



Early Learning Coalition of Santa Rosa County

Executive Committee

Finance Committee

Board of Directors

Meeting Packet

April 16, 2024



AGENDA
Coalition Executive Committee Meeting
April 16, 2024
9:00 a.m.

- Call to Order Anna Weaver
- Approval of Minutes (*Action Item*) Ms. Weaver
March 21, 2024
- CEO's Report (*Information Item*) Melissa Stuckey
- Public Discussion/Announcements Ms. Weaver
- Adjourn Ms. Weaver



**Early Learning Coalition of Santa Rosa County
Executive Committee Meeting Minutes
March 21, 2024 10:00 AM**

Attendees: *Executive Committee Members Present: Rachel Connell, Tarea Donaldson, Jenea Highfill, John Walker, Anna Weaver; Board Members Present: Jane Davis, Angela Evans, Bobbie Lewter, Kim Patrick, Bambi Sealy, Melissa Sidoti, Rae Wertz, Staff Present: Angel Diaz, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic; Guest: Rich Cassidy*

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Anna Weaver called the meeting to order at 10:06 a.m. A quorum was established.
Anna Weaver	Approval of Minutes	Ms. Weaver presented the minutes from February 13, 2024, Executive Committee meeting. Tarea Donaldson made a motion to approve the minutes of the February 13, 2024, Executive Committee Meeting, seconded by Jenea Highfill. The motion carried unanimously.
Rich Cassidy Moss, Krusick & Associates	Presentation of the Audit	Richard Cassidy of Moss, Krusick & Associates presented the independent audit that was conducted in accordance with government auditing standards. Mr. Cassidy stated there was a finding related to ARPA monitoring as monitoring was not completed in the required timeframe. Mr. Cassidy explained that this did not involve any misuse of funds and that Coalition will remain a low-risk auditee. John Walker made a motion to approve the presentation of audit from Moss, Krusick & Associates as presented, seconded by Jenea Highfill. The motion carried unanimously.
Shannon Peterson	Sole Source Procurement	Shannon Peterson presented the sole source procurement information for Marco Polo and gave an overview of the kindergarten transition program offered by Marco Polo. Ms. Highfill made a motion to approve the sole source procurement Marco Polo as presented, seconded by Ms. Donaldson. The motion carried unanimously.
Barbora Valovic	Budget Revision	Barbora Valovic presented the proposed budget revision due to an increase in the allocation for ARPA, a decrease in School Readiness slot dollars, and an increase in Gold Seal, Special Needs, and Quality funding. Mr. Walker made a motion to approve the budget revision as presented, seconded by Ms. Highfill. The motion carried unanimously.
Melissa Stuckey	CEO Report	Melissa Stuckey informed the committee that contracts have been signed with the vendors that were approved by the Board at the last meeting. Ms. Stuckey gave an overview of the ARPA initiatives outlined in the Coalition’s application to DEL including provider trainings that have taken place over the last few months, the Coalition mascot Sandy Bear, the upcoming child care provider conference and the ordering of classroom materials and supplies.

**Early Learning Coalition of Santa Rosa County
Executive Committee Meeting Minutes
March 21, 2024 10:00 AM**

		Ms. Stuckey also gave an update on Kindergarten Transition and the partnership with the school district which included the running of movie theater and billboard ads until June 30 th , welcome letters from the principals of all elementary schools, and the Coalition’s participation in Kindergarten Roundups at schools throughout the county in the spring and summer.
Anna Weaver	Public Discussion/Announcements	There was none.
Anna Weaver	Adjourn	Ms. Weaver adjourned the meeting at 11:23 a.m.

AGENDA
Coalition Finance Committee Meeting
April 16, 2024
9:30 a.m.

- | | |
|--|-------------------------------|
| ➤ Call to Order | John Walker |
| ➤ Approval of Minutes (<i>Action Item</i>) <ul style="list-style-type: none">• February 13, 2024 | Mr. Walker |
| ➤ Financials (<i>Action Item</i>) <ul style="list-style-type: none">• January 2024• February 2024 | Mr. Walker
Barbora Valovic |
| ➤ CFO's Report | Ms. Valovic |
| ➤ Public Discussion | Mr. Walker |
| ➤ Adjourn | Mr. Walker |

Attendees: Finance Committee Members Present: Rachel Connell, Rhonda Lowe, John Walker, Anna Weaver; Staff Present: Ron Geri, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic

