



Early Learning Coalition of Santa Rosa County

Meeting Packet

Executive Committee

Finance Committee

Board of Directors Annual Meeting

11-13-2025



AGENDA
Coalition Executive Committee Meeting
November 13, 2025
9:00 a.m.

- | | |
|---|-------------|
| ➤ Call to Order | John Walker |
| ➤ Public Comment | |
| ➤ Approval of Minutes (<i>Action Item</i>)
September 30, 2025 | Mr. Walker |
| ➤ Application for Private Sector Board Membership (<i>Action Item</i>)
Donald Shelton, President, CLS Enterprises Inc. | Ms. Stuckey |
| ➤ CEO's Report (<i>Information Item</i>) | Ms. Stuckey |
| ➤ Adjourn | Mr. Walker |



**Early Learning Coalition of Santa Rosa County
Executive Committee Meeting Minutes
September 30, 2025 9:00 AM**

Attendees: *Executive Committee Members Present: Rachel Connell, Johnny Crane, Tarae Donaldson, Kim Patrick, Anna Weaver; Members Present: Johnny Crane; Staff Present: Ron Geri, Shannon Peterson, Megan Saye, Cindy Schundelmier, Melissa Stuckey*

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Anna Weaver called the meeting to order at 9:00 a.m. A quorum was established.
Anna Weaver	Public Comment	There was none.
Anna Weaver	Approval of Minutes	Anna Weaver presented the minutes from the July 10, 2025 Executive Committee meeting. Rachel Connell made a motion to approve the minutes of July 10, 2025, Executive Committee Meeting, seconded by John Walker. The motion carried unanimously.
Melissa Stuckey	Unrestricted Funds Account	Melissa Stuckey explained that the Coalition has some long-standing unrestricted funds and would like to place those funds, along with unsolicited donations, in a separate bank account to avoid mixing them with state allocations and to simplify expense tracking for unrestricted funds. John Walker made a motion to approve the opening of a separate account for unrestricted funds, seconded by Rachel Connell. The motion carried unanimously.
Anna Weaver	CEO's Evaluation Report	Anna Weaver presented the annual CEO evaluation for informational purposes. She stated that Ms. Stuckey consistently excels in all areas and repeatedly exceeds expectations, noting that the Coalition is very fortunate to have her as its leader.
Anna Weaver	Adjourn	Anna Weaver adjourned the meeting at 9:11 a.m.

From: [Early Learning Coalition of Santa Rosa County](#)
To: [Melissa Stuckey](#)
Subject: You received a submission for Board Membership Form
Date: Monday, November 3, 2025 1:56:23 PM

Form Summary

Name	Donald Shelton
Home Address	7534 Johnson Rd Milton FL 32583 United States
Cell phone number	[REDACTED]
Other phone number	
Email	[REDACTED]
Employment or Previous Employment if Retired	CLS Enterprises Inc.
Occupation/Position/Title	President
Birthday (Month and Day Only)	8/11
Address	[REDACTED] Milton FL 32583 United States
Work number	[REDACTED]
Work Email	
Type of Business or Organization	For-Profit
Emergency Contact	Stephanie Shelton
Relationship	Wife
Phone number	[REDACTED]

1. Name of Organization	
Dates of Membership	
Office Held, if applicable	
2. Name of Organization	
Dates of Membership	
Office Held, if applicable	
3. Name of Organization	
Dates of Membership	
Office Held, if applicable	
4. Name of Organization	
Dates of Membership	
Office Held, if applicable	
5. Name of Organization	
Dates of Membership	
Office Held, if applicable	
Do you or any of your relatives or you business entity have a substantial financial interest in the design or delivery of the School Readiness, Voluntary Pre-kindergarten, or other child care programs?	No
If yes, please clarify	
Statement of Interest: Why are you interested in applying for Board Membership?	I am writing to express my sincere interest in serving as a Board Member for the Early Learning Coalition of Santa Rosa County. I am deeply committed to the belief that access to high-quality early childhood education

forms the foundation for lifelong success, and I am eager to contribute my skills and experience to support the Coalition's mission.

Throughout my personal and professional life, I have witnessed the transformative power of early learning. My wife has served as an ESE and early childhood educator for the past ten years, and through her experiences, I have gained a strong appreciation for the dedication and impact of those who nurture and teach our youngest learners. This perspective has deepened my commitment to supporting children, families, and educators during these critical formative years. I am passionate about ensuring that every child, regardless of background, has the opportunity to thrive in a safe, nurturing, and enriching environment.

As a prospective board member, I bring a diverse set of strengths drawn from my military career, community engagement, and experience as a business owner. These experiences have equipped me with leadership skills, strategic thinking, and a strong sense of service; all of which I hope to contribute to the Coalition's continued success. I am committed to working collaboratively with fellow board members and community partners to advance the Coalition's goals, promote accountability and transparency, and strengthen early learning initiatives throughout Santa Rosa County.

It would be an honor to serve on the Early Learning Coalition Board and to help shape programs and policies that positively impact young children and their families. Thank you for considering my application. I welcome the opportunity to further discuss how my background and dedication align with the Coalition's mission and vision.

In what way do you believe the Coalition will benefit from your participation as a board member?

I believe the Early Learning Coalition of Santa Rosa County will greatly benefit from my participation as a board member. My background in leadership, community engagement, and public service has provided me with a well-rounded perspective that aligns closely with the Coalition's mission to support children, families, and educators in our community.

As Director of the *Mary Street Project*, a local community initiative in partnership with the City of Milton, Santa Rosa County, and the Santa Rosa County School Board, I gained valuable experience in

collaboration, program management, and community outreach. This role strengthened my ability to work effectively with diverse stakeholders and develop programs that meet local needs. In addition to my community involvement, I currently serve as a member of the Saint John Divine Baptist Church Maintenance Board, where I help ensure the proper stewardship of church resources and facilities that serve our congregation and the surrounding community. My 22 years of honorable military service further reflect my dedication to leadership, discipline, teamwork, and integrity. These qualities have guided my approach to service and decision-making, and I am confident they will contribute positively to the work of the Early Learning Coalition. Through my combined experience in community leadership, faith-based service, and military discipline, I am prepared to bring a strong sense of commitment, accountability, and collaboration to the board. I am eager to support the Coalition's efforts to expand access to high-quality early learning opportunities and strengthen the foundation for children's success across Santa Rosa County.	
Are you willing to submit to a background screening?	Yes
Can you commit to regular attendance at Board and Committee meetings generally held 6 times each year?	Yes
If you have a resume, please upload here:	
Short answer	
I certify that I understand the requirements of Board Membership for the Early Learning Coalition of Santa Rosa County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The	yes

information in this application is
complete and true.

Date

11/03/2025

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGENDA
Coalition Finance Committee Meeting
November 13, 2025
9:30 a.m.

- | | |
|---|-----------------|
| ➤ Call to Order | John Walker |
| ➤ Public Comment | |
| ➤ Approval of Minutes (<i>Action Item</i>) | Mr. Walker |
| • September 30, 2025 | |
| ➤ Financials | Mr. Walker |
| • June 2025 (<i>Action Item</i>) | Barbora Valovic |
| • July, August, & September 2025 (<i>Action Item</i>) | |
| ➤ Adjourn | Mr. Walker |



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

Attendees: *Finance Committee Members Present: Rachel Connell, 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 9:30 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. Anna Weaver made a motion to approve the minutes of the July 10, 2025 Finance Committee Meeting, seconded by Rachell Connell. The motion carried unanimously.
Barbora Valovic	May 2025 Financials	Barbora Valovic presented the financials for May 2025. Ms. Connell made a motion to approve the financials for May 2025, seconded by Johnny Crane. The motion carried unanimously.
Barbora Valovic Melissa Stuckey	DOE Revert & Reappropriate Funding	Melissa Stuckey and Ms. Valovic gave an update on the Department of Education revert and reappropriate funding.
Barbora Valovic	Proposed Budget Year Ending 6-30-26- NOA 8-25-25	Ms. Valovic presented the proposed budget for FY 25-26. Ms. Connell made a motion to approve, seconded by Johnny Crane. The motion carried unanimously.
John Walker	Adjourn	John Walker adjourned the meeting at 9:53 a.m.

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of June 30, 2025

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	718,614.18
11010 · Petty Cash	23.50
Total Checking/Savings	718,637.68
Accounts Receivable	
11400 · Grants Receivable	455,022.59
11500 · TAP	3,024.30
11650 · Miscellaneous Receivable-Other	146.05
Total Accounts Receivable	458,192.94
Other Current Assets	
13000 · Prepaid Expenses	61,315.16
Total Other Current Assets	61,315.16
Total Current Assets	1,238,145.78
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	172,929.50
18700 · Security Deposits Asset	6,167.52
Total Other Assets	179,097.02
TOTAL ASSETS	1,417,242.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	963,683.29
Total Accounts Payable	963,683.29
Credit Cards	
20102 · Accounts Payable - Credit Cards	3,799.22
Total Credit Cards	3,799.22
Other Current Liabilities	
24100 · Accrued Leave and Payroll	105,977.94
24300 · Due To Partnership	47.88
25800 · Unearned or Deferred Revenue	9,838.69
Total Other Current Liabilities	115,864.51
Total Current Liabilities	1,083,347.02
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	97,636.00
Total Long Term Liabilities	97,636.00
Total Liabilities	1,180,983.02
Equity	
32000 · Unrestricted Net Assets	232,234.01
Net Income	4,025.77
Total Equity	236,259.78
TOTAL LIABILITIES & EQUITY	1,417,242.80

