

Early Learning Coalition of Broward County, Inc.

Board Meeting Agenda

June 23, 2025, at 9:30 AM

Hybrid Meeting

Meeting ID: 867 3607 9086 Passcode: 983903

<https://us06web.zoom.us/j/86736079086?pwd=6xCqp5EwdmGRx2PmXamAeN3lr3F6N.1>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

PAGE			
1.	Call to Order		Laurie Sallarulo, Chair
2.	Roll Call		Melody Martinez, Board Liaison
3.	Chair Report		Laurie Sallarulo, Chair
4.	CEO Report	3	Renee Jaffe, CEO
5.	Mission Moment – State & Childcare & Day in K Events		Howard Bakalar
6.	Consent Agenda		Laurie Sallarulo, Chair
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	9. B257CA8 – Approve Agreements for Specialized Legal Services for Retirement Plan Compliance	25	
	10. B257CA9 – Approve FY26 Proposed Risk Management Insurance Policy Renewals and Coverage Levels	29	
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7.	Nominating Committee		Dr. Amoy Reid, Committee Chair
	1. B257NOM1 – Board Member Candidates	33	Judith Merritt, COO
8.	Regular Business		Christine Klima, CAO
	1. B257RB1 – Approve Board Chair Related Party Transaction for Learners to Earners	34	
	2. B257RB2 – Approve Broward School Board Related Party Lease Agreement	36	
	3. B257RB3 – Approve FY26 Estimated Related Party Purchases and Agreement	40	
	4. B257RB4 – Authorize Board Chair to Ratify FY26 Grant Agreement	42	
	5. B257RB5 – Review Strategic Plan Year 3 Quarter 3 Data	46	Judith Merritt, COO
	6. B257RB6 – Approve Payroll Services Vendor	53	

9.	Finance Committee 1. B257FIN1 – Approve 2025 Interim Financial Statements 2. B257FIN2 – Approve Preliminary Budget	54 61	Cindy Arenberg-Seltzer, Committee Chair Christine Klima, CAO
10.	Program Review Committee Update from Committee Chair – Meeting Held on 5.20.25		Maria Hernandez, Committee Chair
11.	Audit Committee Update from Committee Chair – No Update		Renee Podolsky, Committee Chair Christine Klima, CAO
12.	Governance Committee Update from Committee Chair – No Update		Dawn Liberta, Committee Chair
13.	Ad Hoc Fundraising Update from Committee Chair – No Update		Michael Asseff, Committee Chair Traci Schweitzer, Committee Co-Chair
14.	Provider Representative Update Update from Provider Representatives		Krystie Castillo, Representative Faith-based Childcare Provider Amy Hauser, Provider Representative
15.	FYI Items <ul style="list-style-type: none"> ○ FYI 1 ELC Contracts ○ FYI 2 April Cash Disbursements ○ FYI 3 FY25 Match Report ○ FYI 4 Board Engagement Opportunities ○ FYI 5 Board Sponsorship Form ○ FYI 6 Board Member Responsibilities ○ FYI 7 Board Recruitment Flyer ○ FYI 8 Board Recruitment Email/Document ○ FYI 9 24-25 Committee Membership Updated 5.27.25 ○ FYI 10 FY 24-25 Board Meeting Attendance ○ FYI 11 FY 25-26 Board Calendar ○ FYI 12 Glossary of Terms 	70 72 73 74 76 77 78 79 81 82 83 84	
16.	Unfinished Business New Business Matters from the Chair Matters from the Board Matters from the CEO Matters from our Partners Public Comment		
17.	Next ELC Board Meeting: September 15, 2025 @ 9:30 am		
18.	Adjourn		
<p>Please Note: The Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. Members of the Public: Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.</p> <p>“As per §286.0105, Fla. Stat. Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”</p>			

CEO Report

Board Meeting – June 23, 2025

School Readiness Enrollment Update

As we come close to ending the fiscal year, we are happy to report that our enrollment has been strong and steady. We paid for 15,025 children in May, and as of June 16th, we had 1,653 children on the waitlist. While we haven't pulled any new families from the waitlist for almost a month, we are still steadily enrolling from the group that was last pulled, averaging more than 100 enrollments processed each of the last five weeks. This number will decrease within two weeks, and we will start making enrollment decisions for the next fiscal year as our state budget is finalized.

Since we resumed enrolling/pulling new children from the SR wait list on January 29, 2025, we have enrolled 1,3768 children, which puts the total new enrollments for this fiscal year (July 1, 2024 through May 23, 2025) at 3,609.

VPK Update

As of May 16th, 2025, we have approved 14,318 VPK school-year applications (FY 24-25), and we have 12,755 children who have now enrolled in VPK. The Florida Statewide Estimating Conference estimated earlier this year that Broward would have 12,815 school year participants. We are very close to meeting the State's estimate.

January 1st began the new enrollment period for next school year's VPK programming. To date we have approved 9,215 VPK applications for the next school year.

ELC Broward's State of Childcare Event

On May 20th, we held our State of Childcare event at our offices. We hosted approximately 55 attendees including leadership from various cities and Broward County government, United Way, and the Children's Services Council. We also had representation from the Broward legislative delegation, Broward Workshop and the Coordinating Council. ELC staff presented on the national, statewide, and local state of childcare, while educating the crowd on our services and what we do on a day-to-day basis. We also had city-specific posters, complete with customized data for each city, which each city got to take with them. The event far exceeded expectations, and we are not quite sure yet how we will top it next year! Special thanks to our board members who also attended!

A Day in K Event

On June 4th, the ELC held its 2nd annual Day in K event at the Museum of Discovery and Science. We had 948 adults, and 875 children attended the event (1,823 attendees) who had a fantastic time, learning about the adventures that await them in kindergarten. We had plenty of hands-on activities for the kids and disseminated important information for their parents. Special thanks to our sponsors, including Children's Services Council, for their generous support!

Legislative Session 2025 Update

The 2025 Florida Legislative Session that began in March was scheduled to end on May 2nd. Due to differing budget amounts in the House and Senate, session lasted until June 16. After both chambers deliberated beginning the week of June 2nd, an agreement came on June 13. Overall, Early Learning School Readiness budget was decreased by approximately \$40M Statewide. ELC Broward's new allocation For FY 26 is \$97.7M, which is a decrease of approximately \$4M from this fiscal year's final allocation. Our VPK allocation was also reduced by \$1.6M based on updated demographic projections for Broward. Allocations for School Readiness match and other funding pools are pending DEL analysis and decisions. The implications will be discussed further during the finance section of the board meeting.

ELC Collaboration Project

The ELC in collaboration with the Florida Chamber Foundation (Foundation) has formally submitted a proposal to the Broward Workshop to fund a comprehensive Early Learning Research Project specific to the Broward landscape. The ELC and Foundation will work hand in hand to lead a study that will include surveys, focus groups, and listening sessions with early learning stakeholders and partners including parents, childcare owners/directors, early educators, and the Broward school district. The Foundation will design surveys for parents, childcare providers, and early educators and collect additional data including but not limited to ALICE populations, housing, population trends, socioeconomic status, demographics, etc. The ELC will conduct focus groups and provide meaningful internal data to the Foundation to be used

in their analysis. This data along with the Foundation's data, survey results, focus group and stakeholder feedback will be analyzed by the Foundation's research team and included in a comprehensive report. The final report will include the state of childcare in Broward as well as challenges, successful practices, and an early learning road map for the future. The study is anticipated to take place from June to November (2025) but may vary based on the timing and status of the award.

Board Calendar FY25/26

The Board and Committee meeting dates have all been updated for the FY 25/26 which begins on July 1, 2025. Per our bylaws, the board is required to meet a minimum of 5 times per fiscal year. FY 25/26 includes 6 board meeting dates, which is one less than in FY 24/25 (which had 7). This change is the result of board member feedback and discussions. The update also allows the ELC to remain in compliance in the event a board meeting is cancelled or a quorum not achieved. The new dates have been sent to board member calendars, and a copy is in the FYI section of this packet (FYI 11).

CEO Evaluation Information/Timeline

Great news... now that the Board has approved the use of the DEL CEO Evaluation solely, we are working to incorporate the document and scoring into our CRM. This should make the process easier and faster for Board member to enter their ratings and comments. This will also help with the aggregation of the results which have to be uploaded to DEL no later than August 30, 2025.

As always, members will receive the CEO's self-assessment (including the results of our Strategic Plan) with the evaluation tool around the first week of August. The Board will be asked to complete the evaluation no later than the third week of August to ensure DEL receives the results by the above Grant Agreement deadline. We appreciate your cooperation in advance.

Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
May 12, 2025, at 9:30 AM
Virtual Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Michael Asseff; Cindy Arenberg-Seltzer; Sharonda Bailey; Kirk Englehardt (virtual); Amy Hauser; Maria Hernandez (virtual); Renee Podolsky; Dr. Amoy Reid; Ellie Schrot (virtual); Traci Schweitzer (virtual); Julie Winburn (virtual)
Members Absent (Excused)	Krystie Castillo; Carol Hylton; Zachary Talbot
Members Absent (Unexcused)	
Honorary Members	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Hubert Cesar, CIO; Howard Bakalar, CPO; Melody Martinez, Board Liaison; Allison Metsch, Senior Dir. of Education & Quality; Amy Moore, Senior Dir. of Family Services and Customer Services; Ancel Pratt III, Senior Dir. of Communications; Ayme Hamoui, Dir. of Education Program Assessment; Gracy Haladjian, Dir. of Family & Customer Services; Kasey LaFrance, Contracts Administration Manager; Magdalena Laino, Purchasing & Procurement Specialist; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Roy Persaud, Accountant; Sandra Paul, Senior Dir. of Provider Reimbursement; Sarane Epps, Contract Specialist; Stephanie Landreville, Controller
Others in Attendance	Julie Klahr, Legal Counsel; Richard Campillo; Monica King

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:40 AM. The roll was called, and a quorum was established.
Chair Report	<p>Chair Laurie Sallarulo and CEO Renee Jaffe expressed their gratitude to Monica King and Richard Campillo for their dedicated service as board members. They both acknowledged and appreciated Monica and Richard's valuable contributions and stated that they would be sincerely missed. A memento was presented to each of them in recognition of their service.</p> <p>Chair Laurie Sallarulo announced the following committee appointments:</p> <ul style="list-style-type: none"> Maria Hernandez – PRC Chair (Replacing Monica King) Dr. Amoy Reid – Finance Committee (Replacing Twan Russell) Sharonda Bailey – Audit Committee (Replacing Monica King) Traci Schweitzer – Nominating Committee (Replacing Twan Russell) Krystie Castillo – Nominating Committee (New Addition)
CEO Report	CEO Renee Jaffe shared that the organization is in the process of onboarding new Board members. She also noted that a significant number of children are currently being enrolled. There was also an FSM Statewide system issue; however, the team ensured that all provider payments were made on time. She also proudly shared that the organization has again been recognized as a Top Workplace.

<p>Mission Moment - Video</p>	<p>CAO Christine Klima shared the Mission Moment PowerPoint with the Board.</p> <p>Chair Laurie Sallarulo requested that the PowerPoint presentation be shared with all Board members.</p> <p>There was a discussion regarding how much CSC is funding ELC.</p> <p>Cindy recognized that Renee received a Top Workplace Leader Award for Mid-Sized Companies.</p>
<p>Consent Agenda</p> <ol style="list-style-type: none"> 1. Approve March 10, 2025, Meeting minutes 2. B256CA1 – Authorize staff to issue Sole Sourced Award posting for Teachstone CLASS-related materials and training 3. B256CA2 – Authorize staff to issue a Sole Sourced posting for INCENTIVE\$ program service from Children’s Forum 4. B256CA3 – Authorize staff to issue Sole Sourced award posting for 211-Broward 5. B256CA4 – Approve DEL CEO Evaluation Tool 6. B256CA5 – Approve ELC 12 Holiday/Closure Days FY25/26 7. B256CA6 – Approve AI Policy 8. B256CA7 – Approve FY26 Risk Management Insurance Policy Renewal Coverage Levels 9. B256CA8 – Approve Updated language in Mandatory Reporting HR Policy 	<p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Renee Podolsky to move the Consent Agenda, excluding item # 6. The Motion was unanimously approved. Motion Passed.</p> <p>Chair Laurie Sallarulo pulled Item #6 from the Consent Agenda to ask for clarification regarding the organization's holiday and PTO policies. She inquired about how the holiday package works and what the complete PTO package includes.</p> <p>CAO Christine Klima explained that employees begin accruing PTO upon hire at the following rate: two weeks of vacation, two weeks of sick leave, and three personal days per year. Employees may accrue up to 240 hours for vacation. This structure mirrors the State's policy and has existed since the organization’s inception.</p> <p>CEO Renee Jaffe added that sick leave is not eligible for payout, and many staff members tend to accumulate unused sick time.</p> <p>A Motion was made by Dawn Liberta and Seconded by Cindy Arenberg-Seltzer to move the Item # 6 in the Consent Agenda. The Motion was unanimously approved. Motion Passed.</p>
<p>Regular Business</p> <ol style="list-style-type: none"> 1. B256RB1- Approve Amendment to Children’s Services Council Vulnerable Populations Program FY24/25 Agreement 2. B256RB2- Resolution Designating Authorized Staff that may Submit and Discuss a Retirement Plan Voluntary Correction Program 	<p><u>Children’s Services Council Vulnerable Populations Agreement Amendment</u></p> <p>A Motion was made by Dawn Liberta and Seconded by Sharonda Bailey to Approve an Amendment to the Children’s Services Council Vulnerable Populations Program FY24/25 Agreement, increasing the budget pending receipt of the draft Amendment and legal review. The Motion was unanimously approved. Motion Passed.</p> <p><u>Abstentions:</u></p> <ul style="list-style-type: none"> • Cindy Arenberg-Seltzer abstained as she is the CEO of CSC. <p><u>403B Retirement Plan Voluntary Correction Program Application to the IRS</u></p> <p>CAO Christine Klima reviewed the document and explained it to the Board members.</p> <p>Julie Klahr, Legal Counsel, read the resolution by title:</p>

<p>Application with the IRS</p>	<p>A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EARLY LEARNING COALITION OF BROWARD COUNTY, INC. AUTHORIZING AND DESIGNATING SPECIFIED CORPORATE EMPLOYEES TO SUBMIT A VOLUNTARY CORRECTION PROGRAM (VCP) APPLICATION (VCP APPLICATION) ON BEHALF OF THE EARLY LEARNING COALITION OF BROWARD COUNTY, INC. RETIREMENT PLAN (THE PLAN) TO THE UNITED STATES DEPARTMENT OF TREASURY INTERNAL REVENUE SERVICE (IRS), DISCUSS THE VCP WITH REPRESENTATIVES OF THE IRS AS A DULY AUTHORIZED REPRESENTATIVE OF THE PLAN, SIGN DOCUMENTS AND FORMS PERTAINING TO THE VCP APPLICATION, INCLUDING THOSE THAT BIND THE PLAN, PROVIDE INFORMATION TO THE IRS UNDER PENALTY OF PERJURY, OR GRANT POWER OF ATTORNEY TO LEGAL COUNSEL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.</p> <p>A Motion was made by Dawn Liberta and Seconded by Cindy Arenberg-Seltzer to Approve a resolution to authorize the Chief Executive Officer and the Chief Administrative Officer to submit a Voluntary Correction Program application for the Coalition 403B Retirement Plan to the US Internal Revenue Service, Sign documents related to the application under penalty of perjury and carry out other activities related to the matter as required in consultation with legal counsel. The Motion was unanimously approved. Motion Passed.</p> <p><u>Legislative Update</u></p> <p>CEO Renee Jaffe provided an update on the legislation.</p> <p><u>Annual Board Survey</u></p> <p>COO Judith Merritt presented the results of the Annual Board Survey.</p> <p>Chair Laurie Sallarulo addressed one survey section where the Board scored below 4.0. She noted that while the score is not concerning, it may reflect responses from a new Board member or a lack of understanding. She emphasized that this is an area where the Board can improve and suggested that greater clarity around Board needs may help.</p> <p>Chair Laurie Sallarulo proposed that Judith provide information on the types of candidates or industry representation the organization is seeking for new board members, which could guide current Board members in identifying potential recruits to strengthen the Board’s effectiveness in that area. She added that providing an update at each Board meeting on the remaining needs would be helpful so members know what the organization is still looking for.</p>
<p>Finance Committee</p> <p>1. B256FIN1 – Approve March 2025 Interim Financial Statements</p>	<p><u>Approve March 2025 Interim Financial Statements</u></p> <p>The CAO went over the March 2025 Financial Statements.</p> <p>The Finance Committee brought forth a Motion to Approve March 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passed.</p>

2. B256FIN2 – Approve FY25 Budget Amendment #5	<p><u>Approved Amendment #5</u></p> <p>The CAO went over budget amendments.</p> <p>The Finance Committee brought forth a Motion to Approve FY2025 Budget Amendment #5. The Motion was unanimously approved. Motion Passed.</p>
Audit Committee Update from Committee Chair	Nothing to report
Program Review Committee Update from Committee Chair	<p>No Update. Next Meeting is on 5.20.25.</p> <p>Chair Laurie Sallarulo requested that the meeting invitation be resent to her and shared with all board members who may wish to attend.</p>
Nominating Committee 1. B256NOM1 – Nomination of Board Officer Secretary Position	<p><u>Board Officer Nominee – Secretary Position</u></p> <p>A Motion was made by Dawn Liberta and Seconded by Renee Podolsky that the Nominating Committee Recommend to the full board that the position of the vacated Secretary be filled by Ellie Schrot. The Motion was unanimously approved. Motion Passed.</p>
Governance Committee Update from Committee Chair	Nothing to report
Ad Hoc Fundraising Update from Committee Chair	Nothing to report
Provider Representatives Update from Provider Representatives	Provider Representative Amy Hauser shared positive feedback about a recent Boot Camp held at ELC. She noted that one of her staff members attended along with others and expressed that the program is highly valued. Her team enjoys participating, often returning to share what they've learned with colleagues. She added that being selected to attend is seen as an honor and is a source of excitement among staff.
Unfinished Business	None
New Business	None
Matters from the Chair	<p>Chair Laurie Sallarulo requested an update on the number of employees working remotely versus those working onsite.</p> <p>CEO Renee Jaffe explained that the work location depends on each employee's job responsibilities. While most staff are remote, productivity remains high, with some teams reaching 100% productivity. She noted that productivity is actively monitored, and staff are regularly brought into the office for team and all-staff meetings.</p> <p>A discussion followed regarding the current use and future planning of office space.</p>
Matters from the Board	None

Matters from the CEO	<p>CEO Renee Jaffe shared that we are actively working to secure more appropriate funding for the upcoming year, with significant advocacy efforts underway.</p> <p>Several board members shared upcoming events they are hosting. Board Chair suggested Board members end the invitation and/or events to Melody so that she can forward to the whole board.</p>
Matters from Committees	None
Matters from our Partners	<p>Cindy Arenberg-Seltzer announced that the Children’s Services Council (CSC) Budget Workshop will take place on Thursday, the 15th. The \$130 million allocated to indirect services will be discussed. She noted that ELC is included in the discussion and encouraged anyone interested to review the budget book, which is now available online.</p> <p>Sharonda Bailey shared that the Summer Bridge to Kindergarten portal is now open and accessible through the ELC website.</p> <p>Chair Laurie Sallarulo announced that Junior Achievement (JA) will host a parent conference in August. She also requested that the Strategic Plan—including progress toward goals—be brought back to the Board at least twice a year for review and discussion.</p> <p>CEO Renee Jaffe shared upcoming event dates: the “Day in K” event will take place on June 4, and the “State of Childcare” will be held on May 20.</p> <p>Maria Hernandez informed the Board that the Behavioral Health Conference is scheduled for May 21–22. Chair Laurie Sallarulo asked Maria to forward the invitation to Melody so it could be shared with all Board members. She also encouraged all Board members to send details of any upcoming events to Melody so she could distribute invitations accordingly.</p>
Matters from Committees	None
Public Comments	None
Next Meeting	<u>June 23, 2025, at 9:30 AM</u>
Adjourn	Laurie Sallarulo adjourned the meeting at 11:05 AM

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of the Committee’s discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken before approval at the next meeting.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Seltzer, Cindy Arenberg		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition of Broward County	
MAILING ADDRESS 6600 W. Commercial Blvd		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY COUNTY Lauderhill, Broward		<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 5/12/2025		NAME OF POLITICAL SUBDIVISION: Broward County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Cindy Arenberg Seltzer, hereby disclose that on May 12, 20 25 :

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☒ inured to the special gain or loss of Children's Services Council of Broward County (CSC), by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Item B256RB1 is an amendment to an agreement between the Children's Services Council of Broward County (CSC) and the ELC. This amendment provides an additional \$2,775,000 from the Children's Services Council to the ELC.

I am the President / CEO of the CSC but none of this inures to my personal benefit nor detriment.

05/12/24
Date Filed

Cindy Arenberg Seltzer
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

ITEM/ MEETING:	B257CA1 / Board
DATE:	June 23, 2025
SUBJECT:	Broward County School Readiness Match Agreement Amendment
FOR ACTION:	YES
RECOMMENDED ACTION:	Recommend that the Board Ratify a Budget Increase Amendment to the Broward County School Readiness Match Funding Agreement.
FINANCIAL IMPACT:	\$265,000 FY25 Contract Year Revenue
ELC STAFF LEAD	C. Klima

Background

Since 2017 the Coalition has received funding from Broward County for School Readiness Match and Special Needs child care for children ages birth to 5 (not yet in kindergarten). At \$2.3 million per year over five years the Agreement allows the Coalition to:

1. Immediately enroll Special Needs children into child care while they wait to be enrolled for the long term in the School Readiness Program; and
2. Expand School Readiness services through a dollar-for-dollar Federal match to enroll more income eligible children, including those from families with income up to 200% of poverty (compared to 150% for non-matched School Readiness)

Current Status:

On May 20, 2025, the Broward County Commission approved a recommendation made by the Broward County Children Services Board to allocate \$265,000 in additional funding to the School Readiness Match Funding Program using funds that are available on a non-recurring basis. The increase brings the total Agreement amount to \$2,607,795 for the FY25 contract year (October 1, 2024 to September 30, 2025).

The additional allocation will help expand the Coalition's pool of match funding and help us keep School Readiness enrollments as high as possible in an uncertain budget year. The basic scope and purpose of the Agreement will remain unchanged.

The Board Chair signed the Amendment at the request of the County on May 19, 2025. Coalition legal counsel has reviewed the Amendment and approved it as to legal sufficiency. The County has not yet returned a fully executed copy.

Recommended Action:

Recommend that the Board Ratify a Budget Increase Amendment to the Broward County School Readiness Match Funding Agreement.

Supporting Documents:

None

ITEM/MEETING	B257CA2 / Board
DATE:	June 23, 2025
SUBJECT:	FY 2026 United Way School Readiness Match Agreement
FOR ACTION:	Yes
RECOMMENDED ACTION:	Recommend that the Board approve the FY 2026 United Way School Readiness Match Revenue Agreement Pending Legal Review
FINANCIAL IMPACT:	\$136,500
ELC STAFF LEAD	C. Klima

Background Information:

United Way of Broward County (United Way) has provided match funding for the School Readiness Program since the inception of the Early Learning Coalition. This funding allows the Coalition to draw down federal funds for reimbursing the cost of child care services for Broward families.