Lead	Topic	Discussion
Treasurer John Walker	Call to Order	John Walker called the Finance Committee meeting to order at 9:33 a.m. A quorum was established.
John Walker	Approval of Minutes	Mr. Walker presented the minutes of the April 11, 2023, Finance Committee Meeting. Rachel Connell made a motion to approve the minutes of the April 11, 2023 Finance Committee Meeting, seconded by Anna Weaver. The motion carried unanimously.
CFO Barbora Valovic	Monthly Financials	Barbora Valovic presented the revised balance sheets for June and July 2023 to reflect the necessary right of use changes for the Milton and Gulf Breeze offices. Ms. Valovic presented the financials for August, September, October, November, and December 2023. Ms. Valovic stated that all targeted restrictions were met for all five months with administration and expenses. Ms. Weaver made a motion to approve the revised balance sheets and the financials as presented, seconded by Ms. Connell. The motion carried unanimously.
Melissa Stuckey	Procurement Policy/Procedure Revision	Melissa Stuckey presented the Procurement Policy Revision to authorize the CEO to approve expenditures up to the amount of \$34,999.99. Any amount over the threshold would be presented to the Board of Directors for approval. Ms. Connell made a motion to approve the Procurement Policy Revision as presented, seconded by Ms. Weaver. The motion carried unanimously.
John Walker	Public Discussion/Announcements	There was none.
John Walker	Adjourn	Ms. Walker adjourned the meeting at 9:55 a.m.

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	1,720,910.00
11010 · Petty Cash	23.50
Total Checking/Savings	<u>1,720,933.50</u>
Accounts Receivable	
11400 · Grants Receivable	1,530,729.57
Total Accounts Receivable	<u>1,530,729.57</u>
Other Current Assets	
13000 · Prepaid Expenses	
13020 · VPK	316,198.59
13000 · Prepaid Expenses - Other	22,628.74
Total 13000 · Prepaid Expenses	<u>338,827.33</u>
Total Other Current Assets	<u>338,827.33</u>
Total Current Assets	3,590,490.40
Fixed Assets	
15000 · Furniture and Equipment	29,925.00
17100 · Accum Depr - Furn and Equip	-29,925.00
Total Fixed Assets	0.00
Other Assets	
18600 · Other Assets	
18610 · ROU Gulf Breeze Asset	43,780.00
18620 · ROU Milton Asset	126,602.00
Total 18600 · Other Assets	<u>170,382.00</u>
18700 · Security Deposits Asset	6,882.52
Total Other Assets	<u>177,264.52</u>
TOTAL ASSETS	<u><u>3,767,754.92</u></u>

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of January 31, 2024

	<u>Jan 31, 24</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	706,249.39
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Total Accounts Payable	706,249.39
Credit Cards	
20102 · Accounts Payable - Credit Cards	
0178 · Ronald Geri	249.99
3121 · Melissa Stuckey	1,716.58
9242 · Cindy Schundelmier	278.78
	<hr/>
Total 20102 · Accounts Payable - Credit Cards	2,245.35
	<hr/>
Total Credit Cards	2,245.35
Other Current Liabilities	
20200 · Grant Advances	
20210 · School Readiness	542,056.00
20217 · ARP	1,443,093.57
20218 · ARPELD	88,300.00
20220 · VPK	293,012.58
	<hr/>
Total 20200 · Grant Advances	2,366,462.15
24100 · Accrued Leave and Payroll	32,630.04
25800 · Unearned or Deferred Revenue	
25820 · VPK	316,198.59
25800 · Unearned or Deferred Revenue - O...	9,838.68
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Total 25800 · Unearned or Deferred Revenue	326,037.27
	<hr/>
Total Other Current Liabilities	2,725,129.46
	<hr/>
Total Current Liabilities	3,433,624.20

1:15 PM
04/11/24
Accrual Basis

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of January 31, 2024

	<u>Jan 31, 24</u>
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	
27110 · ROU Gulf Breeze Liability	45,313.00
27120 · ROU Milton Liability	133,899.00
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Total 27100 · Notes, Mortgages, and Leases	179,212.00
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Total Long Term Liabilities	179,212.00
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Total Liabilities	3,612,836.20
	<hr/>
Equity	
32000 · Unrestricted Net Assets	135,160.46
Net Income	19,758.26
	<hr/>
Total Equity	154,918.72
	<hr/>
TOTAL LIABILITIES & EQUITY	3,767,754.92
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Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2023-2024
January 2024