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2024-2025
June 2025

	Jun 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	453,009.82	977,013.00	-524,003.18	46.4%
43429 · Local Match	4,201.82	3,900.00	301.82	107.7%
43450 · Interest Income-Restricted	6.56	12.50	-5.94	52.5%
44400 · TAP Program	0.00	0.00	0.00	0.0%
44475 · UFLCL-ELF	0.00	425.00	-425.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	146.05	0.00	146.05	100.0%
46800 · In-Kind Match Revenue	3,500.00	6,000.00	-2,500.00	58.3%
Total Income	460,864.25	987,350.50	-526,486.25	46.7%
Gross Profit	460,864.25	987,350.50	-526,486.25	46.7%
Expense				
60000 · Salary & Wages	115,381.98	59,735.20	55,646.78	193.2%
60050 · Fringe Benefits	20,704.75	19,780.59	924.16	104.7%
60100 · Advertising & Public Relations	0.00	0.00	0.00	0.0%
60130 · Communication Cost	1,777.20	1,839.58	-62.38	96.6%
60135 · Postage & Freight	3.65	70.00	-66.35	5.2%
60145 · Contract Services	434,838.94	837,051.36	-402,212.42	51.9%
60195 · Equipment - Rental/Lease	259.72	449.00	-189.28	57.8%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	156.00	243.85	-87.85	64.0%
60220 · Insurance	603.82	712.30	-108.48	84.8%
60240 · Maintenance and Repair	111.47	578.00	-466.53	19.3%
60250 · Materials and Supplies	253.00	28,227.71	-27,974.71	0.9%
60270 · Membership & Subscriptions	0.00	325.00	-325.00	0.0%
60300 · Professional Services	2,349.79	1,578.75	771.04	148.8%
60310 · Publication and Printing Cost	3,003.00	139.00	2,864.00	2,160.4%
60330 · Rental Cost	9,066.23	10,544.00	-1,477.77	86.0%
60350 · Training and Education Cost	0.00	1,395.20	-1,395.20	0.0%
60370 · Travel Cost	2,433.69	3,848.80	-1,415.11	63.2%
60400 · Office Supplies & Furniture <1k	590.59	1,189.65	-599.06	49.6%
60500 · Information Technology	280.15	1,744.20	-1,464.05	16.1%
60600 · Employee Related Expenses	0.00	341.40	-341.40	0.0%
60900 · Miscellaneous Expenses	7.80	3,153.66	-3,145.86	0.2%
67800 · In-Kind Match Expense	3,500.00	12,332.00	-8,832.00	28.4%
Total Expense	595,321.78	987,350.50	-392,028.72	60.3%
Net Income	-134,457.53	0.00	-134,457.53	100.0%

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	9,389,083.88	10,265,985.00	-876,901.12	91.5%
43429 · Local Match	46,800.00	46,800.00	0.00	100.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	72.34	150.00	-77.66	48.2%
44400 · TAP Program	22,967.74	1,310.00	21,657.74	1,753.3%
44475 · UFLCL-ELF	580.00	5,000.00	-4,420.00	11.6%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	11,085.77	8,334.00	2,751.77	133.0%
46800 · In-Kind Match Revenue	3,500.00	74,000.00	-70,500.00	4.7%
Total Income	9,474,089.73	10,401,579.00	-927,489.27	91.1%
Gross Profit	9,474,089.73	10,401,579.00	-927,489.27	91.1%
Expense				
60000 · Salary & Wages	714,626.76	716,822.40	-2,195.64	99.7%
60050 · Fringe Benefits	203,365.57	245,298.00	-41,932.43	82.9%
60100 · Advertising & Public Relations	46.00	0.00	46.00	100.0%
60130 · Communication Cost	21,528.74	22,950.90	-1,422.16	93.8%
60135 · Postage & Freight	249.23	840.00	-590.77	29.7%
60145 · Contract Services	8,263,396.66	8,681,274.00	-417,877.34	95.2%
60195 · Equipment - Rental/Lease	3,419.92	5,388.80	-1,968.88	63.5%
60200 · Equipment and Other Capital	0.00	26,097.75	-26,097.75	0.0%
60210 · Bank Charges	1,958.50	2,926.35	-967.85	66.9%
60220 · Insurance	6,545.53	9,350.00	-2,804.47	70.0%
60240 · Maintenance and Repair	3,741.60	6,939.00	-3,197.40	53.9%
60250 · Materials and Supplies	22,637.69	340,732.05	-318,094.36	6.6%
60270 · Membership & Subscriptions	9,774.00	3,900.00	5,874.00	250.6%
60300 · Professional Services	36,365.93	45,384.15	-9,018.22	80.1%
60310 · Publication and Printing Cost	3,034.64	1,668.00	1,366.64	181.9%
60330 · Rental Cost	113,086.57	121,618.35	-8,531.78	93.0%
60350 · Training and Education Cost	2,096.35	16,662.45	-14,566.10	12.6%
60370 · Travel Cost	25,919.94	46,185.30	-20,265.36	56.1%
60400 · Office Supplies & Furniture <1k	13,076.04	14,275.80	-1,199.76	91.6%
60500 · Information Technology	11,966.33	11,951.10	15.23	100.1%
60600 · Employee Related Expenses	0.00	4,097.10	-4,097.10	0.0%
60900 · Miscellaneous Expenses	9,727.96	3,217.50	6,510.46	302.3%
67800 · In-Kind Match Expense	3,500.00	74,000.00	-70,500.00	4.7%
Total Expense	9,470,063.96	10,401,579.00	-931,515.04	91.0%
Net Income	4,025.77	0.00	4,025.77	100.0%

Early Learning Coalition of Santa Rosa County

Reconciliation Summary

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

7/10/25

B.V.

	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

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of July 31, 2025

	Jul 31, 25
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	345,840.70
11010 · Petty Cash	23.50
Total Checking/Savings	345,864.20
Accounts Receivable	
11400 · Grants Receivable	1,919,307.22
Total Accounts Receivable	1,919,307.22
Other Current Assets	
13000 · Prepaid Expenses	234,787.48
Total Other Current Assets	234,787.48
Total Current Assets	2,499,958.90
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	172,929.50
18700 · Security Deposits Asset	6,167.52
Total Other Assets	179,097.02
TOTAL ASSETS	2,679,055.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	643,217.21
Total Accounts Payable	643,217.21
Credit Cards	
20102 · Accounts Payable - Credit Cards	1,329.72
Total Credit Cards	1,329.72
Other Current Liabilities	
20200 · Grant Advances	1,360,716.00
24100 · Accrued Leave and Payroll	111,945.39
24300 · Due To Partnership	47.88
25800 · Unearned or Deferred Revenue	191,435.86
Total Other Current Liabilities	1,664,145.13
Total Current Liabilities	2,308,692.06
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	97,636.00
Total Long Term Liabilities	97,636.00
Total Liabilities	2,406,328.06
Equity	
32000 · Unrestricted Net Assets	236,259.78
Net Income	36,468.08
Total Equity	272,727.86
TOTAL LIABILITIES & EQUITY	2,679,055.92

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2025-2026
July 2025

	Jul 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	570,056.43	871,378.75	-301,322.32	65.4%
43429 · Local Match	3,900.03	3,900.00	0.03	100.0%
43450 · Interest Income-Restricted	8.40	12.50	-4.10	67.2%
44400 · TAP Program	0.00	275.00	-275.00	0.0%
44475 · UFLCL-ELF	0.00	125.00	-125.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	7.80	0.00	7.80	100.0%
46800 · In-Kind Match Revenue	0.00	4,166.60	-4,166.60	0.0%
Total Income	573,972.66	879,857.85	-305,885.19	65.2%
Gross Profit	573,972.66	879,857.85	-305,885.19	65.2%
Expense				
60000 · Salary & Wages	51,284.23	59,089.09	-7,804.86	86.8%
60050 · Fringe Benefits	15,603.70	18,652.67	-3,048.97	83.7%
60100 · Advertising & Public Relations	0.00	416.66	-416.66	0.0%
60130 · Communication Cost	1,677.57	1,916.66	-239.09	87.5%
60135 · Postage & Freight	71.25	45.84	25.41	155.4%
60145 · Contract Services	451,890.05	730,640.34	-278,750.29	61.8%
60195 · Equipment - Rental/Lease	277.58	448.34	-170.76	61.9%
60200 · Equipment and Other Capital	0.00	1,666.68	-1,666.68	0.0%
60210 · Bank Charges	165.50	225.00	-59.50	73.6%
60220 · Insurance	504.24	791.68	-287.44	63.7%
60240 · Maintenance and Repair	111.47	500.00	-388.53	22.3%
60250 · Materials and Supplies	189.60	34,251.43	-34,061.83	0.6%
60270 · Membership & Subscriptions	2,525.00	416.66	2,108.34	606.0%
60300 · Professional Services	1,870.38	7,565.50	-5,695.12	24.7%
60310 · Publication and Printing Cost	0.00	291.66	-291.66	0.0%
60330 · Rental Cost	9,317.88	10,254.25	-936.37	90.9%
60350 · Training and Education Cost	0.00	1,250.00	-1,250.00	0.0%
60370 · Travel Cost	1,266.08	3,808.34	-2,542.26	33.2%
60400 · Office Supplies & Furniture <1k	521.81	1,188.34	-666.53	43.9%
60500 · Information Technology	264.98	1,179.25	-914.27	22.5%
60600 · Employee Related Expenses	0.00	259.61	-259.61	0.0%
60900 · Miscellaneous Expenses	-36.74	833.25	-869.99	-4.4%
67800 · In-Kind Match Expense	0.00	4,166.60	-4,166.60	0.0%
Total Expense	537,504.58	879,857.85	-342,353.27	61.1%
Net Income	36,468.08	0.00	36,468.08	100.0%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - YTD FY 2025-2026
July 2025

