163.98	94.7%
43429 · Local Match	42,598.18	42,900.00	-301.82	99.3%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	65.78	137.50	-71.72	47.8%
44400 · TAP Program	22,967.74	1,310.00	21,657.74	1,753.3%
44475 · UFLCL-ELF	580.00	4,575.00	-3,995.00	12.7%
44500 · Public Contributions	50.00	0.00	50.00	100.0%
46400 · Other Types of Income	7,414.72	8,334.00	-919.28	89.0%
46800 · In-Kind Match Revenue	0.00	68,000.00	-68,000.00	0.0%
Total Income	8,869,484.44	9,414,228.50	-544,744.06	94.2%
Gross Profit	8,869,484.44	9,414,228.50	-544,744.06	94.2%
Expense				
60000 · Salary & Wages	599,245.15	657,087.20	-57,842.05	91.2%
60050 · Fringe Benefits	182,660.82	225,517.41	-42,856.59	81.0%
60100 · Advertising & Public Relations	46.00	0.00	46.00	100.0%
60130 · Communication Cost	19,261.97	21,111.32	-1,849.35	91.2%
60135 · Postage & Freight	245.58	770.00	-524.42	31.9%
60145 · Contract Services	7,828,557.72	7,844,222.64	-15,664.92	99.8%
60195 · Equipment - Rental/Lease	3,135.53	4,939.80	-1,804.27	63.5%
60200 · Equipment and Other Capital	2,405.99	24,026.50	-21,620.51	10.0%
60210 · Bank Charges	1,802.50	2,682.50	-880.00	67.2%
60220 · Insurance	5,941.34	8,637.70	-2,696.36	68.8%
60240 · Maintenance and Repair	3,630.13	6,361.00	-2,730.87	57.1%
60250 · Materials and Supplies	22,295.76	312,504.34	-290,208.58	7.1%
60270 · Membership & Subscriptions	9,774.00	3,575.00	6,199.00	273.4%
60300 · Professional Services	34,016.14	43,805.40	-9,789.26	77.7%
60310 · Publication and Printing Cost	31.64	1,529.00	-1,497.36	2.1%
60330 · Rental Cost	104,020.34	111,074.35	-7,054.01	93.6%
60350 · Training and Education Cost	2,096.35	15,267.25	-13,170.90	13.7%
60370 · Travel Cost	22,609.04	42,336.50	-19,727.46	53.4%
60400 · Office Supplies & Furniture <1k	10,215.82	13,086.15	-2,870.33	78.1%
60500 · Information Technology	11,686.18	10,206.90	1,479.28	114.5%
60600 · Employee Related Expenses	0.00	3,755.70	-3,755.70	0.0%
60900 · Miscellaneous Expenses	9,722.39	63.84	9,658.55	15,229.3%
67800 · In-Kind Match Expense	0.00	61,668.00	-61,668.00	0.0%
Total Expense	8,873,400.39	9,414,228.50	-540,828.11	94.3%
Net Income	-3,915.95	0.00	-3,915.95	100.0%

**Early Learning Coalition of Santa Rosa County
Reconciliation Summary**

11001 - Regions - Pace, Period Ending 06/30/2025

7/10/25

BU.

	Jun 30, 25
Beginning Balance	375,023.45
Cleared Transactions	
Checks and Payments - 90 items	-667,071.79
Deposits and Credits - 5 items	1,023,812.01
Total Cleared Transactions	356,740.22
Cleared Balance	731,763.67
Uncleared Transactions	
Checks and Payments - 8 items	-13,201.89
Total Uncleared Transactions	-13,201.89
Register Balance as of 06/30/2025	718,561.78
New Transactions	
Deposits and Credits - 3 items	643,455.35
Total New Transactions	643,455.35
Ending Balance	1,362,017.13