04/11/24

Accrual Basis

	Jan 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	840,073.87	950,687.67	-110,613.80	88.4%
43429 · Local Match	0.00	3,900.00	-3,900.00	0.0%
43430 · Other Grants	0.00	694.50	-694.50	0.0%
43450 · Interest Income-Restricted	7.49	22.00	-14.51	34.0%
44400 · TAP Program	0.00	109.17	-109.17	0.0%
44475 · UFLCL-ELF	0.00	435.83	-435.83	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46800 · In-Kind Match Revenue	0.00	6,166.67	-6,166.67	0.0%
Total Income	840,081.36	962,015.84	-121,934.48	87.3%
Gross Profit	840,081.36	962,015.84	-121,934.48	87.3%
Expense				
60000 · Salary & Wages	53,710.06	56,890.66	-3,180.60	94.4%
60050 · Fringe Benefits	16,992.15	19,181.50	-2,189.35	88.6%
60100 · Advertising & Public Relations	3,682.00			
60130 · Communication Cost	1,761.57	1,767.00	-5.43	99.7%
60135 · Postage & Freight	75.00	64.42	10.58	116.4%
60145 · Contract Services	724,128.86	810,542.59	-86,413.73	89.3%
60195 · Equipment - Rental/Lease	0.00	388.00	-388.00	0.0%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	194.50	79.75	114.75	243.9%
60220 · Insurance	524.95	621.91	-96.96	84.4%
60240 · Maintenance and Repair	290.00	431.67	-141.67	67.2%
60250 · Materials and Supplies	17,740.34	43,618.00	-25,877.66	40.7%
60270 · Membership & Subscriptions	15.11	280.42	-265.31	5.4%
60300 · Professional Services	1,795.26	3,601.91	-1,806.65	49.8%
60310 · Publication and Printing Cost	0.00	105.67	-105.67	0.0%
60330 · Rental Cost	10,129.92	8,804.00	1,325.92	115.1%
60350 · Training and Education Cost	600.00	1,322.42	-722.42	45.4%
60370 · Travel Cost	423.13	3,665.50	-3,242.37	11.5%
60400 · Office Supplies & Furniture <1k	1,361.98	1,133.00	228.98	120.2%
60500 · Information Technology	281.66	948.50	-666.84	29.7%
60600 · Employee Related Expenses	0.00	325.17	-325.17	0.0%
60900 · Miscellaneous Expenses	0.00	5.83	-5.83	0.0%
67800 · In-Kind Match Expense	0.00	6,166.67	-6,166.67	0.0%
Total Expense	833,706.49	962,015.84	-128,309.35	86.7%
Net Income	6,374.87	0.00	6,374.87	100.0%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - YTD FY 2023-2024
January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	840,073.87	950,687.67	-110,613.80	88.4%
43429 · Local Match	0.00	3,900.00	-3,900.00	0.0%
43430 · Other Grants	0.00	694.50	-694.50	0.0%
43450 · Interest Income-Restricted	7.49	22.00	-14.51	34.0%
44400 · TAP Program	0.00	109.17	-109.17	0.0%
44475 · UFLCL-ELF	0.00	435.83	-435.83	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46800 · In-Kind Match Revenue	0.00	6,166.67	-6,166.67	0.0%
Total Income	840,081.36	962,015.84	-121,934.48	87.3%
Gross Profit	840,081.36	962,015.84	-121,934.48	87.3%
Expense				
60000 · Salary & Wages	53,710.06	56,890.66	-3,180.60	94.4%
60050 · Fringe Benefits	16,992.15	19,181.50	-2,189.35	88.6%
60100 · Advertising & Public Relations	3,682.00			
60130 · Communication Cost	1,761.57	1,767.00	-5.43	99.7%
60135 · Postage & Freight	75.00	64.42	10.58	116.4%
60145 · Contract Services	724,128.86	810,542.59	-86,413.73	89.3%
60195 · Equipment - Rental/Lease	0.00	388.00	-388.00	0.0%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	194.50	79.75	114.75	243.9%
60220 · Insurance	524.95	621.91	-96.96	84.4%
60240 · Maintenance and Repair	290.00	431.67	-141.67	67.2%
60250 · Materials and Supplies	17,740.34	43,618.00	-25,877.66	40.7%
60270 · Membership & Subscriptions	15.11	280.42	-265.31	5.4%
60300 · Professional Services	1,795.26	3,601.91	-1,806.65	49.8%
60310 · Publication and Printing Cost	0.00	105.67	-105.67	0.0%
60330 · Rental Cost	10,129.92	8,804.00	1,325.92	115.1%
60350 · Training and Education Cost	600.00	1,322.42	-722.42	45.4%
60370 · Travel Cost	423.13	3,665.50	-3,242.37	11.5%
60400 · Office Supplies & Furniture <1k	1,361.98	1,133.00	228.98	120.2%
60500 · Information Technology	281.66	948.50	-666.84	29.7%
60600 · Employee Related Expenses	0.00	325.17	-325.17	0.0%
60900 · Miscellaneous Expenses	0.00	5.83	-5.83	0.0%
67800 · In-Kind Match Expense	0.00	6,166.67	-6,166.67	0.0%
Total Expense	833,706.49	962,015.84	-128,309.35	86.7%
Net Income	6,374.87	0.00	6,374.87	100.0%