The United Way joins the Children’s Service Council and Broward County in providing the lion’s share of the Coalition’s match funding County-wide. Their participation and leadership helps the Coalition to raise additional funding from municipalities and helps expand the program to serve “ALICE” families that are slightly above the normal School Readiness income eligibility threshold of 150% of Federal Poverty when they apply.

100% of the funds are used for the cost of child care services.

Current Status:

The United Way contribution for FY 2026 will be \$136,500 which is the same amount as the prior year. The draft agreement is currently pending legal review for legal sufficiency.

Recommendation:

Recommend that the Board Approve FY 2026 United Way School Readiness Match Revenue Agreement Pending Legal Review.

Supporting Documentation:

None

ITEM/MEETING	B257CA3 / Board
DATE:	June 23, 2025
SUBJECT:	Children’s Forum INCENTIVE\$ Sole Sourced Sub Recipient Agreement FY 2026
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2026 Children’s Forum Sole Source Sub Recipient Agreement for Administering the INCENTIVE\$ Program Pending Legal Review and DEL Approval
FINANCIAL IMPACT:	\$958,974 FY 2025 Budget
ELC STAFF LEAD	C. Klima

Background

Early Childhood Educator INCENTIVE\$, formerly known as Child Care WAGES® in Florida, rewards early childhood educators with financial incentives based on their education and continuity of employment. By helping to retain the early childhood workforce, INCENTIVE\$ provides children with more stable teacher-child relationships and better educated teachers. INCENTIVE\$ addresses individual professional development efforts and low wages, but does not affect budgets, regular wages, or parent fees within the child care program.

For over 20 years the Coalition has partnered with the Children’s Forum, the sole licensee in Florida for the North Carolina-Based Child Care INCENTIVE\$® Program as a sole-sourced vendor to administer the program in Broward County. In FY 2022 the INCENTIVE\$ program rolled out a new, higher stipend scale and changed program participation rules to encourage more Directors to support their staff in applying to the program. In FY25 the program currently has approximately 450 active participants from more than 200 child care centers in Broward. Semi-annual wage supplements range from \$225 up to \$2,500 and the average semi-annual supplement paid is approximately \$750.

Current Status

In the continuing effort to balance demand for supplements from the INCENTIVE\$ program against the Coalition’s budget after one-time funds from ARPA sunset last year, Staff are working with Children’s Forum to update criteria for qualifying CDA credentials to focus on high quality, more in-depth training programs and discourage less-effective, self-paced “weekend” programs. This change will prioritize applicants that are more deeply committed to professional development that will be more likely to implement what they learn in the classroom with children.

The budget for the FY26 Agreement is unchanged from FY25 as follows:

Item	Amount	% Total
Wage Supplements	\$748,000	78%
Program Support	163,025	17%
Administration	47,949	5%
Total	\$958,974	100%

The intent to award was posted on the Coalition website for a period of fifteen (15) business days based on Board authorization in May and the notice of award will be posted for 72 business hours thereafter pending final Board approval. Sole source agreements over \$35,000 require DEL approval prior to execution.

Recommended Action:

Approve FY 2026 Children’s Forum Sole Source Sub Recipient Agreement for Administering the INCENTIVE\$ Program Pending Legal Review and DEL Approval

Supporting Documentation

- Sub Recipient Agreement Fact Sheet

CHILDREN'S FORUM - CONTRACT FACT SHEET

The information provided in this document identifies the major contract components including cost; scope of work; deliverables and goals. The document is being provided for ease of review but is not the approved contract. A copy of the full contract is available upon request.

CONTRACT NAME: Children's Forum, Inc.

CONTRACT NUMBER: POC 18-5004-00

POINT OF CONTACT: Lori Stegmeyer
Program Director
1211 Governors Square Blvd, Suite 200
Tallahassee, FL 32301

PROCUREMENT: Single Source

CONTRACT TYPE: Sub Recipient

BUDGET AMOUNT: \$958,974

**METHOD OF
PAYMENT:** Invoice

**PAYMENT
SCHEDULE:** Monthly

TERM: July 1, 2025 to June 30, 2026

PARTICIPANT ELIGIBILITY:

Child Care Professionals who work for licensed providers of early care and education who have an executed contract with ELC for School Readiness (SR) services and/or Voluntary Prekindergarten (VPK) services are eligible for Child Care INCENTIVE\$ (formerly known as WAGE\$®) services. Priority given to Broward County teachers who are willing to participate and:

- Have been continuously employed at the same child care program for a minimum of six months; and
- Work at least 20 hours per week with children ages 0-5 (supplements will be prorated based on a 40-hour work week); and
- Have a formal child care credential and/or some education beyond a high school diploma; and
- Earn less than \$17.50 per hour as a child care professional.

SCOPE OF WORK: Conduct outreach, eligibility verification, technical assistance and administration for funds provided by ELC to supplement the salaries of qualified child care providers in Broward County. The *Child Care INCENTIVE\$®* Project ("Program") is designed to improve child care quality by reducing turnover and encouraging the continued education of child care teachers. The Program provides education-based salary supplements to low-paid child care teachers working with children between the ages of 0-5.

DELIVERABLES:

Provide written management reports: quarterly, end-of-fiscal year, and a historical cumulative report showing the number of staff in each professional development level, the number who progressed to a higher level from the previous year, the dates, locations, methods and results of outreach, and comparative data from TEACH on scholarships accessed by INCENTIVE\$ participants. Quarterly reports shall include an itemized list of all recipients, date of disbursement and disbursement amounts made against the contract funds.

End-of-fiscal year (annual) report shall include an itemized list of all recipients, date of disbursement and disbursement amounts made against the contract funds. The report shall also include data listing the college or programs that issued degrees to INCENTIVE\$ participants.

**PERFORMANCE
MEASURE:**

The turnover rate of Broward County teachers participating in the Child Care INCENTIVE\$® project will be at least 10% lower than the average turnover rate of all states reported in the National Annual Child Care INCENTIVE\$® report produced by Child Care Services Association of North Carolina.

The INCENTIVE\$® program is promoted and made available to 100% of Broward Child Care Providers that have a School Readiness Contract. INCENTIVE\$® representatives will conduct onsite outreach at least two ELC events for providers such as ELC's PLAN meeting or the Broward Early Care and Education Conference.

ITEM/MEETING:	B257CA4 / Board
MEETING DATE:	June 23, 2025
SUBJECT:	211 Broward FY26 Sole Sourced Vendor Agreement
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY26 Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward for Community Resource Services, pending legal review and DEL prior approval
AS RECOMMENDED BY:	N/A
FISCAL IMPACT:	\$125,000 FY26 Preliminary Budget
ELC STAFF LEAD	Christine Klima

Background Information:

On December 16, 2025, the Board approved a Program Review Committee recommendation to initiate a sole sourced Vendor Agreement with First Call for Help dba 211-Broward (211-Broward) for Community Resource Referral Services starting January 1, 2025 to better align the contracted scope of work and deliverables with the way the actual delivery of services has evolved over the past five years.

The scope of services includes:

- Referrals to Community Services or the Help Me Grow Program from Regular Call Traffic
- Call Overflow Coverage for Coalition Customer Service Team
- Enhanced Community Outreach for Coalition Services at 211 Events
- Referral Database Management
- Data Collection & Reporting on Call Traffic
- Disaster Recovery Readiness Support of the Coalition

The Coalition has determined that 211 Broward is a sole sourced vendor based on the following:

- 211 Broward is the sole FCC-designated 211 resource for community services in Broward County.
- 211 Broward holds the exclusive license to operate in Broward County using the three-digit FCC designated dialing number.
- 211 Broward is the only 24/7 comprehensive agency that provides support services for individuals seeking crisis intervention assistance and/or information and referral services needed for supporting Coalition services in an emergency.

Current Status:

Staff propose continuing services with 211-Broward in FY 2026 for a full year starting July 1, 2025 in an amount not to exceed \$125,000.

The intent to award was posted on the Coalition website for a period of fifteen (15) business days based on Board authorization in May and the notice of award will be posted for 72 business hours thereafter pending final Board approval. Sole source agreements over \$35,000 require DEL approval prior to execution.

Recommended Action:

Approve FY26 Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward for Community Resource Services, pending legal review and DEL prior approval

ITEM/MEETING:	B257CA5 / Board
DATE:	June 23, 2025
SUBJECT:	FY 2026 Sole Source Purchase Order for Teachstone, Inc.
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize Staff to Issue a Sole Source Award and Purchase Order to Teachstone, Inc. for Required, CLASS® Trainings and CLASS® Materials Pending DEL Prior Approval
FINANCIAL IMPACT:	Not to Exceed \$100,000 FY26 Budget
ELC STAFF LEAD	C. Klima

Background:

In accordance with the Coalition’s Grant Agreement with the Division of Early Learning (DEL), all Early Learning Coalitions are required to conduct child care program assessments to score the quality of teacher-child interactions in each classroom. DEL requires all Coalitions to use CLASS® (Classroom Assessment Scoring System) to conduct program assessments of childcare classrooms in accordance with Florida Statutes 1002.82(2)(n) and Rule 6N-4.740, F.A.C. Teachstone, Inc. is the sole sourced vendor for the CLASS® assessment tool, trainings required to certify its use and all related materials under its trademark. Child Care Programs wishing to enter into a Contract with the Coalition for School Readiness or VPK reimbursements are required to have a CLASS Score of 4 or higher.

Current Status:

Coalition Staff that conduct program assessments must receive periodic training from Teachstone, Inc. to become certified to use the CLASS assessment tool. The proposed award will include off-the-shelf online CLASS Observer Certification Trainings for FY 2026 and materials.

The intent to award was posted on the Coalition website for a period of fifteen (15) business days based on Board authorization in May and the notice of award will be posted for 72 business hours thereafter pending final Board approval. Sole source agreements over \$35,000 require DEL approval prior to execution.

Recommended action:

Authorize Staff to Issue a Sole Sourced Award and Purchase Order to Teachstone, Inc. for Required, CLASS® Trainings

Supporting Documents

None

ITEM/MEETING	B257CA6 / Board
DATE:	June 23, 2025
SUBJECT:	Goren Cherof FY 2026 Agreement Legal Services
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2026 Goren Cherof Doody & Ezrol PA Agreement for Legal Services Pending Outside Counsel Legal Review
FINANCIAL IMPACT:	Not to Exceed \$75,000 FY 2026 Budget
ELC STAFF LEAD	C. Klima

Background:

In April 2022, ELC selected Goren, Cherof, Doody & Ezrol PA, a Broward-based law firm specializing in not for profits and local governments, through a public procurement to provide General Counsel legal services to the Coalition's Board and staff. Starting in FY 2024 and at the request of Goren Cherof, the Coalition has entered into a contract with a second law firm, Bryant, Miller and Olive, PA to provide services related to labor matters that require specialized knowledge and experience (see separate action item for Bryant Miller). Between these two law firms, the overall allocation for legal services totals \$100,000 annually.

Fiscal year 2026 will be the fourth year of a five-year cycle for services.

Current Status:

Goren, Cherof, Doody & Ezrol PA continues to provide quality legal services. Bob de la Fuente of the law firm Lehtinen Schultz, LLC will review this Agreement on behalf of the Coalition as outside counsel. Staff recommend that the Board approve FY 2026 Agreement for Legal Services with Goren Cherof Doody & Ezrol PA Pending Outside Counsel Legal Review

Recommendation:

Approve FY 2026 Goren Cherof Doody & Ezrol PA Agreement for Legal Services Pending Outside Counsel Legal Review

Supporting Documentation:

- Agreement Scope of Work

Exhibit A

Scope of Services

1) DEFINITIONS: None

2) DESCRIPTION OF THE WORK AND/OR SERVICES:

The Vendor was selected to provide services on April 11, 2022 through Coalition public procurement No. PR22-5034-00-FY22 Request for Qualifications. The services under this agreement shall align with the intent and purpose of the Vendor's submission to the Coalition in response to this procurement and the following Coalition service requirements:

- a. Serve in the capacity of Coalition General Counsel
- b. Provide timely legal advice and serve as a trusted advisor to the Board of Directors, Executives, Committees, and all Department Heads of the Early Learning Coalition while ensuring all requests for legal services are promptly addressed with the highest priority.
- c. Attend all Coalition Board meetings.
- d. Attend all Audit, Finance, Executive, Nominating and Governance Committee meetings.
- e. Attend other Committee or staff meetings upon request.
- f. Review and provide legal approval and guidance based on statutory, regulatory and funding requirements including but not limited to scope of work, budget and budget modifications for contracts, professional service agreements, purchases, settlement agreements, RFP's, ITN's, RFQ's and leases.
- g. Respond to questions of a legal nature, provide guidance to Board and staff in the interpretation, implementation and adherence to all laws, regulations and any other applicable policies to ensure compliance.
- h. Conduct research and analysis of specific legal questions, prepares memoranda and provide comments on documents submitted for review from a legal perspective.
- i. Provide guidance, general legal advice, opinions and representation in a variety of legal areas including, but not limited to:
 - Florida Government in Sunshine/Public Records/Roberts Rules/Governance
 - State and Federal Contracts Law/Compliance
 - State/Federal Procurement
 - Employment Law
 - Insurance/Risk Management
 - Public Assistance Fraud/Compliance
 - Provider Claims
 - Employment
 - Non-Profit Corporate Law
 - Public Law and Civil Litigation

- j. Declare any potential conflict of interest with the Early Learning Coalition's staff and/or vendors.
- k. Perform related duties as needed.

3) BILLING AND SCHEDULE:

The Vendor agrees to submit invoices detailing the services rendered monthly itemized by hours billed and matter. The Vendor shall be paid for services rendered in accordance with the schedule of fees set forth in the Vendor's Attorney Client Fee Contract, **Attachment 1 of this Exhibit A**, in an amount not to exceed **One Hundred Thousand Dollars (\$75,000)**.

In the event there is a conflict between **Section 3 of Exhibit A** of this Agreement and **Section 3 (Compensation and Billing)** of this Agreement in terms of the time of invoicing and payment, **Section 3 of Exhibit A** of this Agreement shall prevail. Except as stated herein, all other matters concerning compensation and billing hereunder shall be as set forth in Section 3 of this Agreement.

4) THE FLORIDA BAR RULES:

The contractual relationship and obligations of the parties shall at all times be subject to the Rules Regulating The Florida Bar.

RATE SCHEDULE

A. IDENTIFICATION

Client: EARLY LEARNING COALITION OF BROWARD COUNTY, INC.

Matters: General Matters

B. HOURLY RATES FOR LEGAL PERSONNEL

Partners \$250.00/hour

Associates \$250.00/hour

Law Clerks \$125.00/hour

Paralegals \$125.00/hour

C. STANDARD CHARGES

We charge for our time in minimum units of .10 hours.

D. COSTS AND EXPENSES

In-office photocopying \$0.35/page

Facsimile transmittal \$10.00

File retrieval costs \$50.00

Credit card payments will be subject to a 3% service charge.

Costs and expenses not specifically listed, such as overnight delivery or outsourced printing, shall be charged at actual cost.

ITEM/MEETING	B257CA7 / Board
DATE:	June 23, 2025
SUBJECT:	Employment and Labor Legal Services Renewal
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve Amendment 001 to Agreement with Bryant, Miller, Olive PA to renew Employment Law Related Legal Services for FY26 pending Legal Review
FINANCIAL IMPACT:	Not to Exceed \$25,000 FY 2026 Budget
ELC STAFF LEAD	C. Klima

Background:

In 2022, ELC selected Goren, Cherof, Doody & Ezrol PA (Goren Cherof), a Broward-based law firm specializing in nonprofit and local government legal matters, through a public procurement to provide General Counsel legal services to ELC's Board and staff. The scope of the contract services with Goren Cherof included employment law services that Goren Cherof previously handled through attorneys at the firm that specialize in this practice area. Due to staffing changes within the firm in July 2023, Goren Cherof recommended that the Coalition engage a specialized law firm to cover this element of the Goren Cherof Scope of Work to efficiently provide access to needed expertise in a collaborative arrangement with Goren Cherof. The services will be provided at the same rates established for Goren Cherof through procurement. A portion of the total allocation for General Counsel legal services was applied to this Agreement. The vendor's Scope of Services are attached as supporting documents.

Current Status:

Bryant Miller Olive PA continues to provide quality services and staff recommend approving Amendment 001 to renew services in FY26 in an amount not to exceed \$25,000. FY26 will be the third year of services in a 5-year cycle with this firm.

Recommendations:

Approve Amendment 001 to Agreement with Bryant, Miller, Olive PA to renew Employment Law Related Legal Services for FY26 pending Legal Review

Supporting Documentation:

- Bryant Miller Olive Scope of Services

Exhibit A

Scope of Services

1) DEFINITIONS: None

2) DESCRIPTION OF THE SCOPE OF WORK:

The Vendor was selected to provide services based on qualifications and cost analysis to provide employment law training and advisory services to the Coalition Board and staff. The Vendor's Credentials are attached to this Agreement as **Exhibit B**.

The Scope of Services will include (but are not limited to):

- A.** Assist Coalition staff in updating and strengthening Coalition human resource policies in consultation with the Coalition's General Counsel:
 - a. Provide model policies that align with all applicable State and Federal Laws
 - b. Advise Coalition staff is customizing policies to ensure:
 - i. Alignment with Coalition business model and culture
 - ii. Alignment with insurance policy requirements and other risk mitigation best practices
 - iii. Compliance with funding contract requirements
 - iv. Plain language presentation so that policies can be easily understood by and explained to staff, management and Board members.
 - c. Assist Coalition staff in presenting policies to the Coalition Board and discussing risk mitigation strategies.
- B.** Provide separate in-person training sessions on employment law topics relevant to the Coalition Board, Coalition management and Coalition non-management staff. Including, but not limited to, such topics as:
 - a. Discrimination
 - b. Sexual Harassment
 - c. Wage and Hour Laws, including overtime and paid time off, among other issues
 - d. Family and Medical Leave Act
 - e. Americans with Disabilities Act
 - f. Health Insurance Portability and Accountability Act of 1996
 - g. Drug Free and Smoke Free Work Place
 - h. Workplace Conduct and Communication
 - i. Remote Work/Telework Issues
 - j. Confidentiality Obligations
 - k. Privacy Issues
 - l. Hiring and Firing
 - m. Performance Evaluations
 - n. Progressive Discipline
 - o. Whistleblower Claims
 - p. Retaliation Claims

- C. Provide Ad hoc advisory services to Coalition Board and Management to mitigate Coalition risk and avoid claims.
- D. Review Coalition insurance policy coverage
- E. Provide legal representation in response to labor or employment law-related claims in collaboration with Coalition General Counsel and/or Counsel designated by insurance carriers as appropriate.
- F. Declare any potential conflict of interest with the Early Learning Coalition's staff and/or vendors.
- G. **Attestation of Background Screens:** The Vendor shall provide a completed attestation form to the Coalition confirming level I background screens as described in Section 10 of this Exhibit A below upon execution of this Agreement and prior to the first day of services. ***The Coalition has determined this section not to be applicable to the Vendor based on the Scope of Services.***
- H. **Certificate of Insurance:** The Vendor shall provide a Certificate of Insurance upon execution of this Agreement, and annually as appropriate, as required in section **15. INSURANCE** for the following coverages:
 - 1. General Liability
 - 2. Worker's Compensation

3) BILLING AND SCHEDULE:

The Coalition agrees that the Services will be provided on an hourly fee basis as set forth herein:

Attorneys: Fees for Services performed by attorneys will be provided at \$250.00 per hour.

Paralegals and law clerks: Fees for services performed by paralegals or law clerks will be provided at \$125.00 per hour.

The Vendor agrees to submit invoices detailing the services rendered monthly itemized by hours billed and matter. The Vendor shall be paid for services rendered in accordance with the schedule of fees set forth in the Vendor's Attorney Client Fee Contract, **Attachment 1 of this Exhibit A**, in an amount not to exceed **Twenty Five Thousand Dollars (\$25,000)**.

ITEM/MEETING	B257CA8 / Board
DATE:	June 23, 2025
SUBJECT:	Agreements for Specialized Legal Services for Retirement Plan Compliance
FOR ACTION:	Yes
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Approve a Purchase Order with Business Law Team for FY26 Retirement Plan Voluntary Correction Program Application Services, pending legal review. 2. Approve Agreement with the Klausner, Kaufman, Jensen & Levinson PA for FY26 Retirement Plan Related Legal Services, pending legal review
FINANCIAL IMPACT:	\$2,250 Business Law Team <u>\$25,000 Klausner, Kaufman, Jensen & Levinson</u> \$27,250 Total Amount Not to Exceed FY26 Budget
ELC STAFF LEAD	C. Klima

Background:

Since 2021, the Coalition has worked with two attorneys that specialize in navigating compliance matters with retirement plans:

Tanya Bower, previously of Tripp Scott and now a partner with Business Law Team, PLLC has been assisting the Coalition with its Voluntary Correction Plan (VCP) application with the IRS to clear a variety of historical compliance problems with the Coalition's 403B Retirement Plan (the Plan).

Robert Klausner of Klausner, Kaufman, Jensen & Levinson will be assisting us with expert advisory service in securing a new recordkeeper and service provider for the Plan once the IRS clearance letter for the Plan's VCP is received.

Current Status:

In March 2025, the IRS began reviewing the VCP documentation submitted 2 years ago, and staff have been working with Ms. Bower and the IRS to resolve all remaining issues with the Plan. While we anticipate that this work will be completed prior to June 30, 2025, we are requesting the Committee approve an additional \$2,250 for up to 5 hours of services in FY26 in the event the resolutions takes longer than expected.

Once the VCP clearance letter is resolved, we will begin working with Mr. Klausner to transition to a higher quality record keeper and plan service provider to replace our current vendor. We request to renew the Agreement in an amount not to exceed \$25,000 for approximately 62.5 hours from July 1, 2025 through June 30, 2026.

Recommendations:

1. Approve a Purchase Order with Business Law Team for FY26 Retirement Plan Voluntary Correction Program Application Services, pending legal review.
2. Approve Agreement with the Klausner, Kaufman, Jensen & Levinson PA for FY26 Retirement Plan Related Legal Services, pending legal review

Supporting Documentation:

- Business Law Team Scope of Services
- Klausner, Kaufman, Jensen & Levinson Scope of Services

Business Law Team, PLLC
Scope of the Engagement

We have been asked to represent Early Learning Coalition of Broward County, Inc. ("ELC" or "you" or "the client"). This Agreement is limited to assisting with compliance in relation to ELC's 403b Plan and responding to the Internal Revenue Service's questions regarding the previously filed Voluntary Correction Program (VCP) submission. It does not include any other services, including actual or potential litigation, appeals, arrangements, or transactions. Work on this matter will be performed by me. Our representation may be expanded if the parties separately agree in writing to do so. After this engagement concludes, we have no further obligation to advise you. Any additional services will require an additional, separate, written agreement and this Agreement may be modified by e-mail so long as there is mutual consent to such modification. The outcome of any matter is subject to and may be affected by factors beyond our control, including the actions of other individuals. Therefore, we have not made, and cannot make, any guarantees or promises concerning the outcome of this matter.

Scope of Services

1) DEFINITIONS:

- A. Coalition Retirement Plan shall mean** the Coalition's Employee 403B Retirement Savings Plan established with the Variable Annuity Life Insurance Corporation (VALIC) effective September 1, 2002, as amended.
- B. ERISA shall mean** the Employee Retirement Income Security Act of 1974; a federal law that sets minimum standards for most voluntarily established retirement and health plans in private industry to provide protection for individuals in these plans.