Proposed Budget NOA 8-25-2025 for 9-30-25 Board Meeting									
		2025-2026 Budget Approved 7.10.2025			2025-2026 Proposed Budget for Approval 9.30.2025			Increase/(Decrease) 2025-2026 Proposed Budget	
Revenue									
	43400 - Division of Early Learning Grants								
	School Readiness, GOLD SEAL & QPI	\$ 6,132,814.00	58.09%		\$ 7,098,568.00	67.23%	\$ 965,754.00		Funding awarded 8/25/2025
	SR PLUS	-	0.00%		103,974.00	0.98%	103,974.00		Funding awarded 8/25/2025
	VPK	3,226,826.00	30.56%		3,226,826.00	30.56%	-		
	VPK - Program Assessment	27,177.00	0.26%		27,177.00	0.26%	-		
	43429 - Local Match	46,800.00	0.44%		46,800.00	0.44%	-		* Applied for funds from SRC Board of Commissioners; awaiting decision
	43430 - Other Grants	-	0.00%		-	0.00%	-		
	43450 - Interest Income-Restricted	150.00	0.00%		150.00	0.00%	-		
	44400 - TAP Program	3,300.00	0.03%		3,300.00	0.03%	-		
	44475 - University of Florida Program	1,500.00	0.01%		1,500.00	0.01%	-		
	44500 - Public Contributions	-	0.00%		-	0.00%	-		
	46800 - In-Kind Match Revenue	50,000.00	0.47%		50,000.00	0.47%	-		
Total Revenue		\$ 9,488,567.00	89.87%		\$ 10,558,295.00	100.00%	\$ 1,069,728.00		
Expense									
	60000 - Salary & Wages	\$ 716,822.40	6.79%		\$ 709,069.00	6.72%	(7,753.40)		
	60050 - Fringe Benefits	245,298.00	2.32%		223,832.00	2.12%	(21,466.00)		
	60100 - Advertising & Public Relations	8,000.00	0.08%		5,000.00	0.05%	(3,000.00)		
	60130 - Communication Cost	23,000.00	0.22%		23,000.00	0.22%	-		
	60135 - Postage & Freight	500.00	0.00%		550.00	0.01%	50.00		Increase in postage prices
	60195 - Equipment - Rental/Lease	5,000.00	0.05%		5,380.00	0.05%	380.00		Increase in rental of events equipment
	60200 - Equipment and Other Capital	20,000.00	0.19%		20,000.00	0.19%	-		
	60210 - Bank Fees	2,700.00	0.03%		2,700.00	0.03%	-		
	60220 - Insurance	9,500.00	0.09%		9,500.00	0.09%	-		
	60240 - Maintenance and Repair	6,000.00	0.06%		6,000.00	0.06%	-		
	60250 - Materials and Supplies	221,849.80	2.10%		411,017.00	3.89%	189,167.20		Increase in SR Funding 8/25/2025
	60270 - Membership & Subscriptions	5,000.00	0.05%		5,000.00	0.05%	-		
	60300 - Professional Services	43,000.00	0.41%		90,786.00	0.86%	47,786.00		Children's Forum Class Assessors
	60310 - Publication and Printing Cost	3,500.00	0.03%		3,500.00	0.03%	-		
	60330 - Rental Cost	122,000.00	1.16%		123,051.00	1.17%	1,051.00		Increase in rent
	60350 - Training and Education Cost	15,000.00	0.14%		15,000.00	0.14%	-		
	60370 - Travel Cost	43,000.00	0.41%		45,700.00	0.43%	2,700.00		Increase due to travel expenses & funding awarded
	60400 - Office Supplies & Furniture <1k	14,275.80	0.14%		14,260.00	0.14%	(15.80)		
	60500 - Information Technology	12,500.00	0.12%		14,151.00	0.13%	1,651.00		Increase in IT & security
	60600 - Employee Related Expenses	4,000.00	0.04%		3,115.00	0.03%	(885.00)		
	60900 - Miscellaneous Expenses	2,000.00	0.02%		10,000.00	0.09%	8,000.00		Events
	67800 - In-Kind Match Expense	50,000.00	0.47%		50,000.00	0.47%	-		
Subtotal Expenses		\$ 1,572,946.00	14.90%		\$ 1,790,611.00	16.96%	\$ 217,665.00		
	Contracted Expenses (Slots)								
	60147 - Contract Services SR	\$ 4,839,453.00	45.84%	78.91%	\$ 5,592,741.00	52.97%	\$ 753,288.00		Increase in SR for reapportion allocation
	60147 - Contract Services SR Plus	-	0.00%		98,775.00	0.94%	98,775.00		Funding awarded 8/25/2025
	60148 - Contract Services VPK	3,073,168.00	29.11%	95.24%	3,073,168.00	29.11%	-		
	60150 - Contract Services TAPP	3,000.00	0.03%		3,000.00	0.03%	-		
Subtotal Slot Expenses		\$ 7,915,621.00	74.97%		\$ 8,767,684.00	83.04%	\$ 852,063.00		
Total Expense		\$ 9,488,567.00	89.87%		\$ 10,558,295.00	100.00%	\$ 1,069,728.00		
Total Revenue/Expenses - Surplus/(Deficit)		-			-	-	-		