	Jul 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	570,056.43	871,378.75	-301,322.32	65.4%
43429 · Local Match	3,900.03	3,900.00	0.03	100.0%
43450 · Interest Income-Restricted	8.40	12.50	-4.10	67.2%
44400 · TAP Program	0.00	275.00	-275.00	0.0%
44475 · UFLCL-ELF	0.00	125.00	-125.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	7.80	0.00	7.80	100.0%
46800 · In-Kind Match Revenue	0.00	4,166.60	-4,166.60	0.0%
Total Income	573,972.66	879,857.85	-305,885.19	65.2%
Gross Profit	573,972.66	879,857.85	-305,885.19	65.2%
Expense				
60000 · Salary & Wages	51,284.23	59,089.09	-7,804.86	86.8%
60050 · Fringe Benefits	15,603.70	18,652.67	-3,048.97	83.7%
60100 · Advertising & Public Relations	0.00	416.66	-416.66	0.0%
60130 · Communication Cost	1,677.57	1,916.66	-239.09	87.5%
60135 · Postage & Freight	71.25	45.84	25.41	155.4%
60145 · Contract Services	451,890.05	730,640.34	-278,750.29	61.8%
60195 · Equipment - Rental/Lease	277.58	448.34	-170.76	61.9%
60200 · Equipment and Other Capital	0.00	1,666.68	-1,666.68	0.0%
60210 · Bank Charges	165.50	225.00	-59.50	73.6%
60220 · Insurance	504.24	791.68	-287.44	63.7%
60240 · Maintenance and Repair	111.47	500.00	-388.53	22.3%
60250 · Materials and Supplies	189.60	34,251.43	-34,061.83	0.6%
60270 · Membership & Subscriptions	2,525.00	416.66	2,108.34	606.0%
60300 · Professional Services	1,870.38	7,565.50	-5,695.12	24.7%
60310 · Publication and Printing Cost	0.00	291.66	-291.66	0.0%
60330 · Rental Cost	9,317.88	10,254.25	-936.37	90.9%
60350 · Training and Education Cost	0.00	1,250.00	-1,250.00	0.0%
60370 · Travel Cost	1,266.08	3,808.34	-2,542.26	33.2%
60400 · Office Supplies & Furniture <1k	521.81	1,188.34	-666.53	43.9%
60500 · Information Technology	264.98	1,179.25	-914.27	22.5%
60600 · Employee Related Expenses	0.00	259.61	-259.61	0.0%
60900 · Miscellaneous Expenses	-36.74	833.25	-869.99	-4.4%
67800 · In-Kind Match Expense	0.00	4,166.60	-4,166.60	0.0%
Total Expense	537,504.58	879,857.85	-342,353.27	61.1%
Net Income	36,468.08	0.00	36,468.08	100.0%

9:08 AM

10/10/25

Early Learning Coalition of Santa Rosa County
Reconciliation Summary
11001 - Regions - Pace, Period Ending 07/31/2025

BR.

	Jul 31, 25	
Beginning Balance		731,763.67
Cleared Transactions		
Checks and Payments - 73 items	-547,104.32	
Deposits and Credits - 9 items	655,171.55	
Total Cleared Transactions	108,067.23	
Cleared Balance		839,830.90
Uncleared Transactions		
Checks and Payments - 7 items	-492,816.33	
Deposits and Credits - 1 item	67.64	
Total Uncleared Transactions	-492,748.69	
Register Balance as of 07/31/2025		347,082.21
New Transactions		
Checks and Payments - 155 items	-1,498,191.94	
Deposits and Credits - 3 items	1,618,420.58	
Total New Transactions	120,228.64	
Ending Balance		467,310.85

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	757,858.77
11010 · Petty Cash	23.50
Total Checking/Savings	757,882.27
Accounts Receivable	
11400 · Grants Receivable	1,576,686.55
11500 · TAP	765.60
Total Accounts Receivable	1,577,452.15
Other Current Assets	
13000 · Prepaid Expenses	409,544.57
Total Other Current Assets	409,544.57
Total Current Assets	2,744,878.99
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	172,929.50
18700 · Security Deposits Asset	6,167.52
Total Other Assets	179,097.02
TOTAL ASSETS	2,923,976.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	766,661.70
Total Accounts Payable	766,661.70
Credit Cards	
20102 · Accounts Payable - Credit Cards	1,780.16
Total Credit Cards	1,780.16
Other Current Liabilities	
20200 · Grant Advances	1,360,716.00
24100 · Accrued Leave and Payroll	57,840.88
24300 · Due To Partnership	47.88
25800 · Unearned or Deferred Revenue	398,496.12
Total Other Current Liabilities	1,817,100.88
Total Current Liabilities	2,585,542.74
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	97,636.00
Total Long Term Liabilities	97,636.00
Total Liabilities	2,683,178.74
Equity	
32000 · Unrestricted Net Assets	236,259.78
Net Income	4,537.49
Total Equity	240,797.27
TOTAL LIABILITIES & EQUITY	2,923,976.01

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2025-2026
August 2025

	Aug 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	618,444.98	871,378.75	-252,933.77	71.0%
43429 · Local Match	3,900.00	3,900.00	0.00	100.0%
43450 · Interest Income-Restricted	6.11	12.50	-6.39	48.9%
44400 · TAP Program	765.60	275.00	490.60	278.4%
44475 · UFLCL-ELF	0.00	125.00	-125.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	0.00	0.00	0.00	0.0%
46800 · In-Kind Match Revenue	0.00	4,166.60	-4,166.60	0.0%
Total Income	623,116.69	879,857.85	-256,741.16	70.8%
Gross Profit	623,116.69	879,857.85	-256,741.16	70.8%
Expense				
60000 · Salary & Wages	44,874.47	59,089.09	-14,214.62	75.9%
60050 · Fringe Benefits	14,566.31	18,652.67	-4,086.36	78.1%
60100 · Advertising & Public Relations	0.00	416.66	-416.66	0.0%
60130 · Communication Cost	1,762.78	1,916.66	-153.88	92.0%
60135 · Postage & Freight	5.84	45.84	-40.00	12.7%
60145 · Contract Services	579,220.21	730,640.34	-151,420.13	79.3%
60195 · Equipment - Rental/Lease	318.84	448.34	-129.50	71.1%
60200 · Equipment and Other Capital	0.00	1,666.68	-1,666.68	0.0%
60210 · Bank Charges	122.50	225.00	-102.50	54.4%
60220 · Insurance	494.55	791.68	-297.13	62.5%
60240 · Maintenance and Repair	111.47	500.00	-388.53	22.3%
60250 · Materials and Supplies	1,665.25	34,251.43	-32,586.18	4.9%
60270 · Membership & Subscriptions	212.00	416.66	-204.66	50.9%
60300 · Professional Services	912.00	7,565.50	-6,653.50	12.1%
60310 · Publication and Printing Cost	0.00	291.66	-291.66	0.0%
60330 · Rental Cost	9,583.54	10,254.25	-670.71	93.5%
60350 · Training and Education Cost	0.00	1,250.00	-1,250.00	0.0%
60370 · Travel Cost	231.16	3,808.34	-3,577.18	6.1%
60400 · Office Supplies & Furniture <1k	408.65	1,188.34	-779.69	34.4%
60500 · Information Technology	499.76	1,179.25	-679.49	42.4%
60600 · Employee Related Expenses	0.00	259.58	-259.58	0.0%
60900 · Miscellaneous Expenses	57.95	833.28	-775.33	7.0%
67800 · In-Kind Match Expense	0.00	4,166.60	-4,166.60	0.0%
Total Expense	655,047.28	879,857.85	-224,810.57	74.4%
Net Income	-31,930.59	0.00	-31,930.59	100.0%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - YTD FY 2025-2026
July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	1,188,501.41	1,742,757.50	-554,256.09	68.2%
43429 · Local Match	7,800.03	7,800.00	0.03	100.0%
43450 · Interest Income-Restricted	14.51	25.00	-10.49	58.0%
44400 · TAP Program	765.60	550.00	215.60	139.2%
44475 · UFLCL-ELF	0.00	250.00	-250.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	7.80	0.00	7.80	100.0%
46800 · In-Kind Match Revenue	0.00	8,333.20	-8,333.20	0.0%
Total Income	1,197,089.35	1,759,715.70	-562,626.35	68.0%
Gross Profit	1,197,089.35	1,759,715.70	-562,626.35	68.0%
Expense				
60000 · Salary & Wages	96,158.70	118,178.18	-22,019.48	81.4%
60050 · Fringe Benefits	30,170.01	37,305.34	-7,135.33	80.9%
60100 · Advertising & Public Relations	0.00	833.32	-833.32	0.0%
60130 · Communication Cost	3,440.35	3,833.32	-392.97	89.7%
60135 · Postage & Freight	77.09	91.68	-14.59	84.1%
60145 · Contract Services	1,031,110.26	1,461,280.68	-430,170.42	70.6%
60195 · Equipment - Rental/Lease	596.42	896.68	-300.26	66.5%
60200 · Equipment and Other Capital	0.00	3,333.36	-3,333.36	0.0%
60210 · Bank Charges	288.00	450.00	-162.00	64.0%
60220 · Insurance	998.79	1,583.36	-584.57	63.1%
60240 · Maintenance and Repair	222.94	1,000.00	-777.06	22.3%
60250 · Materials and Supplies	1,854.85	68,502.86	-66,648.01	2.7%
60270 · Membership & Subscriptions	2,737.00	833.32	1,903.68	328.4%
60300 · Professional Services	2,782.38	15,131.00	-12,348.62	18.4%
60310 · Publication and Printing Cost	0.00	583.32	-583.32	0.0%
60330 · Rental Cost	18,901.42	20,508.50	-1,607.08	92.2%
60350 · Training and Education Cost	0.00	2,500.00	-2,500.00	0.0%
60370 · Travel Cost	1,497.24	7,616.68	-6,119.44	19.7%
60400 · Office Supplies & Furniture <1k	930.46	2,376.68	-1,446.22	39.1%
60500 · Information Technology	764.74	2,358.50	-1,593.76	32.4%
60600 · Employee Related Expenses	0.00	519.19	-519.19	0.0%
60900 · Miscellaneous Expenses	21.21	1,666.53	-1,645.32	1.3%
67800 · In-Kind Match Expense	0.00	8,333.20	-8,333.20	0.0%
Total Expense	1,192,551.86	1,759,715.70	-567,163.84	67.8%
Net Income	4,537.49	0.00	4,537.49	100.0%

3:25 PM

10/10/25

Early Learning Coalition of Santa Rosa County

Reconciliation Summary

11001 - Regions - Pace, Period Ending 08/29/2025

81.

