

Board Member Orientation Manual

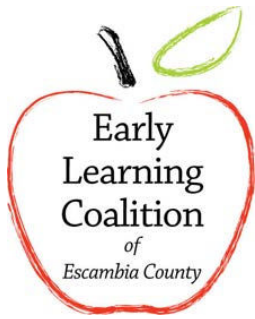
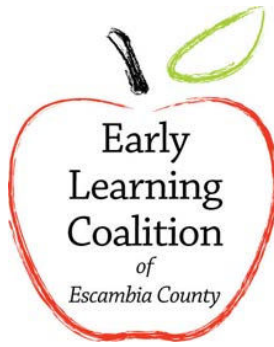


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The Board and staff of the Early Learning Coalition of Escambia County (ELCEC) would like to welcome you as a member of our Board of Directors. We appreciate the time commitment you are willing to give in order to support young children and their families in Escambia County. Our work is critical, in that the first five years of a child's life sees the majority of brain development. Therefore, it is our responsibility to provide children and families access to quality early childhood education and experiences to ensure optimal development and a solid foundation for school readiness.

ELCEC is the organization in Escambia County contracted with the Division of Early Learning to administer the School Readiness (child care subsidy) and Voluntary Pre-Kindergarten programs. In addition, we provide Child Care Resource & Referral which extends free assistance to parents seeking quality child care. For our child care community, we put forth professional development opportunities and technical assistance to increase their level of program quality.

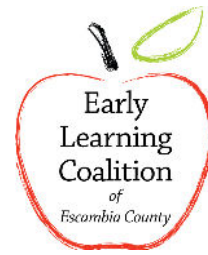
Data shows us that many of our children here in Escambia County live in poverty and some never have the opportunity for a preschool experience. As a result, ELCEC has expanded its reach to young children and their families by offering such programs as LENA Grow, Classroom on Wheels and partner with our local Help Me Grow Escambia.

The ELCEC staff looks forward to collaborating with you during your tenure as a Board member. We hope this manual will be beneficial in assisting you with learning about the organization. It is our goal to one day attain 100% kindergarten readiness in Escambia County. We are happy you are willing to join us on this journey.

Sincerely,

Al Henderson
Executive Director
Early Learning Coalition of Escambia County

ABOUT US



Our Vision Statement

Children who enter school prepared to learn have the best chance of completing their education with the necessary competencies to become productive citizens. The Early Learning Coalition of Escambia County works to meet the needs of working families, the school readiness needs of young children, and the workforce needs of our growing community.

Our Mission Statement

To identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child's potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.

History

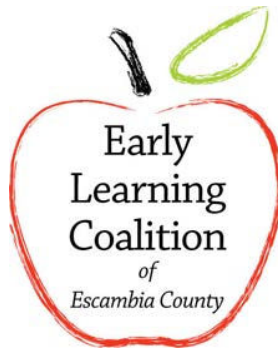
In 1999, the Florida Legislature made a significant move to position Florida as a national leader in early education and care programs. They focused on creating a unified vision for publicly funded initiatives. With the oversight of the Florida Partnership for School Readiness, local communities gained the authority to unite local leaders to plan and envision the future. This effort concentrates resources where they are most effective: on the needs of children from birth to five years old.

In 2000, Escambia County established a local school readiness coalition under the leadership of community visionaries committed to the well-being of Escambia's children. This initiative integrated the strengths of various programs into a cohesive system that supports working families, promotes school readiness for young children, and fosters a literate workforce essential for a thriving business economy. Ensuring children enter school prepared to learn enhances their chances of completing their education and becoming productive citizens.

In November 2002, Florida voters passed a constitutional amendment mandating a voluntary prekindergarten program for all four-year-old children by fall 2005. Governor Bush signed House Bill 1-A into law on January 2, 2005, establishing a program designed to prepare four-year-olds for kindergarten and build a strong foundation for their educational success. This program allows parents to enroll their eligible child (four years old by September 1 and residing in Florida) in a free VPK program. Participation is voluntary for both children and providers.

The first VPK classes began in the 2005-2006 school year, with public, private, and faith-based providers eligible to deliver the program if they meet the minimum legal standards. The inaugural summer VPK program was offered in 2006, providing an opportunity for children to participate in the summer immediately before their eligible kindergarten school year.

We achieve our goals with the support of the local early education community, including Childcare Centers, Pre-Kindergarten programs, Head Start, Family Child Care Homes, and Faith-based providers.



General Information

Office Hours:

Monday-Thursday 7:30 AM – 5:00 PM

Friday 7:30 AM – 11:30PM

Address:

1720 W. Fairfield Drive, Suite 100/400

Pensacola, FL 32501

Telephone:

850-595-5400

Fax:

850-466-3783

Web site:

www.elcescambia.org

Officers:

Alphonsa Henderson Executive Director:

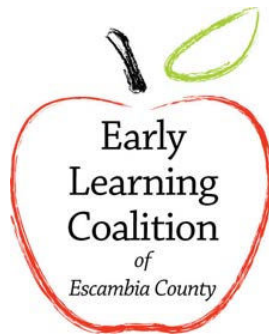
ahenderson@elcescambia.org

Dawn Engel Operations Director:

dengel@elcescambia.org

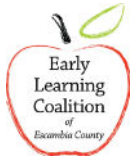
Thomas Porter Finance Director:

tporter@elcescambia.org



The ELCEC Board of Directors is the governing body of the organization. Serving on the ELCEC's Board of Directors requires a commitment of time including attendance at regular ELCEC Board meetings, committee involvement, and community event participation. Individual Board members are expected to:

- Serve a three-year term, with the option of returning for a second three-year term.
- Reside in Escambia County.
- Attend a minimum of one-half regularly scheduled meetings within a twelve-month period.
- Assist the Board in carrying out its fiduciary responsibilities such as reviewing financial statements, budgets, and accounting policies and procedures.
- Serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies.
- Understand federal, state, and local laws that apply to the ELCEC and assure adherence to those legal obligations.
- Maintain confidentiality regarding internal matters of the organization.
- Select an Executive Director based on the recommendation of the Executive Committee. The ED shall be evaluated annually by the Executive Committee.
- Sign an annual conflict-of-interest disclosure and update as necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- Prepare for Board and committee meetings by carefully reading meeting packets beforehand.
- Advance the mission of ELCEC by functioning as a goodwill ambassador for ELCEC and its programs.
- Leverage connections, networks, and resources to help achieve the organization's mission.
- Contribute to fundraising projects and events through personal contributions and/or by generating support from friends and other contacts.