2) DESCRIPTION OF THE WORK AND/OR SERVICES:

The Vendor was selected to provide services based on qualifications and cost analysis to provide ERISA legal advisory services to the Coalition in procuring one or more qualified vendors to provide the Coalition staff and Board with specialized plan administration, investment, and fiduciary services for the Coalition Retirement Plan (the Plan). The Vendor's Credentials are attached to this Agreement as **Exhibit B**. Upon execution of this Agreement the Vendor shall provide a certificate of insurance as described in **Section 15** of this Agreement. The Coalition has determined that a background screen as described in **Section 5 of this Exhibit A** shall not be required.

The Scope of Services will include (but are not limited to):

- A. Assist Coalition staff in developing written technical requirements and the scope of services required that the Coalition may incorporate into its standard procurement solicitation document in consultation with the Coalition's General Counsel and in accordance with applicable Florida law.
- B. Assist Coalition staff in developing a plan to advertise the solicitation to ensure multiple qualified vendor responses.
- C. Assist Coalition staff in identifying potential members of a vendor selection committee with sufficient knowledge or experience to make an informed decision during the procurement process.
- D. Assist Coalition staff with raising Coalition Board member awareness of the Fiduciary risks, benefits and responsibilities that are inherent in the Plan and propose options for mitigation.
- E. Provide technical legal advisory services related to ERISA law and best practices for retirement plans to the selection committee and Coalition Board during the vendor selection process.
- F. Assist Coalition staff in negotiating contract terms and conditions with selected vendors if necessary.
- G. Answer ad-hoc ERISA compliance questions from the Coalition Board and staff, as needed.
- H. Declare any potential conflict of interest with the Early Learning Coalition's staff and/or vendors.

3) BILLING AND SCHEDULE:

Vendor Rate Schedule:

The Vendor shall bill the Coalition FOUR HUNDRED (\$400.00) DOLLARS per hour for attorneys. This fee is computed on an hourly basis in 1/10th hour increments. Travel time is billed at ½ time. All billing is by line item and with detail. Out-of-pocket costs and disbursements made by the Firm on behalf of the CLIENT will be reimbursed as billed. Overnight and bulk mail costs are billed as incurred. Photocopies shall be billed at \$.25 per page.

The Vendor agrees to submit invoices detailing the services rendered monthly itemized by hours billed and matter. The Vendor shall be paid for services rendered in accordance with the schedule of fees set forth in the Vendor's Attorney Client Fee Contract, Attachment 1 of this Exhibit A, in an amount not to exceed **Twenty-Five Thousand Dollars (\$25,000)**.

In the event there is a conflict between **Section 3 of Exhibit A** of this Agreement and **Section 3 (Compensation and Billing)** of this Agreement in terms of the time of invoicing and payment, **Section 3 of Exhibit A** of this Agreement shall prevail. Except as stated herein, all other matters concerning compensation and billing hereunder shall be as set forth in Section 3 of this Agreement.

24ITEM/MEETING:	B257CA9 / Board
MEETING DATE:	June 23, 2025
SUBJECT:	Risk Management Insurance Policies
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Proposed FY26 Risk Management Insurance Policy Renewals and Coverage Levels
FINANCIAL IMPACT:	\$86,535 Liability, Cyber & D&O \$29,992 Workers Compensation \$116,527 Total (\$112,309 FY26 Budget, \$4,218 FY25 Budget for June)
ELC STAFF LEAD	C. Klima

Background

In accordance with Fiscal Policies, staff prepare and present proposed commercial insurance policies and coverage levels annually for Board review. AJ Gallagher provides brokerage and advisory services for these policies.

Current Status

The coverage lines listed below comply with all funder contract requirements and meet ELC current business operational needs. AJ Gallagher Brokers marketed our 2026 Renewal Options for Commercial Liability & Property, Professional Liability, Director's & Officers, and Cyber Coverage and have provided recommendations for these coverages as shown below. The deductible per DO employment coverage will increase to \$15,000 per incident with the new carrier. Worker's Compensation will renew at the same rate as the prior year pending finalization of our FY25 plan audit of payroll expense. Our commercial liability, property and director's & officer's policies will run for 13 months with this renewal, but all policy terms will be aligned with our fiscal year by July 1, 2026.

Type of Policy	Carrier	Coverage	Term	Premium
Commercial Liability & Property	Charity First/Lloyds	\$1M General \$3M Aggregate \$1M Hired Auto \$2M Umbrella \$500K Property Value	June 2025- June 2026	\$24,499
Professional Liability & Sexual Abuse & Molestation	Charity First	\$1M Total	June 2025- June 2026	Included w/ Umbrella
Director's & Officers	Travelers	\$3M Total \$15K Per Incident EPLI Deductible 5K Per Incident Other Deductible	June 2025- June 2026	\$28,227
Cyber Coverage	Travelers	\$1M Breach \$1M Liability \$1M Cyber Crime \$1M Business Interruption	July 2025- June 2026	\$33,809
Worker's Compensation	Zenith	\$1M Per Incident	July 2025- June 2026	\$29,992
ERISA Fidelity Bond	Charity First	\$700K or 10% of 403B Balance	June 2025- June 2026	Included with D&O

Recommendation

Approve Proposed FY26 Risk Management Insurance Policy Renewals and Coverage Levels

Supporting Documents

None

ITEM/MEETING:	B257CA10 / Board
MEETING DATE:	June 23, 2025
SUBJECT:	Employee Health Benefit Policy Renewals
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Proposed FY26 Employee Health Benefit Insurance Policy Renewals and Coverage Levels
FINANCIAL IMPACT:	\$4,063,077 Florida Blue 278,673 Lincoln \$4,341,750 Total Estimated Premiums (Approximately \$3,974,237 Employer Paid)
ELC STAFF LEAD	C. Klima

Background

In accordance with Fiscal Policies, staff prepare and present proposed commercial insurance policies and coverage levels annually for Board review. AJ Gallagher provides brokerage and advisory services for these policies.

Current Status

The coverage lines listed provide health and wellness insurance for ELC staff. 91% of Coalition staff have elected to participate in health plans and 100% are eligible for Disability and Life insurance. The FY2024-25 Plan Year runs from August 1, 2024 to July 31, 2025. Brown & Brown provides brokerage services for these plans. Medical Benefit Premiums per employee will increase by 6% over the prior year. All other premiums remain unchanged.

The Coalition pays 100% of employee only coverage, 90% of dependent coverage and 50% of spouse coverage for medical, dental and vision premiums and 100% of disability, accidental death & dismemberment and group life premiums.

Type of Policy	Carrier	Coverage	Term
3 Medical HMO & PPO Plans	Florida Blue	Preventive 100% Deductible Range \$0-\$1,000 Max Out of Pocket \$2,500-\$3,500 Office Visit Co Pay \$15-\$45 Procedure Co Pay \$45-\$200	August 2025- July 2026
Dental PPO	Lincoln	Preventive 100% Basic Procedures 90% Major Procedures 60%	August 2025- July 2026
Vision VSP	Lincoln	Annual Exam \$10 Annual Lenses \$15 Frames Allowance \$130 +	August 2025- July 2026
Short Term Disability Long Term Disability Accidental Death & Dismemberment Group Life	Lincoln	60% Pay up to 12 Weeks 60% Pay to Retirement Age \$100,000 Benefit \$100,000 Benefit	August 2025- July 2026

Recommendation

Approve Proposed FY26 Employee Health Benefit Insurance Policy Renewals and Coverage Levels

Supporting Documents

None

ITEM/MEETING	B257CA11 / Board
DATE:	June 23, 2025
SUBJECT:	The Children's Forum Help Me Grow Program FY28 Revenue Agreement
FOR ACTION:	Yes
RECOMMENDED ACTION:	Authorize the Chair to execute an Amendment to FY26 Revenue Agreement with the Children's Forum for the Broward Help Me Grow Program when it becomes available, pending legal review
FINANCIAL IMPACT:	TBD, \$200,000 Requested
ELC STAFF LEAD	C. Klima

Background Information:

Help Me Grow® Florida (HMGF), a Division of Early Learning (DEL)-funded program administered by the Children's Forum (the Forum), provides free information for parents on child development and ensures children and families are connected to needed community-based services and supports, when necessary to address developmental and behavioral needs. Working with community partners and child healthcare providers, caregivers are engaged and educated about child development and encouraged to utilize simple developmental and behavioral screenings provided through HMGF. Screening results are analyzed and shared, and referrals are made to appropriate community resources, including Early Steps and FDLRS, when necessary.

The Coalition already provides many of these services to our School Readiness population in Broward, so we applied for continued annual grant funding to expand our reach to help thousands more families in the broader community engage in their young children's development and behavioral health.

Current Status:

In April 2025 we submitted a proposal to renew our annual funding for the program in the amount of \$200,000. While we expect that the proposal will be approved, we have not yet received an indication of the award or a draft agreement. Presumably the draft agreement will be forthcoming after the State legislative session is completed and the FY26 overall fund amounts for the program are finalized. Since the Coalition Board's last meeting before the summer break will be June 23 and we may not receive the award until after that date, staff request that the Chair is authorized to execute the expected Agreement when it becomes available, pending legal review.

Recommended Action:

Authorize the Chair to execute a FY26 Revenue Agreement with the Children's Forum for the Broward Help Me Grow Program when it becomes available, pending legal review

Supporting Documentation:

- None

ITEM /MEETING:	B257NOM1 / Board
MEETING DATE:	June 23, 2025
SUBJECT:	New Board Member Applicants
RECOMMENDED ACTION:	Board approves the following ELC board member applicants: <ul style="list-style-type: none"> • Jessica Rodriguez • Karen Taveras
FINANCIAL IMPACT:	NA
ELC STAFF LEAD	J. Merritt

Background

Given the recent departure of term limited business sector members Monica King, Richard Campillo, and in light of Twan Russell's resignation, the ELC Board currently consists of 16 Board members. As a result, ELC Staff have been actively recruiting Private Sector Board members based on the current board matrix and recommendations from discussions at board meetings earlier this year. Staff provided all board members with recruitment and board member roles and responsibility flyers, to assist with the recruitment process.

Current Status

The following Board member applicants were screened by ELC staff and forwarded to the Nominating committee on June 18, 2025.

- Jessica Rodriguez
- Karen Taveras
- Megan Turetsky

Unfortunately, Megan Turetsky had a prior commitment on the date of the Nominating Committee and could not attend, therefore, the Nominating Committee recommended that she attend the next Nominating Committee for consideration to the ELC Board. Both Jessica Rodriguez and Karen Taveras attended the Committee meeting and the Committee agreed they would be suitable for the ELC Board and were approved for referral to the full board. The committee felt each would be an asset to the ELC Board.

Recommendation:

The Nominating committee recommends approval of the following ELC Board applicants to the full board:

- Jessica Rodriguez
- Karen Taveras

Supporting Documents

- Board Member Roles & Responsibilities (FYI 6)
- Prior Board Recruitment Flyer (FYI 7)
- Email/Document Board Recruitment Needs (FYI 8)

ITEM/MEETING	B257RB1 / Board
MEETING DATE:	June 23, 2025
SUBJECT:	FY 2025 Estimated Related Party Travel Purchase
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2025 Estimated Related Party Travel Purchase for Laurie Sallarulo to Attend Learners to Earners Conference in Tampa on June 24, 2025
FINANCIAL IMPACT:	\$1,000-\$1,500
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with Florida Statutes and the DEL Grant Agreement, related parties must declare a conflict and abstain from voting for related party contracts and purchases where they are an interested party as an individual or as an organizational representative.

According to the Coalition's DEL Grant Agreement (the full text of the section is attached), related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:

- May be financial or non-financial.
- May include actual, potential, and perceived conflicts of interest.
- Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
- May occur due to governing board members and/or active entity employees.

Current Status:

Below is a list of estimated amounts of requested FY 2025 related party purchases and agreements.

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a.	\$1,000-\$1,500	Laurie Salarullo, Board Chair	Attend Learners to Earners Conference in Tampa on June 24, 2025

Recommended Action:

Approve FY 2025 Estimated Related Party Purchases and Agreements

Supporting Documentation:

- Related party disclosure requirements under DEL Grant Agreement
- Conference Agenda

**DEL FY2024-25 GRANT AGREEMENT
EXHIBIT III AUDIT REQUIREMENTS (Page 56)**

- 1. Related party disclosures.** The ELC shall ensure all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 850, Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(9) and s. 1002.84(21), F.S., for related party transactions.
 - 1.1.** Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to DEL for review/acceptance. Such supporting documentation includes the following items.
 - 1.1.1.** The impacted individual must complete the necessary conflict of interest disclosure forms.
 - 1.1.2.** Any governing board member(s) benefiting from the activity must disclose the conflict of interest in advance in writing and must abstain from the vote process.
 - 1.1.3.** Meeting minutes that reflect a valid vote of approval by two-thirds (2/3) vote of the entire membership of the governing board.
 - 1.1.4.** A copy of the Agreement or written summary of the transaction including the start date, purpose, amount/cost incurred, and funding/OCA code(s) charged.
 - 1.1.5.** Related documentation to verify compliance with state purchasing rules.
 - 1.2.** No related party activities may be executed without approval from the Division.
 - 1.2.1.** Transactions under twenty-five thousand dollars (\$25,000) must be submitted to DEL for processing within thirty (30) days after receipt of governing board approval.
 - 1.2.2.** Transactions of twenty-five thousand dollars (\$25,000) or more must be submitted to DEL for prior written approval before the contract/Agreement/activity can be executed.
 - 1.3.** Related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:
 - 1.3.1.** May be financial or non-financial.
 - 1.3.2.** May include actual, potential, or perceived conflicts of interest.
 - 1.3.3.** Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
 - 1.3.4.** May occur due to governing board members and/or active entity employees.
 - 1.4.** The ELC shall submit one electronic copy of the support files described above in Section 2.1 and any other supporting files considered necessary electronically to the report recipient indicated in Exhibit VI, List of Reports. If the ELC does not have access to the DEL SharePoint site, DEL will provide alternative written instructions.

ITEM/ MEETING:	B257RB2 / Board
DATE:	June 23, 2025
SUBJECT:	School Board of Broward County Lease Agreement Renewal for Space at Gulf Stream Early Learning Center for Excellence.
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve a Related Party Lease Agreement with the School Board of Broward County for Rental Space at Gulf Stream Early Learning Center for Excellence for the period September 5, 2025 through September 4, 2028 pending legal review and DEL prior approval
FINANCIAL IMPACT:	\$41,326 over three years
ELC STAFF LEAD	C. Klima

Background

Since the School Board of Broward County, Florida (SBBC) opened the Gulfstream Early Learning Center for Excellence in 2018, the Coalition has leased 224 square feet of dedicated space in the facility to provide eligibility counselor services for families which includes access to larger common areas that are used for provider trainings. The facility affords families and providers from the southern part of Broward County with convenient access to Coalition services.

Services or commodities provided by governmental entities are not subject to competitive solicitation pursuant to §287.057 (3)(e)12 F.S.

Coalition services are provided to the Community in-kind in lieu of monthly rent. SBBC charges the Coalition a monthly fee for custodial services and operating costs in cash. The lease term is for three years.

Board Member Sharonda Bailey is an employee of the School Board of Broward County and is a related party to this agreement as defined by Florida Statutes and the Coalition's Grant Agreement with the Florida Department of Education. Accordingly, related parties must declare a conflict and abstain from voting for related party contracts and purchases where they are an interested party as an individual or as an organizational representative.

See attached excerpt from the DEL Grant Agreement for the full text of the requirement.

Current Status:

The Coalition continues to use the facilities rented at Gulfstream to provide convenient and accessible services to parents and providers in the Southern part of the County. And the collaborative relationship with School Board and other service providers in the education space that use the facility provide benefits to all. The cost associated with the full term of this Agreement are below.

Gulfstream Early Education Center for Excellence Rental Agreement Schedule

September 5, 2025 to September 4, 2028	Monthly Base Rate	Year 1 2025-2026	Year 2 2026-2027	Year 3 2027-2028	All Years Total
Non-Cash Expense <i>Rent Paid in Kind (with Services)</i>					
	\$ 3,477	\$ 41,724	\$ 42,976	\$ 44,265	\$ 128,965
Cash Expense					
Custodial Services	\$ 1,125	\$ 13,505	\$ 13,505	\$ 13,505	\$ 40,516
Operating Costs	22	262	270	278	810
Total Paid in Cash	\$ 1,147	\$ 13,767	\$ 13,775	\$ 13,783	\$ 41,326

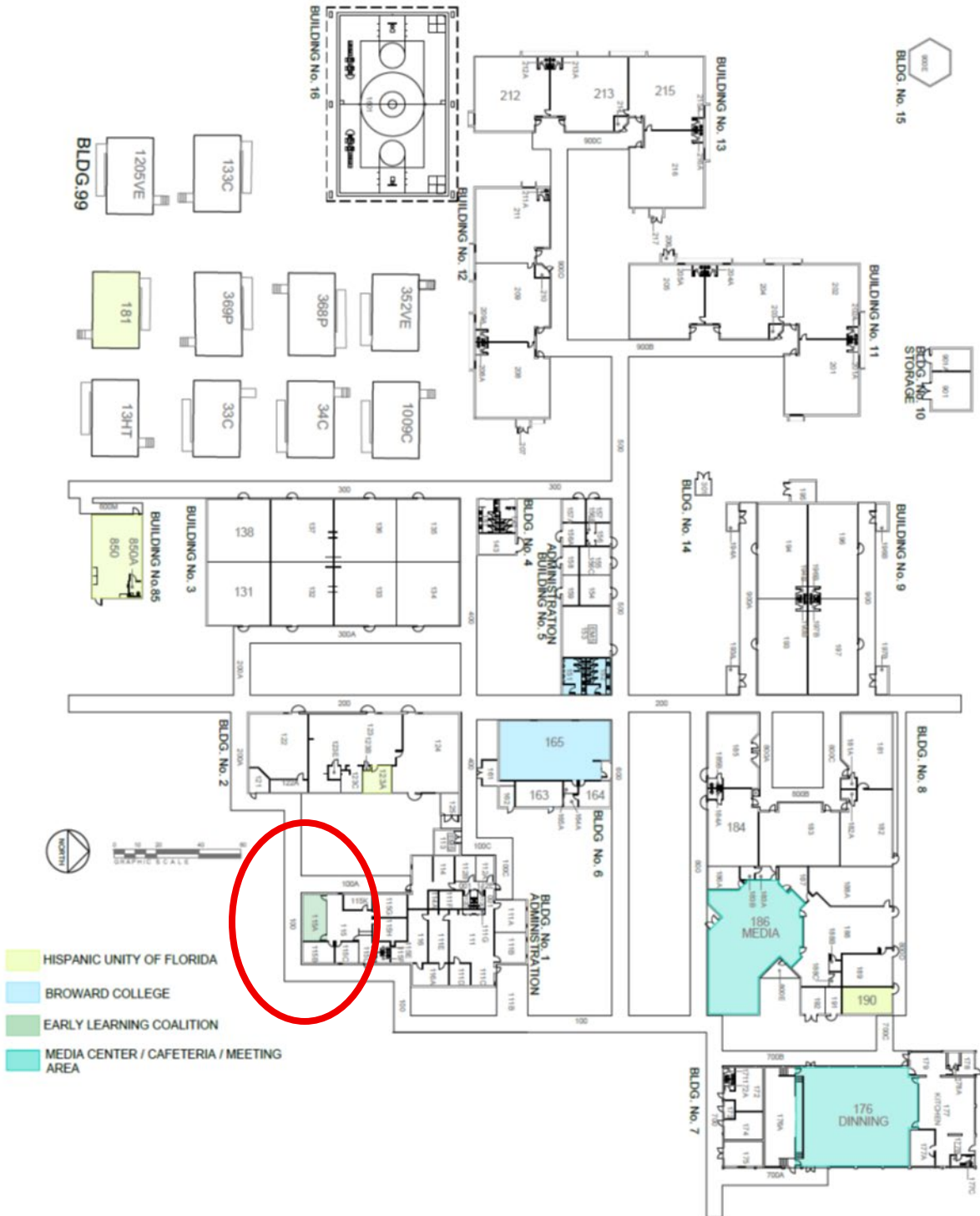
Recommended Action:

Approve a Related Party Lease Agreement with the School Board of Broward County for Rental Space at Gulf Stream Early Learning Center for Excellence for the period September 5, 2025 through September 4, 2028 pending legal review and DEL prior approval

Supporting Documents:

- Floor Plan Showing Leased Space
- Related Party Requirements from ELGA

Gulfstream Early Learning Center of Excellence "EXHIBIT B"



DEL FY2025-26 GRANT AGREEMENT (DRAFT)
EXHIBIT III AUDIT REQUIREMENTS (Page 57)

- 2. Related party disclosures.** The ELC shall ensure all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification* (ASC) 850, *Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(9) and s. 1002.84(21), F.S., for related party transactions.
- 2.1.** Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to DEL for review/acceptance. Such supporting documentation includes the following items.
- 2.1.1.** The impacted individual must complete the necessary conflict of interest disclosure forms.
- 2.1.2.** Any governing board member(s) benefiting from the activity must disclose the conflict of interest in advance in writing and must abstain from the vote process.
- 2.1.3.** Meeting minutes that reflect a valid vote of approval by two-thirds (2/3) vote of the entire membership of the governing board.
- 2.1.4.** A copy of the Agreement or written summary of the transaction including the start date, purpose, amount/cost incurred, and funding/OCA code(s) charged.
- 2.1.5.** Related documentation to verify compliance with state purchasing rules.
- 2.2.** No related party agreements or transactions may be executed without approval from the Division.
- 2.2.1.** Agreements or transactions under twenty-five thousand dollars (\$25,000) do not require DEL prior approval but must be submitted to DEL for review and processing within thirty (30) days after receipt of governing board approval.
- 2.2.2.** Agreements or transactions of twenty-five thousand dollars (\$25,000) or more must be submitted to DEL for prior written approval before the contract/Agreement/transactions may be executed.
- 2.3.** Related party conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:
- 2.3.1.** May be financial or non-financial.
- 2.3.2.** May include actual, potential, or perceived conflicts of interest.
- 2.3.3.** Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
- 2.3.4.** May occur due to governing board members and/or active entity employees.
- 2.4.** The ELC shall submit the support files described above in Section 2.1 and any other supporting files considered necessary electronically to SharePoint/Coalitions Zone/ELC Name/Coalition Document Exchange/Related Parties.

ITEM/MEETING	B257RB3 / Board
MEETING DATE:	June 23, 2024
SUBJECT:	FY 2026 Estimated Related Party Purchases and Agreements
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2026 Estimated Related Party Purchases and Agreements
FINANCIAL IMPACT:	\$5,142,000 FY26 Budget
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with Florida Statutes and the DEL Grant Agreement, related parties must declare a conflict and abstain from voting for related party contracts and purchases where they are an interested party as an individual or as an organizational representative.

According to the Coalition's DEL Grant Agreement (the full text of the section is attached), related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:

- May be financial or non-financial.
- May include actual, potential, and perceived conflicts of interest.
- Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
- May occur due to governing board members and/or active entity employees.

Current Status:

Below is a list of estimated amounts of FY 2026 related party purchases and agreements.

