



Joint Executive & Finance Committees Meeting

September 22, 2026

AGENDA
Coalition Joint Executive & Finance Committees Meeting
September 22, 2026
9:00 a.m.

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| ➤ Call to Order | Anna Weaver |
| ➤ Public Comment | |
| ➤ CEO Evaluation (<i>Information Item</i>) | Ms. Weaver |
| ➤ Coalition Updates (<i>Information Items</i>) | |
| • CEO's Report | Melissa Stuckey |
| • Client Services/CCR&R Report | Megan Saye |
| • Education Programs Report | Shannon Peterson |
| • Utilization Report—August, 2026 | Ron Geri |
| ➤ Adjourn | Ms. Weaver |

Chief Executive Officer/Executive Director

Annual Performance Evaluation

Officer/Director's Name: Melissa Stuckey Date: 8/21/2026

Evaluation Period: July 1st 2025-June 30th 2026 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.
	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 continues to do an excellent job communicating regularly with the Coalition Chair and Board of Directors. Melissa maintains strong engagement through regular phone calls, email correspondence, and bi-monthly board meetings. Melissa consistently works to involve all board members in discussions, ensuring they remain informed and connected to coalition activities and priorities. In addition, Melissa provides valuable education and guidance to board members, helping them better understand key issues and make informed decisions. Her commitment to

	communication, transparency, and board development contributes significantly to the effectiveness and success of the organization.
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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 attends community events regularly to communicate the vision and goals of the SRC ELC. She is a sought-after speaker at local service clubs. She ensures that regular staff meetings are held to ensure the team is communicating effectively.

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: There are many long-time staff members, this indicates a happy workplace. Melissa is an effective communicator with her team. 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.

	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.

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	Comments regarding the performance in this domain: Melissa has worked very hard this year with her team during employee transitions to retirement and new positions. Her can-do spirit serves the Coalition well.

by # of indicators):	
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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

Evaluator Signature: Anna P. Weaver

Early Learning Coalition of Santa Rosa County
Summary Report by Funder
FY 2026 - 2027

School Readiness Summary		
Report Month	Children Served	Slot Costs
PYA	73	\$2,646
Jul-2026	783	\$413,800
Aug-2026	815	\$341,856
Sep-2026		
Oct-2026		
Nov-2026		
Dec-2026		
Jan-2027		
Feb-2027		
Mar-2027		
Apr-2027		
May-2027		
Jun-2027		
YTD Total:		\$758,302

VPK Summary		
Report Month	Children Served	Slot Costs
Jul-2026	0	\$0
Aug-2026	1,018	\$225,118
Sep-2026		
Oct-2026		
Nov-2026		
Dec-2026		
Jan-2027		
Feb-2027		
Mar-2027		
Apr-2027		
May-2027		
Jun-2027		
YTD Total:		\$225,118

TAPP Summary		
Report Month	Children Paid	Slot Costs
Jul-2026	0	\$0
Aug-2026	0	\$0
Sep-2026		
Oct-2026		
Nov-2026		
Dec-2026		
Jan-2027		
Feb-2027		
Mar-2027		
Apr-2027		
May-2027		
Jun-2027		
YTD Total:		\$0

SR Plus Summary		
Report Month	Children Paid	Slot Costs
Jul-2026	13	\$2,865
Aug-2026	9	\$2,042
Sep-2026		
Oct-2026		
Nov-2026		
Dec-2026		
Jan-2027		
Feb-2027		
Mar-2027		
Apr-2027		
May-2027		
Jun-2027		
YTD Total:		\$4,907

Note: PYA = Prior Year Adjustment

Early Learning Coalition of Santa Rosa County
Utilization summary
FY 2026 - 2027

School Readiness Funding						
Report Month	Children Served	Monthly Slot Budget	Actual Slot Costs	Monthly Spending Rate	Monthly Surplus / (Deficit)	YTD Actual Spending Rate
PYA	73		\$2,646			
Jul-2026	783	\$413,922	\$413,800	100%	\$122	100%
Aug-2026	815	\$413,922	\$341,856	83%	\$72,066	91%
Sep-2026						
Oct-2026						
Nov-2026						
Dec-2026						
Jan-2027						
Feb-2027						
Mar-2027						
Apr-2027						
May-2027						
Jun-2027						
		Annual Slot Budget	YTD Slot Costs	Remaining Dollars	YTD Surplus/ (Deficit)	YTD Spending Rate
		\$4,967,065	\$758,302	\$4,208,763	\$72,188	91%

Note 1: PYA = Prior Year Adjustment

Note 2 :Surplus dollars are being used to cover deficit in QPI category