Early Learning Coalition of Escambia County



The Code of Ethics and Florida Sunshine Laws, as referred to in Sections 112.312 and 286.011 Florida Statutes, hold all members of the Early Learning Coalition of Escambia County Board of Directors to the same ethical and governing standards. The Sunshine Laws were enacted to ensure that all meetings of governing bodies covered by the law are open to the public to promote credibility, trust and fairness by allowing citizens to be informed of their government's decision making processes.

CODE OF ETHICS

A. PROHIBITED ACTIONS OR CONDUCT

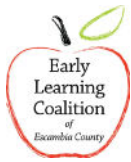
1. Solicitation and Acceptance of Gifts Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]
2. Unauthorized Compensation Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]
3. Misuse of Public Position Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]
4. Disclosure or Use of Certain Information Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public positions for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

1. Doing Business with one's Agency

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child own more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]



2. Conflicting Employment or Contractual Relationship

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

(a) When the business is rotated among all qualified suppliers in a city or county.

(b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract.

NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

(c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.

(d) When an emergency purchase must be made to protect the public health, safety, or welfare.

(e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.

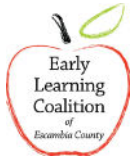
(f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.

(g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.

(h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).

(i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms



of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. Additional Exemption

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. Lobbying State Agencies by Legislators

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. Employees Holding Office

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

7. Professional and Occupational Licensing Board Members

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

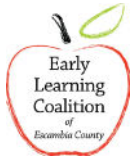
Anti-Nepotism Law

A public official is prohibited from seeking for a relative any appointment, employment, promotion or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies.

NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the 6 approval of budgets does not constitute "jurisdiction or control" for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers



Early Learning Coalition of Escambia County



A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. Lobbying by Former State Employees

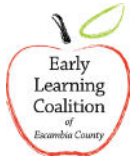
Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.]

These employees include the following:

(a) Executive and legislative branch employees serving in the SENIOR MANAGEMENT SERVICE and SELECTED EXEMPT SERVICE, as well as any person employed by the DEPARTMENT OF THE LOTTERY having authority over policy or procurement. (b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director of the Legislative Committee on Intergovernmental Relations and the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions. This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the SUS or the PSC who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees. PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

4. Lobbying by Former Local Government Officers and Employees

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]



E. VOTING CONFLICTS OF INTEREST

No state public officer is prohibited from voting in an official capacity on any matter. However, a state public officer who votes on a measure which inures to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal by which he or she is retained, of a relative, or of a business associate, must file a memorandum of voting conflict on Commission Form 8A with the recording secretary within 15 days after the vote occurs, disclosing the nature of his or her interest in the matter. No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one vote basis are not required to abstain when voting in that capacity. No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting. If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

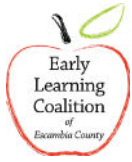
FLORIDA SUNSHINE LAWS

A. PUBLIC MEETINGS

A public meeting is any gathering, whether formal or informal, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

B. TYPES OF COMMUNICATINS COVERED UNDER SUNSHINE LAW

Telephone Conversations: Board members may not engage in private telephone conversations to discuss matters that may come before that board.



Example: Any gathering of two or more members to discuss any matter on which foreseeable action may be taken must be open to the public, noticed to the public, and minutes kept.

Written Correspondence, E-mails, Texts, and Other Electronic Communications: Board members may not engage in private discussions with each other about board matters through written correspondence, e-mails, text messages, or other electronic communications.

Examples:

- An electronic newsletter may not be used between board members to communicate on matters that may come before that board.
- Social media may not be used by board members to engage in discussion on matters that may come before that board.
- Board members may share a computer as long as the computer is not being used as a means of communication between members.

C. TYPES OF DISCUSSIONS COVERED UNDER SUNSHINE LAW

The Sunshine Law applies to discussions and deliberations of boards and commissions, whether formal or informal, which relate to the affairs and duties of the board or commission.

Examples:

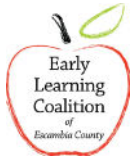
- The types of discussions and deliberations may include, but not be limited to, informal discussions, workshops, organizational sessions, election of officers, and fact-finding trips.
- Members of a public board are not prohibited under the Sunshine Laws from meeting together socially, provided that matters that may come before the board are not discussed at such gatherings

D. WHAT IS A PUBLIC RECORD

Public records are all materials made or received by an agency in connection with official business that are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films, sound recordings, and electronic transmissions are among the myriad technological forms of communication that are also considered public records subject to inspection.

Examples:

- Electronic databases and files. Information stored on a public agency's computer is a public record just as much as a written page in a filing cabinet. Information such as electronic calendars, databases, and word processing files constitute public records.
- E-mail. Email messages made or received by agency officers and employees in connection with official business are public records and subject to disclosure, unless exempted by law.
- Facebook. Material placed on a city or agency's Facebook page would presumably be in connection with the transaction of official business and may be considered a public record.



Early Learning Coalition of Escambia County

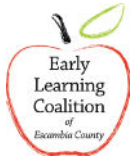


- Text messages. The same rules that apply to e-mail should be considered for electronic communications conducted by government agencies.
- Personal Records. Material sent from a private computer or private electronic device is not the determining factor as to whether it is a public record. It is whether the material was prepared or received in connection with official agency business.

E. SUNSHINE LAW VIOLATION

The local state attorney has the statutory authority to prosecute alleged criminal violations of the law, including jail time and fines up to \$500. Certain civil remedies are also available.

This Board of Directors Code of Ethics was adopted by the Early Learning Coalition of Escambia County's Board of Directors on October 8, 2015.



Early Learning Coalition of Escambia County



The Code of Ethics and Florida Sunshine Laws, as referred to in Sections 112.312 and 286.011 Florida Statutes, hold all members of the Early Learning Coalition of Escambia County Board of Directors to the same ethical and governing standards. The Sunshine Laws were enacted to ensure that all meetings of governing bodies covered by the law are open to the public to promote credibility, trust and fairness by allowing citizens to be informed of their government's decision-making processes.