NOA 8/25/25			
2025-2026 Proposed Budget Narrative for Approval 9.30.2025			
Revenue			
43400 - Division of Early Learning Grants			
School Readiness	\$	7,098,568.00	Contract with DEL for School Readiness Programs
SR Plus		103,974.00	Contract with DEL for School Readiness Plus
VPK	\$	3,226,826.00	Contract with DEL for Voluntary Prekindergarten Education Program.
VPK - Program Assessment	\$	27,177.00	Contract with DEL
43429 - Local Match	\$	46,800.00	Match support from Santa Rosa County Board of Commissioners
43450 - Interest Income-Restricted	\$	150.00	Interest - Regions Bank.
44400 - TAP Program	\$	3,300.00	Contract with Santa Rosa County School District
44475 - University of Florida Program	\$	1,500.00	Contract with UF for child care providers stipends
44500 - Public Contributions		-	
46800 - In-Kind Match Revenue	\$	50,000.00	Donated Services/Supplies (audit services and books)
Total Revenue	\$	10,558,295.00	
Expense			
60000 - Salary & Wages	\$	709,069.00	Bi-weekly payroll; COLA of 5% for full-time staff working at Coalition at least 12 months as of 6-30-2025 (retro to 7-1-25); estimated leave accrual \$30,000
60050 - Fringe Benefits	\$	223,832.00	Payroll taxes, Increase in health, dental, short term disability, life, vision and up to a 5% match for 401(k) retirement
60100 - Advertising & Public Relations		5,000.00	Billboards, signs, advertising
60130 - Communication Cost	\$	23,000.00	Cell phones, telephone, Zoom meetings and internet services
60135 - Postage & Freight	\$	550.00	Stamps and shipping
60195 - Equipment - Rental/Lease	\$	5,380.00	Copy machine leases (2)
60200 - Equipment and Other Capital	\$	20,000.00	Computers, printers, scanners & monitors for staff and parent labs. Equipment replacement and hardware/software
60210 - Bank Fees	\$	2,700.00	Monthly analysis, check orders, stop payment, and annual credit card fees
60220 - Insurance	\$	9,500.00	General Liability, FL Notary Errors and Omissions, Property, Fidelity Bond, Crime bond for 401(k), Directors & Officers, Worker Comp. and EPLI.
60240 - Maintenance and Repair	\$	6,000.00	Phone/alarm/copier maintenance; regular maintenance of offices
60250 - Materials and Supplies	\$	411,017.00	Quality supplies, program/educational supplies, books, training materials & other educational supplies for providers
60270 - Membership & Subscriptions	\$	5,000.00	Santa Rosa Chamber of Commerce, AELC, SECA, Rotary Club and Amazon Prime
60300 - Professional Services	\$	90,786.00	Audit, attorney, pension plan fees, HR fees, temporary employees, outsourced IT services; Outsourced CLASS Assessors
60310 - Publication and Printing Cost	\$	3,500.00	Business cards, staff I.D. cards, printing materials for quality initiatives and CCR&R
60330 - Rental Cost	\$	123,051.00	Office leases, utilities, storage space, alarm system, janitorial services, and file destruction
60350 - Training and Education Cost	\$	15,000.00	Registration/Conference fees for staff development.
60370 - Travel Cost	\$	45,700.00	Local travel and out of town/state travel
60400 - Office Supplies & Furniture <1k	\$	14,260.00	Office Depot, Staples, Amazon, Adobe, DocuSign, Canva and 123RF.
60500 - Information Technology	\$	14,151.00	Office 365, anti-virus, email archiving, QuickBooks annual plan, Remote PC, website hosting, back-up services and domain name fees.
60600 - Employee Related Expenses	\$	3,115.00	Drug testing, background screening, rescreening and ads for new hires
60900 - Miscellaneous Expenses	\$	10,000.00	State of Florida Division of Corp. fee, other miscellaneous
67800 - In-Kind Match Expense	\$	50,000.00	Donated Services and Supplies (audit services and books)
Subtotal Expenses	\$	1,790,611.00	
Contracted Expenses (Slots)			
60147 - Contract Services SR	\$	5,592,741.00	Slots for School Readiness Direct Services.
60147 - Contract Services SR Plus	\$	98,775.00	Slots for School Readiness Plus Direct Services.
60148 - Contract Services VPK	\$	3,073,168.00	Slots for Voluntary Prekindergarten Services.
60150 - Contract Services TAPP	\$	3,000.00	Slots for Teen Parent Program Services.
Subtotal Slot Expenses	\$	8,767,684.00	
Total Expense	\$	10,558,295.00	
Total Revenue/Expenses - Surplus/(Deficit)		-	

