



Early Learning Coalition Board of Directors Application

SUBMIT APPLICATION & RESUME TO:

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Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: _____
(Last, First – include commonly used name)

Email Address: _____

Cell Phone: _____

Address: _____
City ZIP

Current Employer: _____

Current Occupation: _____

Business Address: _____
City ZIP

Specify preferred mailing address: Business Residence

EDUCATION

List postsecondary educational institutions (or highest) attended or professional certifications:

<u>NAME & LOCATION</u>	<u>DEGREE/CERTIFICATE RECEIVED</u>	<u>DATES ATTENDED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMUNITY INVOLVEMENT

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

<u>ORGANIZATION</u>	<u>POSITION(S) HELD</u>	<u>DATES INVOLVED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been elected/appointed to any public office in the state? If yes, please provide details:

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T

Have you received any awards/recognition? If yes, list:

Do you have any other skills/recognition you would like to share with us?

PERSONAL HISTORY

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

REFERENCES

List 3 professional references who have known you well within the past 5 years (exclude relatives):

NAME

PHONE NUMBER

If required by law or administrative rule, will you file financial disclosure statement(s):

Yes No

QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County? Yes No

If yes, are you: For Profit Not for Profit Faith Based Other: _____

****Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies? _____

Approximately what percentage of the children/families attending your child care center/home receive VPK? _____

Is your center/home accredited by a recognized agency? If yes, provide details/expiration:

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FL Dept. of Education)? Yes No

A provider may not be eligible for board membership, if during the last 24 months it:

- Failed to repay an overpayment by the required date after the ELC or their sub-recipient discovered the overpayment and requested repayment
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20% of the payment for a calendar month due to the provider's inaccurate reporting of a student's attendance
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance
- Failed to comply with the terms of the ELC's *School Readiness Provider Agreement*
- Provider's license status, as recorded in CCIS, is "*Revocation Action Pending,*" "*Suspension Action Pending/Suspended,*" or "*Closed*"
- Provider's accreditation status has expired or been rescinded (for providers not licensed by Broward Co. Child Care Licensing) – *s.1002.55(3)b., F.S.*
- Identified on the FSDA or Florida Disqualification List
- Received more than Class 1 or Class 2 Violations from Broward County Child Care Licensing and Enforcement

COMMITMENT AND OPERATIONAL STATEMENTS

TIME COMMITMENT: Serving as an ELC Board Member will require a commitment of time, including attendance at regular Board meetings and committee involvement, visiting community program sites, ELC events, and becoming educated about many aspects of early childhood development and school readiness. Board meetings are generally held once every other month.

CONFLICT OF INTEREST: A conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, your immediate family or another organization with which you are affiliated. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion/vote on the matter.

MEMBERSHIP REQUIREMENTS: School Readiness legislation & the Office of Early Learning Policies (OEL-PG-0002-10 “*Early Learning Coalition Board Membership*”) govern the requirements for Board membership. Please see applicable policies.

SUNSHINE LAW: The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine” Law.

Private Provider, Faith Based Provider & Special Needs Representative: Serving in such capacity requires a commitment to communicate Board business to constituents.

I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.

NAME

SIGNATURE

DATE

PRIVATE-SECTOR MEMBER

I, _____, have read and reviewed OEL-PG-0002-10 “*Early Learning Coalition Board Membership*” and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.

SIGNATURE

DATE

Self-Identification

Completion of the following section is optional:

Race: White, non-Hispanic Native Hawaiian/Other Pacific Islander
 Hispanic American Indian/Alaska Native
 Black/African American
 Asian

Gender: Male Female



Florida Department of
Education Office of
Early Learning

Program Guidance
206.05

Early Learning Coalition Board
Membership

OF INTEREST TO

The Office of Early Learning (OEL) and Early Learning Coalitions (ELCs).

SUMMARY

This document is offered by the OEL as guidance to assist ELCs in determining the composition of their board membership.

BACKGROUND

Section 1002.83(2)–(11), Florida Statutes (F.S.), provides the statutory requirements covering early learning coalition board membership including the number of board members, board composition, private sector business member requirements, criteria for exercise of voting privileges, determination of conflict of interest, and member term length.