I acknowledge that I have received and read a copy of the Early Learning Coalition of Escambia County's **Code of Ethics and the State of Florida's Sunshine Laws** as referred to in Sections 112.312 and 286.011 Florida Statutes.

By signing this document I agree that I will abide by these ethics and laws.

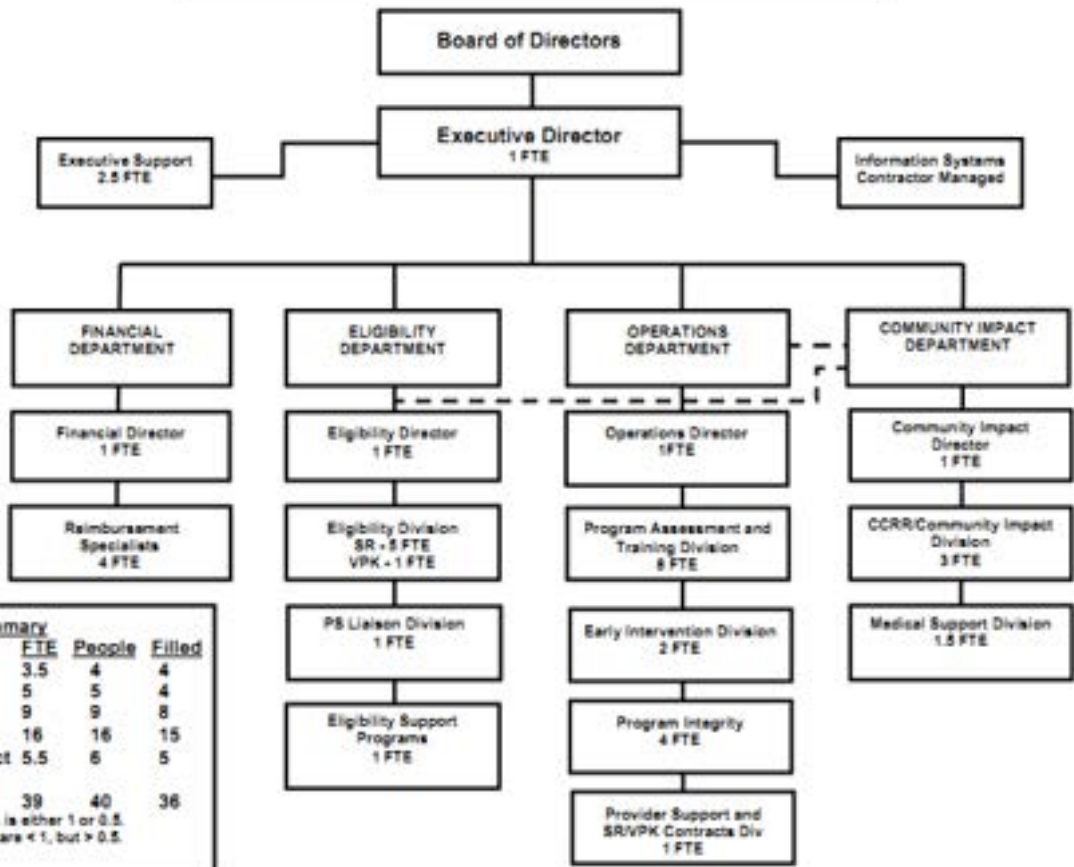
Print Name

Date

Signature

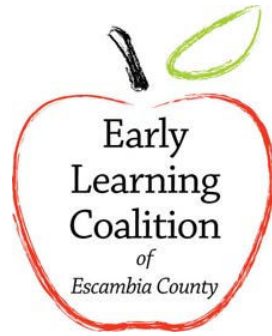


**Early Learning Coalition of Escambia County
ORGANIZATIONAL CHART
14AUG25**



Staffing Summary			
	<u>FTE</u>	<u>People</u>	<u>Filled</u>
Exec	3.5	4	4
Finance	5	5	4
Eligibility	9	9	8
Operations	16	16	15
Comm Impact	5.5	6	5
Total	39	40	36

Note: Chart FTE is either 1 or 0.5.
Some staff FTE are < 1, but > 0.5.



ELCEC OVERVIEW

ELIGIBILITY AND COMMUNITY IMPACT DEPARTMENT

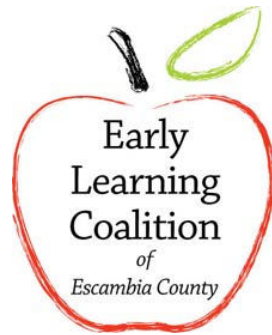
- Child Care Financial Assistance for Eligible Families
- Voluntary Pre-Kindergarten to prepare four-year-olds for preschool success
- Child Care Resource & Referral
- Community Outreach
- Vision and Hearing Screenings



Florida
School Readiness



Florida **V****P****K**



OPERATIONS DEPARTMENT

- Professional Development & Trainings
- CLASS Program Assessments
- Early Intervention
- Help Me Grow Escambia
- CDA Support
- Certified Coaching/TRSCH Platform
- VPK Provider Support
- Contract Administration & Support
- Compliance
- LENA Grown
- Teaching Strategies Child Assessments



FINANCE DEPARTMENT

- Budget
- Financial Reports
- Payables
- Receivables
- Audits
- Fiscal Monitoring



**BYLAWS OF THE ESCAMBIA COUNTY
SCHOOL READINESS COALITION, INC.**

ARTICLE I – NAME

This organization shall be known as the Escambia County School Readiness Coalition, Inc., d/b/a Early Learning Coalition of Escambia County.

ARTICLE II – NOT FOR PROFIT CORPORATION

The Early Learning Coalition of Escambia County is a not-for-profit corporation as defined in Florida Statutes.

ARTICLE III – DURATION

The period during which this Corporation is to continue as a Corporation is perpetual.

ARTICLE IV – REGISTERED AGENT

The name and address of its Registered Agent shall be designated from time-to-time by resolution of the Board of Directors, as required by *Florida Statutes*.

ARTICLE V – MISSION

Mission

The Early Learning Coalition of Escambia County is created under Section 1002.84, *Florida Statutes*, for three (3) purposes: to administer school readiness program services that help parents prepare eligible children for school; to coordinate the provision of school readiness services on a full day, full-year, full-choice basis to the extent possible in order to enable parents to work and be financially self-sufficient; and to administer the voluntary pre-kindergarten program.