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a.	\$4,200,000	Sharonda Bailey/Broward County Public Schools	Provider Contracts for VPK Services
b.	\$510,000	Amy Hauser / Davie Academy	Provider Contract for SR and/or VPK Services
c.	\$387,000	Kristie Castillo / Viva Christian Academy	Provider Contract for SR and/or VPK Services
d.	\$25,000	Cindy Arenberg Seltzer / Children's Services Council of Broward County	Sponsorship for annual publication of the Broward County Family Resource Guide
e.	\$20,000	Cindy Arenberg Seltzer / Children's Services Council of Broward County	Sponsorship for annual Read for the Record Collaborative book purchase

Recommended Action:

Approve FY 2026 Estimated Related Party Purchases and Agreements

Supporting Documentation:

- Related party disclosure requirements under DEL Grant Agreement

DEL FY2025-26 GRANT AGREEMENT (DRAFT)
EXHIBIT III AUDIT REQUIREMENTS (Page 57)

- 2. Related party disclosures.** The ELC shall ensure all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification* (ASC) 850, *Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(9) and s. 1002.84(21), F.S., for related party transactions.
- 2.1.** Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to DEL for review/acceptance. Such supporting documentation includes the following items.
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- 2.1.2.** Any governing board member(s) benefiting from the activity must disclose the conflict of interest in advance in writing and must abstain from the vote process.
- 2.1.3.** Meeting minutes that reflect a valid vote of approval by two-thirds (2/3) vote of the entire membership of the governing board.
- 2.1.4.** A copy of the Agreement or written summary of the transaction including the start date, purpose, amount/cost incurred, and funding/OCA code(s) charged.
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- 2.2.2.** Agreements or transactions of twenty-five thousand dollars (\$25,000) or more must be submitted to DEL for prior written approval before the contract/Agreement/transactions may be executed.
- 2.3.** Related party conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:
- 2.3.1.** May be financial or non-financial.
- 2.3.2.** May include actual, potential, or perceived conflicts of interest.
- 2.3.3.** Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
- 2.3.4.** May occur due to governing board members and/or active entity employees.
- 2.4.** The ELC shall submit the support files described above in Section 2.1 and any other supporting files considered necessary electronically to SharePoint/Coalitions Zone/ELC Name/Coalition Document Exchange/Related Parties.

ITEM/MEETING	B257RB4 / Board
DATE:	June 23, 2025
SUBJECT:	FY 2026 DEL Grant Agreement
FOR ACTION:	Yes
RECOMMENDED ACTIONS:	Ratify the Executed FY26 DEL Grant Agreement
AS RECOMMENDED BY	N/A
FINANCIAL IMPACT:	TBD Pending Issuance of Notice of Award
ELC STAFF LEAD	C. Klima

Background/History

The Florida Department of Education, Division of Early Learning (DEL) Grant Agreement supplies most of the annual funding for Early Learning Coalitions throughout Florida. The Grant Agreement plays a key role in guiding nearly all of our activities and includes the Federal and State legal framework in which we operate. The finalized Agreement for the upcoming fiscal was issued to Coalitions much earlier than usual on May 30, 2025 and the due date for returning the executed document to DEL was June 16, 2025. At the June 3, 2025 Executive Committee meeting, the members authorized the Board Chair to sign the Agreement as required provided that the crosswalk of changes was presented to the Board for ratification.

None of the proposed changes are significant. The Coalitions provided DEL with comments and feedback in April when the draft was first issued.

The annual Grant Agreement includes School Readiness, VPK, and other program grants awarded by DEL throughout each fiscal year.

Current Status

The Agreement was executed by the Board chair and has been filed with DEL. A crosswalk of changes is attached.

Recommended Action

Ratify the Executed FY26 DEL Grant Agreement

Supporting Documentation

- Crosswalk of Agreement Updates

2025-2026

Grant Agreement Updates

- Updated all DOE links to paths.
- Verified all external links.
- Updated fiscal year to 2025-2026
- Removed reference to Minority Business Reports

NOTE: Page numbers may vary slightly depending on markup view.

Page Number	Section	Edit
1	Whereas Claus	Added: Disaster Relief Program (DR) and SR Plus Program
3	State Statute and Rules 2.15	Added: “Contracting” to 2.15
4	Other State Laws and Regulations	Added: 2.18.35 -Florida Statute 287.05805 Purchase or Improve Real Property
9	Background Screening	Added: 5.2 Documentation of the position description.
19 & 20	Policy Compliance	Removed: Archived Guidance 240.07 Enrollment and Quality Expenditures for Early Learning Programs 240.22 Reimbursement for Closed Private SR Providers Added: New Guidance 240.23 Procurement 240.24 Expenditure Validation
21	FF – Prohibited Property Purchases	Added: s. 287.05805, F.S.
31	Definitions	Updated: Community Resources

Page Number	Section	Edit
32	Definitions	Added: Disaster Relief Grant Project
33	Definitions	Added: Least Privilege – The principle that a security architecture is designed so that each entity is granted the minimum system resources and authorizations that the entity needs to perform its function. Removed: Round-up definition
34	Definitions	Added: Program Income Application
35	Definitions	Added: Separation of Duties
37	DDIS and SPE Data, Reporting, and Security	Added: Multi-factor authentication
45	VPK Program	Added: Rule 6M-8.622, F.A.C.
47	8 and 9	Added: Disaster Relief Program American Relief Act, 2025
55	Deliverables Table	Added: SR and VPK administrative percentage will display showing three (3) decimal places to ensure a more precise view of the percentage calculation for legislation scrutiny.
86	List of Reports	Out of State and Conference Travel Report
31	Terms and Conditions	Revised: Community Resources definition
42	Exhibit II, 4.3	Removed: Rule 6M9.300(9) F. A.C. removed
40	Exhibit II 2.5.1 and 2.5.2	Added: Multi-factor authentication language per Bryan Hudnall
48	Exhibit II, 7.1	Added:

Page Number	Section	Edit
		Rule reference for 6M-8.622, F.A.C.
48	Exhibit II, 7.4	Added: Rule reference for 6M-8.622, F.A.C.
48	Exhibit II, 8	Added: Disaster Relief (DR) Program – The ELC shall be responsible for the administration of DR Programs in accordance with CCDF and DEL Guidance.
54	Exhibit II, 7.2	Added: Statute citation for section 1002.71, Florida Statutes.
89	Exhibit VI – List of Reports	Added: Out of State and Conference Travel Quarterly Report Program income application
85	Exhibit VI, List of Reports	Added: SharePoint location to upload CCR&R Accessibility Report and CCR&R Organization’s Plan for Family Engagement & Community Outreach

MEETING	B257RB5 / Board
DATE:	June 23, 2025
SUBJECT:	Strategic Plan Year 3 Quarter 3 Results
FOR ACTION:	Yes
RECOMMENDED ACTION:	Review Current Status
FINANCIAL IMPACT:	No
ELC STAFF LEAD	J. Merritt

Background:

On September 12, 2023, the ELC Board approved a new 5-Year Strategic Plan (SP). It was agreed at that meeting that ELC staff would report annually on the results of each goal. Since then, staff have shared Strategic Plan status updates annually at the September board meeting and May Board retreat. Programmatic goals from the plan are shared and discussed at each regularly scheduled PRC meeting.

Internally, ELC staff review each of the goals, objectives, and outcomes quarterly and following the end of each fiscal year meet to determine if any updates or changes to the plan are needed based on the annual results.

The Approved Strategic Plan is attached for reference.

Current Status:

Due to the cancellation of the May Board retreat, ELC staff will bring a status update for year 3 of the Strategic Plan to the June board meeting for review and discussion. The status provides data from Q1 – Q3 based on the data collected to date.

Overall, Strategic Plan data suggest we are on track or exceeding plan expectations. The only outcome that is not on track to meet the plan target is related to our Bookworms program which was impacted by reduced funding due to budget restraints

Attached is a Year 3, Quarter 3 status report for each of the Strategic Plan Goals. In several sections the data cannot be determined until the end of the fiscal year.

Following the end of the fiscal year and once all data is available, staff will meet for a final review of the plan and determine if any goals, objectives, or target outcomes need to be changed or updated, ensuring we continue to strive for more each year.

Recommended action:

Board Review YTD Year 3 Quarter 3 Strategic Plan Status.

Supporting Documents

- Strategic Plan approved October 14, 2024
- FY 24-25 Strategic Plan YTD Year 3 (Qtr 3) Report

Vision

All children will have high-quality early learning experiences leading to success in school and life.

Mission

Lead and support the early learning community to promote and deliver high-quality early learning experiences to young children, accessible to all eligible families in Broward County.

Core Values

- Customer Centric: Delivering outstanding customer service to providers, families, community partners, etc. is at the core of everything we do and vital to delivering our mission
- Education: We believe ongoing education/educational support and advocacy promote positive early learning experiences and the opportunity for all children in our community to succeed.
- Inclusion: We believe all children develop and learn at their own pace. Inclusive learning environments allow for positive learning experiences, development, and social/emotional growth to help children reach their full potential regardless of economic means
- Innovation: We are committed to finding innovative and creative ways to better help and support our families, providers, partners, staff, and community
- Quality: We are committed to providing quality services, programs, and support and take pride in the assistance, programs, and services we provide to our providers, families, children, and partners
- Collaborative: We forge collaborations with our community, partners, providers, and parents who are the "Most important individuals to ensure a child's success"
- Equity: Equity, inclusion, and cultural competence is embodied in our values, practices, and programming so that all children, parents, families, and providers have the opportunity to be successful.

2022-2027 GOALS

Goal 1: Eligible families will be aware of and can access ELC SR services.

Objective 1: Deploy a successful targeted outreach and enrollment initiative.

Outcome 1: ELC staff will actively attend a minimum of 20 community outreach events annually to promote its services.

Reported: Quarterly

Outcome 2: ELC communications staff will place a minimum of 60 social media posts concerning the importance of child care and early learning.

Reported: Quarterly

Objective 2: Families that are eligible to continue receiving SR services will receive them.

Outcome 1: The overall retention rates for potentially SR eligible families will stabilize at 80%

Reported: Semi-annual

GOAL 2: Eligible families will be aware of and access ELC VPK services.

Objective 1: ELC will reach and enroll as many VPK eligible families as possible.

Outcome 1: ELC Broward will meet or exceed State of Florida estimating conference estimates for VPK

Reported: Semi-annually

GOAL 3: Broward's childcare centers/homes are high quality, nurturing settings.

Objective 1: The countywide CLASS score average for School Readiness child care providers who are CLASS assessed will increase to a 6.0

Outcome 1: CLASS scores will incrementally grow year over year for the 5 year Strategic Plan.

Reported: Annually

GOAL 4: Broward's VPK sites offer high quality services in a nurturing environment.

Objective 1: The countywide CLASS score average for VPK child care providers who are CLASS assessed will increase to a 6.0

Outcome 1: CLASS scores will incrementally grow year over year for the 5 year Strategic Plan.

Reported: Annually

Goal 5: Children will enter kindergarten with the tools, skills, and support they need to succeed.

Objective 1: SR and VPK children will receive support (developmental, behavioral, health, etc.) to maximize their developmental potential.

Outcome 1: 65% of families with children ages 0-2 who have received a referral, will follow through with their referrals to Early Steps

Reported: Quarterly

Outcome 2: 75% of families with children ages 3-5 who have received a referral, will follow through with their referrals to FDLRS

Reported: Quarterly

Outcome 3: Through funding or partnerships, four (4) additional comprehensive support services will be added or expanded to children/families (such as but not limited to vision, hearing, dental screenings, mental health, nutrition services and general medical)

Reported: Annually

Objective 2: Expand ELC's literacy efforts to increase the number of children who have access to books/libraries at home as well as increased exposure to reading experiences.

Outcome 1: Increase # of families with children under 5 who sign up for ELC's bookworm program to 15,000 families.

Reported: Quarterly

Outcome 2: ELC will participate in at least 15 literacy events throughout the year, utilizing new and existing partnerships/events, as well as creating its own.

Reported: Quarterly

Goal 6: The ELC has strong relationships with community leaders and other stakeholders to mobilize all parts of our community to support early learning.

Objective 1: Broward County leaders are aware of the importance of early learning, ELC Services, and ELC Legislative Priorities.

Outcome 1: At the start of each fiscal year, ELC staff will identify which state legislators, Broward County commissioners/county administration, and elected municipal leaders, they need to meet with and meet with at least 90% of them.

Reported: Semi-annual

Objective 2: ELC will strengthen relationships and partnerships with Community leaders and stakeholders through participation in early learning activities/events.

Outcome 1: ELC will actively participate in a minimum of 30 community engagement activities/events annually to promote ELC's services.

Reported: Semi-annual

Goal 7: ELC Broward is a healthy, efficient, and effective organization.

Objective 1: The ELC promotes an inspired workplace culture by developing quantitative and qualitative approaches to attract, engage, and retain a talented workforce efficiently and effectively.

Outcome 1: ELC is hiring the right staff, for the right positions and retaining them as evidenced by retaining 75% of new hires at one year.

Reported: Semi-annual

Outcome 2: ELC annual staff turnover will be at or below 15%.

Reported: Semi-annual

Outcome 3: 35% of advancement opportunities are filled internally.

Reported: Semi-annual

Outcome 4: At least 85% of Staff respond they are overall satisfied working at the ELC.

Reported: Annually

Objective 2: Continue to optimize use of technology and data to promote efficiencies, evaluate value, impact, and progress, and increase data security.

Outcome 1: 85% of the CRM Plan will be fully implemented.

Reported: Annually

Outcome 2: 90% of ELC data infrastructure will be stored in the cloud.

Reported: Annually

Objective 3: End each year with a net positive in reserves

Outcome 1: Annual net asset/reserve balance changes are positive at the end of each fiscal year.

Reported: Annually

Objective 4: Obtain dedicated funding for specific unallowable expenses.

Outcome 1: ELC will have funds for items for meetings, programming, and training.

Reported: Annually

Objective 5: The ELC board is engaged, educated and works well with staff.

Outcome1: Results of the annual staff and board survey will show at least a 90% rating in all categories.

Reported: Annually

GOAL 1 Eligible families will be aware of and access ELC SR Services						
Objective	Outcomes	Target	REPORTING FREQUENCY	Year 3 QT3	Status	FY 24/25 Year 3 Summary As of Qtr 3
1. Deploy a successful targeted outreach and enrollment initiative	1. ELC staff will actively attend a minimum of 20 community outreach events annually to promote its services.	20 Annually	Quarterly	19	On Track	9 Minicipality Meetings 19 Outreach/Enrollment Events 18 Legislator ELC Engagement Meetings
	2. ELC communications staff will place a minimum of 60 social media posts concerning the importance of child care and early learning.	60 Annually	Quarterly	508 Meta	Exceeding	508 Meta Posts 399 Instagram Posts 310 X Posts
2. Families that are eligible to continue receiving SR services will receive them.	1. The overall retention rates for potentially SR eligible families will stabilize at 80%	80%	Semi-Annually	74%	On Track	
GOAL 2 Eligible families will be aware of and access ELC VPK services.						
Objective	Outcomes	Target	REPORTING FREQUENCY	Year 3 QT3	Status	FY 24/25 Year 3 Summary As of Qtr 3
1. ELC will reach and enroll as many VPK-eligible families as possible.	1. ELC Broward will meet or exceed the State of Florida estimating conference estimates for VPK	12,815	Semi-Annually	12,753	On Track	As of May 16, 2025 12,753 - close to meeting with 6 weeks to end of fiscal year
GOAL 3 Broward's childcare centers/homes are high quality, nurturing settings.						
Objective	Outcomes	Target	REPORTING FREQUENCY	Year 3 QT3	Status	FY 24/25 Year 3 Summary As of Qtr 3
1. The countywide CLASS score average for School Readiness child care providers who are CLASS assessed will increase to a 6.0	1. CLASS scores will incrementally grown year over year for the 5 year strategic plan.	6.0	Annually	5.50	On Track	
GOAL 4. Broward's VPK sites offer high quality services in a nurturing environment.						
Objective	Outcomes	Target	REPORTING FREQUENCY	Year 3 QT3	Status	FY 24/25 Year 3 Summary As of Qtr 3
Objective 1: The countywide CLASS score average for VPK child care providers who are CLASS assessed will increase to a 6.0	1. CLASS scores will incrementally grow year over year for the 5 year strategic plan.	6.0	Annually	5.60	On Track	
Goal 5. Children will enter kindergarten with the tools, skills, and support they need to succeed						
Objective	Outcomes	Target	REPORTING FREQUENCY	Year 3 QT3	Status	FY 24/25 Year 3 Summary As of Qtr 3
1. SR and VPK children will receive support (developmental, behavioral, health, etc.) to maximize their developmental potential.	1. 65% of families with children ages 0-2 who have received a referral will follow through with their referrals to Early Steps	65%	Quarterly			Determined at Year End
	2. 75% of families with children ages 3-5 who have received a referral will follow through with their referrals to FDLRS	75%	Quarterly			Determined at Year End
	3. Through funding or partnerships, four (4) additional, comprehensive support services will be added or expanded to children/families (such as but not limited to vision, hearing, dental screenings, mental health, nutrition services, and general medical)	4	Annually			Determined at Year End - As of Qtr 3 We were awarded Help Me Grow this year, have partnered with the University of Florida, New World Reading which promotes healthy eating.
2. Expand ELC Literacy efforts to increase the number of children who have access to books/libraries at home as well as	1. Increase # of families with children under 5 who sign up for ELC's bookworm program to 15,000	15,000	Quarterly	7,235		Change due to Bookworm contract reduction from \$500,00 per year now \$275,000.

books/novels at home as well as increased exposure to the reading experience	2. ELC will participate in at least 15 literacy events throughout the year, utilizing new and existing partnerships/events, as well as creating its own.	15	Quarterly	19	Exceeding	19 Outreach Events
Goal 6. The ELC has strong relationships with community leaders and other stakeholders to mobilize all parts of our community to support early learning.						
Objective	Outcomes	Target	REPORTING FREQUENCY	Year 3 QT3	Status	FY 24/25 Year 3 Summary As of Qtr 3
1. Broward County leaders are aware of the importance of early learning, ELC Services, and ELC Legislative Priorities.	1. At the start of each fiscal year, ELC staff will identify which state legislators, Broward County Commissioners/County Administration, and elected municipal leaders, they need to meet with and meet with at least 90% of them.	90%	Semi-Annually	100%	Exceeding	9 Municipality Meetings 18 Legislator ELC Engagement Meetings
2. ELC will strengthen relationships and partnerships with Community leaders and stakeholders through participation in early learning activities/events.	1. ELC will actively participate in a minimum of 30 community engagement activities/events annually to promote ELC's services.	30	Semi-Annually	124	Exceeding	19 Outreach/Enrollment Events 104 Flyer drop off locations
Goal 7. ELC Broward is a healthy, efficient, and effective organization.						
Objective	Outcomes	Target	REPORTING FREQUENCY	Year 3 QT3	Status	FY 24/25 Year 3 Summary As of Qtr 3
1. The ELC promotes an inspired workplace culture by developing quantitative and qualitative approaches to attract, engage, and retain a talented workforce efficiently and effectively.	1. ELC is hiring the right staff for the right positions and retaining them, as evidenced by retaining 75% of new hires in one year.	75%	Semi-Annually	100%	Exceeding	
	2. ELC annual staff turnover will be at or below 15%	15%	Semi-Annually	5%	Exceeding	
	3. 35% of advancement opportunities are filled internally.	35%	Semi-Annually	32%	On Track	
	4. At least 85% of Staff respond that they are overall satisfied working at the ELC.	85%	Annually	87%	Exceeding	
2. Continue to optimize the use of technology and data to promote efficiencies, evaluate value, impact, and progress, and increase data security.	1. 85% of the CRM Plan will be fully implemented.	85%	Annually	74%	On Track	
	2. 90% of ELC data infrastructure will be stored in the cloud.	90%	Annually	77%	On Track	
3. End each year with a net positive in reserves	1: Annual net asset/reserve balance changes are positive at the end of each fiscal year.		Annually			To be Determined at Year End
4. Obtain dedicated funding for specific unallowable expenses.	1. ELC will have funds for items for meetings, programming, and training.	\$25,000	Annually			To be Determined at Year End
5. The ELC board is engaged, educated and works well with staff.	1. Results of the annual staff and board survey will show at least a 90% rating in all categories.	90%	Annually	95%	Exceeding	1 Individual Ratings 92% 2 Board Ratings 97% 3 Staff Ratings 96%

ITEM/MEETING:	B257RB6 / Board
DATE:	June 23, 2025
SUBJECT:	Recommended Vendor for Payroll Processing Services
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve recommended vendor selection for Payroll Processing Services and Authorize Staff to Finalize and Execute a Software as a Service Agreement, pending legal review.
FINANCIAL IMPACT:	Approximately \$45,000 annually over a five-year term
ELC STAFF LEAD	C. Klima

Background:

The Coalition has used its current outsource payroll processing vendor since 2006. The Coalition had a very small staff when it was founded, and the annual cost of payroll processing services was nominal. In the 19 years that have passed since then, the Coalition has expanded to approximately 220 employees and the annual cost for payroll services has reached the State of Florida's threshold that triggers a requirement for formal procurement. On January 13, 2025, staff released an Invitation to Negotiate (ITN) procurement solicitation for payroll processing services to finalize a new five-year agreement cycle and begin a vendor transition (if applicable) starting July 1, 2025. The Coalition aims to complete the configuration and transition process for the selected vendor (as applicable) by January 1, 2026. In early March, an evaluation committee comprised of Coalition staff published a short list of two (2) responsive vendor(s) for further negotiation and evaluation.

On June 3, 2025, the Executive Committee authorized staff to bring the final Vendor recommendation directly to the June 23, 2025 Board meeting to allow enough time for negotiation to be completed.

Current Status:

On June 17, 2025, after a series of product demos and negotiation meetings, the evaluation voted to recommend UKG Inc. to provide payroll processing and human resource records management software as a service. The estimated annual cost over the 5-year term of the Agreement will be \$45,000 annually with \$10,000 one-time implementation and launch fee. This cost is lower than the annual cost for our current vendor, the platform is well-designed and more robust and includes a module for human resource file management that we don't currently have.

UKG provides a cloud based human capital management technology to more than 80,000 organizations world-wide including HR, payroll and workforce management solutions.

Recommended action:

Approve recommended vendor selection for Payroll Processing Services and Authorize Staff to Finalize and Execute a Software as a Service Agreement, pending legal review.