PROGRAM GUIDANCE

Definitions

Business entity – is any form of corporation, partnership, association, cooperative, joint venture, business trust, or sole proprietorship that conducts business in this state. The term does not include a corporation not-for-profit organized under Chapter 617, F.S., or a non-profit cooperative association organized under Chapter 621, F.S., unless the corporation or association is among the largest 25 percent of employers, ranked by number of employees, in a county within an early learning coalition’s region. The term does not include a private school corporation organized under chapter 623, F.S. Statistical information on businesses located within the county may be viewed on the local Economic Development Council website which may be located at http://www.floridatrend.com/bf_county_econdev.asp.

Ex officio – means a board member whose position on the board is by virtue of the office or position he or she holds. *For example, the president of a community college is considered an ex officio member since he or she is designated a member of the coalition board by virtue of being the president of the community college.*

Relative – has the meaning established in section 112.3143, F.S.: any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Substantial financial interest - as used in this guidance refers to standards established by OEL in accordance with section 1002.83(5), F.S., for appointment of private sector business members. A coalition board member, a coalition board member's relative, or a coalition board member's business entity has a substantial financial interest in the Voluntary Prekindergarten Education (VPK) Program or an early learning coalition's School Readiness Program, if –

- The coalition board member, the coalition board member's relative, or the coalition board member's business entity has direct or indirect ownership of more than 5 percent of the total assets or capital stock, cumulatively, of one or more of the proscribed sources of income listed in section below.
- During the prior two (2) years, more than 5 percent of the gross income of the coalition board member, coalition board member's relative, or coalition board member's business entity was derived, cumulatively, from one or more of the proscribed sources listed in section (2) below.

Proscribed Sources of Income

Proscribed sources of income are sources of income derived from interests in the design or delivery of the VPK Program or the School Readiness Program, including, but not limited to, the following sources:

- The Department of Education, the Department of Children and Families, or a contractor or subcontractor of any of these agencies;
- An early learning coalition, or a coalition's or former coalition's fiscal agent, service provider, contractor, or subcontractor;
- A school district's or public school's preschool program for children from birth until eligibility for admission to kindergarten in a public school under section 1003.21(1)(a)2., F.S., if the coalition board member's or coalition board member's relative's income was derived from employment in an elected or appointed position in the school district or public school which is responsible for –
 - Financial decisions affecting the preschool program, including development of the program's budget or disbursement of funds for the program.
 - Recommendation or adoption of rules, regulations, or policies relating to the operation of any aspect of the preschool program.
 - VPK or School Readiness program instruction, curriculum development, or service delivery.
 - Management of the preschool program's operations or personnel, or for personnel carrying out the responsibilities described in (2)(c)1.–3. above.
- A public or private provider delivering the VPK Program.
- A public or private provider delivering an early learning coalition's School Readiness Program.
- A national child care accrediting organization providing accreditation to Florida based child care providers, public schools, or private schools.

- A Department of Children and Families approved Gold Seal child care accrediting organization.
- An accrediting association that is a member of any of the organizations listed in paragraphs (2)(f) or (2)(g) above.
- A vendor of educational materials or supplies, including, but not limited to, books, curricula, or equipment.
- An organization designed to represent any of the individuals, organizations, or business entities listed in (2)(a) through (2)(i) above.

Coalition Membership

Section 1002.83(2)-(5), F.S., requires each early learning coalition to appoint coalition members consistent with the following criteria:

(a) **Required members**

Section 1002.83(3) and (4)(a)-(d) and (f) - (l), F.S., requires each coalition's board to include the following 13 members:

1. Chair appointed by the Governor.
2. Two private sector business members appointed by the Governor.
3. Department of Children and Family Services circuit administrator or designee.
4. District Superintendent of schools or designee.
5. Regional workforce development board executive director or designee.
6. County health department director or designee.
7. President of Florida College System institution or designee.
8. Member appointed by board of county commissioners or the governing board of a municipality.
9. Head Start director.
10. Representative of private for-profit child care providers.
11. Representative of faith-based child care providers.
12. Representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act.

(b) **Conditional members**

Section 1002.83(4)(e) and (f), F.S., requires each coalition's membership, if applicable, to include each of the following three conditional members:

1. Children's services council or juvenile welfare board chair or executive director;
2. Agency head of local licensing agency as defined in s. 402.302; and

(c) **Private sector business members**

Including the chair and two coalition members appointed by the Governor, private sector business members must comprise more than one-third of each early learning coalition's board membership.

1. A private sector business member of an early learning coalition should –
 - Reside in Florida; and
 - Be an employee, manager or owner of a business entity, as defined for the purposes of this guidance which that operates in the coalition’s area of responsibility.