The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: Maximizing each child’s potential; Preparing children to enter school ready to learn; and Helping families achieve economic self-sufficiency.

To support this mission, the Coalition upholds these values:

1. School readiness programs shall prepare children for success in school.
2. School readiness programs shall involve parents as their child’s first teacher and support family skill building.
3. School readiness programs shall be an integrated and seamless system of services and shall be implemented by the local coalition working with partnering agencies and programs.
4. School Readiness programs shall be coordinated and public funding integrated to achieve effectiveness and efficiency.

ARTICLE VI– VISION

The vision of this Coalition is that all children in this community will enter school ready to learn.

ARTICLE VII – BOARD OF DIRECTORS

Section I – Legislatively Mandated Directors

According to Section 1002.83, *Florida Statutes*, Coalition Directors must be named in the legislation or be appointed. The named Directors of local Coalitions are designated by *Florida Statutes* as may be amended from time to time and any promulgated rule(s).

1.1 The Coalition Board of Directors shall be comprised of fifteen (15) to thirty (30) Directors. A “Director” refers to required, Private Sector Business and Optional representatives. More than one-third of the Coalition Directors must be Private Sector Business members, and neither they nor their families may earn an income from the early education and child care industry in Florida. Members of the Coalition are subject to the ethics and provisions in Section 112.313, 112.3135 and 112.3143, *Florida Statutes*.

1.2 The Governor of the State of Florida shall appoint the Chair and two other Private Sector Business Directors and shall specify the terms of those appointees.

1.3 Directors identified in Section 1002.83, *Florida Statutes*, are hereinafter referred to as “Ex Officio Directors.” Directors shall serve continuously while they are in their respective positions. A Director who is no longer in the position specified in statute that qualified him/her for directorship on the Coalition shall notify the Chairperson and his/her seat shall remain vacant until the organization or group he/she represents identifies a replacement. Any Director no longer serving in the position specified in *Florida Statutes* is ineligible to serve on the Coalition and the Chairperson shall seek a new appointment. If a designee has been selected to represent an Ex Officio Director, the designee becomes the voting Director. A voting Director may send a representative to a Coalition meeting but that representative will have no voting privileges.

1.4 Additional Directors who are appointed by the Directors from a list of nominees include a variable number of Directors whose primary residence is in Escambia County or who has a business interest in the form of ownership in Escambia County or who is a representative of a private sector business in Escambia County. These Directors, including the members appointed by the Governor, are hereinafter referred to as “Private Sector Business Directors.” Private Sector Business Directors, excluding Governor appointees, will serve terms of thirty six (36) months beginning in the month in which they begin serving on the Coalition.

1.5 Serving on the Board of Directors of the Coalition will require a commitment of time including regular attendance at meetings, participation in a Board orientation, committee involvement, reading and becoming educated about many aspects of early childhood education and care. Directors shall not receive compensation for their services. Directors may seek reimbursement for Coalition-requested travel expenses, subject to Coalition approval.

Section II– Voting

Directors may be noted as present if they are participating by phone or other communication system that allows for hearing and participating in the discussion. Voting may take place by roll call at the discretion of the Chairperson. Roll Call votes will be recorded in the meeting Minutes. A majority of the Board of Directors of the Coalition constitutes a quorum required to conduct the business of the Coalition. Any action or decision of the Coalition shall require an affirmative vote by a majority of Directors present.

Adopted August 8, 2024

Section III– Meeting Attendance

Should any Director miss three (3) consecutive meetings during the Coalition’s Fiscal Year, his or her position shall be declared vacant at the sole discretion of the Chairperson.

Confirmation of such absences and subsequent removal shall be given to the Director not less than thirty (30) days in advance, in writing. Notice of removal shall be given in writing to the Director not less than ten (10) days prior to such action.

ARTICLE VI –COMMITTEES

Section I

The Board of Directors may create standing and ad hoc committees to carry out the aims, purposes and business of the Coalition. In addition, ad hoc committees or subcommittees may be established by the Chairperson. Committees shall have such powers as the Coalition deems necessary to perform their duties.

Section II

The Executive Committee shall be a standing Committee of the Coalition. Members of the Executive Committee shall be the Board Officers and Chairs of any other standing Committees established by the Board. The Executive Committee shall also serve as the Finance Committee, Nominating Committee of the Board, and the Appeals Committee for Recipient Fraud. The Executive Committee may take actions on behalf of the Board. Such actions must be approved by the Board at the next appropriate meeting, with the exception of actions of the Appeals Committee for Recipient Fraud as the Executive Committee is the final authority.

When the Executive Committee is acting as the Nominating Committee, it shall prepare a slate of candidates for each Director or Officer position to be presented to the Board of Directors. Nominations may be made from the floor at that meeting. Any person nominated shall have given prior consent to nomination and election as an officer. The nominee who receives the majority vote at a scheduled meeting for that purpose in each of the nominating categories will assume responsibility of his/her elected office when elected.

ARTICLE VII –FISCAL YEAR

The Fiscal Year of the Coalition shall begin on July 1st of the year and continue through June 30th of the subsequent year.

ARTICLE VIII – MEETINGS

Section I – Meetings

Regular meetings of the full Board shall be held quarterly or at the discretion of the Chairperson.

Minutes of all Coalition meetings shall be kept and maintained. These Minutes shall be provided to Directors prior to the next scheduled meeting.

Meetings shall be in compliance with Section 286.011, *Florida Statutes*.

Adopted August 8, 2024

The Chairperson may call special meetings.

All Coalition Board meetings shall be chaired by the Chairperson or in the Chairperson's absence the Vice-Chairperson (or designee in the absence of both).

Section II- Quorum

Fifty percent (50%) plus one Director of the Board of Directors of the Coalition shall constitute a quorum for the transaction of business at any meeting of the Coalition Board. If less than fifty percent (50%) plus one Director are not present at said meeting, the Chairperson or the Chairperson's designee may adjourn the meeting without further notice. If a Director vacancy occurs, the fifty-percent (50%) plus one Director will be based on the current Coalition Board of Directors.

ARTICLE IX– OFFICERS

Section I – Titles

The Officers of the Coalition shall consist of the Chairperson, Vice-Chairperson, Treasurer and Secretary. All Officers, except the Chairperson, shall serve two (2) year terms and shall be voting Directors of the Coalition. The Governor of the State of Florida shall appoint the Chairperson and specify the term of the appointment.