Agenda
Board of Directors Meeting
September 30, 2025, 10:00 a.m.

- Call to Order Anna Weaver
- Public Comment
- Approval of Board Minutes—*Action Item* Ms. Weaver
 - July 10, 2025
- Nominating Committee Report—*Action Item* Ms. Weaver
 - Coalition Secretary for the term 10-1-2025 to 9-30-2027
Renee Cobb (Private Child Care Provider Representative)
- Executive Committee Report Ms. Weaver
 - Unrestricted Funds Account—*Action Item*
 - CEO's Evaluation Report—*Information Item*
- Finance Committee Report John Walker
 - *Information Item*--Update on DOE Budget Allocations
 - *Action Item*
 - May 2025 Financials
 - Proposed Budget Year Ending 6.30.26
(NOA 8-25-25)
- Coalition Updates (*Information Items*)
 - CEO's Report Melissa Stuckey
 - Education Programs Report Shannon Peterson
 - Operations/Client Services Report Megan Saye
 - Utilization Reports Ron Geri
- Announcements Ms. Weaver
- Adjourn Ms. Weaver

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
July 10, 2025 10:00 AM**

Attendees: Johnny Crane, Jane Davis, Tarae Donaldson, Jenea Highfill, Kim Patrick, Hannah Percell, Bambi Sealy, Melissa Sidoti, John Walker, Anna Weaver; **Staff:** Ron Geri, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Chair Anna Weaver called the Board Meeting to order at 10:11 a.m. A quorum was established.
Anna Weaver	Public Comment	There was none.
Anna Weaver	Approval of Minutes	Ms. Weaver presented the minutes from the July 10, 2025, Board Meeting. John Walker made a motion to approve the Board Minutes for the March 25, 2025, Board Meeting, seconded by Johnny Crane. The motion carried unanimously.
Anna Weaver CEO Melissa Stuckey	Executive Committee Report	Melissa Stuckey stated the current lease is up for renewal on August 30th. At present, there has not been a new lease sent for review. The landlord has increased rent by 3% annually, totaling \$72,000 in rent for the building. Ms. Stuckey asked for approval to allow Ms. Weaver to sign a new lease when received and if any major revisions are needed, to give authority to the Executive Committee to approve the lease with those revisions. Jenea Highfill made a motion to authorize Ms. Weaver to sign the new lease for the Milton office and hold a meeting of the Executive Committee to authorize any major revisions, seconded by Mr. Walker. The motion carried unanimously.
Treasurer John Walker CFO Barbora Valovic	Finance Committee Report	Mr. Walker and Ms. Valovic gave an overview of the Finance Committee meeting stating that it was end of the fiscal year and the Coalition is operating within budget. He presented information about the final budget for FY 24-25 and presented the budget for FY 25-26, explaining about the significant cuts in the budget. He explained that DEL has stated that funds that were reverted would be reallocated but the amount of those funds are unknown at this time. Discussions were held regarding moving unrestricted funds into a separate bank account to better track fund balances. Ms. Weaver stated that the financials, FY 24-25 budget and FY 25-26 budget are presented as a motion and second from the Finance Committee. The motion carried unanimously.