11:02 AM

02/13/24

Early Learning Coalition of Santa Rosa County
Reconciliation Summary
11001 - Regions - Pace, Period Ending 01/31/2024

L. Cauley
2/13/24

	<u>Jan 31, 24</u>
Beginning Balance	470,103.00
Cleared Transactions	
Checks and Payments - 108 items	-716,894.75
Deposits and Credits - 8 items	1,975,025.01
Total Cleared Transactions	<u>1,258,130.26</u>
Cleared Balance	<u><u>1,728,233.26</u></u>
Uncleared Transactions	
Checks and Payments - 5 items	-7,323.26
Total Uncleared Transactions	<u>-7,323.26</u>
Register Balance as of 01/31/2024	<u><u>1,720,910.00</u></u>
New Transactions	
Checks and Payments - 3 items	-36,370.39
Total New Transactions	<u>-36,370.39</u>
Ending Balance	<u><u>1,684,539.61</u></u>

Early Learning Coalition of Santa Rosa County
Balance Sheet
 As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	1,634,885.96
11010 · Petty Cash	23.50
Total Checking/Savings	1,634,909.46
Accounts Receivable	
11400 · Grants Receivable	2,892,893.23
Total Accounts Receivable	2,892,893.23
Other Current Assets	
13000 · Prepaid Expenses	
13020 · VPK	336,440.64
13000 · Prepaid Expenses - Other	23,506.56
Total 13000 · Prepaid Expenses	359,947.20
Total Other Current Assets	359,947.20
Total Current Assets	4,887,749.89
Fixed Assets	
15000 · Furniture and Equipment	29,925.00
17100 · Accum Depr - Furn and Equip	-29,925.00
Total Fixed Assets	0.00
Other Assets	
18600 · Other Assets	
18610 · ROU Gulf Breeze Asset	43,780.00
18620 · ROU Milton Asset	126,602.00
Total 18600 · Other Assets	170,382.00
18700 · Security Deposits Asset	6,882.52
Total Other Assets	177,264.52
TOTAL ASSETS	5,065,014.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	741,787.52
Total Accounts Payable	741,787.52
Credit Cards	
20102 · Accounts Payable - Credit Cards	
3121 · Melissa Stuckey	16,905.84
3598 · Megan Saye	802.75
3606 · Shannon Peterson	2,477.54
9242 · Cindy Schundelmier	58.22
Total 20102 · Accounts Payable - Credit Cards	20,244.35
Total Credit Cards	20,244.35

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of February 29, 2024

	Feb 29, 24
Other Current Liabilities	
20200 · Grant Advances	
20210 · School Readiness	542,056.00
20217 · ARP	2,643,674.12
20218 · ARPELD	88,300.00
20220 · VPK	293,012.58
Total 20200 · Grant Advances	3,567,042.70
24100 · Accrued Leave and Payroll	61,057.66
25800 · Unearned or Deferred Revenue	
25820 · VPK	336,440.64
25800 · Unearned or Deferred Revenue - Other	15,688.90
Total 25800 · Unearned or Deferred Revenue	352,129.54
Total Other Current Liabilities	3,980,229.90
Total Current Liabilities	4,742,261.77
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	
27110 · ROU Gulf Breeze Liability	45,313.00
27120 · ROU Milton Liability	133,899.00
Total 27100 · Notes, Mortgages, and Leases	179,212.00
Total Long Term Liabilities	179,212.00
Total Liabilities	4,921,473.77
Equity	
32000 · Unrestricted Net Assets	135,160.46
Net Income	8,380.18
Total Equity	143,540.64
TOTAL LIABILITIES & EQUITY	5,065,014.41