Section II – Duties

The **Chairperson** shall develop the agenda in coordination with the Executive Director and preside at the meetings of the Board. The Chairperson shall appoint the chair of all committees and shall serve as an ex-officio member of all committees.

The **Vice-Chairperson** shall preside, in the absence of the Chairperson or in the event of the Chairperson's refusal or inability to act, at regular meetings and/or special meetings called by the Chairperson. The Vice-Chairperson, when acting on behalf of the Chairperson, shall have all of the power of and be subject to all of the restrictions upon the Chairperson.

The **Treasurer** shall have custody of all funds and securities of the Coalition and shall assure that a full and accurate account of receipts and disbursements in books belonging to the Coalition are kept and maintained. The Treasurer shall assure that all monies and other valuable effects are deposited to the credit of the Coalition in such depositories as may be designated by the Board of Directors, taking proper vouchers for such disbursements. The Treasurer shall render to the Board of Directors at the regular meetings of the Board, or whenever they require it, an account of all transactions and of the financial condition of the Coalition and shall perform all other duties delegated to that office.

The **Secretary**, in coordination with the Executive Director, shall keep at the principal office of the Coalition or such place as the Coalition may order, a book of minutes of all Meetings of the Board and general Board of Directors, recording names of those present and the proceedings thereof. The Secretary shall also see that all notices are duly given as required by law and shall perform all other duties delegated to that office.

ARTICLE X- EXECUTIVE DIRECTOR

Adopted August 8, 2024

The Coalition shall appoint an Executive Director who shall serve at the pleasure of the Coalition. The Executive Director shall perform the duties assigned by the Board of Directors. The Executive Director shall be responsible for hiring all employees and staff members under their direction and control.

The Executive Director shall have the authority to enter into contracts as the Board of Directors may approve or as approved by the Board of Directors through the enactment of policies pertaining to matters of procurement and program delivery.

ARTICLE XI – RULES OF ORDER

Robert’s Rules of Order shall be the guidance for all matters or procedures not specifically covered in these Bylaws.

ARTICLE XII – CONFLICT OF INTEREST

The Board of Directors shall adhere to high standards of ethical conduct in governance and operations to ensure that the Board of Directors, staff and/or consultants do not have or give the appearance of conflicts of interest and do not use their relationship with the Coalition for personal gain.

ARTICLE XIII – REVISION/REPEAL OF BY-LAWS

These Bylaws may be amended, repealed or altered in whole or in part, by a two-thirds (2/3) majority vote of the Quorum present at any regular or special meeting. Any proposal to amend, repeal or alter these Bylaws shall be delivered in writing to Directors of the Coalition not less than thirty (30) days before the meeting in which the proposal is to be considered. An amendment to the Bylaws or the Articles of Incorporation constitutes an amendment to the Coalition’s work plan.

ADOPTED THE 8th DAY OF August, 2024.

ESCAMBIA COUNTY SCHOOL READINESS
COALITION, INC.
By: Van Mansker
Its: Chairperson

I. COALITION OPERATIONS

A. Membership

Early Learning Coalition of Escambia County Board Membership Effective 2/3/2026

Early Learning Coalition of Escambia County Approved as of [date added when approved by DEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi- county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
1	Interim Chair, ELCEC Board approved an Interim Chair December 2, 2025. Not appointed by the Governor.	Yes	Tammy Hicks P.O. Box 38 Gonzalez, FL 32560 Phone: 850-380-3154 hickstamela@gmail.com tammy_hicks@acsi.org	Area ACSI Representative (Former Faith Based Rep)		06/08/2023	3 Years 06/07/2026	First
	Private sector appointed by the Governor	Yes	Appointee resigned 10/15/21. Governor Appointments Office notified	Vacant. At least one application has been submitted		Last appointment 02/19/2015		
	Private sector appointed by the Governor	Yes	Appointee resigned 12/18/2018. Governor Appointments Office notified	Vacant. At least one application has been submitted		Last appointment 11/01/2017		

Early Learning Coalition of Escambia County
Approved as of [date added when approved by DEL]

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
2	Department of Children & Family Services regional administrator or designee	Yes	Melissa Sidoti DCF 160 Governmental Center Pensacola, FL 32502 Phone: 850-483-6623 melissa.sidoti@myflfamilies.com	Department of Children and Families		08/11/2022	Mandatory Member	NA
3	District superintendent of schools or designee	Yes	Paul Fetsko 75 N. Pace Blvd. Pensacola, FL 32505 Phone: 850-292-0528 pfetsko@ecsdfl.us	Escambia County School District School Board		08/12/2021	Mandatory Member	NA
4	Local workforce board executive director or designee	Yes	Tarae Donaldson Workforce Escarosa, Inc. 6913 N 9 th Ave. Pensacola, FL 32504 Phone: 850-607-8817 TDonaldson@Careersourceescarosa.com	CareerSource Escarosa, Inc.		06/08/2023	Mandatory Member	NA
5	County health department director or designee	Yes	Deborah Tucker Florida Department of Health in Escambia County 1295 West Fairfield Dr. Pensacola, Florida 32501 Phone: (850) 595-6500 Ext. 1200 Deborah.Tucker@flhealth.gov	County Health Department		12/09/2021	Mandatory Member	NA
6	President of a Florida College System institution or his or her permanent designee	Yes	Cindy Kirk 1000 College Blvd. Pensacola, FL 32504 Phone: 850-484-2534 ckirk@pensacolastate.edu	Pensacola State College		08/11/2016	Mandatory Member	NA

Early Learning Coalition of Escambia County
Approved as of [date added when approved by DEL]