2. A private sector business member of a coalition should not be an employee, manager, or owner of an organization that is not a business entity as defined for the purposes of this guidance. For example, an individual should not be an employee, manager, or owner of –
 - The early learning coalition or of the fiscal agent, service provider, contractor, or subcontractor of the coalition;
 - A school readiness provider, private prekindergarten provider, public school, or school district;
 - A child care facility, family day care home, large family child care home, nonpublic school, or faith-based child care provider;
 - A state university, community college, or other public educational institution;
 - The federal or state government; a state, county, or municipal government; or a public agency; or
 - A not-for-profit corporation or a non-profit cooperative association unless such corporation/association is among the largest 25 percent of employers, ranked by number of employees, in a county within an early learning coalition’s region.

3. A private sector business member of an early learning coalition should not have a substantial financial interest in the design or delivery of the VPK program or an early learning coalition’s school readiness program.

4. Section 1002.83(5), F.S., requires that “more than one-third of the members of each early learning coalition must be private sector business members.” The ratio of private sector members is based on the total number of seated board members. Vacant member positions are not included in the total board membership calculation; however, coalitions must make every effort to fill vacant positions. In order to meet this requirement an early learning coalition must appoint additional members who meet the criteria for appointment as a private sector business member.

For example, if an early learning coalition has a 15 member board, then the coalition will meet this requirement if it has appointed six (6) private sector business members.

(d) Ex officio members

Per section 1002.83(4),F.S., coalition boards in multicounty coalitions may have “ex officio” members or multiple nonvoting members with only one voting member

seated per ex officio member position.

Number of Members

Each coalition must be composed of at least 15 members but not more than 30 members. Within this range, a coalition's membership may not exceed the number of members necessary for the appointment of the required members, conditional members, private sector business members, and optional members authorized by this program instruction.

Geographic Representation

Each multicounty coalition's membership must be geographically representative of each county served by the coalition and must, at a minimum, include one member from each county within each coalition's service area.

Voting and Non-voting Requirements Among Members

- (a) If an early learning coalition has filled an ex officio member position with multiple individuals, only one may serve as a voting member and all others may serve as nonvoting members. Coalitions should consider the general principles of fairness in determining which individual will serve as a voting member, should regularly rotate the voting privilege among the individuals filling the ex officio member position, and should ensure, to the extent possible, an equitable division of voting members among the counties within the coalition's service area.
- (b) Each voting member, for the purposes of section 112.3143(3)(a), is considered a local public officer and must disclose, in accordance with the provisions of section 112.3143(3)(a), the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists. Furthermore, no voting member shall participate in the selection, award and administration of a contract if a real or apparent conflict of interest would be involved (45 C.F.R. s. 74.42).

Membership Terms; Intercounty Membership Rotation in Multicounty Early Learning Coalitions Section 1002.83(11), F.S., requires that each early learning coalition establish terms for all appointed coalition members, that the terms must be staggered and be of a uniform length that does not exceed four (4) years per term, and that appointed coalition members serve a maximum of two consecutive terms.

Additionally, the Governor has traditionally appointed early learning coalition board chairs for a term of four (4) years, which coincides with their membership on the Early Learning Advisory Council. For a multicounty early learning coalition, after a membership seat has been held by an individual or individuals representing a single county for two consecutive terms, the coalition should provide for the rotation of the membership position to another of the counties served by the coalition.

Filling Vacancies

Section 1002.83(11), F.S., requires that the early learning coalition advertise any vacancy that

occurs in an appointed position. The coalition may advertise the vacancy utilizing print or electronic media available to the general public in the coalition's service delivery area until the vacancy is filled.

Coalition Membership in the Coalition Plan

Section 1002.85(1), F.S., requires OEL to “adopt rules prescribing” the format and required content of the school readiness program plans. The content shall include each coalition's board membership. Prior to adoption of this rule a coalition's membership must be consistent with this program instruction. If changes are made to the membership roster, the early learning coalition must submit an amended membership roster to the OEL through the plan amendment process within 60 days of board approval.

HISTORY

This guidance replaces OEL-PI-0003-05 (March 24, 2005), OEL-PI-0012-05 (May 11, 2005), OEL-PI-0028-05 (August 5, 2005), and OEL-PG-0003-10 (July 1, 2010). Reissued November 26, 2014

PLEASE DIRECT QUESTIONS AND COMMENTS TO THE OFFICE OF EARLY LEARNING AT

(850) 717-8550 OR EMAIL OEL QUESTIONS AT

oel.questions@oel.myflorida.com