Early Learning Coalition of Santa Rosa County Profit & Loss Budget vs. Actual - YTD FY 2023-2024

04/11/24

Accrual Basis

February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	877,783.53	950,687.67	-72,904.14	92.3%
43429 · Local Match	5,849.78	3,900.00	1,949.78	150.0%
43430 · Other Grants	0.00	694.50	-694.50	0.0%
43450 · Interest Income-Restricted	16.86	22.00	-5.14	76.6%
44400 · TAP Program	0.00	109.17	-109.17	0.0%
44475 · UFLCL-ELF	0.00	435.83	-435.83	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46800 · In-Kind Match Revenue	0.00	6,166.67	-6,166.67	0.0%
Total Income	883,650.17	962,015.84	-78,365.67	91.9%
Gross Profit	883,650.17	962,015.84	-78,365.67	91.9%
Expense				
60000 · Salary & Wages	79,590.73	56,890.66	22,700.07	139.9%
60050 · Fringe Benefits	18,572.86	19,181.50	-608.64	96.8%
60100 · Advertising & Public Relations	6,714.00			
60130 · Communication Cost	1,758.49	1,767.00	-8.51	99.5%
60135 · Postage & Freight	43.70	64.42	-20.72	67.8%
60145 · Contract Services	715,508.13	810,542.59	-95,034.46	88.3%
60195 · Equipment - Rental/Lease	-533.45	388.00	-921.45	-137.5%
60200 · Equipment and Other Capital	2,152.05	2,071.25	80.80	103.9%
60210 · Bank Charges	154.50	79.75	74.75	193.7%
60220 · Insurance	672.43	621.91	50.52	108.1%
60240 · Maintenance and Repair	45.00	431.67	-386.67	10.4%
60250 · Materials and Supplies	51,133.50	43,618.00	7,515.50	117.2%
60270 · Membership & Subscriptions	352.11	280.42	71.69	125.6%
60300 · Professional Services	1,456.48	3,601.91	-2,145.43	40.4%
60310 · Publication and Printing Cost	0.00	105.67	-105.67	0.0%
60330 · Rental Cost	8,971.19	8,804.00	167.19	101.9%
60350 · Training and Education Cost	2,600.00	1,322.42	1,277.58	196.6%
60370 · Travel Cost	1,346.56	3,665.50	-2,318.94	36.7%
60400 · Office Supplies & Furniture <1k	274.55	1,133.00	-858.45	24.2%
60500 · Information Technology	4,110.66	948.50	3,162.16	433.4%
60600 · Employee Related Expenses	0.00	325.17	-325.17	0.0%
60900 · Miscellaneous Expenses	104.76	5.83	98.93	1,796.9%
67800 · In-Kind Match Expense	0.00	6,166.67	-6,166.67	0.0%
Total Expense	895,028.25	962,015.84	-66,987.59	93.0%
Net Income	-11,378.08	0.00	-11,378.08	100.0%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2023-2024
February 2024

04/11/24

Accrual Basis

	Feb 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	877,783.53	950,687.67	-72,904.14	92.3%
43429 · Local Match	5,849.78	3,900.00	1,949.78	150.0%
43430 · Other Grants	0.00	694.50	-694.50	0.0%
43450 · Interest Income-Restricted	16.86	22.00	-5.14	76.6%
44400 · TAP Program	0.00	109.17	-109.17	0.0%
44475 · UFLCL-ELF	0.00	435.83	-435.83	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46800 · In-Kind Match Revenue	0.00	6,166.67	-6,166.67	0.0%
Total Income	883,650.17	962,015.84	-78,365.67	91.9%
Gross Profit	883,650.17	962,015.84	-78,365.67	91.9%
Expense				
60000 · Salary & Wages	79,590.73	56,890.66	22,700.07	139.9%
60050 · Fringe Benefits	18,572.86	19,181.50	-608.64	96.8%
60100 · Advertising & Public Relations	6,714.00			
60130 · Communication Cost	1,758.49	1,767.00	-8.51	99.5%
60135 · Postage & Freight	43.70	64.42	-20.72	67.8%
60145 · Contract Services	715,508.13	810,542.59	-95,034.46	88.3%
60195 · Equipment - Rental/Lease	-533.45	388.00	-921.45	-137.5%
60200 · Equipment and Other Capital	2,152.05	2,071.25	80.80	103.9%
60210 · Bank Charges	154.50	79.75	74.75	193.7%
60220 · Insurance	672.43	621.91	50.52	108.1%
60240 · Maintenance and Repair	45.00	431.67	-386.67	10.4%
60250 · Materials and Supplies	51,133.50	43,618.00	7,515.50	117.2%
60270 · Membership & Subscriptions	352.11	280.42	71.69	125.6%
60300 · Professional Services	1,456.48	3,601.91	-2,145.43	40.4%
60310 · Publication and Printing Cost	0.00	105.67	-105.67	0.0%
60330 · Rental Cost	8,971.19	8,804.00	167.19	101.9%
60350 · Training and Education Cost	2,600.00	1,322.42	1,277.58	196.6%
60370 · Travel Cost	1,346.56	3,665.50	-2,318.94	36.7%
60400 · Office Supplies & Furniture <1k	274.55	1,133.00	-858.45	24.2%
60500 · Information Technology	4,110.66	948.50	3,162.16	433.4%
60600 · Employee Related Expenses	0.00	325.17	-325.17	0.0%
60900 · Miscellaneous Expenses	104.76	5.83	98.93	1,796.9%
67800 · In-Kind Match Expense	0.00	6,166.67	-6,166.67	0.0%
Total Expense	895,028.25	962,015.84	-66,987.59	93.0%
Net Income	-11,378.08	0.00	-11,378.08	100.0%