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
7	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes	Deanna Oleske 2114 Airport Blvd., Ste 1450 Pensacola, FL 32504 Phone: 850-332-7300 doleske@d1meo.org	District 1 Medical Examiner's Office		08/14/2025	Mandatory Member	NA
8	Head Start Director	Yes	Doug Brown 2050 Blount Street Pensacola, FL 32501 Phone: 850-438-4021 Ext. 114 d.brown@capc-pensacola.org	Head Start		6/13/2024	Mandatory Member	NA
9	Representative of private for-profit child care providers	Yes	Shacondra Primm 5836 Dandelion Lane. Pensacola, FL 32526 Phone: 850-361-6674 youngachieverspreschool@yahoo.com	Young Achievers Preschool		06/08/2023	3 Years 06/07/2026 Mandatory Member	First
	Representative of faith based child care providers	Yes	Vacant. Rep voted to be Interim Chair December 2, 2025.	Vacant.		06/08/2023 Last Election/ Appointment	06/07/2026 Next election	
10	Representative of program under federal Individuals with Disabilities Education Act	Yes	Mary Ann Bickerstaff 3932 N 10th Ave Pensacola, FL 32503 Phone: 850-434-7755, Fax: 850-469-0858 mbickerstaff@arc-gateway.org	The ARC Gateway		07/01/2001	Mandatory Member	NA

Early Learning Coalition of Escambia County
Approved as of [date added when approved by DEL]

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
11	Children services council or juvenile welfare board chair or executive director from each county, if applicable	Yes	Lindsey Cannon Escambia Children's Trust 1000 College Blvd, Bldg. 11, Ste. 1100G Pensacola, FL 32504 Phone: 850-776-6403 lcannon@escambiachildrenstrust.org	Escambia Children's Trust		6/13/2024	Mandatory Member	NA
12	DCF child care regulation representative or child care licensing agency head	Yes	Bambi Sealy Department of Children and Families/Office of Licensing 160 W. Government Street, Ste 610 Pensacola, FL 32502 Phone: 850-483-6692/850-544-2598 bambi.sealy@myflfamilies.com	Department of Children and Families Licensing		12/14/2023	Mandatory Member	NA
13	Private Sector Business (Treasurer)	Yes	Mona Jackson 3509 Sycamore Lane Gulf Breeze, FL 32563 Phone: 850-261-7749 monajack@bellsouth.net	Saltmarsh, Cleaveland and Gund		02/11/2021	3 Years 02/10/2027	Second
14	Private Sector Business	Yes	Edna Williams 910 W Blount St Pensacola, FL 32501 Phone: 850-469-3807 Ednawilli@gmail.com	Baptist Health Systems		02/11/2021	3 Years 02/10/2027	Second

Early Learning Coalition of Escambia County Approved as of [date added when approved by DEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
15	Private Sector Business (Secretary)	Yes	Craig Jones 827 Fleming Ct Pensacola, FL 32534 850-474-2863 kjones@uwf.edu	MegaMirth LLC		10/14/2021	3-Years 10/13/2027	Second
16	Private Sector Business	Yes	Reginald Dogan 2315 W. Jackson St. Pensacola, FL 32505 Phone: 850-529-6485 rdogan@chnwf.org	Community Health of Northwest FL		04/14/2022	3 Years 4/13/2028	Second
17	Private Sector Business	Yes	Brian Wyer 321 N. De Villiers St., Ste 104 Pensacola, FL 32501 Phone: 850-438-3993/813-390-8198 bwyer@gcmcc.info	Gulf Coast Minority Chamber of Commerce		5/8/2025	3 Years 5/7/2028	First

Early Learning Coalition of [Insert coalition name] Membership Management Approved as of [date added when approved by DEL]	
I.	TOTAL MEMBERSHIP: 17
II.	TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: 0
III.	NUMBER OF VACANCIES IN REQUIRED POSITIONS: 4 (3-GOVERNOR APPOINTEE, 1-MANDATORY)

Commonly Used Terms and Acronyms

1. **Accountability Monitoring Report** - A report that identifies monitoring observations about the Coalition's overall administration and implementation of early learning programs in the areas of Coalition Governance (CG), Operations and Program Management (OPM), Child Care Resource and Referral (CCR&R), Educational Services Delivery (ESD), School Readiness (SR), Voluntary Prekindergarten (VPK), and Data Accuracy (DA). The report identifies if the Coalition was compliant with service delivery and operational requirements. For non-compliant observations, the report identifies recommended corrective actions that may include questioned costs resulting in repayment by the ELC. Additionally, the recommended corrective actions may include submission of tracking reports/documentation to show implementation of DEL-approved corrective actions that address repeated non-compliance observations.
2. **American Rescue Plan Act (ARPA)**- Federal emergency relief bill signed into law on March 11, 2021, aimed at providing economic relief to the nation's families, workers, and businesses. ARPA included two types of CCDBG funding, child care stabilization grants to provide relief for child care providers and supplemental CCDF discretionary funds to provide support for families that need help affording child care.
3. **Amendment**- A document by which substantial changes are made to their terms of an executed contract.
4. **Association of Early Learning Coalitions (AELC)**- The AELC is an organization of early childhood education professionals and colleagues dedicated to providing high quality services to Florida's youngest children and their families. Having roots in the 1999 School Readiness Act and the 2005 Voluntary Prekindergarten Education Program, both enacted by the Florida Legislature, the AELC links Early Learning Coalitions together to build and support these comprehensive childhood education programs.
5. **Certificate of Eligibility (COE)**- Parents/Guardians receive a COE upon completion of the VPK Eligibility Process indicating their child is eligible for the VPK Program. The Parent/Guardian delivers the COE to a Certified VPK Provider chosen by the parent/guardian to provide VPK services to their child.
6. **Child Care Authorization Form (CCAF)**- A form granting authorization for SR services distributed from local referring agencies to ELC for families meeting requirements of SR priorities including:
 - 6.1 A child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance under chapter 414, F.S. and subject to the federal work requirements or a parent who has Intensive Service Account or and Individual Training Account under s. 445.009 F.S.
 - 6.2 An at-risk child younger than nine years of age.
 - 6.3 A child of a parent who transitions from the work program into employment as described in s.445.032, F.S., from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s.1003.21(1)(c) 2., F.S.
 - 6.4 An at-risk child who is at least nine years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the school readiness program within an eligibility priority category listed in s. 1002.87 (1) (a)-(c)1., F.S., shall be given priority over other children who are eligible under s. 1002.87(1)(c), F.S.