ITEM/MEETING	B257FIN1 / Board
MEETING DATE:	June 23, 2025
SUBJECT:	April 2025 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve April 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
FINANCIAL IMPACT:	None
ELC STAFF LEAD	C. Klima

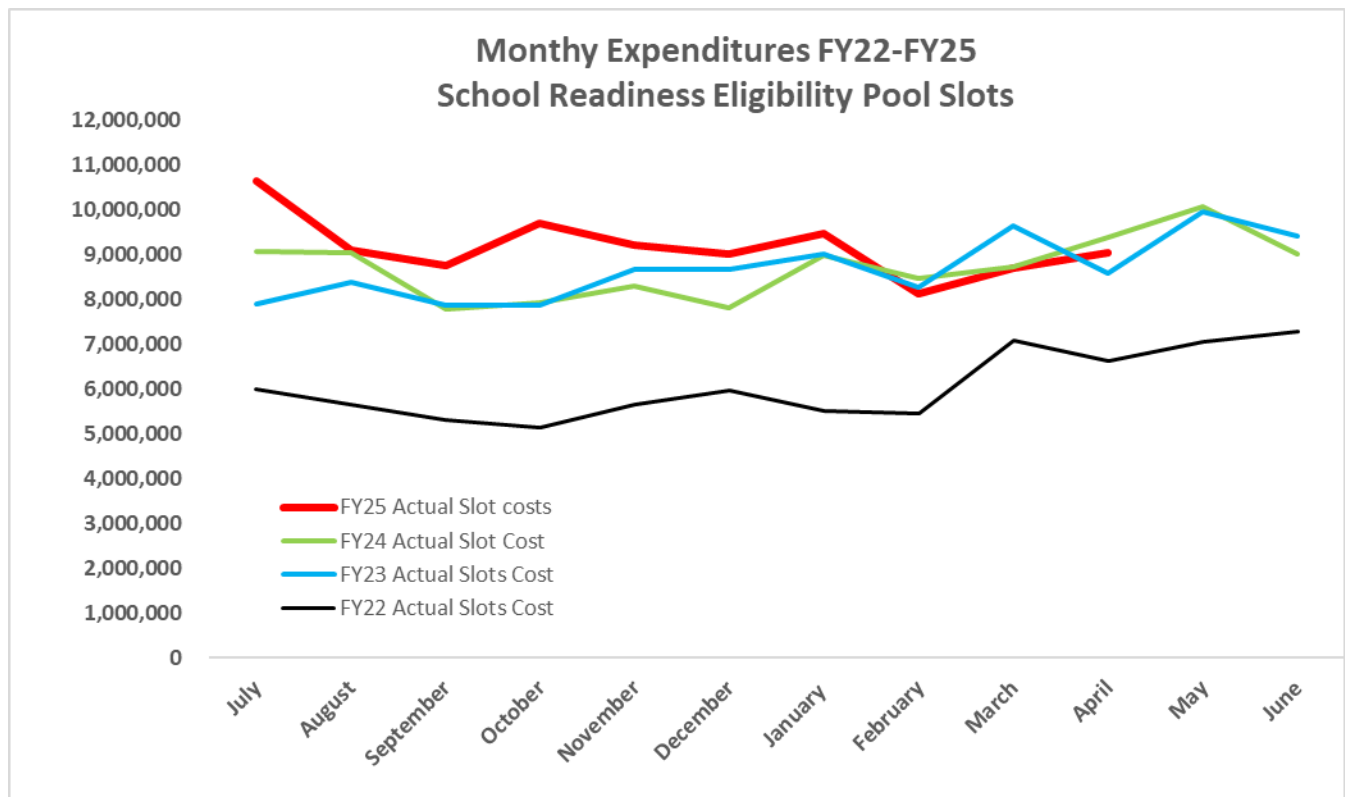
Background Information:

The Interim Financial Statements for the ten-month period ending April 30, 2025, are attached for review. Financial Highlights through the month of April 2025 are as follows:

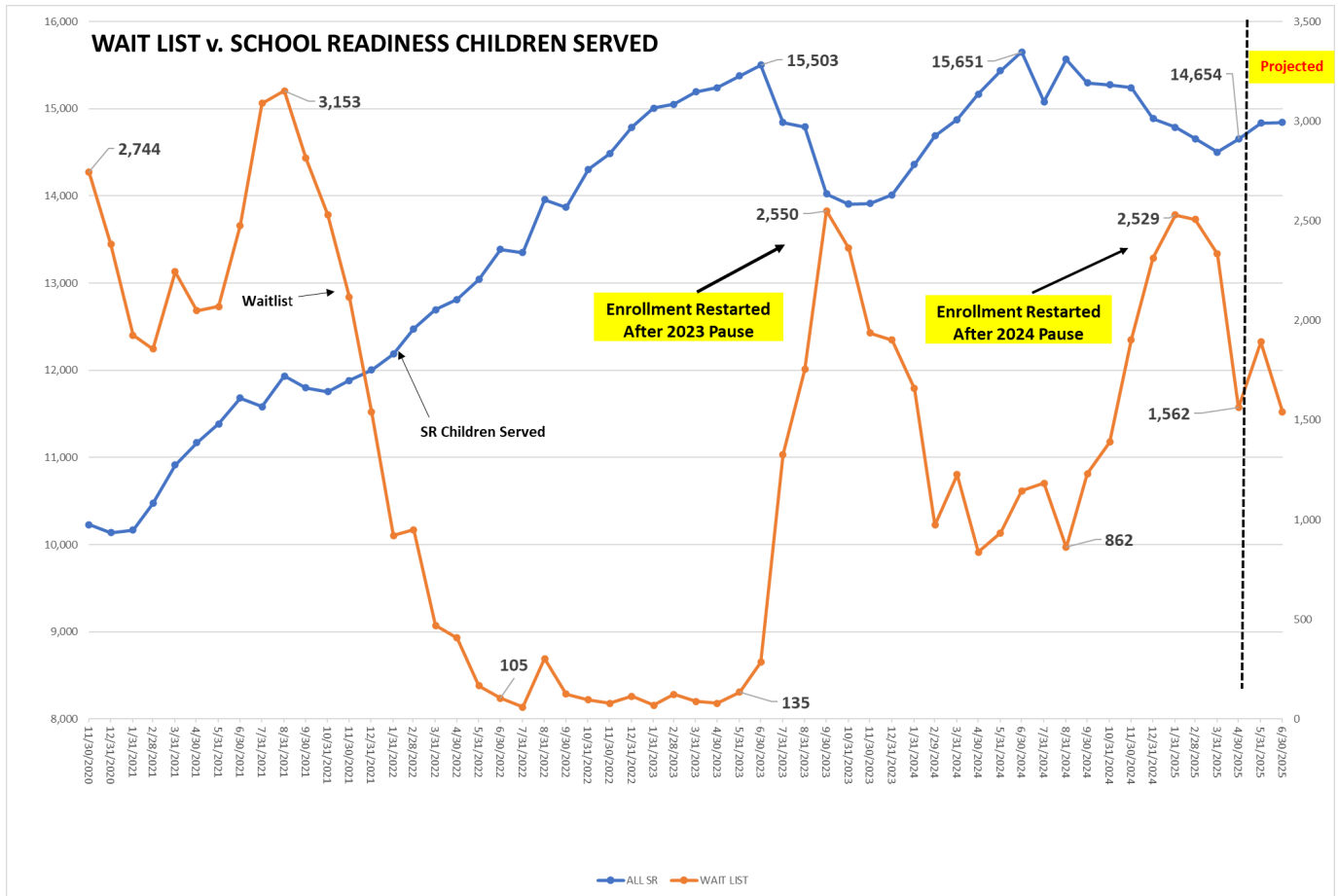
1. School Readiness

As we approach the end of another tumultuous fiscal year for School Readiness funding, we are on pace to fully utilize all of our base funding as the count of children served ticked up by 150 children thanks to a modest pace of enrollment from the waitlist.

Four years of expanded funding and open enrollment from the waitlist have clearly demonstrated that the State must recognize and reset the minimum benchmark for Broward’s School Readiness funding at a much higher level than in the past. At sustained monthly child counts between 14,500 and 15,500 for the last three years, waiting time for services is now measured in months and not years (as it used to be). This change has transformed our Coalitions role in Broward County and expanded the reach of our services in the Community by more than 50%. We are hopeful that funding to support School Readiness at this “new normal” level continues in FY2026 and beyond.

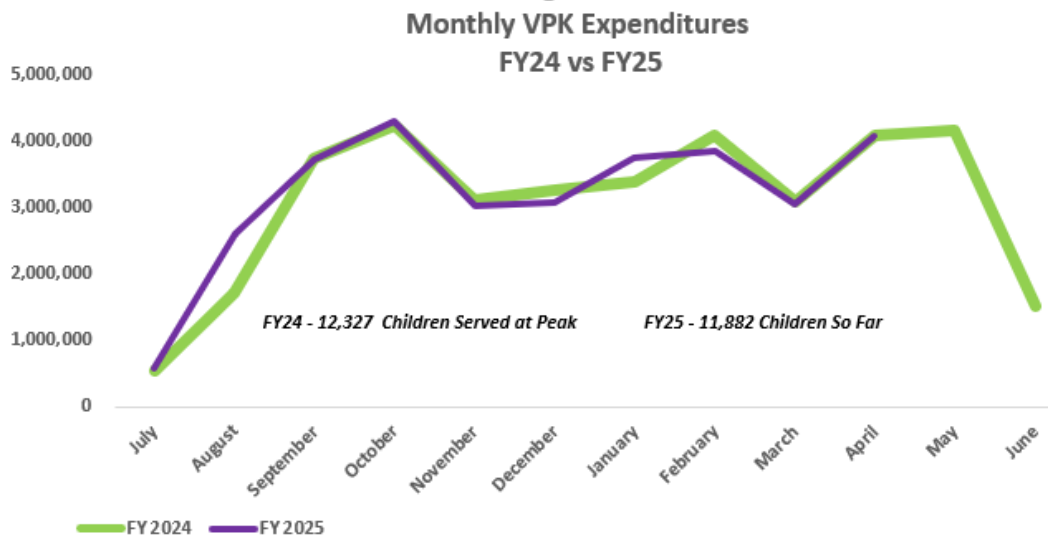


Projected SR Enrollment Trajectory Through FY25 Year End



2. VPK

Attendance for school year services in FY25 is slightly lower than the prior year but expenditures are nearly identical due to an increase in rates implemented by the State starting July 1, 2024. Funding is allocated by DEL to match the actual need for services each year.



3. Vulnerable Populations Program

YTD Expenditures in the Children’s Services Council-funded Vulnerable Populations Program are now in alignment with FY 2025 Contract Year funding after the Council approved a \$2,775,000 onetime increase to the budget. CSC staff will continue to work with us in the coming weeks to manage program rules so that enrollment can be aligned with annual funding in the FY2026 Contract Year starting October 1 and beyond.

Recommended Action:

Recommend the Board Approve April 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant.

Supporting Documents:

- April 2025 Interim Financial Statements



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS For The Ten Months Ended April 30, 2025

**Submitted to the Board
June 23, 2025**

Early Learning Coalition of Broward County, Inc.
Statement of Financial Position
As of April 30, 2025

	<u>April 30, 2025</u>	<u>April 30, 2024</u>
Assets:		
Cash	\$ 20,153,147	\$ 23,627,113
Grants Receivable	15,707,524	15,962,300
Accounts Receivable	964,459	1,032,366
Due From Providers	5,947	37,719
Prepaid Expense	795,247	358,881
Fixed Assets	14,702	19,479
Operating ROU Asset	1,012,082	1,400,346
Total Assets	<u><u>\$ 38,653,109</u></u>	<u><u>\$ 42,438,204</u></u>
Liabilities:		
Accounts Payable	\$ 114,333	\$ 524,361
Salary & Benefits Payable	512,400	506,489
Compensated Absences	606,880	487,982
Rent Abatement	-	5,032
Due to Providers	12,920,210	14,345,605
Due to Other Agencies	238,400	416,839
Deferred Revenue	22,040,392	23,716,661
Operating Lease Liability	1,150,118	1,550,215
Total Liabilities	<u><u>\$ 37,582,732</u></u>	<u><u>\$ 41,553,185</u></u>
Net Assets		
Unrestricted	\$ 646,987	885,019
Board Designated	423,390	-
Total Net Assets	<u><u>1,070,377</u></u>	<u><u>885,019</u></u>
Total Liabilities and Net Assets	<u><u>\$ 38,653,109</u></u>	<u><u>\$ 42,438,204</u></u>

Early Learning Coalition of Broward County, Inc.
Statement of Activities
For The Ten Months Ended April 30, 2025

	<u>Apr 2025 Actual</u>	<u>FY 2025 YTD Actual</u>	<u>FY 2024 YTD Actual</u>
Revenue			
Recurring			
DEL School Readiness Base	\$ 8,185,422	\$ 83,143,088	\$ 76,934,814
DEL School Readiness Match	399,348	5,220,115	4,835,350
DEL School Readiness Plus	15,326	60,026	-
DEL School Readiness Rate Differentials	1,378,717	13,109,188	12,014,047
DEL Program Assessments	44,932	315,794	325,890
DEL Voluntary Pre-K	4,182,640	32,992,015	32,235,930
CSC School Readiness	184,838	2,398,653	1,856,202
CSC Vulnerable Populations	574,210	4,555,500	3,336,706
Broward County School Readiness	195,356	3,264,811	3,861,052
United Way & Cities School Readiness	114,292	470,990	534,947
Miscellaneous Income	53,272	472,715	265,839
Subtotal Recurring Revenue	<u>\$ 15,328,353</u>	<u>\$ 146,002,896</u>	<u>\$ 136,200,776</u>
Non-Recurring Pandemic Relief	-	-	13,849,315
Subtotal Non-Recurring Pandemic Relief	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,849,315</u>
Total All Revenue	<u>\$ 15,328,353</u>	<u>\$ 146,002,896</u>	<u>\$ 150,050,091</u>
Expenses			
Direct Services			
School Readiness (State & Local Funds)	\$ 9,066,098	\$ 91,801,402	\$ 85,652,413
DEL Voluntary Pre-K	4,073,344	32,042,570	31,209,008
CSC Vulnerable Populations	526,912	4,182,593	2,992,956
Stipends and Grants to Providers	71,876	730,746	12,231,234
Subtotal Direct Services	<u>\$ 13,738,230</u>	<u>\$ 128,757,311</u>	<u>\$ 132,085,611</u>
Program Support			
Eligibility, Customer Services & Providers	\$ 762,309	\$ 7,891,135	\$ 8,090,103
Quality & Education	505,781	5,373,510	5,236,836
Subtotal Program Support	<u>\$ 1,268,090</u>	<u>\$ 13,264,644</u>	<u>\$ 13,326,939</u>
Total Program (Direct + Support)	<u>\$ 15,006,320</u>	<u>\$ 142,021,956</u>	<u>\$ 145,412,549</u>
Administration	<u>\$ 373,839</u>	<u>\$ 4,124,858</u> 2.8%	<u>\$ 4,222,009</u>
Total Expenses	<u>\$ 15,380,159</u>	<u>146,146,813</u>	<u>\$ 149,634,559</u>
Change in net assets	<u>\$ (51,806)</u>	<u>\$ (143,918)</u>	<u>\$ 415,533</u>
Net assets, beginning of year		1,214,294	464,151
Net assets, end of the period		<u>\$ 1,070,377</u>	<u>\$ 879,684</u>

Early Learning Coalition of Broward County, Inc.

Budget to Actual

For The Period Ending April 30, 2025

	FY25 Amendment 5	YTD Actual	Balance	% Budget Spent	Notes
Revenue:					
DEL School Readiness Base	\$ 102,094,704	\$ 83,143,088	\$ 18,951,616	81%	On track for 100% utilization
DEL School Readiness Match	5,985,349	5,220,115	765,234	87%	On track for 100% utilization
DEL School Readiness Plus	100,000	60,026	39,974	60%	New Program FY25
DEL School Readiness Rate Differentials	13,755,409	13,109,188	646,221	95%	Last 2 months exp. paid thru SR base
DEL Program Assessments	330,299	315,794	14,505	96%	Assessments wrapping up
DEL Voluntary Pre-K	38,747,093	32,992,015	5,755,078	85%	On track for 100% utilization
CSC School Readiness	3,380,568	2,398,653	981,915	71%	Balance to be carried to FY26
CSC Vulnerable Populations	5,734,950	4,555,500	1,179,450	79%	Balance to be carried to FY26
Broward County School Readiness	3,649,685	3,264,811	384,874	89%	On track for 100% utilization
United Way & Cities School Readiness	400,000	470,990	(70,990)	118%	Incr. due to faster payment timing
Miscellaneous Income	507,330	472,715	34,615	93%	Intermittent revenue
Total All Revenue	\$ 174,685,387	\$ 146,002,896	\$ 28,682,491	84%	
Expense					
Child Care Slots and Incentives					
School Readiness (State & Local Funds)	\$ 110,496,698	\$ 91,801,402	\$ 18,695,296	83%	
DEL Voluntary Pre-K	36,901,993	32,042,570	4,859,423	87%	
CSC Vulnerable Populations	5,311,455	4,182,593	1,128,862	79%	
Stipends and Grants to Providers	959,726	730,746	228,980	76%	4th quarter payouts pending
Total Child Care Slots and Incentives	\$ 153,669,872	\$ 128,757,311	\$ 24,912,561	84%	
Sub Recipient Expense					
Children's Forum	\$ 210,999	\$ 162,194	\$ 48,805	77%	Invoice timing
211 Broward	230,546	228,621	1,925	99%	Agreement sunset Dec 2024
Total Sub Recipient Expense	\$ 441,545	\$ 390,815	\$ 50,730	89%	
ELC Operating Expense					
Salaries & Benefits	\$ 17,698,316	\$ 14,833,939	\$ 2,864,377	84%	
Attorneys	126,500	46,625	79,875	37%	Intermittent Expenditures
Auditors	51,330	51,330	-	100%	Audit services completed
Consultants & Temps	355,600	178,240	177,360	50%	Intermittent Expenditures
Staff & Board Travel & Training	95,222	43,889	51,333	46%	Intermittent Expenditures
Insurance	74,188	61,883	12,306	83%	
Office Rent, Utilities & Maintenance	557,716	416,516	141,200	75%	Landlord reduced shared cost
Office Machine & Storage Leases	4,806	3,743	1,063	78%	Vendor issued prior year credits owed
Software Licenses	263,086	212,878	50,208	81%	
Internet, Email, Phones	140,595	105,153	35,442	75%	
Cell Phones	101,290	79,723	21,567	79%	
Sponsorships & Memberships	92,254	81,844	10,410	89%	Intermittent Expenditures
Books for Kids	315,750	186,391	129,359	59%	Intermittent Expenditures
Instructional Materials	51,070	18,964	32,106	37%	Intermittent Expenditures
Other Operating Costs	357,688	244,025	113,663	68%	Intermittent Expenditures
Computer Equipment & Software	51,250	43,422	7,828	85%	
Furniture & Fixtures	5,000	4,041	959	81%	
Depreciation/Amortization	-	386,081	(386,081)	0%	Multi-Yr Pre-Paid Software Non-Cash
Unallocated (Budget Only)	232,307	-	232,307	0%	
Total ELC Operating Expense	\$ 20,573,968	\$ 16,998,687	\$ 3,575,281	83%	
Total Operating & Sub-Recipient Expense	\$ 21,015,513	\$ 17,389,502	\$ 3,626,011	83%	
Total Expense	\$ 174,685,385	\$ 146,146,813	\$ 28,538,572	84%	



ITEM/MEETING	B257FIN2 / Board
MEETING DATE:	June 23 2025
SUBJECT:	Preliminary FY 2026 Budget
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve Recommended Preliminary FY 2026 Budget Framework
FINANCIAL IMPACT:	\$172,371,868 Estimated Revenue and Expense
ELC STAFF LEAD	C. Klima

Background Information:

Each year ELC estimates revenues and expenses for the upcoming fiscal year using preliminary allocation information from the State Legislature and the Florida Department of Education Division of Early Learning (DEL), as well as prior year spending patterns and future year program needs. The preliminary budget is used as a basis to complete new agreements and contract renewals for ELC's vendors and to ensure continuity of service pending the Governor's signature on the Budget Act and receipt of finalized award letters from DEL.

This year, the process of estimating FY26 award amounts has been more difficult. The Florida House and Senate settled a two-and-a-half-month impasse on June 16th with a final proposal that includes a \$78 million reduction in the Statewide Pool for School Readiness Base funding. School Readiness Base funding for Broward was reduced by approximately \$4 million (4%); down from approximately \$102 million in FY25 to \$97.7 million for FY26. Adjustments to absorb the Statewide reduction in funding varied widely by individual County and the methodology used to determine each Coalition's allocation remains unclear at this time.

But even though we now know what our most important funding allocation for the upcoming year will be, several other pending allocations that could significantly affect the impact of these School Readiness cuts in either direction are still unknown. These include:

- Up to \$2 million increase or decrease to Broward's FY26 School Readiness Base allocation depending on how DEL decides to handle an expected Statewide FY25 School Readiness Base surplus;
- Up to \$2 million decrease to Broward's FY26 School Readiness Match funding depending on the total amount of match funding requested by other Coalitions from the Statewide pool.
- Up to \$1 million increase or decrease to Broward's FY26 local match funding pool depending on how much local funding will be required to cover FY25 School Readiness costs.

Given this remaining uncertainty about FY26 reductions, we continue to recommend approving the balanced budget that was approved by the Finance Committee on June 3, 2025 with revenue estimates mostly at the status quo for now. This option still requires some adjustments to slot and operating expense forecasts, including a few austerity measures to balance, but it leaves our overall framework in place while we await and analyze additional information about pending awards .

At the first FY 2026 Finance Committee and Board meetings currently scheduled for September 2025, staff will update the budget with the actual amounts of the awards received and present our recommendations for changes to expenditure plan in Budget amendment #1.

Key Highlights of the FY26 Preliminary Budget:

1. \$2,313,519 Reduction in Local Match Funding for School Readiness (due to Contract Expense Timing) and a Corresponding Decrease in Slots

As part of our revenue maximization strategy, staff periodically adjust the timing of expense allocations for local contracts that run on an October-September fiscal year between Coalition fiscal years that run from July to June. This allows staff to prioritize using expiring State funding first at the end of our fiscal year and increase the impact of local funding at the start of the following fiscal year by creating local carryforward. However, if no additional local funds can be carried forward in the subsequent year (as may be the case this year), the one-time carryforward from a previous year falls away from the subsequent year's budget, and funding for slots in the School Readiness pool must be reduced accordingly. For our FY26 preliminary budget, this means that CSC and Broward County School Readiness match revenue and expense amounts will decrease by \$685,930 and \$1,627,589 respectively. Once FY25 expenditures are finalized as of June 30, 2025, some of this reduction may be restored if new carryforward amounts become available.

Since this reduction is relatively small compared to the remaining School Readiness funding pool, staff project we will be able to hold steady with the number of children served each month as we await final award amounts and the State Budget. See attached utilization projection.

2. Reduction and Reallocation of operating expenses to preserve existing staff capacity for FY26 funding scenarios.

- a. **\$1,102,201 in Operating Expense Items Put on Hold for the time being:** In order to balance the FY26 Preliminary Budget with all existing staff fully funded, we identified items totaling \$1.1 million in the operating expense budget that were either expiring, non-recurring or not-yet bound in contracts that could be removed or put on hold for now. All of the items could easily be restored should funding become available.

A list of all the items included or excluded is attached.

- b. **\$1,062,035 from Operating Expenses Reallocated to Staff Costs to Preserve Staff Capacity:** Staff have eliminated or paused recruitment for 5 vacant staff positions for FY26. The rest of the staffing plan as shown below will remain unchanged so we can continue to deliver high quality services in our community while we await final award amounts for the new fiscal year.

A detailed breakout of the cost components for FY26 staff costs is also below, including a \$546,059 pool of funding for performance-based annual merit increases that help keep Coalition salaries competitive in the Broward labor market. Coalition salary administration policy requires merit increases to be based on individual performance and may be up to 5% at the discretion of the CEO.

Salary & Benefits Analysis			
Line Item	FY25 Current Budget	FY26 Preliminary Budget	Variance
1 Salary	\$ 12,424,906	\$ 12,733,846	\$ 308,940
2 FY26 Merit Pool		546,059	546,059
Taxes	945,622	1,033,028	87,406
Retirement	418,180	444,307	26,126
3 Health, Life, STD	3,832,556	3,974,237	141,681
4 Worker's Comp	77,051	28,874	(48,177)
Total	\$ 17,698,316	\$ 18,760,351	\$ 1,062,035
FTE Count	219	214	(5)

1 Less lapsed salary expected in FY26 as staff turnover rates remained low in the past year. Result is increase is projected total cost.

2 Proposed Annual Merit Increase Pool for FY26 assuming an average increase of 4.5%. FY25 merit increases were incorporated into FY25 salary rates.

3 Medical benefits premiums increased by 6% per employee for the new plan year as carrier loss ratios remain high for our group. However, the increase was partially offset by premium decreases offered by a new dental plan carrier.