10/10/25

	Aug 29, 25	
Beginning Balance		839,830.90
Cleared Transactions		
Checks and Payments - 82 items	-1,244,640.90	
Deposits and Credits - 3 items	1,172,032.02	
Total Cleared Transactions	-72,608.88	
Cleared Balance		767,222.02
Uncleared Transactions		
Checks and Payments - 5 items	-9,363.25	
Total Uncleared Transactions	-9,363.25	
Register Balance as of 08/29/2025		757,858.77
New Transactions		
Checks and Payments - 85 items	-772,860.39	
Deposits and Credits - 2 items	446,462.31	
Total New Transactions	-326,398.08	
Ending Balance		431,460.69

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	670,894.91
11010 · Petty Cash	23.50
Total Checking/Savings	670,918.41
Accounts Receivable	
11400 · Grants Receivable	1,574,594.44
11500 · TAP	1,888.48
Total Accounts Receivable	1,576,482.92
Other Current Assets	
13000 · Prepaid Expenses	372,789.85
Total Other Current Assets	372,789.85
Total Current Assets	2,620,191.18
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	172,929.50
18700 · Security Deposits Asset	6,167.52
Total Other Assets	179,097.02
TOTAL ASSETS	2,799,288.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	709,161.94
Total Accounts Payable	709,161.94
Credit Cards	
20102 · Accounts Payable - Credit Cards	1,741.59
Total Credit Cards	1,741.59
Other Current Liabilities	
20200 · Grant Advances	1,360,716.00
24100 · Accrued Leave and Payroll	33,650.78
24300 · Due To Partnership	47.88
25800 · Unearned or Deferred Revenue	358,114.40
Total Other Current Liabilities	1,752,529.06
Total Current Liabilities	2,463,432.59
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	97,636.00
Total Long Term Liabilities	97,636.00
Total Liabilities	2,561,068.59
Equity	
32000 · Unrestricted Net Assets	236,259.78
Net Income	1,959.83
Total Equity	238,219.61
TOTAL LIABILITIES & EQUITY	2,799,288.20

Early Learning Coalition of Santa Rosa County

Profit & Loss Budget vs. Actual - Month FY 2025-2026

September 2025

	Sep 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	778,310.90	871,378.75	-93,067.85	89.3%
43429 · Local Match	3,899.98	3,900.00	-0.02	100.0%
43450 · Interest Income-Restricted	7.70	12.50	-4.80	61.6%
44400 · TAP Program	1,122.88	275.00	847.88	408.3%
44475 · UFLCL-ELF	0.00	125.00	-125.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	0.00	0.00	0.00	0.0%
46800 · In-Kind Match Revenue	0.00	4,166.66	-4,166.66	0.0%
Total Income	783,341.46	879,857.91	-96,516.45	89.0%
Gross Profit	783,341.46	879,857.91	-96,516.45	89.0%
Expense				
60000 · Salary & Wages	24,795.77	59,089.09	-34,293.32	42.0%
60050 · Fringe Benefits	9,802.98	18,652.67	-8,849.69	52.6%
60100 · Advertising & Public Relations	0.00	416.66	-416.66	0.0%
60130 · Communication Cost	1,712.64	1,916.66	-204.02	89.4%
60135 · Postage & Freight	2.92	45.84	-42.92	6.4%
60145 · Contract Services	734,026.03	730,640.34	3,385.69	100.5%
60195 · Equipment - Rental/Lease	256.61	448.34	-191.73	57.2%
60200 · Equipment and Other Capital	0.00	1,666.68	-1,666.68	0.0%
60210 · Bank Charges	142.00	225.00	-83.00	63.1%
60220 · Insurance	577.46	791.68	-214.22	72.9%
60240 · Maintenance and Repair	111.47	500.00	-388.53	22.3%
60250 · Materials and Supplies	1,180.32	34,251.43	-33,071.11	3.4%
60270 · Membership & Subscriptions	106.95	416.66	-309.71	25.7%
60300 · Professional Services	1,341.95	7,565.50	-6,223.55	17.7%
60310 · Publication and Printing Cost	0.00	291.66	-291.66	0.0%
60330 · Rental Cost	9,554.38	10,254.25	-699.87	93.2%
60350 · Training and Education Cost	0.00	1,250.00	-1,250.00	0.0%
60370 · Travel Cost	152.34	3,808.34	-3,656.00	4.0%
60400 · Office Supplies & Furniture <1k	683.68	1,188.34	-504.66	57.5%
60500 · Information Technology	355.76	1,179.25	-823.49	30.2%
60600 · Employee Related Expenses	110.00	259.58	-149.58	42.4%
60900 · Miscellaneous Expenses	1,005.86	833.28	172.58	120.7%
67800 · In-Kind Match Expense	0.00	4,166.66	-4,166.66	0.0%
Total Expense	785,919.12	879,857.91	-93,938.79	89.3%
Net Income	-2,577.66	0.00	-2,577.66	100.0%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - YTD FY 2025-2026
July through September 2025

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	1,966,812.31	2,614,136.25	-647,323.94	75.2%
43429 · Local Match	11,700.01	11,700.00	0.01	100.0%
43450 · Interest Income-Restricted	22.21	37.50	-15.29	59.2%
44400 · TAP Program	1,888.48	825.00	1,063.48	228.9%
44475 · UFLCL-ELF	0.00	375.00	-375.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	7.80	0.00	7.80	100.0%
46800 · In-Kind Match Revenue	0.00	12,499.86	-12,499.86	0.0%
Total Income	1,980,430.81	2,639,573.61	-659,142.80	75.0%
Gross Profit	1,980,430.81	2,639,573.61	-659,142.80	75.0%
Expense				
60000 · Salary & Wages	120,954.47	177,267.27	-56,312.80	68.2%
60050 · Fringe Benefits	39,972.99	55,958.01	-15,985.02	71.4%
60100 · Advertising & Public Relations	0.00	1,249.98	-1,249.98	0.0%
60130 · Communication Cost	5,152.99	5,749.98	-596.99	89.6%
60135 · Postage & Freight	80.01	137.52	-57.51	58.2%
60145 · Contract Services	1,765,136.29	2,191,921.02	-426,784.73	80.5%
60195 · Equipment - Rental/Lease	853.03	1,345.02	-491.99	63.4%
60200 · Equipment and Other Capital	0.00	5,000.04	-5,000.04	0.0%
60210 · Bank Charges	430.00	675.00	-245.00	63.7%
60220 · Insurance	1,576.25	2,375.04	-798.79	66.4%
60240 · Maintenance and Repair	334.41	1,500.00	-1,165.59	22.3%
60250 · Materials and Supplies	3,035.17	102,754.29	-99,719.12	3.0%
60270 · Membership & Subscriptions	2,843.95	1,249.98	1,593.97	227.5%
60300 · Professional Services	4,124.33	22,696.50	-18,572.17	18.2%
60310 · Publication and Printing Cost	0.00	874.98	-874.98	0.0%
60330 · Rental Cost	28,455.80	30,762.75	-2,306.95	92.5%
60350 · Training and Education Cost	0.00	3,750.00	-3,750.00	0.0%
60370 · Travel Cost	1,649.58	11,425.02	-9,775.44	14.4%
60400 · Office Supplies & Furniture <1k	1,614.14	3,565.02	-1,950.88	45.3%
60500 · Information Technology	1,120.50	3,537.75	-2,417.25	31.7%
60600 · Employee Related Expenses	110.00	778.77	-668.77	14.1%
60900 · Miscellaneous Expenses	1,027.07	2,499.81	-1,472.74	41.1%
67800 · In-Kind Match Expense	0.00	12,499.86	-12,499.86	0.0%
Total Expense	1,978,470.98	2,639,573.61	-661,102.63	75.0%
Net Income	1,959.83	0.00	1,959.83	100.0%

10:26 AM

10/20/25

L. Carley

Early Learning Coalition of Santa Rosa County Reconciliation Summary

11001 - Regions - Pace, Period Ending 09/30/2025

\$7.

	Sep 30, 25
Beginning Balance	767,222.02
Cleared Transactions	
Checks and Payments - 87 items	-830,495.14
Deposits and Credits - 4 items	743,928.97
Total Cleared Transactions	-86,566.17
Cleared Balance	680,655.85
Uncleared Transactions	
Checks and Payments - 5 items	-9,760.94
Total Uncleared Transactions	-9,760.94
Register Balance as of 09/30/2025	670,894.91
New Transactions	
Checks and Payments - 46 items	-397,422.55
Total New Transactions	-397,422.55
Ending Balance	273,472.36



Agenda
Board of Directors Meeting
November 13, 2025, 10:00 a.m.

- | | |
|---|---|
| ➤ Call to Order | John Walker |
| ➤ Public Comment | |
| ➤ Approval of Board Minutes— <i>Action Item</i> <ul style="list-style-type: none">• September 30, 2025 | Mr. Walker |
| ➤ Annual Policy Review— <i>Action Item</i> | Melissa Stuckey |
| ➤ Executive Committee Report— <i>Action Item</i> <ul style="list-style-type: none">• Application for Private Sector Board Membership
Donald Shelton, President, CLS Enterprises Inc. | Mr. Walker |
| ➤ Finance Committee Report— <i>Action Item</i> <ul style="list-style-type: none">• June – September 2025 Financials | Mr. Walker |
| ➤ Coalition Updates (<i>Information Items</i>) <ul style="list-style-type: none">• CEO's Report• Education Programs Report• Operations/Client Services Report• Utilization Reports | Ms. Stuckey
Shannon Peterson
Megan Saye
Ron Geri |
| ➤ Announcements | Mr. Walker |
| ➤ Adjourn | Mr. Walker |

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
September 30, 2025 10:00 AM**

Attendees: *Rachel Connell, Renee Cobb, Johnny Crane, Jane Davis, Tarae Donaldson, Jennifer Hill Faron, Dana Fleming, Kim Patrick, Hannah Percell, 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 10:00 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 July 10, 2025 Board Meeting, seconded by Johnny Crane. The motion carried unanimously.
Anna Weaver	Nominating Committee Report	Ms. Weaver stated that the Nominating Committee approved the appointment of Renee Cobb, the private child care provider representative as Coalition Secretary for the term 10-1-2025 to 9-30-2027. The motion carried unanimously.
Anna Weaver Melissa Stuckey	Executive Committee Report	Melissa Stuckey explained that the Coalition has some long-standing unrestricted funds and would like to place those funds, along with unsolicited donations, in a separate bank account to avoid mixing them with state allocations and to simplify expense tracking for unrestricted funds. The motion carried unanimously. Ms. Weaver presented the annual CEO evaluation for informational purposes. She stated that Ms. Stuckey consistently excels in all areas and repeatedly exceeds expectations, noting that the Coalition is very fortunate to have her as its leader.
John Walker Barbora Valovic	Finance Committee Report	Barbora Valovic presented the financials for May 2025 and presented the proposed budget for FY 25-26. The motion carried unanimously. Ms. Stuckey and Ms. Valovic gave an update on the Department of Education revert and reappropriate funding.
Melissa Stuckey	CEO's Report	Ms. Stuckey thanked Ms. Weaver for the positive review and expressed appreciation for the staff and board, noting that the Coalition is in a strong place. She reported that the recent DEL fiscal monitoring resulted in zero findings, despite the complexity of managing ARPA funds, and praised the fiscal team for their work. Ms. Stuckey confirmed that the Coalition renewed its lease after exploring other options and receiving prior approval from the board. Ms. Stuckey also noted that five staff members will attend the upcoming Association of Early Learning Coalitions training camp in November, which remains an affordable and valuable conference.