- 6.5 A child of a parent who transitions from the work program into employment as described in s. 445.032 F.S., who is younger than 13 years of age.
7. **Child Care and Development Plan (CCDF)**- DEL submits the Florida CCDF Plan to the United States Department of Health and Human Services. The Federal Government must grant approval of the CCDF Plan in order for the State of Florida to receive funds from the Child Care and Development Block Grant.
 8. **Child Care Listing** – The customized list of child care providers generated from the Single Statewide Information System (SSIS) that best meet a family’s needs.
 9. **Child Care Resource and Referral (CCR&R) Network** – A free service offered by resource and referral programs for any family living in or preparing to move to Florida that helps families identify and select quality child care and early education programs and offers consumer education and community resources. ELCs provide resource and referral services for families and child care providers in their local areas. These local resource and referral programs:
 - 9.1 Act as the “front door” to families, providing early learning information, referrals, and community resources.
 - 9.2 Verify legally operating provider information is up to date in its service area within the SSIS, in accordance with Rule 6M-9.300, F.A.C.
 - 9.3 Provide consumer education and other information regarding available community resources and financial assistance programs to all families, including those applying or recertifying for SR or VPK programs, families placed on the waitlist for services, and families with children who have disabilities or special healthcare needs.
 - 9.4 Offer start-up and ongoing training and technical assistance for providers.
 10. **Child eligibility** – The process of determining eligibility and managing child care placement services to allow eligible families and children to receive the determined level of child care services. The ELC or contracted subrecipient determines eligibility for the SR and VPK programs and manages the families’ and children’s program participation.
 - 10.1 **Initial Eligibility** The family is new to the SR Program. A parent copayment shall not be increased during the initial 12-month eligibility authorization period.
 - 10.2 **Subsequent Eligibility** At the end of the initial 12-month eligibility period at redetermination, if a family’s income remains at or below 150 percent of the FPL, the family will remain eligible pursuant to Rule 6M-4.200, F.A.C. The family’s eligibility, co-payment, and reporting requirements are subject to the requirements of the initial eligibility period and will not be subject to the graduated phase out criteria.
 11. **Classroom Assessment Scoring System (CLASS®, CLASS)**- An observation-based program assessment instrument and associated system which measures teacher-child interactions. CLASS® is a registered trademark of Teachstone Training, LLC.
 12. **Coalitions Services Portal** - The core component of the SSIS used to process the VPK and SR applications from the Family Portal and process provider applications, agreements, and attendance records from the Provider Services Portal.
 13. **Community Outreach** – activities in the CCR&R services area that increase awareness of CCR&R services, such as involvement in community events, establishing community partnerships, displaying program materials in public spaces and social media platforms, and marketing activities.

14. **Community Resources-** Refers to financial assistance programs that a family may be eligible for including SR, VPK, TANF, Low-Income Home Energy Assistance programs (LIHEAP), Supplemental Nutrition Assistance Program (SNAP). Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Head Start and Early Head Start, as well as any service that a family may qualify for that will support the family's financial independence, assist with developmental concerns, and help fill an unmet need.
15. **Composite CLASS score-** A score determined by averaging the dimensions (except negative climate score) of CLASS observations conducted in a random selection of SR -50 percent, VPK – 100 percent of birth to kindergarten entry classrooms by care level at a participating provider. A provider must meet a minimum threshold to be eligible for an SR or VPK Contract.
16. **Consumer Education-** Information and resources that assist an individual or family in making informed decisions regarding quality child_care.
17. **Contracted Slot -** A child_care slot established within a contract between the ELC or its subcontractor and a SR provider guaranteeing funding, potentially at an increased provider payment rate.
18. **Department of Children and Families (DCF)** – State of Florida Department statutorily responsible for the administration of child care regulations throughout Florida.
19. **Department of Health and Human Services (DHHS)**-The federal agency which issues CCDF funding for School Readiness.
20. **Differential Fee** – Child care fee charged by a provider to a parent who participates in the School Readiness Program or any other subsidized child care assistance program that is in addition to the parent copayment set by the ELC.
21. **Direct Enhancement Services-** Services for families and children that are in addition to payments for the placement of children in the SR Program.
22. **Direct services** – SR or VPK Program educational services that an approved, contracted provider delivers.
23. **Disbursement** – Payment made in cash, by check, or via electronic means.
24. **Disenrollment** – Removing, either temporarily or permanently, a child from SR Program participation.
25. **Division of Early Learning (DEL)**- The lead agency for the CCDF Program and the governmental entity providing oversight and administration for early learning programs in Florida consisting of, but not limited to, SR, CCR&R, Gold Seal and VPK Programs.
26. **Dolly Parton's Imagination Library (DPIL)**- Launched in 1995, implemented in Marion County in 2024. Each month the program mails free, high-quality, age-appropriate books to children from birth to age five, no matter the family's income.
27. **Early Learning Coalition (ELC)** – Part of a system of statutorily-created local not-for-profit entities in Florida which implement early learning programs at the local level including, but not limited to, the SR, CCR&R, and VPK Programs.
28. **Early Learning Roundup** - Advertised meetings at various locations that the ELC schedules to register children for SR and/or VPK Programs.
29. **Family Engagement-** The systematic inclusion of families as partners in their child's development, learning and wellness enabled by positive relationships between families and staff in coalitions and early learning programs.
30. **Family Portal** – The component of the SSIS through which parents can, at a minimum, register for an account, prequalify for the SR program, complete a SR application, complete a VPK application, request CCR&R services and manage their family account.