4 Carrier change resulted in savings

Staffing Plan FY2025 v FY2026

Business Unit	FY 2025	FY 2026	+/-	Notes
CEO & Support	2.0	2.0	-	
Finance & Contracts	12.0	12.0	-	
HR & Quality Assurance	12.0	12.0	-	
IT	7.0	7.0	-	
CPO & Communications	4.0	4.0	-	
Total Admin FTE	37.0	37.0	-	
Provider Payments	15.0	15.0	-	
Provider Relations	13.0	13.0	-	
Eligibility	74.0	72.0	(2)	
Customer Service & CCR&R	22.0	22.0	-	
Quality & Education	58.0	55.0	(3)	
Total Program FTE	182.0	177.0	(5)	
Total Budget FTE	219.0	214.0	(5)	


Recommendations:

Finance Committee Recommended the Board Approve the Preliminary FY 2026 Budget as Presented


Supporting Documentation:

- Preliminary FY 2026 Budget Detail and Comparative Chart
- FY25-FY26 Utilization Projection
- List of Operating Expenses Put on Hold Pending Final Funding Awards
- ELC Organizational Chart

FY2026 Proposed Budget by Business Activity

	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
Revenue:					
Recurring					
DEL School Readiness	\$ 83,497,798	\$ 7,219,650	\$ 5,722,497	\$ 5,392,561	\$ 101,832,506
DEL School Readiness Match	6,018,720	-	-	-	6,018,720
DEL School Readiness Plus	100,000	-	-	-	100,000
DEL School Readiness Rate Differentials	13,984,236	-	-	-	13,984,236
DEL Program Assessments	-	-	330,299	-	330,299
DEL - Voluntary Pre-K	36,901,993	1,383,825	-	461,275	38,747,093
CSC - School Readiness	2,425,174	202,098	-	67,366	2,694,638
CSC - Vulnerable Populations	5,311,456	317,621	-	105,874	5,734,950
Broward County- School Readiness	1,797,419	168,508	-	56,169	2,022,096
United Way & Cities - School Readiness	400,000	-	-	-	400,000
Miscellaneous Grants & Program Income	-	-	490,576	16,754	507,330
Total Revenue	\$ 150,436,795	\$ 9,291,701	\$ 6,543,372	\$ 6,099,999	\$ 172,371,868
Expense:					
Child Care Slots					
DEL School Readiness	\$ 108,223,346	\$ -	\$ -	\$ -	\$ 108,223,346
DEL - Voluntary Pre-K	36,901,993	-	-	-	36,901,993
CSC - Vulnerable Populations	5,311,456	-	-	-	5,311,456
Grants/Stipends	-	-	748,000	-	748,000
Total Slots & Grants/Stipends	\$ 150,436,795	\$ -	\$ 748,000	\$ -	\$ 151,184,795
Sub Recipient Expense					
Children's Forum	-	-	163,025	47,974	210,999
211-Broward	-	-	-	-	-
Total Sub Recipient Expense	\$ -	\$ -	\$ 163,025	\$ 47,974	\$ 210,999
ELC Operating Expense					
Staff Costs	\$ -	\$ 9,159,721	\$ 5,392,762	\$ 4,207,867	\$ 18,760,351
Attorneys	-	-	-	126,500	126,500
Auditors	-	-	-	55,858	55,858
Consultants & Temps	-	131,000	82,000	5,000	218,000
Staff & Board Travel	-	-	30,222	20,000	50,222
Insurance	-	47,313	21,413	13,591	82,317
Office Rent & Utilities	-	321,055	148,166	88,495	557,716
Office Machines & Storage	-	-	-	4,806	4,806
Software Licenses	-	13,200	500	210,306	224,006
Phones/Internet/Web Page	-	81,504	36,887	22,204	140,595
Cell Phones	-	26,120	51,770	23,400	101,290
Sponsorships & Memberships	-	25,000	15,750	40,004	80,754
Books for Kids	-	-	225,000	-	225,000
Instructional Materiels	-	-	100,000	-	100,000
Fees, Supplies & Other Misc Ops Costs	-	4,000	11,321	218,410	233,731
Computer Equipment	-	-	-	-	-
Furniture & Fixtures	-	-	-	-	-
Unallocated (Budget Only)	-	(517,212)	(483,445)	1,015,583	14,927
Total ELC Operating Expense	\$ -	\$ 9,291,701	\$ 5,632,347	\$ 6,052,025	\$ 20,976,074
Total ELC Operating Expense & Subs	\$ -	\$ 9,291,701	\$ 5,795,372	\$ 6,099,999	\$ 21,187,073
Total Expense	\$ 150,436,795	\$ 9,291,701	\$ 6,543,372	\$ 6,099,999	\$ 172,371,868
Revenue over Expense	\$ -	\$ -	\$ -	\$ -	\$ -
	87%	5%	4%	4%	100%

Proposed FY2026 Budget Three Year Comparison

	FY2023 Actual	FY2024 Actual	FY25 Amendment 5 Approved May	FY26 Preliminary Proposed	Change (FY26 Preliminary over FY25 Amendment 5)	Reason for Change
Revenue:						
DEL School Readiness Base	\$ 91,627,433	\$ 93,931,612	\$ 101,832,506	\$ 101,832,506	\$ -	
DEL School Readiness Match	5,124,089	5,556,627	6,018,720	6,018,720	-	
DEL School Readiness Plus	-	-	100,000	100,000	-	
DEL School Readiness Rate Differentials	13,803,743	14,567,236	13,984,236	13,984,236	-	
DEL Program Assessments	444,941	342,436	330,299	330,299	-	
DEL - Voluntary Pre-K	38,242,091	38,129,394	38,747,093	38,747,093	-	
CSC - School Readiness	5,587,687	3,140,760	3,380,568	2,694,638	(685,930)	Last yr carryfwd expired
CSC - Vulnerable Populations	2,748,911	4,082,473	5,734,950	5,734,950	-	
Broward County- School Readiness	2,253,090	4,160,311	3,649,685	2,022,096	(1,627,589)	Last yr carryfwd expired
United Way & Cities - School Readiness	354,509	536,964	400,000	400,000	-	
Miscellaneous Grants & Program Income	160,357	156,922	507,330	507,330	-	
Subtotal Recurring Revenue	\$ 160,346,851	\$ 164,604,734	\$ 174,685,387	\$ 172,371,868	\$ (2,313,519)	
DEL Preschool Development Grant	377,076	-	-	-	-	
DEL-CARES/CRRSA Pandemic Relief	6,891,264	-	-	-	-	
DEL - ARPA Stabilization & Workforce	121,209,341	23,120,842	-	-	-	
DEL - ARPA VPK \$15/hr Wage Incentive	6,272,721	110,095	-	-	-	
Non-Recurring Pandemic Relief	\$ 134,750,403	\$ 23,230,937	\$ -	\$ -	\$ -	
Total All Revenue	\$ 295,097,254	\$ 187,835,671	\$ 174,685,387	\$ 172,371,868	\$ (2,313,519)	
Expense:						
Child Care Slots & Grants/Stipends						
School Readiness Funding Pool	\$ 104,143,520	\$ 104,641,890	\$ 110,496,698	\$ 108,223,346	\$ (2,273,352)	Last yr carryfwd expired
DEL - Voluntary Pre-K	43,081,924	37,002,859	36,901,993	36,901,993	-	
CSC - Vulnerable Populations	2,708,529	3,653,205	5,311,456	5,311,456	-	
Grants/Stipends	122,336,312	19,664,549	959,726	747,999	(211,727)	Reduce Stipends
Total Slots & Grants/Stipends	\$ 272,270,285	\$ 164,962,502	\$ 153,669,873	\$ 151,184,794	\$ (2,485,079)	
Sub Recipient Expense						
Children's Forum	236,457	242,071	210,999	210,999	\$ -	Committed Agreement
211-Broward	404,211	435,500	230,546	-	(230,546)	Contract Sunset FY25
Total Sub Recipient Expense	\$ 640,669	\$ 677,571	\$ 441,545	\$ 210,999	\$ (230,546)	
ELC Operating Expense						
Staff Costs	\$ 15,876,029	\$ 17,961,016	\$ 17,698,316	\$ 18,760,351	\$ 1,062,035	
Attorneys	72,424	64,678	126,500	126,500	-	
Auditors	42,600	32,500	51,330	55,858	4,528	Year 2 in 5 Yr Agreement
Consultants & Temps	606,660	602,299	355,600	218,000	(137,600)	Committed Agrments Only
Staff & Board Travel	55,246	90,187	95,222	50,222	(45,000)	Reduced Travel
Insurance	51,656	69,516	74,188	82,317	8,129	Carrier rate increases
Office Rent & Utilities	486,322	518,538	557,716	557,716	-	
Office Machines	11,567	4,806	4,806	4,806	-	
Software Licenses	249,497	322,962	263,086	224,006	(39,080)	Eliminate 1 time expenses
Phones/Internet/Web Page	138,157	138,853	140,595	140,595	-	
Cell Phones	108,258	96,662	101,290	101,290	-	
Sponsorships & Memberships	70,868	108,550	92,254	80,754	(11,500)	No Conf. Sponsorships
Books for Kids	314,212	534,576	315,750	225,000	(90,750)	Committed Agrments Only
Instructional Materials	3,608,438	457,169	51,070	100,000	48,930	
Fees, Supplies & Other Misc Ops Costs	293,672	321,597	357,688	233,731	(123,957)	Eliminate 1 time expenses
Computer Equipment	131,446	29,907	51,250	-	(51,250)	Eliminate 1 time expenses
Furniture & Fixtures	790	86,862	5,000	-	(5,000)	Eliminate 1 time expenses
Depreciation	1,584	4,777	-	-	-	
Unallocated (Budget Only)			232,307	14,928	(217,379)	Unallocated
Total ELC Operating Expense	\$ 22,119,426	\$ 21,445,455	\$ 20,573,968	\$ 20,976,075	\$ 402,106	
Total ELC Operating Expense & Subs	\$ 22,760,094	\$ 22,123,026	\$ 21,015,513	\$ 21,187,074	\$ 171,560	
Total Expense	\$ 295,030,379	\$ 187,085,528	\$ 174,685,387	\$ 172,371,868	\$ (2,313,519)	
Revenue over Expense	\$ 66,875	\$ 750,143	\$ -	\$ -	\$ -	

SCHOOL READINESS 2 YEAR UTILIZATION FY 2024 - 2026

New Enrollments from Waitlist:

FY 26	Attrition:	425	Avg/Month
	Enroll:	474	Avg/Month
	Wait List:	1,650	Avg/Month

Funding Changes:

Assumptions:

Daily Average Cost forecast reflects current actual trends.



Fiscal Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-24	23	15,084	-567	31.19	8,567,418	1,509,568	178,278	560,765	3,878	10,819,908	
A	Aug-24	22	15,568	+484	26.42	7,041,026	1,265,665	178,610	560,766	2,513	9,048,581	
A	Sep-24	21	15,295	-273	26.81	6,794,342	1,226,896	30,592	560,770	-	8,612,599	
A	Oct-24	23	15,275	-20	27.40	7,750,854	1,360,035	308,942	173,541	31,441	9,624,814	
A	Nov-24	21	15,240	-35	28.51	7,267,336	1,254,106	293,111	173,541	135,506	9,123,601	
A	Dec-24	22	14,887	-353	27.59	7,289,695	1,260,918	293,572	173,541	18,508	9,036,233	
A	Jan-25	23	14,789	-98	28.02	7,820,898	1,349,387	170,123	173,541	15,793	9,529,741	
A	Feb-25	20	14,655	-134	27.74	6,554,181	1,187,486	170,123	173,262	45,434	8,130,486	
A	Mar-25	22	14,504	-151	27.32	7,055,919	1,293,252	165,171	173,262	28,537	8,716,141	
A	Apr-25	22	14,600	+96	27.99	7,163,502	1,375,955	165,171	172,730	114,293	8,991,650	
P	May-25	22	14,610	+10	28.27	7,276,784	1,461,697	165,171	172,546	11,375	9,087,573	
P	Jun-25	21	14,620	+10	31.24	7,789,657	1,449,163	165,171	175,899	11,375	9,591,265	
Average Enrollments (Baseline)			14,927		\$28.21	Proj Total	\$ 88,371,613	\$ 15,994,128	\$ 2,284,035	\$ 3,244,164	\$ 418,653	\$ 110,312,592
Increase to baseline FY25 over FY24			299		1.16%	Budget	89,757,490	13,984,236	2,284,035	3,244,164	400,000	109,669,925
						Surplus(Deficit)	1,385,877	(2,009,892)	-	(0.0)	(18,653)	(642,667)
Increase to baseline FY25 over FY17			5,531	(FY17 Baseline= 9,396)		Provider Match	-	-	-	-	-	643,420
Increase in Avg Cost over FY17			\$9.59	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ 1,385,877	\$ (2,009,892)	\$ -	\$ (0)	\$ (18,653)	\$ 753

Fiscal Year 2025-26

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
P	Jul-25	23	14,320	-300	31.22	8,429,761	1,460,881	210,351	149,785	33,333	10,284,112	
P	Aug-25	21	14,371	+51	26.69	6,464,740	1,197,692	210,351	149,785	33,333	8,055,901	
P	Sep-25	22	14,420	+49	27.56	7,085,145	1,266,048	210,351	149,785	33,333	8,744,663	
P	Oct-25	23	14,469	+49	28.30	7,693,391	1,342,481	199,347	149,785	33,333	9,418,337	
P	Nov-25	20	14,518	+49	29.13	6,817,829	1,256,880	199,347	149,785	33,333	8,457,174	
P	Dec-25	23	14,567	+49	28.35	7,832,637	1,283,594	199,347	149,785	33,333	9,498,696	
P	Jan-26	22	14,616	+49	28.85	7,532,235	1,362,704	199,347	149,785	33,333	9,277,404	
P	Feb-26	20	14,665	+49	28.68	6,798,289	1,230,443	199,347	149,785	33,333	8,411,197	
P	Mar-26	22	14,714	+49	28.10	7,363,144	1,349,948	199,347	149,785	33,333	9,095,557	
P	Apr-26	22	14,763	+49	28.85	7,532,664	1,456,400	199,347	149,785	33,333	9,371,530	
P	May-26	21	14,812	+49	29.11	7,214,104	1,459,236	199,347	149,785	33,333	9,055,805	
P	Jun-26	22	14,861	+49	31.14	8,341,615	1,456,320	199,347	149,785	33,333	10,180,399	
Average Enrollments (Baseline)			14,591		\$28.83	Proj Total	\$ 89,105,555	\$ 16,122,626	\$ 2,425,174	\$ 1,797,419	\$ 400,000	\$ 109,850,774
Increase to baseline FY26 over FY25			(336)		2.22%	Budget	89,516,518	16,122,626	2,425,174	1,797,419	400,000	110,261,737
						Surplus(Deficit)	410,963	-	0	-	-	410,963
Increase to baseline FY26 over FY17			5,195	(FY17 Baseline= 9,396)		Provider Match	-	-	-	-	-	667,550
Increase in Avg Cost over FY17			\$10.21	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ 410,963	\$ -	\$ 0	\$ -	\$ -	\$ 1,078,513

SCHOOL READINESS UTILIZATION FY 2023-2025

Children Services Council Vulnerable Population Contract

New Referrals

Enroll per Mo: 23
to SR per Month 0
Age Out/Exit Care: 4
19

Funding Changes:

+ \$2.775M eff. 2025



Assumptions:

Daily Average Cost forecast reflects current actual trends.

Contract Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
A	Oct-23	22	386	+41	38.15		323,941		323,941
A	Nov-23	22	389	+3	39.04		334,105		334,105
A	Dec-23	21	373	-16	38.83		304,119		304,119
A	Jan-24	23	379	+6	37.15		323,836		323,836
A	Feb-24	21	395	+16	37.64		312,240		312,240
A	Mar-24	21	392	-3	36.93		304,029		304,029
A	Apr-24	22	394	+2	37.40		324,165		324,165
A	May-24	23	419	+25	36.33		350,064		350,064
A	Jun-24	20	426	+7	35.49		302,394		302,394
A	Jul-24	23	410	-16	38.07		359,037		359,037
A	Aug-24	22	445	+35	35.76		350,068		350,068
A	Sep-24	21	449	+4	39.15		369,139		369,139
							Projected Total	\$	3,957,137
							FY24 CSC Contract Year Bud	\$	3,832,354
							Surplus(Deficit) CSC Contract Year	\$	(124,783)

Contract Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
A	Oct-24	22	472	+23	42.22		438,404		438,404
A	Nov-24	21	498	+26	40.24		420,876		420,876
A	Dec-24	23	491	-7	38.78		437,914		437,914
A	Jan-25	23	534	+43	39.96		490,842		490,842
A	Feb-25	20	551	+17	40.63		447,699		447,699
A	Mar-25	22	557	+6	38.52		472,079		472,079
A	Apr-25	22	592	+35	39.59		515,602		515,602
P	May-25	22	611	+19	39.84		535,511		535,511
P	Jun-25	21	630	+19	40.84		540,295		540,295
P	Jul-25	23	649	+19	40.84		609,598		609,598
P	Aug-25	21	668	+19	39.84		558,856		558,856
P	Sep-25	22	687	+19	39.84		602,121		602,121
							Projected Total	\$	6,069,797
							FY25 CSC Contract Year Bud	\$	6,586,455
							Surplus(Deficit) CSC Contract Year	\$	516,658

\$1,102,201 M Net Operating Cost Savings FY26

No Change

- \$958K INCENTIVE\$ Program
- \$550K Office Lease & Utilities
- \$240K Phones & Internet
- \$200K Bookworms
- \$125K 211 Referral Services
- \$126.5K Attorneys
- \$67K Independent CLASS Observers
- \$25K Misc Event Books
- \$25K Resource Guide Sponsorship
- \$20K RFTR Sponsorship
- \$15K CPR Trainers
- \$13.7K Gulfstream Lease

Items that Increased

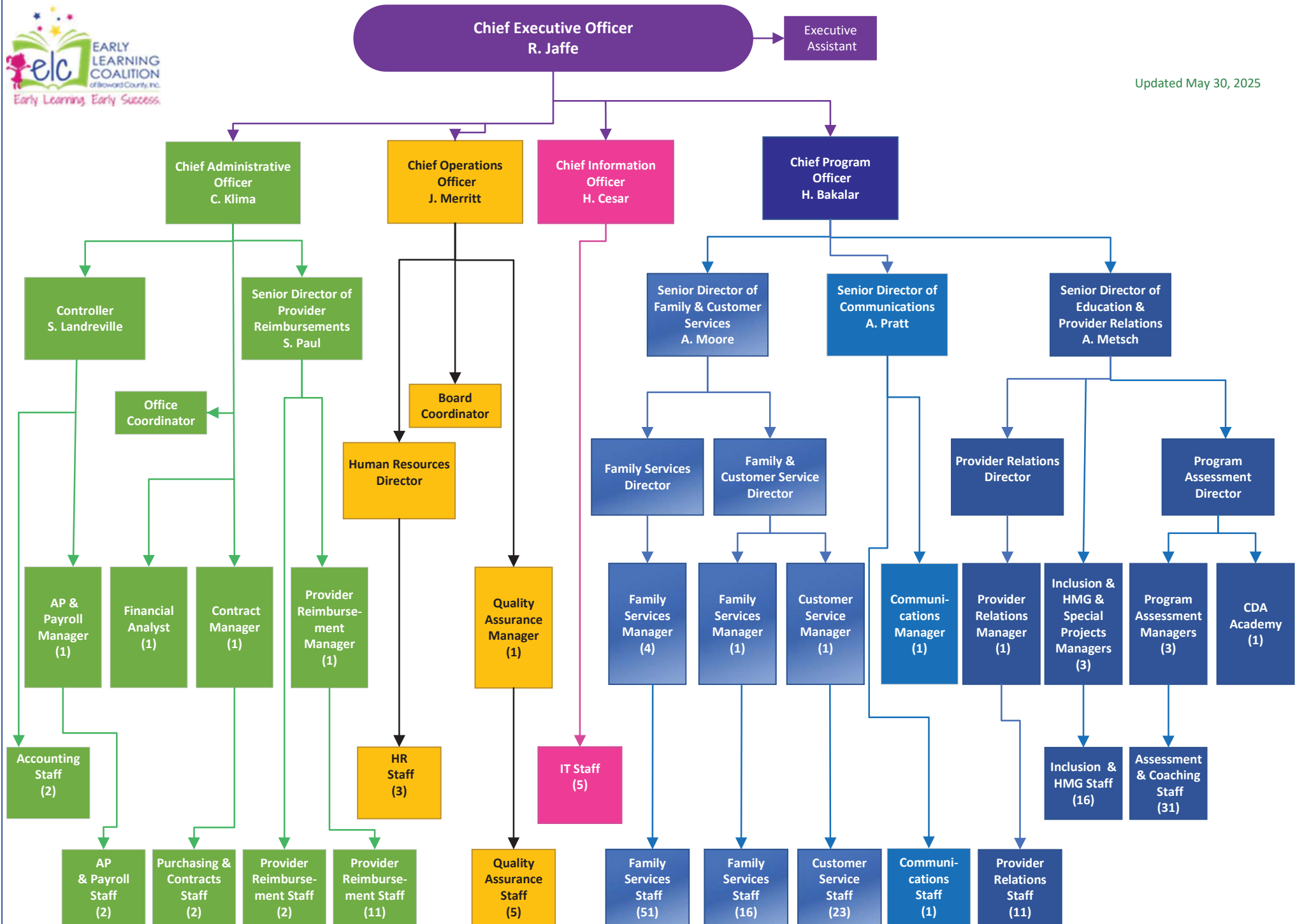
- \$4.5K Audit Agreement
- \$8K Commercial Insurance
- \$48K Teachstone CLASS 2.0 Materials & Training

Items Reduced, on Hold or Expired

- -\$230,546 Expired 211 Sub Recipient Agreement
- -\$217,379 Unallocated removed
- -\$211,727 Expired Stipend Programs
- -\$51,250 Laptop replacements
- -\$45,000 50% Staff Travel & Training
- -\$40,000 BECE & Day in K events
- -\$30,000 Business Training for Providers
- -\$29,000 Staff Professional Development Trainings
- -\$90,750 Expired Increases for Bookworms & RTFR
- -\$128,037 Not Yet Committed Software, Enhancements or One Time FY25 Misc Purchases

Wishlist

- CDA Textbooks
- Trauma Informed Care Training
- Learning Technology
- Projects Involving New Hires