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
July 10, 2025 10:00 AM**

Melissa Stuckey	CEO's Report	Ms. Stuckey stated that her report in the Executive Committee meeting focused on the budget situation, with delays in determining budgets and allocations by the legislature. The Association of Early Learning Coalitions submitted a proposal to DEL to avoid more than a 3% cut in funding for all Coalitions. The AELC is waiting for a response from DEL before the next meeting in September. It is anticipated that multiple notices of awards will happen before the Board meets again. The Chancellor of Early Learning Cari Miller will be coming to meet with ELC Santa Rosa staff on July 17th and during her time in Santa Rosa County, she will visit two of our contracted providers.
Director of Early Education Programs Shannon Peterson Director of Operations Megan Saye	Coalition Updates	Shannon Petterson announced that the education department successfully completed the 24-25 program year with CLASS assessments reaching 100% completion. The Coalition is enthusiastic about collaborating with the Children's Forum for Pre-K CLASS assessments, as this will enable the programs department to further support and enhance CLASS knowledge among providers through additional technical assistance opportunities. Scheduling has commenced for the "Let's Take It Outside" training for VPK providers. This 2-module training promotes outdoor learning in alignment with Florida standards and encourages CLASS interactions outside. Ms. Peterson also reported that all three progress monitoring windows for VPK providers were completed with 100% compliance and commended providers for their success in progress monitoring. Megan Saye stated the annual provider profile update season has been successfully completed, with all profiles updated before the deadline, despite the added challenge of implementing single sign-on functionality. The Coalition now has a total of 57 School Readiness providers under contract. This number is likely to increase as the Coalition continues to contract with providers in Escambia, Okaloosa, and Walton counties, who are serving parents working in other areas. Currently, 27 VPK contracts are in place. In terms of community engagement, the Coalition will be participating in National Night Out on August 5th, where school supplies, books, and information about school readiness and VPK will be distributed. Additionally, the Coalition is in the process of organizing the 2nd Annual Pictures with Santa event which will be held at the Bagdad Community Center on December 6th from 10 a.m. to 3 p.m.
Director of Online Services and Data Integrity Ron Geri	Utilization Report	Ron Geri presented the Utilization Reports for FY 24-25 as an informational item.
Anna Weaver	Adjournment	Anna Weaver adjourned the meeting at 10:34a.m.

Early Learning Coalition of Santa Rosa County
Summary Report by Funder
FY 2025 - 2026

School Readiness Summary		
Report Month	Children Served	Slot Costs
Jul-2025	837	\$441,872.47
Aug-2025		
Sep-2025		
Oct-2025		
Nov-2025		
Dec-2025		
Jan-2026		
Feb-2026		
Mar-2026		
Apr-2026		
May-2026		
Jun-2026		
YTD Total:		\$441,872.47

VPK Summary		
Report Month	Children Served	Slot Costs
Jul-2025	1	\$21.52
Aug-2025		
Sep-2025		
Oct-2025		
Nov-2025		
Dec-2025		
Jan-2026		
Feb-2026		
Mar-2026		
Apr-2026		
May-2026		
Jun-2026		
YTD Total:		\$21.52

TAPP Summary		
Report Month	Children Paid	Slot Costs
Jul-2025		
Aug-2025		
Sep-2025		
Oct-2025		
Nov-2025		
Dec-2025		
Jan-2026		
Feb-2026		
Mar-2026		
Apr-2026		
May-2026		
Jun-2026		
YTD Total:		\$0.00

SR Plus Summary		
Report Month	Children Paid	Slot Costs
Jul-2025	6	\$1,299.75
Aug-2025		
Sep-2025		
Oct-2025		
Nov-2025		
Dec-2025		
Jan-2026		
Feb-2026		
Mar-2026		
Apr-2026		
May-2026		
Jun-2026		
YTD Total:		\$1,299.75

Early Learning Coalition of Santa Rosa County
Utilization summary
FY 2025 - 2026

School Readiness Funding						
Report Month	Children Served	Monthly Slot Budget	Actual Slot Costs	Monthly Spending Rate	Monthly Surplus / (Deficit)	YTD Actual Spending Rate
Jul-2025	837	\$427,071.75	\$441,872.47	103.47%	(14,800.72)	103.47%
Aug-2025						
Sep-2025						
Oct-2025						
Nov-2025						
Dec-2025						
Jan-2026						
Feb-2026						
Mar-2026						
Apr-2026						
May-2026						
Jun-2026						
		Annual Slot Budget	YTD Slot Costs	Remaining Dollars	YTD Surpuls/ (Deficit)	YTD Spending Rate
		\$5,124,861.01	\$441,872.47	\$4,682,988.54	(\$14,800.72)	103.47%