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
September 30, 2025 10:00 AM**

Shannon Peterson	Coalition Updates	Shannon Peterson stated that the Programs Department reported strong early results from its new partnership with the Children’s Forum, noting significant increases in both VPK and School Readiness CLASS observation scores. She attributed the improvement to the partnership as well as the team’s expanded technical assistance, pre-assessments, and targeted support for providers. Current averages show VPK scores rising from 4.71 to 5.6 and School Readiness scores rising from 4.69 to 5.32, placing them above statewide averages. Ms. Peterson stated the department also has upcoming provider trainings in October focused on high-quality teacher-child interactions and outdoor learning. Additionally, VPK progress monitoring is nearing completion with nearly 99% of students tested, earning the Coalition recognition for high completion rates.
Megan Saye		Megan Saye announced that “Pictures with Santa” will take place on December 6, 2025 at the Bagdad Community Center from 10 a.m. to 2 p.m., with sponsorship provided by Harvesters Credit Union and Navarre United Methodist Church. Ms. Saye noted that “Storybook Village” has been scheduled for March 28, 2026, at Jernigan’s Landing in Downtown Milton, and anyone interested in volunteering and setting up a tent may contact the Coalition. She also provided an update on Family Engagement Month in November. The team will visit local libraries during preschool story time to share School Readiness and VPK information. Ms. Saye encouraged everyone to follow the Coalition Facebook page, where new posts such as Milestone Mondays and Family Fun Fridays, are being added.
Ron Geri	Utilization Report	Mr. Geri presented the Utilization Reports for FY 25/25 as an informational item.
Anna Weaver	Adjournment	Anna Weaver adjourned the meeting at 10:29 a.m.

Coalition Policies for Annual Review

November 2025

1. General Governance

1.01 *PROGRAM DESCRIPTION AND MISSION STATEMENT*

PURPOSE

The purpose of the Coalition shall be to carry out the duties and responsibilities invested and entrusted to the Coalition pursuant to the provisions of the School Readiness Act and the Voluntary Pre-Kindergarten Program. Collectively these programs shall be referred to as “early learning programs.”

POLICY

The Coalition has a written program description and mission statement that is generally understood by staff, volunteers, and the provider population which is served by the Coalition.

1.02 *COALITION BOARD OF DIRECTORS*

PURPOSE

The Coalition Board of Directors governs the Santa Rosa County School Readiness, Inc., dba the Early Learning Coalition of Santa Rosa County.

POLICY

The Coalition Board of Directors shall develop and oversee a plan for implementing early learning programs that meets the requirements of applicable Florida statutes, performance standards and outcome measures established by the State.

1.03 *ORGANIZATIONAL STRUCTURE*

PURPOSE

The lines of accountability and authority at the Coalition are defined in writing and made known to all personnel through an organizational chart which accurately reflects the structure of authority and accountability within the program.

POLICY

The Coalition will maintain a current organizational chart reflecting span of control and lines of authority.

1.04 *RECRUITMENT AND ELECTION OF BOARD MEMBERS*

PURPOSE

To ensure the Coalition maintains adequate board membership to provide appropriate oversight of Coalition activities.

POLICY

The Coalition will actively recruit new board members as needed to maintain a board of diverse members of the community.

1.05 *BOARD OF DIRECTORS ~~TRAINING~~ ORIENTATION*

PURPOSE

To assist new board members in gaining an understanding of the Coalition Mission, Vision, and overall operations.

POLICY

The Coalition will ~~maintain training~~ provide orientation materials ~~to obtain knowledge of for review~~—new board members that outline the overall functions of the Coalition and the responsibilities of board members.

1.06 BOARD COMMITTEES

PURPOSE

Board committees assist with Coalition oversight and provide guidance to the full board.

POLICY

The Coalition Board of Directors will create and maintain select committees to review specific areas and programmatic activities and make recommendations to the full board.

1.07 BOARD MEETING ANNUAL SCHEDULE AND PUBLIC NOTICE

PURPOSE

To ensure adequate notice to Coalition Board members and the public concerning board meetings.

POLICY

The Coalition will maintain an annual calendar of full board and committee meetings that will be made available to the public in accordance with “Sunshine” standards.

1.08 BOARD MEMBER ABSTENTION FROM VOTING

PURPOSE

Comply with the Florida “Sunshine” Standards.

POLICY

Coalition board members will document voting abstention using Form 8b.

1.09 EFFECTIVE COMMUNICATION

PURPOSE

Staff meetings afford the opportunity for staff to provide input on programming and services to ensure good communication and information flow.

POLICY

The CEO will conduct meetings that include all staff. All supervisors will meet at least monthly with their staff either individually or as a group.

1.10 GRIEVANCE POLICY

PURPOSE

To allow all contracted childcare providers, clients, and Coalition staff an avenue to have grievances reviewed in a timely and fair manner. For purposes of this section, a grievance is defined as a formal complaint filed by an employee, client and/or other individuals based on experiencing a real or perceived injustice related to Coalition actions.

POLICY

The Coalition will maintain a process to address grievances submitted by employees, clients, individuals doing business with the Coalition, and/or the public.

1.11 CHILD ABUSE REPORTING

PURPOSE

Florida Statutes require all citizens to report any and all suspected or alleged cases of child abuse, neglect, abandonment, or exploitation. Certain staff should be aware that failure to report these situations constitutes a second-degree misdemeanor.

Child abuse, for purposes of this policy, is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a minor or committed youth by the parents or other persons responsible for the child's welfare. Child neglect, for purposes of this policy, is defined as the failure to provide adequate food, clothing, shelter, health care, or needed supervision.

POLICY

All allegations of child abuse or suspected child abuse are immediately reported to the Florida Abuse Hotline.

1.12 VOLUNTEER PROGRAM

PURPOSE

The Coalition recognizes volunteers are an essential part of the Coalition's mission to prepare children for academic success. Volunteers assist our mission by engaging in a variety of activities such as helping with community events, assisting childcare providers with various activities, and aiding staff in the daily course of their duties.

POLICY

The Coalition will have a volunteer program designed to promote School Readiness for children receiving Coalition services.

1.13 VOLUNTEER APPLICATION AND SCREENING

PURPOSE

Volunteers can be an integral part of providing services to children, parents, and childcare providers throughout Santa Rosa County. Quality volunteers will be selected through the application and screening process.

POLICY

The Early Learning Coalition of Santa Rosa County will ensure the following:

1. A volunteer completes a volunteer application.
2. A signed volunteer service agreement will be completed if the volunteer is selected for service.
3. A background screening is conducted when necessary to meet the requirements of Division of Early Learning grant agreement.
4. Volunteer hours are recorded.

1.14 VOLUNTEER STANDARDS OF CONDUCT

PURPOSE

To assist the Coalition with its mission volunteers must demonstrate the same principles of character as Coalition staff.

POLICY

Volunteers will adhere to the same standards of conduct as regular employees.

1.15 EMPLOYEE POSITION DESCRIPTIONS AND PERFORMANCE REVIEWS

PURPOSE

Position descriptions enable the employee to better understand and comprehend the job duties, position responsibilities, and performance expectations required for the position.

Employees have a right to know the criteria upon which they are evaluated. Position descriptions form the written performance standards and the basis for evaluating employees.

POLICY

The Coalition will have written position descriptions, performance objectives, performance standards, or job duties for all positions which are signed and dated by staff and the supervisor.

1.16 *STANDARDS OF CONDUCT FOR STAFF*

PURPOSE

Appropriate staff conduct is required to promote esprit de corps necessary to achieve long-term success. Staff character also has an influence on the children and childcare providers with whom they work with.

POLICY

Coalition staff are required to display professional behavior while performing their duties for the Coalition. Staff will remain respectful with all interactions with co-workers, clients, providers, and members of the community.

1.17 *PRELIMINARY BACKGROUND SCREENING*

PURPOSE

Background screening will be conducted in accordance with the Division of Early Learning Grant Agreement to ensure all employees, volunteers, contractors, and interns who provide service to our providers meet established statutory requirements of good moral character.

POLICY

1. The Coalition is registered with the Florida Department of Law Enforcement and will conduct background screenings on all employees, volunteers, contractors, and interns in a manner consistent with S.943.0542, F.S., S.435.04, 402.302, 402.305 (2), F.S.
2. A five-year re-screening is completed on all applicable staff.

1.18 *STAFF DEVELOPMENT AND TRAINING*

PURPOSE

To ensure Coalition staff remains proficient with their professional responsibilities and provide a pathway for professional growth.

POLICY

Coalition staff is afforded the opportunity to attend training events.

1.19 *CONSUMER EDUCATION*

PURPOSE

The Coalition recognizes that not all parents are aware of the comprehensive services available through the Coalition.

POLICY

The Coalition will participate in community activities to promote Coalition services to the general public.

1.20 *COMMUNITY OUTREACH*

PURPOSE

The Coalition recognizes that partnership efforts will increase the overall success rate of the Coalition as it strives to reach its mission and goals.

POLICY

The Coalition will continuously seek to work with public and private entities to enhance Coalition services while reducing duplication of services.

1.21 PUBLIC RECORDS REQUEST

PURPOSE

The Coalition will respond to public records requests in a timely manner.

POLICY

The Coalition will comply with Florida Statute 119 regarding public records requests.

1.22 CONFIDENTIALITY

PURPOSE

To protect the privacy of children in School Readiness and Voluntary Pre-Kindergarten programs.

POLICY

The Coalition will hold all client and child information confidential.

1.23 WHISTLEBLOWER POLICY

PURPOSE

The Early Learning Coalition of Santa Rosa County has a responsibility for the stewardship of its resources and the public and private support that make it possible to pursue its mission. The Coalition remains committed to compliance with the laws and regulations to which it is subject and has a responsibility to investigate and report to appropriate parties' allegations of suspected improper activities and actions. This policy governs reporting and investigation of all allegations of suspected improper activities and represents the Coalition's policies for the Sarbanes-Oxley Act of 2002.