Early Learning Coalition of Santa Rosa County Reconciliation Summary

11001 - Regions - Pace, Period Ending 02/29/2024

W.

3/22/2024

	<u>Feb 29, 24</u>
Beginning Balance	1,728,233.26
Cleared Transactions	
Checks and Payments - 112 items	-812,521.50
Deposits and Credits - 5 items	745,842.73
Total Cleared Transactions	<u>-66,678.77</u>
Cleared Balance	<u>1,661,554.49</u>
Uncleared Transactions	
Checks and Payments - 7 items	-26,668.53
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	<u>-26,668.53</u>
Register Balance as of 02/29/2024	<u>1,634,885.96</u>
New Transactions	
Checks and Payments - 51 items	-401,641.51
Total New Transactions	<u>-401,641.51</u>
Ending Balance	<u>1,233,244.45</u> ✓



Agenda
Board of Directors Meeting
April 16, 2024, 10:00 a.m.

- | | |
|--|-----------------|
| ➤ Call to Order | Anna Weaver |
| ➤ Approval of Board Minutes (<i>Action Item</i>) <ul style="list-style-type: none">• February 13, 2024 | Ms. Weaver |
| ➤ Finance Committee Report
January and February 2024 Financials (<i>Action Item</i>) | John Walker |
| ➤ CEO's Report (<i>Information Item</i>) | Melissa Stuckey |
| ➤ Utilization Reports (<i>Information Item</i>) <ul style="list-style-type: none">• February 2024 | Mr. Geri |
| ➤ Announcements/Public Discussion | Ms. Weaver |
| ➤ Adjourn | Ms. Weaver |

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
February 13, 2024 10:00 AM**

Attendees: Rachel Connell, Renee Cobb, Jane Davis, Tarae Donaldson, Jennifer Hill Faron, Jenea Highfill, Bobbie Lewter, Kim Patrick, Hannah Percell, Bambi Sealy, Melissa Sidoti, John Walker, Anna Weaver; Staff: Ron Geri, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Chair Anna Weaver called the Board Meeting to order at 10:03 a.m. A quorum was established.
Anna Weaver	Approval of Minutes	Ms. Weaver presented the minutes from the October 10, 2023, Board Meeting. John Walker made a motion to approve the Board Minutes for the October 10, 2023 Board Meeting, seconded by Jenea Highfill. The motion carried unanimously.
Anna Weaver	Executive Committee Report	Melissa Stuckey presented the bylaws for revision, stating that numbering changes are needed due to prior revisions. Ms. Stuckey also stated that item number 3.2.6 needed to be updated to include a Department of Children and Families child care regulation representative and the removal of 3.5 Advisory Members as the Division of Early Learning now does not allow this. Additionally, the revision of 6.2.1 - one at-large board member to serve on the Executive Committee. The recommendation to approve came from the committee as a motion and second. The motion carried unanimously. This item was moved from the Executive Committee to the full board and no action was taken at the Executive Committee Meeting. Ms. Stuckey stated that a nominating committee was needed to appoint new officers and committee members to those positions that will soon term out. The Nominating Committee meeting will take place in March. John Walker, Jennifer Hill Faron, and Tarae Donaldson volunteered with Anna Weaver as Chair. Ms. Highfill made a motion to approve the Nominating Committee members, seconded by Bobbie Lewter. The motion carried unanimously.
John Walker Barbora Valovic	Finance Committee Report	Mr. Walker gave an overview of the Finance Committee meeting in which Barbora Valovic presented the revised balance sheets for June and July 2023 to reflect the necessary right of use changes for the Milton and Gulf Breeze offices. Ms. Valovic also presented the financials for August, September, October, November, and December 2023. Ms. Valovic stated that all targeted restrictions were met for all five months with administration and expenses. Mr. Walker presented the Procurement Policy Revision that would authorize the CEO to approve expenditures up to the amount of \$34,999.99. Any amount over the threshold would be presented to