ELC Broward Contract List 2024-2025

Funder or Vendor Name	Amount	Purpose	Type	Term	Status	Contract Number
Division of Early Learning	\$152,758,400	School Readiness, VPK	Revenue	7/1/24-6/30/25	Active	EL095
A.D. Henderson Foundation	\$289,103	Peer Support Specialists	Revenue	7/1/24-6/30/26	Active	224007
A.D Henderson	\$70,000	Food and Training Support	Revenue	10/23/24-9/30/25	Active	224031
United Way	\$136,500	SR Match Funds	Revenue	7/1/24-6/30/25	Active	1718-04-06-01
City of Pompano Beach	\$20,000	SR Match Funds	Revenue	10/1/24-9/30/25	Active	Match Contract
City of Hollywood	\$15,000	SR Match Funds	Revenue	10/1/24-9/30/25	Active	Match Contract
City of Deerfield	\$15,000	SR Match Funds	Revenue	10/1/24-9/30/2025	Active	Match Contract
City of Fort Lauderdale	\$100,000	SR Match Funds	Revenue	10/1/24-9/30/25	Active	Match Contract
Broward County	\$2,342,795	SR Match & Special Needs	Revenue	10/1/24-9/30/25	Active	23-CP-CSA-3516-01
Children's Services Council	\$3,592,850	Financially Assisted Child Care	Revenue	10/1/24-9/30/25	Active	23-2580
Children's Services Council	\$7,033,171	Vulnerable Populations	Revenue	10/1/24-9/30/25	Active	23-2581
Children's Forum	\$200,000	Developmental Support -Help Me Grow	Revenue	12/2/24-6/30/25	Active	24-528-HMGFA-04
Children's Forum	\$958,974	INCENTIVE\$ Program	Sub Recipient Agreement	7/1/24-7/30/25	Active	ELCB1-FY25
First Call for Help/211 Broward	\$62,550	Community Referral Services	Vendor	1/1/25-6/30/25	Active	ELCB38
Allison Gonzalez CLASS Observer	\$30,250	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB33
Lianne Betancourt CLASS ASSESSOR	\$9,500	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB32
Maria Lopez CLASS Observer	\$30,250	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB34
BlueJean Software, Inc.	\$15,000	Hosting and Support Services	Vendor	7/1/24-6/30/26	Active	ELCB23
Bryan, Miller, Olive, Attorneys	\$25,000	Labor and employment legal services	Vendor	7/1/24-6/30/25	Active	ELCB4-R1
Causetech DBA Achieve	\$10,448	Website Hosting	Vendor	7/1/24-6/30/26	Active	ELCB25
Comcast	\$4,583.64	Internet Services	Vendor	7/1/24-6/30/25	Active	-----
CPR954 LLC	\$15,000	CPR Training for Providers	Vendor	8/15/24-6/30/26	Active	ELCB30
Webauthor	\$184,992.00	CCR&R Software	Vendor	7/1/2024-6/30/2026	Active	ELCB24
WEBAUTHOR	\$250,000.50	Web Hosting Service	Vendor	5/01/2024-9/30/26	Active	ELCB7
FL Dept of Law Enforcement	\$1,556/yr	LiveScan Service (est. annual cost)	Vendor	10/29/18-Ongoing	Active	-----
Goren, Cherof,Doody,Ezrol, PA	\$100,000	Legal Services	Vendor	7/1/24-6/30/25	Active	POC 22-5024-00-FY25
Abila	\$10,845	MIP Service Contract	Vendor	6/20/24-6/19/25	Active	-----
Intermedia	\$61,542.96	Cloud Base Communication Services	Vendor	9/16/24-9/15/27	Active	ELCB31

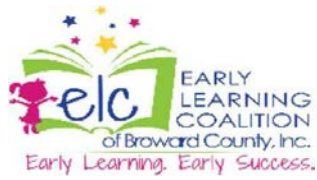
Klausner, Kaufman, Jensen, Levinson	\$25,000	<i>Retirement Plan legal services</i>	Vendor	7/11/24-6/30/25	Active	ELCB3-R1
Citrin Cooperman	\$31,775	<i>Tax Advisors</i>	Vendor	10/16/24-10/15/29	Active	ELCB35
Citrin Cooperman	\$258,661	<i>Auditors</i>	Vendor	10/16/24-10/15/29	Active	ELCB36
Maro Polo Learning, Inc.	\$285,012	<i>Learning Technology</i>	Vendor	5/1/24-9/20/25	Active	ELCBB8
Scholastic	\$275,000	<i>Supply and Distribution of Children's Books</i>	Vendor	7/1/24-6/30/26	Active	ELCB27
Sorenson Consulting, Inc.	\$29,000	<i>Professional Development Training</i>	Vendor	8/15/24-6/30/25	Active	ELCB19-R1
Age of Learning	\$269,500	<i>Online Development Training</i>	Vendor	5/15/24-11/15/25	Active	ELCB22
ADP	\$33,522	<i>Payroll Processing</i>	Vendor	Ongoing	Active	
One Beat	\$12,000	<i>CPR Training for Providers</i>	Vendor	8/1/24-7/31/26	Active	ELCB29
Business Leadership Institute for Early Learning	\$30,000	<i>Business courses for childcare center providers</i>	Vendor	01/01/25-06/30/25	Active	ELCB37
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active	
Crown Center	\$517,993	<i>Office Lease (est. annual cost)</i>	Lease	7/16/18-12/16/28	Active	4852-0671-1913.3
Sharp	\$35,000	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active	101-0018142
AT&T	\$95,000	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/24-6/30/25	Ongoing	-----
School Board of Broward County	\$0	<i>Community Partnership</i>	MOU	1/20/21-6/1/43	Active	
Brown & Brown	\$0	<i>Information Sharing Agreement</i>	MOU	8/1/20-7/31/26	Active	
Broward County	\$0	<i>Crisis Intervention & Support</i>	MOU	11/18/20-11/17/25	Active	
Child Abuse Prevention-CAPTA	\$0	<i>Interagency Referrals Cooperation</i>	MOU	9/1/21-8/31/26	Active	
Seventeenth Circuit Court	\$0	<i>Cooperation Agreement</i>	MOU	6/23/20-Ongoing	Active	
University of Florida	\$0	<i>Data Use Agreement</i>	MOU	1/1/19-Ongoing	Active	
Women In Distress	\$0	<i>Community Partnership</i>	MOU	6/21/21-6/1/24	Pending	

FYI 2 – Cash Disbursements

In accordance with ELC Cash Disbursement Policy Approved September 12, 2019, cash disbursements issued by ELC in amounts greater than \$1,000 and less than \$35,000 are submitted to the ELC Board for review monthly.

Cash disbursement for April 2025

Vendor Name	Amount	Purpose
Abila	4,750.00	Feb 25 MIP Data Modification Custom
ADP, Inc.	2,786.10	March 2025 Processing Charges from 03/15/25-03/29/25
ADP, Inc.	1,354.10	March 2025 Time & Attendance
AT&T Mobility	7,336.31	April 2025 Cell phone and Data Charges
Breachlock Inc	3,144.00	March 2025 Penetration Test
Broward Healthy Start Coalition, Inc	1,500.00	Sponsorship For Maternal & Child Health Coalition
Business Card	3,153.89	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Card_Amazon	1,999.38	Tablets for educational staff (Observations & Assessments
Business Card-On Time Telecom	3,040.00	Text and Voice call Services for Providers & Clients
Business Leadership Institute	7,500.00	Mar 25 HR Professional Development Training Services
Business Leadership Institute	7,500.00	Apr 25 HR Professional Development Training Services
Citrin Cooperman & Company LLP	3,465.00	Audit of Financial Statements as of March 2025
Colonial Life & Accident Insurance	6,806.16	March 2025 Employee Benefits
Colonial Life & Accident Insurance	6,806.16	April 2025 Employee Benefits
Dell Marketing L.P.	23,797.56	April 2025 Dell Latitude 5550 BTX Base
First Call for Help of Broward Inc	10,425.00	MAR 25 Community Resource and Referral Services
Indeed	2,500.00	March 2025 Job Posting
Kaplan Early Learning Co.	2,036.00	April 2025 Developmental Milestone Training Materials
Maria Lopez	1,100.00	CLASS Observations for APR 2025
Scholastic Inc.	5,489.00	Children's Books
Sorensen Consulting, Inc.	3,500.00	Mar 25 Professional Development Trainings
Sorensen Consulting, Inc.	3,500.00	April 2025 Professional Development Trainings
Sun Life Assurance Company of Canada	30,484.66	May 2025 Employee Benefits
Teachstone Training LLC	1,997.00	Infant, Toddler, & Pre-K CLASS Dimensions Guide
The School Board of Broward County	1,050.46	April 2025 Gulfstream Lease (Utility & Custodial Fees)
ThreatTrack Security, Inc	5,129.00	VIPRE Anitvirus Renewal (03/30/25-03/29/26)
United States Treasury - IRS	1,453.98	Levy Payment for KC Kiddie Care II
United States Treasury - IRS	15,961.21	Levy Payment for School of Excellence15,961.21



FY25 Match Fundraising Report

Funder	Status	Amount
Coconut Creek	Approved	29,000
Cooper City	No Funding Available	-
Coral Springs (Community Chest)	Approved	1,500
Dania Beach	No Funding Available	-
Davie	No Funding Available	-
Deerfield Beach	Approved	15,000
Ft. Lauderdale	Approved	100,000
Hallandale Beach	Approved	14,954
Hollywood	Approved	15,000
Lauderdale By The Sea	Approved	1,000
Lighthouse Point	Approved	1,714
Lauderdale Lakes	Approved	1,500
Lauderhill	Approved	10,000
Margate	Approved	1,000
Miramar	Approved	5,000
North Lauderdale	Approved	10,000
Oakland Park	Not Funded	-
Parkland	Approved	3,000
Pembroke Park (Town)	Pending Response	2,186
Pembroke Pines	Approved	35,000
Plantation	Approved	21,900
Pompano Beach	Approved	20,000
Tamarac	No Funding Available	34,225
Sunrise	Approved	60,000
Southwest Ranches	Pending Response	1,950
West Park	Pending Response	14,126
Weston	Approved	4,240
Wilton Manors	Approved	4,240
		406,535
United Way	Committed as of July 1	136,500
Child Care Providers	Committed as of July 1	600,000
Broward County	Committed as of July 1	3,243,217
CSC	Committed as of July 1	1,589,612
	Total SR Match	5,975,864



Legend:

Bolded Items: Recently Added/Updated

Grayed Out: Past Events

Board Engagement Calendar FY 24-25

Childcare Small Business Site Visits

***Please email Melody Martinez at Mmartinez@elcbroward.org if you would like to RSVP for a site visit.**

Date	Childcare Center Name	Address	Time
Sep. 17, 2024	My First Learning Center	2116 Garfield St., Hollywood, FL 33020	9:30 AM – 11:00 AM
Oct. 8, 2024	Kinder Clues Academy (CANCELLED)	11880 W State Rd. 84 Suite D1 & D2, Davie, FL 33325	9:30 AM – 11:00 AM
Dec. 17, 2024	Hollywood Preschool (CANCELLED)	6523 Taft St, Hollywood, FL 33024	9:30 AM – 11:00 AM
Jan. 14, 2025	International Montessori Kids	602 Anderson Cir., Deerfield Beach, FL 33441	9:30 AM – 11:00 AM
Feb. 11, 2025	Kinder Clues Academy	11880 W State Rd. 84 Suite D1 & D2, Davie, FL 33325	9:30 AM – 11:00 AM
Mar. 11, 2025	Hollywood Preschool	6523 Taft St. Hollywood, FL 33024	9:30 AM – 11:00 AM
Apr. 30, 2025	Craft Learning Center	4000 N State Rd 7 #106, Lauderdale Lakes, FL 33319	9:30 AM – 11:00 AM

Monthly PLAN Meetings

ELC Broward: 1475 W. Cypress Creek Rd., Suite 301, Fort Lauderdale, FL 33309

Date	Location	Time
Aug. 21, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Sep. 18, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Oct. 16, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Nov. 20, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Dec. 18, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Jan. 15, 2025	ELC Broward, Training Room	10:00 AM – 12:00 PM
Feb. 19, 2025	ELC Broward, Training Room	10:00 AM – 12:00 PM
Mar. 19, 2025	ELC Broward, Training Room	10:00 AM – 12:00 PM
Apr. 16, 2025	ELC Broward, Training Room (CANCELLED)	10:00 AM – 12:00 PM
May 21, 2025	ELC Broward, Training Room	10:00 AM – 12:00 PM
Jul. 16, 2025	ELC Broward, Training Room	10:00 AM - 12:00 PM

Read For the Record/ Model Classroom Ribbon Cutting

***Please email Lizbeth Melody Martinez at Mmartinez@elcbroward.org if you would like to RSVP for our Read for the Record Event.**

Date	Location	Time
Oct. 17, 2024	ELC Broward, Model Classroom	10:30 AM – 12:00 PM

ELC Broward's Annual State of Childcare Event

***Please email Melody Martinez at Mmartinez@elcbroward.org if you would like to RSVP to this event.**

Date	Location	Time
May 20, 2025	ELC Broward, Training Room	9:00 AM – 11:00 AM

Notable Early Learning Conferences

Please Reach out to Melody Martinez at Mmartinez@elcbroward.org if you would like assistance organizing accommodations

Dates	Conference Name	Location	Registration Info
Sep. 17-20, 2024	Division for Early Childhood's 39 th Annual International Conference on Young Children with Disabilities and their Families	Hilton Riverside New Orleans, LA	Click to Register
Oct. 16-19, 2024	Council for Professional Recognition CDA - Early Educators Leadership Conference (Leading Career Pathways to Equity)	The Capital Hilton, Washington D.C.	Click to Register
Oct. 16-20, 2024	Florida Association for the Education of Young Children (FLAEYC)	Omni Orlando Resort- Orlando, FL	Click to Register
Nov. 6-9, 2024	NAEYC Annual Conference	Anaheim, CA	Click to Register
Jan. 27-30, 2025	National Head Start Winter Leadership Institute	Washington DC	Click to Register
Mar. 6-7, 2025	Rocky Mountain Early Childhood Conference	Denver, CO	Click to Register
Mar. 13-16, 2025	American Montessori Society - The Montessori Event	Denver, CO & Online	Click to Register
Mar. 20-22, 2025	Southern Early Childhood Association Conference	Houston, TX	Click to Register
Apr. 3-5, 2025	Virginia Association for the Education of Young Children (vaeyc)	Richmond, VA	Click to Register
Apr. 7-9, 2025	InterAct CLASS Summit	New Orleans, LA	Click to Register
Apr. 21-25, 2025	National Training Institute on Effective Practices: Addressing Challenging Behavior (NTI) Conference	Tampa, FL	TBA
May 4-7, 2025	Childcare Aware 2025 Symposium	Arlington, VA	Click to Register
May 19-22, 2025	National Head Start Conference	Columbus, OH	Click to Register
May 29, 2025	2025 FL Prosperity & Economic Opportunity Solution Summit	Daytona Beach, FL	Click to Register
Jun. 25-29, 2025	FL Family Childcare Home Association Annual Conference	Clearwater Beach, FL	Click to Register
Jun. 24, 2025	2025 FL Learners to Earners Workforce Solution Summit	Tampa, FL	Click to Register
Jul. 16-18, 2025	One Goal Summer Conference	Tampa, FL	Click to Register
Aug. 30-31, 2025	International Conference on Play-Based Learning and Early Childhood Curriculum	Sydney, Australia	Click to Register

A Day in "K"indergarten

***Please email Melody Martinez at Mmartinez@elcbroward.org if you would like to RSVP to our Day in K Event.**

Date	Location	Time
June 4, 2025	Museum of Discovery & Science (401 SW 2nd St, Fort Lauderdale, FL 33312)	5:30 PM – 7:30 PM

BOARD MEMBER SPONSORSHIP FORM



ELC Board Donations and Sponsorship Opportunities

Please indicate the areas and amount you would like to sponsor below.

☐

Board/Committee Refreshments

- Meet & Greet (Avg. Per Event: **\$80**)
- Lunch & Learn (Avg. Per Event: **\$50**)
- Committee Meetings (Avg. Per Event: **\$40**)
- Board Retreat (Avg. Per Event: **\$300**)
- General Board Engagement Activities (Avg. Per Event: **\$50**)

☐

ELC Unfunded Events

- Table Sponsorships for Award Ceremonies (Annual Avg: **\$3000**)
- Staff Recognition: Awards, Staff Appreciation, & Birthdays (Annual Avg: **\$2500**)
- Provider/Staff Training Food and Refreshments
(Annual Avg. is dependent on amount of trainings: **\$5,000-\$16,000**)
- ELC Promotional/ Giveaways for Outreach Events (Annual Avg: **\$500**)

☐

General Donation to ELC Broward

- Unrestricted Funding

Name/Org:

Please enter the total amount of donations:

How will you be paying? *For Cash/Check Donations, please see Lizbeth DeVecchio after the meeting. Checks can also be mailed to ELC Broward. Attn: Christine Klima*

☐

Cash

☐

Check

☐

Card Payment

All donations are appreciated!

TO DONATE PLEASE SCAN THE QR CODE OR VISIT:

www.donate.elcbroward.org



Early Learning Coalition of Broward County - Board Member Roles and Responsibilities

VISION:

All children will have high-quality early learning experiences leading to success in school and life.

MISSION:

Lead and support the early learning community to promote and deliver high-quality early learning experiences to young children, accessible to all eligible families in Broward County.

BOARD MEMBER ROLE:

- To serve as a volunteer voting member of the Board of Directors for the Early Learning Coalition of Broward County
- Develop and maintain focus on the ELC mission and vision.
- Establish and oversee the implementation of the ELC's strategic direction.
- Uphold Fiduciary responsibilities as a steward of public funding in accordance with laws, regulations, contracts, governing by-laws, Board-approved policies, and standard non-profit best practices.

TERM (for private sector member):

In accordance with the ELC bylaws, the term of membership shall be four (4) years. Once a Member's term of service is completed, a Member shall have the option of serving for an additional four (4) year term by providing written notice to the Chair prior to the expiration of their initial four (4) year term.

TIME EXPECTATIONS:

- Attend a 60-minute orientation session to learn about organizations, programs, etc.
- Attend all scheduled Board meetings.
 - In person at, ELC Broward, 1475 W. Cypress Creek Rd., Suite 301, or join virtually.
- Join at least 1 board committee. Attend committee meetings.
- Attend, support, and participate in ELC events and program activities.

RESPONSIBILITIES:

- Organization Success
 - Attend and participate in board and committee meetings.
 - Understand and support the vision and mission of ELC of Broward
 - Promote the work of the Coalition.
 - Participate in hiring and evaluating the CEO.
 - Participate in developing strategic goals.
 - Monitor the agency's progress and evaluate outcomes.
 - Be engaged. Ask questions.
 - Exercise fiduciary oversight
- Community
 - Inform others about ELC.
 - Advocate for early learning.
- Individual Responsibility
 - Bring personal/professional expertise to support the mission.
 - Read meeting materials (board and committee packets) prior to the meeting.
 - Appreciate and respect differing viewpoints.
 - Abide by conflict-of-interest policy, Sunshine law, and bylaws.
 - Avoid conflict of interest, real or perceived.
 - Financially support and/or help secure financial contributions to the ELC of Broward

MAKE AN IMPACT IN YOUR COMMUNITY



The Early Learning Coalition of Broward County

IS SEEKING DYNAMIC INDIVIDUALS TO JOIN THE BOARD OF DIRECTORS



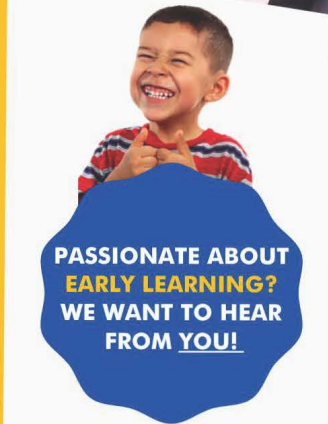
QUALITIES OF AN IDEAL CANDIDATE

- Enthusiastic about early care and education
- Committed to attending Board meetings
- Understand and support the vision and mission of ELC of Broward
- Inform and advocate for ELC and early learning community

**Additional qualifications can
be found on our website**

Apply Today!

**[www.elcbroward.org/
boardofdirectors](http://www.elcbroward.org/boardofdirectors)**



**"Early Learning,
Early Success."**

Director – Board of Directors

Early Learning Coalition of Broward County (ELC Broward)






 Contact: jmerritt@elcbroward.org

 Website: <https://www.elcbroward.org/boardofdirectors>

ELC Broward is the backbone of early education in our community, connecting thousands of families to high-quality childcare and school readiness services. Our work ensures that children, especially from low-income households, enter kindergarten ready to learn and succeed.

We are currently seeking passionate and connected **private sector leaders** to serve on our **Board of Directors**. As a board member, you'll help advance our mission, champion early learning, and open new doors for collaboration, advocacy, and resource development.

Why Join Our Board?

-  **Make a meaningful impact** on early childhood education in Broward County
 -  **Support working families** - our programs currently serve over **10,000 households**
 -  **Raise awareness and funding** to sustain and grow programs like **School Readiness** and **Voluntary Prekindergarten**
 -  **Leverage your network** to expand our reach into business sectors and funding circles
 -  **Be a voice** for Broward's children at a systems level
-

Time Commitment

Board members are expected to attend **five meetings per year**, each lasting up to two hours. Meetings can be attended **in person or virtually** for flexibility.

Additionally, members may occasionally be invited to special events, such as **childcare site visits**, **our New Educator Boot Camp graduations**, or community engagements that highlight our work in action.

We value your time and ensure each engagement is purposeful and meaningful to our mission.

Who We're Looking For:

We're especially interested in professionals with leadership or executive experience in industries that **reflect the working families we serve**, including:

- **Retail and Big Box Stores** (e.g., Walmart, Sam's Club, Ross, Dollar Tree, CVS, Walgreens)
- **Grocery Chains and Food Services** (e.g., Publix, Dunkin', McDonald's, 7-Eleven)

- **Security and Staffing Services** (e.g., Allied Universal, Teleperformance)
- **Logistics and Delivery** (e.g., Amazon, USPS, UBER)

Ideal candidates are well-connected in the private sector, passionate about the work we do, and can help us:

- Increase brand visibility and legislative support
- Open doors to business partners who may not yet know about ELC Broward
- Amplify our impact and storytelling in the business community

Did You Know?

Our **School Readiness Program** serves families employed at some of Broward's largest employers, including:

- | | |
|------------------|-------------------------------------|
| • Publix | • Allied Universal |
| • Walmart | • Teleperformance |
| • Dunkin' | • McDonald's , and many more |
| • Amazon | |

If your company or clients employ working parents, they may already benefit from ELC services; join us to help support their children's success from the start.