POLICY

1. The Early Learning Coalition of Santa Rosa County shall not dismiss, discipline, or take any adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.
2. The Coalition shall not take any adverse action that affects the rights or interests of an employee in retaliation for the employee's disclosure of information under this policy.
3. The Coalition shall not alter, cover up, falsify, or destroy any document that may be relevant to an official investigation.

The provisions of this policy shall not be applicable when an employee discloses information known by the employee to be false.

1.24 PASSWORD MANAGEMENT

PURPOSE

Coalition staff will use passwords when accessing data systems in accordance with DEL IT Policy 5.05.02.32.

POLICY

Passwords within the Coalition's data systems are required. These passwords are critical for maintaining appropriate levels of security and preventing unauthorized use of the Division of Early Learning data systems such as EFS-MOD, etc.

1.25 GRANTING AND TERMINATING ACCESS

PURPOSE

Access to the Coalition's data systems will be granted to new employees based on their duties. Access will be disabled immediately for employees who have been terminated voluntarily or involuntarily.

POLICY

The Designated Vendor will grant data access privileges for new employees and disable data access privileges for terminated employees upon notification.

1.26 MEDIA MANAGEMENT

PURPOSE

Media used to store confidential data must be approved and password protected.

POLICY

The CEO and Designated Vendor will approve media used to store confidential information; data stored in mobile media will be password protected. Mobile media users are responsible for protection of devices used to store confidential information.

1.27 DATA CLEANSING PROCESS

PURPOSE

Data cleansing is an important part of data security.

POLICY

Coalition Management and Designated Vendor are responsible for the data cleansing/disposal for all media containing confidential data.

1.28 COALITION ANTI-FRAUD PLAN

PURPOSE

To Define the Coalition's Anti-Fraud Plan

POLICY

The Coalition will comply with all requirements as specified by contract, Florida Statute and/or Rule.

1.29 RECORDS MANAGEMENT

PURPOSE

This document describes the policy and procedures regarding the handling of records and files during the time period they are generally available and easily accessible.

POLICY

Records Management is the systematic control, creation, maintenance, use, and disposition of records and files in order to achieve adequate and proper documentation of the policies, procedures, and transactions of the Coalition.

1.30 RECORDS KEEPING

PURPOSE

The Coalition has established procedures for the storage and filing of records. In addition to the filing procedures outlined below, the Coalition shall also follow the Records Management Procedure and Archive Policy. All Coalition records shall be kept for no less than five (5) years.

POLICY

It is the responsibility of the Coalition to ensure that the Coalition keeps appropriate, accurate and up-to-date financial and administrative records and maintains secure access to information at the appropriate levels.

1.31 RECORDS RETENTION SCHEDULE

PURPOSE

This outlines the process regarding how long records and files are maintained generally accessible and the location for permanent storage. It is used in conjunction with the Records Management Policy.

POLICY

Prior to transferring records to an archive location, the Coalition shall separate the records into series. A series is defined as a “block or group of records having the same characteristics and date range.” Each item or subordinate item in the Record Schedule represents a series. Records shall be identified and separated by records schedule item number, name, and cutoff date. Each archive transfer shall consist of at least one box and normally only one closing date.

1.32 BREACH OF SECURITY

PURPOSE

Breach of security or confidentiality means the unauthorized access of data containing personal information. Good faith access of personal information by an employee or agent of the ELC does not constitute a breach of security unless the information is not used for a purpose unrelated to the contract or other unauthorized use.

POLICY

The ELC agrees to comply with Section 501.171, F.S., related to the security of confidential personal information and understands that the ELC for this purpose will be considered a third party agent as referenced in this statutory section.

2. School Readiness

2.01 GENERAL SERVICES

PURPOSE

To establish general eligibility guidelines that staff must follow for all prospective applicants.

POLICY

Coalition staff must adhere to all applicable federal and state regulations for all prospective applicants.

2.02 RESOURCE AND REFERRAL REQUIREMENTS

PURPOSE

Early Learning Coalitions are responsible for the administration of Child Care Resource and Referral (CCR&R) in their service area.

POLICY

Coalition staff will provide Child Care Resource and Referral (CCR&R) in adherence to the Coalition Plan submitted to the Office of Early Learning and any applicable Florida Statutes.

2.03 ELIGIBILITY AND ENROLLMENT REQUIREMENTS

PURPOSE

State the eligibility and enrollment requirements as dictated by OEL policy.

POLICY

The Coalition will adhere to all Eligibility and Enrollment requirements as specified by contract, Florida Statute and/or Rule.

2.04 ELIGIBILITY PROCESS

PURPOSE

Provide subsidized childcare services to eligible parents throughout Santa Rosa County.

POLICY

The Family Services Staff will utilize a uniform policy to determine eligibility and enroll clients for Coalition services.

2.05 WAIT LIST

PURPOSE

To ensure clients who are unable to obtain immediate placement of their children due to limitations in Coalition funding may “wait” for services.

POLICY

The Coalition will maintain a waitlist of clients who request and qualify for services but are not able to obtain immediate placement based upon funding restrictions and placement priorities.

2.06 AT-RISK SERVICES

PURPOSE

Children determined to be at-risk may receive priority enrollment based on the Coalition’s Placement Priorities.

POLICY

The Coalition will work in conjunction with designated referring agencies to provide child care services for children at-risk of abuse, neglect or abandonment; homeless parents, and/or parents who are victims of domestic violence.

2.07 School Readiness Plus Program

PURPOSE

To extend subsidized childcare services to current SR families transitioning out of the SR Program to assist in economic self-sufficiency.

POLICY

Coalition staff must adhere to all applicable federal and state regulations for all prospective applicants.

2.08 PARENT AND CHILD SERVICES

PURPOSE

The Coalition recognizes the significance of a parent as a child’s first teacher and works to provide assistance to parents wherever feasible.

POLICY

The Coalition will offer instructional and educational materials to parents. The Coalition may offer various parenting instructional courses or other training events.

2.09 TERMINATION OF FINANCIALLY ASSISTED SCHOOL READINESS SERVICES

PURPOSE

To voluntarily or involuntarily terminate school readiness services.

POLICY

The Client Services Staff will utilize a uniform policy to terminate school readiness services for clients of the Coalition.

2.10 *UNIFORM DISENROLLMENT PROCESS*

PURPOSE

In the event of a funding shortfall, disenrollment of children may become necessary, but should be considered as a last resort.

POLICY

The Client Services Staff will utilize a uniform disenrollment process to disenroll School Readiness children.

2.11 *REIMBURSEMENT PROCEDURES*

PURPOSE

The Coalition will maintain policies to ensure provider accountability while expediting the reimbursement process.

POLICY

Coalition staff will ensure provider attendance is reviewed and reimbursements authorized in a timely manner.

2.12 *REIMBURSEMENT AND STUDENT ATTENDANCE REVIEW*

PURPOSE

Providers will be monitored to ensure attendance records are maintained and are accurate to minimize the potential for fraud and ensure providers are correctly reimbursed.

POLICY

Each child care provider contracting with the Coalition will receive a random attendance and reimbursement audit at a minimum of one time per fiscal year.

2.13 *PROVIDER RECRUITMENT*

PURPOSE

To ensure the Coalition has opportunities for all clients to have appropriate and beneficial choices in the selection of childcare, including extended day and year services.

POLICY

The Coalition will offer potential providers information regarding program implementation, contract process, and services the Coalition provides.

2.14 *PROVIDER CONTRACTING PROCEDURES*

PURPOSE

To ensure childcare providers seeking to contract with the Coalition are well informed of the contractual requirements and assisted through the various contract stages.

POLICY

Individuals and entities considering contracting with the Coalition to provide childcare services will be afforded the opportunity to obtain information on contract requirements and then guided through the contracting process.

2.15 PROVIDER MONITORING PROCEDURES

PURPOSE

To pursue the goal that all childcare sites contracting with the Coalition provide consistent quality child care programs and adhere to the provider contract.

POLICY

Contract compliance monitoring will be completed by Coalition staff annually.

2.16 CONTRACT NON-COMPLIANCE

PURPOSE

The Coalition will implement interventions used to ensure contract compliance by providers under contract with the Coalition. Providers are afforded the opportunity to resolve compliance issues. Providers who refuse to comply with the terms of their contract will be terminated.

POLICY

The Coalition will ensure that if the provider refuses to comply with the terms of the Provider contract, the requirements of the School Readiness program, and/or the rules and regulations set forth by the Division of Early Learning, the Department of Children and Families or the Early Learning Coalition of Santa Rosa County, and as set forth in federal and state statute, the Coalition may terminate the provider contract.

2.17 PROVIDER TRAINING

PURPOSE

The Coalition will provide training for childcare providers based upon identified needs in the childcare community and in accordance with the Office of Early Learning requirements and the most current early learning guidelines.

POLICY

Childcare providers contracted with the Coalition are eligible to receive training from the Early Learning Specialists or from individuals contracted with the Coalition to provide training services.

2.18 TECHNICAL ASSISTANCE

PURPOSE

The Coalition will offer technical assistance to providers due to the partnership between both parties to collaboratively work to prepare children for success in school.

POLICY

The Coalition will provide technical assistance to contracted childcare providers to assist with contract compliance and overall quality of services.

2.19 REPORTING PROCEDURES

PURPOSE

Statistical reporting is important to monitor program accountability and ensure successful completion of Coalition desired outcome objectives.

POLICY

Coalition staff will complete reports in fulfillment of Coalition plan requirements and to demonstrate program outcomes.

2.20 EARLY CHILDHOOD ASSESSMENT PROGRAM

PURPOSE

Florida Statutes mandate Early Learning Coalitions utilize testing to monitor success.

POLICY

The Coalition may provide technical assistance upon request of contracted School Readiness providers that offer assessments of individual child progress as a component of their programs.

2.21 *EVALUATION OF THE EFFECTIVENESS OF THE SCHOOL READINESS PROGRAM*

PURPOSE

To evaluate Coalition services, when possible.

POLICY

The Coalition will conduct ongoing assessments of its services to determine its effectiveness.

3. VPK

3.01 *GENERAL VOLUNTARY PRE-KINDERGARTEN PROGRAM REQUIREMENTS*

PURPOSE

The Coalition is tasked by Florida legislation to administer the Voluntary Pre-Kindergarten (hereafter referred to as VPK) program in its service area.