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
February 13, 2024 10:00 AM**

		<p>the Board of Directors for approval. The recommendation to approve came from the committee as a motion and second. The motion carried unanimously.</p>
Melissa Stuckey	March Meeting/Audit Update	<p>Ms. Stuckey stated that a March meeting would be necessary due to the audit not being finalized in time for the February meeting, additional procurements will also need to be voted on, as well as a budget revision. Ms. Stuckey asked the board if they would prefer a full board meeting or to allow the Executive Committee to manage the above-mentioned items. Ms. Highfill made a motion to approve the Executive Committee final authority for decisions related to the audit report, additional procurements, the budget revision and any other financial items as presented at the March Executive Committee Meeting, seconded by Melissa Sidoti. The motion carried unanimously.</p>
Melissa Stuckey Coalition Staff	Coalition ARPA Grant Application and Funding	<p>Melissa Stuckey presented the Coalition’s ARPA grant application to the board. Ms. Stuckey gave an overview of the elements of the application including training and professional learning activities, local initiatives to improve kindergarten readiness, community outreach and family engagement, equipment, supplies and classroom materials, curriculum, business administration computer software, and early learning software and technology.</p> <p>Shannon Peterson presented the proposal for First Day Learning along with an overview of the training, coaching, consulting, and mentoring programs offered by First Day Learning. This contract falls below the threshold; therefore, a vote was not necessary, and the CEO would have approval authority.</p> <p>Melissa Stuckey presented the contract for billboard advertising with Lamar. Ms. Highfill made a motion to approve the contract for billboard advertising with Lamar Advertising, seconded by Rachel Connell. The motion carried unanimously.</p> <p>Ms. Peterson presented the contract for Teaching Strategies along with an overview of the professional development teacher membership for training and support offered by Teaching Strategies. This contract falls below the threshold; therefore, a vote was not necessary as the CEO would have approval authority.</p> <p>Ms. Stuckey presented the Bertelsen Education, LLC sole source proposal for approval along with an overview of the professional development training courses for child care providers and parenting courses.</p>

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
February 13, 2024 10:00 AM**

		<p>Mr. Walker made a motion to approve Bertelsen Education, LLC. sole source contract, seconded by Ms. Highfill. The motion carried unanimously.</p> <p>Ms. Stuckey presented the sole source proposal for Hatch along with an overview and demonstration of the Ignite tables and subscriptions for providers.</p> <p>Mr. Walker made a motion to approve the Hatch sole source contract, seconded by Tarae Donaldson. The motion carried unanimously.</p> <p>Ms. Stuckey presented the sole source proposal for Innovative Healthcare Solutions along with an overview of the Zono sanitizing cabinet.</p> <p>Ms. Highfill made a motion to approve the Innovative Healthcare Solutions sole source contract, seconded by Rachel Connell. The motion carried unanimously.</p> <p>Ms. Stuckey presented the responses to the invitation to negotiate for classroom materials, supplies, and services for infant, toddler, pre-k, and school age programs. Coalition staff reviewed and scored each ITN submitted. Vendors recommended for contracts are Becker’s School Supplies, Child’s Play (Gardner Media), Discount School Supplies (Earlychildhood LLC), Discovery Source, Kaplan Early Learning Company, Kodo Kids (Chalk Spinner LLC), and Lakeshore Learning Materials.</p> <p>Ms. Highfill made a motion to approve all of the vendors recommended for contracts, seconded by Ms. Sidoti. The motion carried unanimously.</p>
Melissa Stuckey	CEO Report	No CEO report due to time constraints.
Ron Geri	Utilization Report	Utilization Report were not given due to time constraints. Board members were asked to refer to the board packet as this was an information item.
Anna Weaver	Public Discussion	There was none.
Anna Weaver	Adjournment	Ms. Weaver adjourned the meeting at 11:03 a.m.