ELC of Broward County

Committee Members 2024-2025

COMMITTEE	Member Name	Seat	By Laws
EXECUTIVE <i>4 needed for a Quorum</i>	<i>Members consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Immediate Past Chair (if applicable) and each of the chairs of the Standing Committees)</i>		
Officer	1 Laurie Sallarulo	Chair	effective 04/2014 - Governor appointment
Officer	2 Dawn Liberta	First Vice Chair/Governance	effective July 2024 (3 year term)
Officer	3 Michael Asseff	Second Vice Chair	effective July 2024 (3 year term)
Officer	4 Ellie Schrot	Secretary	effective May 2025 (3 year term)-Ellie appointed 5.12.25
Officer	5 Cindy Arenberg Seltzer	Treasurer/Finance Chair	effective July 2024 (3 year term)
	6 Amoy Reid	Nominating Com. Chair	effective July 2024 (3 year term)
	7 Renee Podolsky	Audit Com. Chair	effective July 2024 (3 year term)
FINANCE <i>4 needed for a Quorum</i>	<i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members EXCLUDING CHAIR. No Term Limits</i>		
	1 Cindy Arenberg Seltzer	Chair	effective 07/01/24
	2 Maria Hernandez	Member	effective 06/14/23
	3 Dawn Liberta	Member (Officer)	effective 02/12/24
	4 Renee Podolsky	Member	
	5 Amoy Reid	Member	effective 05/12/25
	6 Laurie Sallarulo	Member (Board Chair)	
	7 Zachary Talbot	Member	effective June 2020
PROGRAM REVIEW <i>5 needed for a Quorum</i>	<i>Members appointed by the Chair. Ad Hoc members with particular expertise may be appointed to assist in the given particular area of program. Reports directly to the Board and shall consist of at least (3) members EXCLUDING CHAIR. No Term Limits</i>		
	1 Maria Hernandez	Chair	effective 05/12/25
	2 Cindy Arenberg-Seltzer	Member (Officer)	effective 07/01/22
	3 Krystie Castillo	Member	effective 02/12/24
	4 Dawn Liberta	Member (Officer)	effective 02/12/24
	5 Renee Podolsky	Member	effective 05/10/23
	6 Laurie Salarullo	Member (Board Chair)	effective 07/01/18
	7 Ellie Schrot	Member (Officer)	effective 06/14/23
	8 Amy Hauser	Member	effective 02/10/25
AUDIT <i>3 needed for a Quorum</i>	<i>Members elected by Board. Consists of at least (5) five Members including Chair. Ad Hoc Members may be appointed to assist in accounting or financial management experience. No more than (1) one Member of the Finance Committee shall be a Member of the Audit Committee and in no event shall the chair of the Finance Committee be a Member of the Audit Committee. No Term Limits</i>		
	1 Renee Podolsky	Chair	effective July 2024 (3 year term)
	2 Michael Asseff	Member (Officer)	effective 02/12/24
	3 Sharonda Bailey	Member	effective 05/12/25
	4 Ellie Schrot	Member (Officer)	effective September 2024
	5 Traci Schweitzer	Member	effective 02/12/24
GOVERNANCE <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (5) five Members, EXCLUDING CHAIR. First Vice Chair shall serve as chair of the Governance Committee. No Term Limits</i>		
	1 Dawn Liberta	Chair	effective July 2024 (3 year term)
	2 Michael Asseff	Member (Officer)	effective 06/2020
	3 Kirk Englehardt	Member	effective 09/13/21
	4 Carol Hylton	Member	effective 02/2021
	5 Laurie Sallarulo	Member (Board Chair)	effective 09/15/22
	6 Renee Podolsky	Member	effective 10/06/22
	7 Amoy Reid	Member	effective 10/06/22
NOMINATING <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition. No Term Limits</i>		
	1 Amoy Reid	Chair	effective July 2024 (3 year term)
	2 Michael Asseff	Member (Officer)	effective 7/1/24
	3 Sharonda Bailey	Member	effective 04/27/22
	4 Krystie Castillo	Member	effective 05/12/25
	5 Laurie Salarullo	Member (Board Chair)	
	6 Traci Schweitzer	Member	effective 05/12/25
	7 Julie Winburn	Member	effective 05/2022
AD HOC FUNDRAISING <i>4 needed for a Quorum</i> Re-established 8/2022 Report to Executive Comm	1 Michael Asseff	Co-Chair (Officer)	Co-Chair effective 06/14/23
	2 Traci Schweitzer	Co-Chair	Co-Chair effective 03/11/24
	3 Krystie Castillo	Member	effective 02/12/24
	4 Kirk Englehardt	Member	effective 09/20/22
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Amoy Reid	Member	effective 08/10/22
	7 Zachary Talbot	Member	effective 08/30/22
	8 Beverly Batson (Honorary)	Non-Voting Member/ No Quorum	effective 12/16/24



**Early Learning Coalition of Broward County
Board Attendance Chart FY 24-25**

QUORUM # NEEDED: 9

	Board Members	Seat	Date commenced on Board		1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1	Laurie Sallarulo	Chair	4.2014		X	X	X	X	X	X		0
2	Dawn Liberta	First Vice Chair	10.16.23		V	V	X	X	X	X		0
3	Michael Asseff	Second Vice Chair	5.7.2013		V	V	V	V	V	X		0
4	Cindy Arenberg Seltzer	Treasurer	1999		X	X	X	V	X	X		0
5	Ellie Schrot	Secretary	6.2014		X	X	V	X	V	V		0
6	Sharonda Bailey	Member	10.1.21		X	X	X	X	X	X		0
7	Krystie Castillo	Member	10.16.23		V	ABS	V	V	V	ABS		2
8	Kirk J. Englehardt	Member	4.2021		V	ABS	X	V	X	V		1
9	Amy Hauser	Member	12.16.24					X	X	X		0
10	Maria Hernandez	Member	11.14.22		X	V	V	V	V	V		0
11	Carol Hylton	Member	9.2020		X	V	X	V	V	ABS		1
12	Renee Podolsky	Member	6.2014		X	ABS	X	V	X	X		1
13	Dr. Amoy Reid	Member	9.2019		X	V	V	V	V	X		0
14	Traci Schweitzer	Member	10.16.23		X	X	X	X	X	V		0
15	Zachary Talbot	Member	2.2020		X	V	X	V	V	ABS		1
16	Julie Winburn	Member	4.1.22		ABS	X	X	X	V	V		1
	VACANT - Gub. Private Sector											
	VACANT - Private Sector											
	Honorary Board Members		Start Date	Last Date	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1	Beverly Batson		06/17/24		X	ABS	X	V	ABS	ABS		
	Members who left During FY 24-25 Term	Seat	1st Term Started	Last Date	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1	Melody McDonald	Member	06.13.22	09.09.24								0
2	Daniel Foganholi	Member	12.15.23	11.19.24	ABS	ABS						2
3	Twan Russell	Member	2.2016	03.11.25	ABS	V	V	ABS	V/ LM			2
4	Monica King	Secretary	4.2017	04.30.25	X	X	X	X	X/ LM			0
5	Richard Campillo	Member	4.2017	04.30.25	X	X	X	ABS	V/ LM			1
6	Brenda Fam	Member	11.19.24	05.01.25			ABS	X	ABS			2
	V= Virtual Meeting											
	X= Present at meeting											
	ABS= Absent from Meeting											
	P= phone attendance											
	FM= First Meeting											
	LM= Last Meeting											
	Shaded areas - no meeting scheduled											

O:\Board\Board- Committee & Board Meetings\Board\FY 2024-2025

ELC of Broward County FY 2025-2026 Board/Committee Meetings Calendar

July 2025							August 2025							September 2025							October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6				1	2	3	4						1		1	2	3	4	5	6	
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Board

Mon. at 9:30 am

1. Sep 15, 25
2. Nov 17, 25
3. Dec 15, 25
4. Feb 9, 26
5. May 11, 26
6. Jun 22, 26

Finance/ Exec

Tues. at 1:30 pm

1. Sep 9, 25
2. Nov 4, 25
3. Dec 9, 25
4. Feb 3, 26
5. May 5, 26
6. Jun 9, 26

Governance

(No Set Date/Time)

1. Sep 00, 25
2. Oct 00, 25
3. Feb 00, 26

Nominating

(No Set Date/Time)

1. Aug 00, 25
2. Oct 00, 26
3. Feb 00, 26

Audit

(No Set Date/Time)

1. Aug 00, 25
2. Sep 00, 25
3. Mar 00, 26

Program Review

(No Set Date/Time)

1. Aug 00, 25
2. Dec 00, 25
3. Mar 00, 26

Ad-Hoc Fundraising

(No Set Date/Time)

1. Sep 00, 25
2. May 00, 26

ELC offices closed for holidays on:

July 4 Independence; Sep 1 Labor; Oct 13 Columbus/Indigenous (Observance); Nov 11 Veterans; Nov 27 Thanksgiving; Nov 28 Day after Thanksgiving; Dec 25 Christmas; Jan 1 New Year's Day; Jan 19 MLK; Feb 16 President; Apr. 3 Spring Day; May 25 Memorial;

Federal Holidays:

Oct 13 Colombus; Jun 19 Juneteenth;

Holidays:

Sep 22-24 Rosh Hashanah; Oct 1-2 Yom Kippur; Oct 6-13 Sukkot; Dec 14-22 Hannukah; Feb 18 Ash Wed; April 1-9 Passover; May 21-23 Shavuot; Mar 16-20 Spring Break; Apr 3 Good Friday

First Day of School: August 11, 2025

Last Day of School: June 3, 2026

ELC Broward - Glossary of Terms (rev. 8/2019)

Rev. 7/2019Subject	Acronym	Definition
Ages and Stages Questionnaire®	ASQ	A developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children.
Association of Early Learning Coalitions	AELC	The Association of Early Learning Coalitions (AELC) is an organization comprised of 31 Early Learning Coalitions throughout the State of Florida. The AELC supports the role of the Early Learning Coalitions to develop and administer a comprehensive school readiness program and voluntary pre-kindergarten program that prepares preschool children to succeed in school and in life. Each Early Learning Coalition's service area is as unique as the population it serves, with some Coalitions serving a single county while others are serving two to seven counties.
Billing Group	BG	<p>An eligibility category that aligns with Chapter 411, Florida Statutes, which describes the different groups or defined categories of children served; a category of direct service costs. The following defines the various billing groups:</p> <p><u>BG1 – At Risk Populations:</u> School readiness services for a child in a family that is: referred for investigation by the Broward Sheriff's Office (BSO); under the supervision of ChildNet (in home, foster care or relative/no relative placement); in the custody of a parent who is homeless, as verified in law; in the custody of a parent who is the victim of domestic violence, residing in a certified DCF shelter or; actively participating in a diversion program as required by law.</p> <p><u>BG3 – Temporary Assistance for Needy Families (TANF), also referred to as Temporary Cash Assistance (TCA)</u> Families who are receiving TCA, and subject to the federal work requirements.</p> <p><u>BG3R – Relative Caregiver</u> Child who is in receipt of the Relative Caregiver (RCG) payment, who is adjudicated by a Florida court and placed in the home of a relative through ChildNet.</p> <p><u>BG5 – Transitional Child Care (TCC)</u> Family that is transitioning from the receipt of TCA (from a workforce program) into employment, as defined by law.</p> <p><u>BG8 – Income Eligible</u> Family that is economically disadvantaged. Parent must meet income and work requirements, which include employment, educational activities or disability.</p> <p><u>CSC – Children's Services Council Vulnerable Populations Program</u> Eligibility mirrors the Income Eligible (BG8) criteria. Other conditions may be set by CSC, on an as needed (case-by-case) basis.</p>
Categories Exempt from Licensing		Certain religious affiliated and non-public schools may be exempt from licensure but must register with Broward County and receive approval prior to operating. Programs for children grades six and above and summer day camps for elementary school aged children are exempt from licensure.
Center-Based Child Care Provider		A provider licensed or authorized as license-exempt to provide care and education of children in a nonresidential setting for fewer than 24-hours a day per child.
Child Assessment		<p>An individual assessment performed on each child for the purpose of measuring the child's growth in specific developmental domains. Child care providers who perform this detailed assessment can be reimbursed at a higher rate per child.</p> <p>Teaching Strategies Gold (TSG) is one of three ongoing assessment tools that is approved by OEL for child care providers to receive a Quality Performance Incentive Differential. TSG helps teachers observe children during regular everyday activities, plan for their development and assess their needs. Training is needed to become a reliable observer in the tool.</p>
Child Care Development Fund	CCDF	The federal Child Care and Development Fund (CCDF) is an aggregate of several funding sources that is distributed in block grants by the federal government to the states and territories. The majority of the funds are to be used to provide child care services to families who meet certain income and need criteria. A portion of the funding (at least 4 percent of the block grant amount) is to be used for activities to improve the quality of child care. Another portion (not to exceed 5 percent of the block grant amount) is to be used to pay for costs of administering the CCDF. The purpose of the CCDF is to increase the availability, affordability, and quality of child care services.
Child Care Development Plan		Every two years, states and territories receiving CCDF funds must prepare and submit to the federal government a plan detailing how these funds will be allocated and expended.

Child Care Licensing		The child care licensing program is a component of the services provided by Department of Children and Families. The program is accountable for the statewide licensure of Florida's child care facilities, specialized child care facilities for the care of mildly ill children, large family child care homes and licensure or registration of family day care homes. The purpose of the program is to ensure a healthy and safe environment for the children in child care settings and to improve the quality of their care through regulation and consultation. The department ensures that licensing requirements are met through on-going inspections of child care facilities and homes, thus preventing the continued operation of substandard child care programs
Child Care Resource and Referral Program	CCR&R	The Child Care Resource and Referral Network is dedicated to helping families find answers to their questions regarding how to identify quality child care and early education programs. The CCR&R program also conducts a search for providers that meet the specific needs of the family; the CCR&R program also provides information and community resources that may benefit the entire family.
Children's Services Council	CSC	A Children's Services Council is a local government body that oversees funding for programs and services that improve the lives of children and their families. Chapter 125 of Florida Statutes governs the creation and operation of a Children's Services Council, commonly referred to as a CSC. Florida is the only state in the nation that empowers communities to create a local government with the sole purpose of investing in the well-being of families.
Child Development Associate	CDA	A nationally recognized early childhood professional credential awarded to individuals who successfully complete the nationally established requirements of the CDA program to work with young children.
Classroom Assessment Scoring System™	CLASS	The Classroom Assessment Scoring System™ (CLASS™) is an observational tool that provides a common lens and language focused on classroom interactions that boost student learning. This tool is used as the basis for the State of Florida's Quality Rating System, and CLASS scores are used to calculate payment differentials for child care facilities serving subsidized children.
Continuing Education Units	CEUs	A measure used to track continuing education; in general, a CEU is defined as 10 clock hours of participation in a recognized continuing education program with qualified instruction and sponsorship through an accrediting CEU body.
Enhanced Field System Modernization	EFS Mod	The billing system currently in use for early learning programs.
Environment Rating Scales	ERS	<p>The Early Childhood Environment Rating Scales are designed to assess process quality in an early childhood or school age care group. Process quality consists of the various interactions that go on in a classroom between staff and children, staff, parents, and other adults, among the children themselves, and the interactions children have with the many materials and activities in the environment, as well as those features, such as space, schedule and materials that support these interactions. Process quality is assessed primarily through observation and has been found to be more predictive of child outcomes than structural indicators such as staff to child ratio, group size, cost of care, and even type of care, for example child care center or family child care home (Whitebook, Howes & Phillips, 1995).</p> <p>There are four environment rating scales, each designed for a different segment of the early childhood field:</p> <p>(ECERS-R) The Early Childhood Environment Rating Scale-Revised (ITERS-R) The Infant/Toddler Environment Rating Scale-Revised (FCCERS-R) The Family Child Care Environment Rating Scale-Revised (SACERS) The School-Age Care Environment Rating Scale</p>
Federal Poverty Guidelines	FPL	The set minimum amount of gross income that a family needs for food, clothing, transportation, shelter and other necessities. In the United States, this level is determined by the Department of Health and Human Services. FPL varies according to family size. The number is adjusted for inflation and reported annually in the form of poverty guidelines. Public assistance programs, such as Medicaid in the U.S., define eligibility income limits as some percentage of FPL. The poverty guidelines are typically issued every February and correspond to the year in which they are issued.
Florida Child Care Professional Credential	FCCPC	Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., is a department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)."
Florida Kindergarten Readiness Screener	FLKRS	The Florida Kindergarten Readiness Screener (FLKRS) is administered to assess the readiness of each child for kindergarten. The FLKRS assessment is the Star Early Literacy®, which is an online, adaptive instrument that students complete independently in approximately 15-20 minutes. The assessment covers 3 main domains: Word Knowledge and Skills, Comprehension Strategies and Constructing meaning, and Numbers and Operations.

Florida Administrative Code	FAC	The Florida Administrative Code is the official compilation of the administrative rules and regulations of state agencies.
Florida Child Care Professional Credential	FCCPC	Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., is a DCF approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)."
Florida Department of Children and Families	DCF	A state agency of Florida. The Department provides social services to children, adults, refugees, domestic violence victims, human trafficking victims, the homeless community, child care providers, disabled people, and the elderly.
Florida Department of Economic Opportunity	DEO	A state agency of Florida. The Department promotes economic opportunities for Floridians through workforce, community, and economic development strategies.
Florida Department of Education	DOE	A state agency of Florida. The Department governs public education and manages funding and testing for local educational agencies (school boards).
Florida Department of Health	DOH	A cabinet level agency of the state government, headed by a state surgeon general who reports to the governor. The Department is responsible for protecting the public health and safety of the residents and visitors of the state of Florida.
Florida Office of Early Learning	OEL	The Office of Early Learning is the lead agency for the administration of state and federal child care funds and partners with 31 Early Learning Coalitions, the Redlands Christian Migrant Association, and others to deliver a comprehensive early learning system of services statewide.
Florida Sunshine Law		The "Sunshine Amendment," adopted by Florida voters through a constitutional initiative in 1976 as Article II, Section 8, Florida Constitution, contains standards of ethical conduct and disclosures applicable to public officers and employees; it also requires the Legislature to adopt the code of ethics (see Code of Ethics definition above).
Gold Seal		<p>In 1996, the Florida Legislature established the Gold Seal Quality Care program to acknowledge child care facilities and family day care homes that are accredited by nationally recognized agencies and whose standards reflect quality in the level of care and supervision provided to children. In addition, the Legislature established provisions for Gold Seal providers participating in the subsidized child care program, a.k.a. school readiness and early Learning, to receive a higher reimbursement per child, than providers not receiving a Gold Seal designation.</p> <p>In 1999, the Legislature revised the program to provide tax incentives through the Department of Revenue or county tax appraiser for participating in the Gold Seal Quality Care Program. Since then, the Legislature has revised the maximum amount of the reimbursement. Currently, the rate differential cannot exceed 20% above the reimbursement rate established by the local early learning coalition, a.k.a. the local school readiness coalition.</p>
Home Instruction for Parents of Preschool Youngsters	HIPPY	Home Instruction for Parents of Preschool Youngsters (HIPPY) is an evidenced-based program that works with families in the home to support parents in their critical role as their child's first and most important teacher.
Inclusion		The principle of enabling all children, regardless of their diverse abilities, to actively participate in natural environments in their communities, including early care and education settings.
Inclusion/Warm Services		These services educate and assist childcare providers with any special needs concerns regarding the children they are serving, particularly children with disabilities and other special health care needs. These services also provide training and consultation on issues such as managing challenging behaviors, understanding the American with Disabilities Act, screening and assessment of children with special needs, and adapting home and school environments.
Individual Education Plan	IEP	The plan for individualizing the education of a child over age three with a disability that includes measureable goals and documentation of the child's progress.
Individual Family Service Plan	IFSP	A plan for special services for young children (under three) with disabilities and their families that includes individualized supports and services that will enhance the child's development.
Infant and Toddler Program		The provision of activities to foster brain development in infants and toddlers.
Informal Child Care		Any legal but non-regulated child care, subject to health and safety requirements, that is provided by a relative or non-relative in the child's home or other location.
Licensed Family Child Care Home	FCCH	An individual that provides child care for fewer than 24 hours a day per child, as sole caregiver, in a private residence other than the child's home and meets the state and/or local family child care licensing requirements.
Licensed Large Family Child Care Provider		Two or more people that provide child care for fewer than 24 hours a day per child in a private residence other than the child's home and meet the state and/or local licensing requirements for large family child care homes.

Match		Refers to a statutorily specified percentage of program or project costs that must be contributed by an entity in order to be eligible for State or Federal funding; the value of third-party in-kind contributions and that portion of project or program costs not borne by the State or Federal government
Market Rate		The price that a child care provider charges for daily, weekly, or monthly child care services.
Office of Child Care	OCC	The Office of Child Care (OCC) supports low-income working families by providing access to affordable, high-quality early care and afterschool programs. OCC administers the Child Care and Development Fund (CCDF) and works with state, territory and tribal governments to provide support for children and their families juggling work schedules and struggling to find child care programs that will fit their needs and that will prepare children to succeed in school. The Office of Child Care was established in September 2010 and replaces the former Child Care Bureau. The Office of Child Care partners with states, territories, and tribes to administer the Child Care and Development Fund (CCDF) program.
Other Cost Accumulator	OCA	OCA is a cost accounting system to maintain the collection of costs in an organized and systematic manner.
Professional Development Initiative	PD	A continuum of learning and support activities designed to prepare individuals for work with and on behalf of young children and their families, as well as ongoing experiences to enhance this work, leading to improvements in knowledge, skills, practices, and dispositions.
Performance Funding Project	PFP	In 2014, the Florida Legislature created the Early Learning Performance Funding Project (ELPFP). It was designed to provide performance based funding for School Readiness providers that demonstrate improved: program quality, teacher-child interactions and/or child outcomes. The ELPFP has demonstrated a significant and positive effect on early childhood program quality and child outcomes among at-risk children and the teachers who support them.
Quality Initiatives	QI	Activities that enhance early learning environments and experiences.
Quality Improvement Plan	QIP	A plan created for providers that do not meet the quality threshold as set by rule 6M-4.741 Program Assessment Threshold Requirements for the School Readiness Program. The plan includes 1 to 2 targeted strategies.
Quality Rating and Improvement System	QRIS	A systematic approach to assessing, supporting, improving, and communicating the level of quality in an early care and education setting. The State of Florida currently utilizes CLASS scores as its only measurement of quality in this system, and assesses whether a child care provider can contract with an ELC to provide care to subsidized children on this. The QRIS system also uses CLASS scores to reimburse child care providers on a scale. Child care providers with higher CLASS scores receive higher reimbursement rates.
Registered Family Child Care Provider		An individual that provides child care for fewer than 24 hours a day per child, as sole caregiver, in a private residence other than the child's home and meets the state and/or local registered family child care requirements.
Religious Exemption		A child care facility which is an integral part of church or parochial schools conducting regularly scheduled classes, courses of study, or educational programs accredited by, or by a member of, an organization which publishes and requires compliance with its standards for health, safety, and sanitation. Such facilities shall meet minimum requirements of the applicable local governing body as to health, sanitation, and safety and shall meet the screening requirements pursuant to ss. 402.305 and 402.3055. Failure by a facility to comply with such screening requirements shall result in the loss of the facility's exemption from licensure.
School-Age Child Care Provider		A provider licensed or authorized as license-exempt to provide care and education of children who are at least 5 years of age by Sept 1 of the beginning of the school year and who attends kindergarten through grade 5.
School Readiness Program		The School Readiness Act, Chapter 411.01 of the Florida Statutes, School readiness programs are to be full-day, year-round to the maximum extent possible, to enable parents to work and become financially self-sufficient.
Teacher Education and Compensation Helps	T.E.A.C.H.	A scholarship program, which provides educational scholarships and financial incentives to caregivers and administrators of early childhood programs, family day care homes, and large family child care homes.
Temporary Assistance for Needy Families	TANF	Temporary Assistance for Needy Families (TANF) is one of the federal assistance programs. It began on July 1, 1997, and succeeded the Aid to Families with Dependent Children (AFDC) program, providing cash assistance to indigent American families with dependent children. This cash benefit is often referred to simply as "welfare." TANF was created by the <u>Personal Responsibility and Work Opportunity Act</u> instituted in 1996. The Act provides temporary financial assistance while aiming to get people off of that assistance, primarily through employment. The reform granted states wide discretion of how to distribute TANF entitlements.
Utilization Report		This is a management tool that is system which provides year to date expenditures of dollars by category. This data allows for funding projections, based on actual, projected and historical data, to determine if spending is on target or if adjustments may be needed.

Voluntary Prekindergarten Program	VPK	A constitutional amendment passed by Florida's voters in Nov. 2002, required a voluntary prekindergarten program for all four-year-old children. VPK is a program designed to prepare four-year-olds for kindergarten and build the foundation for their educational success. The program allows a parent to enroll his or her eligible child (four years old by September 1 and residing in Florida) in a free VPK program. The program is voluntary for children and providers.
Wait List		"Waiting list" means a list of children waiting for potential enrollment in the school readiness program once funding is available. The list is a record of the names of parent(s), the names and dates of birth of their children, waiting list date and anticipated eligibility and priority category for seeking school readiness services.