POLICY

The Coalition will have a VPK component that is designed to offer every child enrolled in a Santa Rosa County VPK program that is a high quality, pre-kindergarten experience.

3.02 *VPK DIRECTOR AND INSTRUCTOR QUALIFICATIONS*

PURPOSE

To ensure the Coalition and contracted child care providers are in compliance with all Florida statutes pertaining to VPK programs.

POLICY

The Coalition will ensure contracted providers are in compliance with Florida statute regarding the requirements for instructors of the VPK program.

3.03 *PROVIDER APPLICATION TO PROVIDE VPK SERVICES*

PURPOSE

To assist child care providers wanting to offer VPK services remain in compliance with Florida Statute.

POLICY

Coalition staff will ensure VPK providers correctly complete the application required by the Division of Early Learning.

3.04 *VPK FREQUENTLY ASKED QUESTIONS PERTAINING TO PROGRAM CHANGES*

PURPOSE

Providers must adhere to Florida Statutes and Administrative Codes pertaining to VPK programs.

POLICY

The Coalition may publish a list of frequently asked questions pertaining to changes that may occur with VPK programs.

3.05 PRIVATE AND PUBLIC SCHOOL PRE-KINDERGARTEN READINESS RATE

PURPOSE

~~Comply with Florida Statute requiring the Coalition to identify low-performing providers and provide follow-up guidance and assistance.~~

POLICY

~~The Coalition monitors Kindergarten Readiness Rates to assist low-performing providers.~~

3.05 VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM ACCOUNTABILITY

PURPOSE

To comply with Florida Statute 1002.68, requiring the Coalition to identify low-performing providers based on DEL's annual calculation of the VPK Provider Performance Metrics and Designations and to provide follow-up guidance and assistance to said providers

POLICY

The Coalition will monitor annual Provider Performance Metrics and Designations to assist low-performing providers.

3.06 VPK LOW-PERFORMING PROVIDER STATUTES

PURPOSE

~~The Coalition is required to monitor and assist low-performing providers.~~

POLICY

~~The Coalition provides training and technical assistance to low-performing providers to assist with the implementation of the program improvement plan.~~

3.06 PROVIDERS ON PROBATION

PURPOSE

The Coalition is required to monitor and assist providers on probation.

POLICY

Any Voluntary Pre-K provider receiving a performance metric designation of below expectations or unsatisfactory for a program type (school-year or summer), must be placed on probation by the applicable early learning coalition. The provider will be required to submit and implement an approved improvement plan as outlined in 1002.68(4), F.S.

3.08 VPK CHILD ENROLLMENT

PURPOSE

To ensure the coalition complies with all Florida statutes and other regulations pertaining to child enrollments and to provide parents with a streamlined system of assistance regarding VPK placement.

POLICY

The Coalition will maintain a systematic process through the family portal for parents to enroll their children into a VPK program as well as creating the opportunity for parents to make well informed choices regarding the selection of a VPK provider.

3.09 STUDENT ATTENDANCE AND PROVIDER REIMBURSEMENT

PURPOSE

Ensure provider compliance with Florida law and administrative code regarding the recording of student attendance.

POLICY

The Coalition will thoroughly scrutinize attendance rosters to ensure accountability concerning provider payments.

3.10 REIMBURSEMENT DETERMINATION

PURPOSE

Comply with Florida Statute and administrative code concerning appropriate reimbursements for VPK services.

POLICY

The Coalition will reimburse VPK providers for eligible children in attendance each month.

3.11 VPK CLASS TRANSFERS

PURPOSE

Create a process to comply with the Division of Early Learning's guidelines to permit the transfer of children between VPK classes offered by the same provider.

POLICY

The Coalition permits the transfer of children between VPK classrooms offered by the same provider in accordance with Florida Statute and the Division of Early Learning requirements.

3.12 RE-ENROLLMENT PROCESS

PURPOSE

To allow VPK parents/guardians a process to change VPK providers or, in extreme cases, program years as specified in Statute.

POLICY

The Coalition will adhere to the Reenrollment Process as presented and maintained by DEL in the EFS-MOD system.

3.13 WITHDRAWAL/DISMISSAL FROM A VPK PROGRAM

PURPOSE

VPK providers must submit termination requests to the Coalition when a child has been dismissed from its program.

POLICY

The Coalition will review VPK child termination requests submitted by VPK Providers.

3.14 PROHIBITION OF DISCRIMINATION PRACTICES

PURPOSE

To ensure the Coalition and its contracted providers follow all Federal and State laws pertaining to the prohibition of certain discriminatory practices.

POLICY

The Coalition will not engage in discriminatory practices as defined in Federal and State law and will investigate any complaints of discrimination made by parents against a contracted provider.

3.15 VPK PROVIDER TRAINING

PURPOSE

To ensure VPK instructors are offered any training which may be required under Florida legislation or policies set for by the Division of Early Learning.

POLICY

The Coalition will assess the needs of VPK directors and instructors and ensure mandated courses are offered either directly through Coalition trainers or through the use of qualified contracted trainers.

3.16 VPK PROVIDER MONITORING

PURPOSE

The Coalition has a responsibility to promote quality VPK services for its clients while maintaining a duty to Florida taxpayers to utilize funding in a wise and productive manner.

POLICY

The Coalition will monitor VPK providers to verify compliance with Florida statutes and pursuing the goal of academic success for all students.

4. Programs and Quality

4.01 DEVELOPMENTAL SCREENING

PURPOSE

The Coalition believes developmental screening is crucial in identifying and determining children in need of specialized services to promote developmental milestones.

POLICY

All children, six weeks to sixty months of age, whose parents or guardians have provided the appropriate consent for screening, will receive screening.

4.02 EVALUATING SCREENING RESULTS

PURPOSE

Appropriate and timely screening evaluations will assist children with various developmental delays obtain follow-up referrals and services.

POLICY

Screening results will be reviewed on a timely basis with results made available to each parent no later than 15 calendar days after the screening due date. ~~and~~ Children potentially requiring further services will be offered a referral and/or will receive intervention services. A designated Staff member will be available to explain screening results, if requested by a parent.

4.03 SERVICES FOR CHILDREN WITH SPECIAL NEEDS

PURPOSE

The Coalition recognizes Providers are legally required to care for children with special needs. At times, this may place an extra challenge for providers as some might not have the resources or knowledge base to sufficiently care for some children in their program.

POLICY

The Coalition offers to assist contracted childcare providers with children with various special needs.

4.04 ELIGIBILITY REQUIREMENTS FOR TECHNICAL ASSISTANCE

PURPOSE

To ensure childcare providers and eligible families receive technical assistance when requested.

POLICY

Childcare providers contracted with the Coalition and families who contact the Coalition via the Warmline are eligible to receive technical assistance from the Early Learning Specialists for children who exhibit developmental delays, social or emotional difficulties, diagnosable disorders, maladaptive behaviors, or other special needs.

4.05 INCLUSIVE CHILDCARE

PURPOSE

Coalitions are mandated by Florida Statute to operate a “Warm Line” to connect families and providers with local resources and help ensure that children in early learning programs who may have special health, social, emotional, and/or developmental issues are cared for in inclusive environments.

POLICY

The Coalition offers technical assistance and training regarding inclusive childcare and other related strategies to meet the specific needs of individual children to childcare providers throughout Santa Rosa County. The Coalition promotes inclusive childcare programmatic activities for Coalition contracted providers.

4.06 INTAKE AND REFERRAL PROCESS

PURPOSE

Children identified as potentially falling behind developmentally or having other identified special needs require referrals for specific services.

POLICY

Coalition staff will offer referrals for children once identified as having a specific deficiency in social, emotional, cognitive or physical development.

4.07 TECHNICAL ASSISTANCE SERVICE DELIVERY

PURPOSE

The Coalition's intention is that all childcare providers (Centers, LFCCH, & RFCCH) are able to obtain technical assistance for children in need of special services.

POLICY

Contracted childcare providers throughout Santa Rosa County may request technical assistance when addressing difficult child behaviors or when developmental, social, or emotional issues

4.08 SPECIAL NEEDS REIMBURSEMENT RATES

PURPOSE

Caring for children with special needs may create an undue economic hardship for childcare providers.

POLICY

Early Education staff may recommend a childcare provider receive a rate increase for serving children with individual special needs.

4.09 REPORTING

PURPOSE

The Early Learning Staff will report activities on a timely basis.

POLICY

Warm-line usage, consultations, on-site technical assistance and training information will be reported as required by the Coalition and the Florida Division of Early Learning.

4.10 INFANT TODDLER SERVICES

PURPOSE

The Coalition recognizes that developmentally appropriate practices for Infants and Toddlers are scientifically significant in promoting a child's long-term success.

POLICY

The Coalition will have an Infant and Toddler component that is designed to promote school readiness and foster appropriate child development for children receiving coalition services.

4.12 QUALITY IMPROVEMENT PLAN

PURPOSE

The Coalition is dedicated to assisting Providers to strengthen teacher practices and improve child outcomes.

POLICY

All School Readiness and/or VPK providers serving children from birth to kindergarten entry that do not meet the Contract Minimum Threshold score, shall be placed on a Quality Improvement Plan with the Coalition for twelve months or the Coalition may choose terminate the Contract. The Coalition may waive the Contract Minimum Threshold if it is determined that a provider is essential to meet local child care capacity needs. Providers that have the Contract Minimum Threshold waived must be on a QIP.

All School Readiness providers serving children from birth to kindergarten entry that do not meet the Contract Minimum Threshold score of 4.00 (beginning the 22-23 contract period) and have been deemed essential to meet local child care capacity needs by the Coalition, shall be placed on a Quality

Improvement Plan with the School Readiness program for twelve months according to the requirements of Rule 6M-4.741, F.A.C.

4.13 *PROGRAM ASSESSMENT*

PURPOSE

The Coalition believes that program assessment is an important component in measuring the quality of care in School Readiness programs.

POLICY

All School Readiness providers serving children from birth to kindergarten entry must have a program assessment conducted and meet the Contract Minimum Threshold to be eligible to participate in the School Readiness program.

4.14 *CHILD ASSESSMENTS*

PURPOSE

Florida Statute allows eligible Providers to voluntarily conduct ongoing child assessments with the possibility of receiving a differential reimbursement rate.