Early Learning Coalition of Santa Rosa County
Summary Report by Funder
FY 2023 - 2024

School Readiness Summary		
Report Month	Children Served	Slot Costs
Jul-2023	695	\$309,887.63
Aug-2023	847	\$318,976.74
Sep-2023	729	\$298,698.57
Oct-2023	751	\$332,301.70
Nov-2023	766	\$344,711.30
Dec-2023	756	\$330,800.03
Jan-2024	785	\$377,741.80
Feb-2024	821	\$345,204.68
Mar-2024		
Apr-2024		
May-2024		
Jun-2024		
YTD Total:		\$2,658,322.45

VPK Summary		
Report Month	Children Served	Slot Costs
Jul-2023	6	7,143
Aug-2023	1,067	234,515
Sep-2023	1,095	332,916
Oct-2023	1,098	367,744
Nov-2023	1,101	284,278
Dec-2023	1,090	179,558
Jan-2024	1,101	335,675
Feb-2024	1,094	341,901
Mar-2024		
Apr-2024		
May-2024		
Jun-2024		
YTD Total:		\$2,083,729.68

**SANTA ROSA COUNTY
MONTHLY UTILIZATION BUDGETED PROJECTION
SCHOOL READINESS CHILD CARE DOLLARS
FY 2023-2024**

DAILY RATE: \$18,576.83 Slot Budget **\$4,829,976.00** (78% of NOA plus match - Reg Fees included already in NOA)

Month	M-F days	Actual Children Paid	Projected Children	Actual Days Paid	Max Days Possible	Percent of Max Days Paid	% of days 2 yr Avg 2021-2023	BUDGETED Slot COST Divided by 12	Actual Slot Payment for Utilization	Projected Slot Payments	Actual cost per day	Cost per day 2 Yr Avg 2021-2023	Monthly Spending Rate	Actual Monthly SURPLUS/(DEFICIT)
JULY	21	695	874	12,112	14,385	84.20%	86.06%	\$402,498.00	\$309,887.63	\$0.00	\$25.53	\$22.98	76.99%	\$92,610.37
AUGUST	23	847	874	13,099	17,227	76.04%	84.15%	\$402,498.00	\$318,976.74	\$0.00	\$23.92	\$20.78	79.25%	\$83,521.26
SEPTEMBER	21	729	875	12,903	14,763	87.40%	90.74%	\$402,498.00	\$298,698.57	\$0.00	\$23.03	\$19.85	74.21%	\$103,799.43
OCTOBER	22	751	776	14,166	15,928	88.94%	89.85%	\$402,498.00	\$332,301.70	\$0.00	\$23.34	\$20.03	82.56%	\$70,196.30
NOVEMBER	22	766	954	14,369	16,236	88.50%	78.55%	\$402,498.00	\$344,711.30	\$0.00	\$23.88	\$20.18	85.64%	\$57,786.70
DECEMBER	21	756	888	13,326	15,519	85.87%	87.76%	\$402,498.00	\$330,800.03	\$0.00	\$24.74	\$21.07	82.19%	\$71,697.97
JANUARY	23	785	759	15,804	17,434	90.65%	93.32%	\$402,498.00	\$377,741.80	\$0.00	\$23.80	\$20.31	93.85%	\$24,756.20
FEBRUARY	21	821	889	14,591	16,968	85.99%	92.66%	\$402,498.00	\$345,204.68	\$0.00	\$23.61	\$21.84	85.77%	\$57,293.32
MARCH	21		834		17,514	0.00%	87.02%	\$402,498.00	\$0.00	\$345,353.87	\$0.00	\$22.66	85.80%	\$0.00
APRIL	22		834		18,348	0.00%	92.69%	\$402,498.00	\$0.00	\$360,373.27	\$0.00	\$21.19	89.53%	\$0.00
MAY	23		834		19,182	0.00%	77.40%	\$402,498.00	\$0.00	\$344,298.87	\$0.00	\$23.19	85.54%	\$0.00
JUNE	20		834		16,680	0.00%	84.90%	\$402,498.00	\$0.00	\$356,865.26	\$0.00	\$25.20	88.66%	\$0.00
Totals	260							\$4,829,976.00	\$2,658,322.45	\$1,406,891.27				\$561,661.55

84.17%

Actual \$ Remaining

\$2,171,653.55

Projected surplus/(deficit): \$764,762.28