POLICY

The Coalition will provide administrative oversight of School Readiness providers that elect to conduct ongoing child assessments as part of their School Readiness contract.

5. Fiscal

5.0 *FINANCIAL REPORTING*

PURPOSE

All well-managed companies have financial reporting requirements for the production and review of financial reports.

POLICY

This document communicates the Coalition's financial reporting policy and specifies the Coalition's minimum financial reporting requirements.

5.01 *DELEGATED AUTHORITY*

PURPOSE

It is necessary to identify the Coalition officials who have authority to conduct Coalition business.

POLICY

Authorized Coalition board members and staff shall be authorized to perform specific functions for the Coalition.

5.02 *DIVISION OF DUTIES*

PURPOSE

The Coalition's purpose in delegating office duties to employees is to be aware of and guard against employee fraud, theft, and embezzlement.

POLICY

It is management's responsibility to ensure that duties are properly segregated or that proper compensating controls are in place when duties cannot be ideally segregated.

5.03 FRAUD AND EMBEZZLEMENT

PURPOSE

The objective of this policy is to protect Coalition assets from fraud and embezzlement.

POLICY

It is the policy of the Coalition that all employees have the responsibility to safeguard Coalition assets and to report any known or suspected embezzlement or fraud.

5.04 TRAVEL

PURPOSE

The Coalition uses this policy to provide a consistent standard for travel reimbursement.

POLICY

It is the intent of the Coalition that employees neither gain, or lose personal funds and that all travel is both necessary and reasonable.

5.05 PURCHASING

PURPOSE

The Coalition, as a public entity, has the intent to procure goods and services with public funds in a manner that promotes maximum competition and ensures public confidence that awards are made fairly and openly and result in the advantage for public funds expended.

POLICY

It is the policy of the Coalition to follow a practice of ethical, responsible, and reasonable procedures related to purchasing, agreements, contracts and related forms of commitment. Coalition staff shall be able to procure items that are necessary and reasonable for the operation of Coalition business upon approval of the employee's immediate supervisor, if applicable, the CEO, and the Board if applicable. The Chief Financial Officer shall sign off on purchases to designate cost allowability and budget review. The CEO is authorized to make purchases including but not limited to fixed asset purchases and contractual services that are \$34,999 or less and are in the approved budget. Purchases more than \$34,999 shall be authorized by the board of directors and signed by a Coalition officer.

5.06 CONTRACT MANAGEMENT

PURPOSE

Managing contract issued by or entered into by the Coalition

POLICY

This policy defines how Coalition contracts are created, reviewed and approved. In addition, the policy specifies who has authority to sign contracts on behalf of the Coalition, its employees, and agents.

5.07 ACCOUNTS PAYABLE

PURPOSE

The purpose of this policy is to describe the principles of business conduct expected of all employees in relation to the issuance of payments for Coalition obligations and to safeguard Coalition assets. This policy is general and not intended to be all-inclusive. The purpose of this procedure is to provide consistent Accounts Payable procedures in the handling of invoices and issuance of checks. These procedures are intended to provide safeguards for maintaining the quality and integrity of the accounts payable system.

POLICY

Accounts Payable is the process of keeping track of Coalition financial obligations. It involves purchasing, acceptance of invoices from vendors, recording the invoices in the computer system, and payment to vendors. This section describes the procedures and forms used in accounts payable.

5.08 CREDIT/PURCHASING CARD

PURPOSE

The Coalition uses credit and purchasing cards to increase purchasing efficiency and reduce accounting costs. Designated Coalition employees are authorized to use their credit cards or purchasing cards according to the credit/purchasing card policies and procedures. The proper use of credit and purchasing cards helps the business operate more efficiently and reduce costs.

POLICY

Designated Coalition employees are authorized to use their credit and purchasing cards according to the credit/purchasing card policies and procedures. The proper use of credit and purchasing cards helps the business operate more efficiently and reduce costs.

5.09 CHECK CONTROLS

PURPOSE

This document describes the procedures required to maintain proper control of Coalition checks.

POLICY

The Coalition is required to account for all checks and maintain blank checks in a secured environment.

5.10 DISPOSITION OF STALE DATED CHECKS

PURPOSE

This policy addresses checks that have not cleared the bank account and are over one year old.

POLICY

This Coalition issues warrants (checks) to various vendors to pay for materials and services. Once a check is issued, the vendor has ninety (90) days to deposit the check. If the check has not cleared the Coalition's bank after ninety (90) days the check is considered stale dated. The Coalition complies with Florida Statute 717.1351 regarding stale dated checks.

5.11 ACCOUNTS RECEIVABLE

PURPOSE

The purpose is to provide guidelines on the accounts receivable process.

POLICY

Accounts receivable is the process of billing for services rendered to the collection of outstanding invoices.

5.12 RECEIPTS AND DEPOSITS

PURPOSE

The purpose is to provide guidance on the flow of funds received at the Coalition.

POLICY

Track and record all funds from the time the check enters the Coalition's office until the checks are deposited into the bank.

5.13 LOST PAYMENT

PURPOSE

This procedure explains how to resolve customer inquiries regarding payments not applied to the customer account.

POLICY

The Coalition shall correct issues with misplaced or misapplied payments.

5.14 RETURNED CHECK

PURPOSE

This procedure explains how to resolve checks that are returned by the bank unpaid.

POLICY

Checks deposited into Coalition bank accounts may be returned by the bank as unpaid. Some reasons for returned checks include non-sufficient funds, closed accounts, and stop payments. The Coalition shall properly account for returned checks.

5.15 INVENTORY CONTROL AND MANAGEMENT

PURPOSE

Inventory is one of the largest Coalition assets. Inventory includes raw materials, goods in process, and finished goods ready for sale. Inventories are included in the current asset section of the balance sheet.

POLICY

Inventory management consists of policies, procedures and systems that handle inventory purchasing, locations, product management, receipts, maintenance, item costing, adjustments, pricing, accounting, reorder point calculations, physical inventory processing/counting, reporting and history.

5.16 RECORDS MANAGEMENT

PURPOSE

This document describes the policy and procedures regarding the handling of records and files during the time period they are generally available and easily accessible.

POLICY

Records Management is the systematic control, creation, maintenance, use, and disposition of records and files in order to achieve adequate and proper documentation of the policies, procedures, and transactions of the Coalition.

5.17 RECORDS KEEPING

PURPOSE

The Coalition has established procedures for the storage and filing of records. In addition to the filing procedures outlined below, the Coalition shall also follow the Records Management Procedure and Archive Policy. All Coalition records shall be kept for no less than five (5) years.

POLICY

It is the responsibility of the Coalition to ensure that the Coalition keeps appropriate, accurate and up-to-date financial and administrative records and maintains secure access to information at the appropriate levels.

5.18 RECORDS AND FILES CUT-OFF

PURPOSE

A files cut-off breaks a file by closing it based on a predetermined time period.

POLICY

The Coalition segregates current, active files from files for a prior period. The cut-off files become the inactive files. Established periodic cut-off of files is essential to effectively controlling record accumulations and their growth. At least annually, record-keepers shall cut-off files and segregate inactive files from active files; carry out the disposition of files eligible for retirement or destruction and destroy all non-current technical reference material.

5.19 *RECORDS RETENTION SCHEDULE*

PURPOSE

This outlines the process regarding how long records and files are maintained generally accessible and the location for permanent storage. It is used in conjunction with the Records Management Policy.

POLICY

Prior to transferring records to an archive location, the Coalition shall separate the records into series. A series is defined as a "block or group of records having the same characteristics and date range." Each item or subordinate item in the Record Schedule represents a series. Records shall be identified and separated by records schedule item number, name, and cutoff date. Each archive transfer shall consist of at least one box and normally only one closing date.

5.20 *INTERNAL CONTROLS*

PURPOSE

The Coalition uses a system of internal controls to protect Coalition assets, ensure the integrity and reliability of its information, secure compliance with laws, policies, procedures, and ensures the performance of its business objectives.

POLICY

Internal controls are processes that are established, reviewed, and continually monitored by the Board of Directors and Coalition management. It is the responsibility of Coalition management to ensure an adequate internal control system is implemented and used. It is management's responsibility to establish and maintain adequate internal controls over financial reporting. It is the responsibility of all employees to understand the internal controls and ensure they are effective.

5.21 *GRANT MATCH AND IN-KIND CONTRIBUTIONS*

PURPOSE

Provides information related to Local Match Reporting requirements.

POLICY

The Coalition will comply with the match reporting requirements from the Division of Early Learning.

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	959	\$363,691.05
Sep-2025	874	\$378,563.74
Oct-2025		
Nov-2025		
Dec-2025		
Jan-2026		
Feb-2026		
Mar-2026		
Apr-2026		
May-2026		
Jun-2026		
YTD Total:		\$1,184,127.26

VPK Summary		
Report Month	Children Served	Slot Costs
Jul-2025	1	\$21.52
Aug-2025	1,002	\$207,741.91
Sep-2025	1,027	\$347,006.67
Oct-2025		
Nov-2025		
Dec-2025		
Jan-2026		
Feb-2026		
Mar-2026		
Apr-2026		
May-2026		
Jun-2026		
YTD Total:		\$554,770.10

TAPP Summary		
Report Month	Children Paid	Slot Costs
Jul-2025		
Aug-2025	1	\$696.00
Sep-2025	1	\$1,020.80
Oct-2025		
Nov-2025		
Dec-2025		
Jan-2026		
Feb-2026		
Mar-2026		
Apr-2026		
May-2026		
Jun-2026		
YTD Total:		\$1,716.80

SR Plus Summary		
Report Month	Children Paid	Slot Costs
Jul-2025	6	\$1,299.75
Aug-2025	3	\$482.36
Sep-2025	2	\$389.61
Oct-2025		
Nov-2025		
Dec-2025		
Jan-2026		
Feb-2026		
Mar-2026		
Apr-2026		
May-2026		
Jun-2026		
YTD Total:		\$2,171.72

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	959	\$427,071.75	\$363,691.05	85.16%	63,380.70	94.31%
Sep-2025	874	\$427,071.75	\$378,563.74	88.64%	48,508.01	92.42%
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	\$1,184,127.26	\$3,940,733.75	\$97,087.99	92.42%