31. **Federal Poverty Level (FPL)**- The federal poverty guidelines used for administrative purposes such as determining financial eligibility for school readiness programs. School Readiness parents must come in at or below 150% to be eligible for services. **This does not apply to At-Risk Families.**
32. **Fiscal Monitoring Report** –Report which identifies monitoring observations about the ELC’s overall financial management of early learning programs in the areas of financial management systems; internal control environment; cash and revenue management, DEL SSIS reporting and reconciliation (if applicable); prepaid program items (if applicable); cost allocation and disbursement testing, travel, purchasing, contracting and subrecipient monitoring. The report describes if the ELC was compliant with financial management requirements. For non-compliant observations, the report identifies recommended corrective actions which may include questioned costs resulting in repayment by the ELC.
33. **Florida Administrative Code (FAC)**- The collection of the rules of the state, including the rules of the State Board of Education.
34. **Florida Statute (F.S.)1002**- The Florida Statute that governs the VPK and SR Program.
35. **Florida Abuse Hotline (1-800-96-ABUSE)**- Any employee of the ELC shall immediately report such knowledge or suspicion to the Florida Abuse Hotline, if the employee knows or has reasonable cause to suspect that a child is being abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare.
36. **Gold Seal Quality Care Program (Gold Seal)** - The Gold Seal Quality of Care (Gold Seal) program was established to acknowledge child care facilities and family child care homes that have gone above the required minimum licensing standards to become accredited by approved associations whose standards reflect quality in the level of care and supervision provided to children. Participation in this program is voluntary and is available to all provider types that meet the definition of child care except for certain license-exempt school-age programs identified in Chapter 65C-22.008(3). F.A.C. The Gold Seal Quality Care Program is not an accreditation, but a designation for providers with potential benefits to those child care providers that participate, such as a positive marketing tool, tax exemptions, and higher reimbursement for SR providers..
37. **Graduated Phase Out**- The family shall report any changes in family size or income to the Coalition within 10 calendar days. During the graduated phase-out, the parent copayment shall be increased or decreased based on any reported changes, as required, that affect the parent copayment. If the family exceeds 85% of the SMI, the family is no longer eligible for the School Readiness Program.
38. **Grant Manager** – DEL ’s employee responsible for enforcing the performance of agreement terms and conditions and the ELC’s employee responsible for compliance with the agreement terms and conditions. The grant managers serve as the primary point of contact for the agreement information which flows between DEL and the ELC.
39. **Help Me Grow (HMG)**- A unique, comprehensive, and integrated statewide system designed to address the need for early identification of developmental and/or behavioral concerns. The program links children and their families to community-based developmental and behavioral services and supports.
40. **House Bill (HB)**- Bill introduced by the House. House Bills are odd numbered.
41. **Inclusion Warm-Line Services** – A free support, information, and referral service regarding the inclusion of children with special needs and/or disabilities. This service is available to any early care and education provider or parent.

42. **Incredible Years (IY)**- Implemented in Marion County in 2024, it is an evidenced-based parenting program for families with children 3-5 years old who exhibit challenging behaviors.
43. **Individual Education Plan (IEP)**-The IEP is a plan developed for a student with an identified disability that includes the student's parents, educators, and appropriate support staff.
44. **Kaleidoscope Play & Learn (KPL)**- Implemented in Marion County in 2023, the program is an evidenced-informed playgroup that supports parents, family, friend and neighbor caregivers in preparing young children birth to five for success in school through quality early childhood experiences. Families are provided with resources, support, and connections to promote development. Caregivers participate in weekly play activities and learn how to provide early learning at home.
45. **Monitoring** – Actions, activities, and practices DEL and the ELC use to determine that funds are utilized and programs are operated in accordance with applicable federal and state statutes, rules, regulations, and DEL Program Guidance.
46. **Notice of Award (NOA)** – The official legally binding award document issued to the ELC by DEL that: (1) notifies the ELC of the level of funding awarded under the grant agreement; (2) contains or references all the terms and conditions of the funding including the award service period, targeted funds and restrictions; and (3) provides the documentary basis for recording the obligation of funds awarded under the agreement in the ELC and DEL accounting systems.
47. **Obligations** – The amounts for orders placed, contracts awarded, services received or for similar transactions during the agreement period, which require payment during the same or a future period.
48. **Other Cost Accumulator (OCA)** –Indicators for tracking state and federal fund expenditures.
49. **Parent copayment**- The parent's fee for child care services based on the FPL and the ELC approved sliding fee scale, taking into account family size and household income. Families that are gradually phasing out of the SR program have a parent fee based on the State Median Income (SMI).
50. **Prior approval** – DEL's written approval evidencing consent before the ELC undertakes certain activities or incurs specific costs per 2 CFR Part 200 and DEL Program Guidance 240.05-Prior Approval.
51. **Program income** –Additional revenues available for grant purposes which have been earned as a result of a grant-funded activity or the grant agreement. Program income includes, but is not limited to, income from fees for services performed (e.g., background screening, training workshops), funds generated from the use or rental of real or personal property acquired under federally funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.
 - 51.1 Program income funds must be spent in the program period earned and before additional grant program funds are requested for reimbursement from DEL.
 - 51.2 Costs incident to the generation of program income may be deducted from the additional revenues to determine program income, provided these costs have not been charged to the award. Deductions of such costs require prior approval from the DEL.
52. **Provider Services Portal** - The component of the SSIS through which providers can, at a minimum, register for an account, complete a Form DEL-SR 20, Statewide School Readiness Provider Contract, complete Form DEL-VPK 20, Statewide Voluntary Prekindergarten Provider Contract and associated forms, complete their provider profile and annual update process, review and/or edit attendance rosters, and submit attendance rosters to the ELC for payment processing.

53. **Quality Improvement Plan (QIP)** – A targeted 12-month plan to improve program quality using performance goals and strategies.
54. **Quality Performance System (QPS)**- A web-based system funded by DEL whereby SR child care providers activate accounts and register for program assessments. The system uses data from the SSIS and SR provider input to create a record of each provider including their list of teachers and a director, classrooms, and classroom assignments. Additionally, SR providers on a QIP upload evidence of completion in the system to satisfy the QIP requirements. See <https://qps.floridaearlylearning.com/>.
55. **Request for Proposal (RFP)**- The procurement procedure conforms to Chapter 287.058 of Florida Statutes procurement of commodities or contractual services. The Coalition shall document the conditions and circumstances used to determine the method of procurement and may choose any of the following: Invitation to Bid (ITB); Request for Proposal (RFP); or Invitation to Negotiate (ITN).
56. **Rule 6M-4** – School Readiness Rules
57. **Rule 6M-8**- VPK Rules
58. **Rule 6M-9**- Early Learning Coalition Rules and Child Care Resource and Referral (CCR&R) Rules
59. **Rule 6M-6A.03033**- Department of Education Rules for Specialized Instructional Services SIS for VPK children with disabilities.
60. **Senate Bill (SB)**- Bills introduced by the Senate. Senate Bills are even numbered.
61. **School Readiness (SR) Child Assessment**- The act of conducting an observation-based child assessment in accordance with DEL Program Guidance 420.03 and Rule 6M-4.500, F.A.C., using a DEL-identified child assessment instrument meeting the requirements set forth in s.1002.82(2), F.S.
62. **School Readiness (SR) Match Program**- The SR Match Program extends the provision of services to low-income families at or below 200 percent of the federal poverty level (FPL), as long as the income does not exceed 85% of the state median income (SMI). Local matching funds can be derived from local governments, employers, charitable foundations, and other sources so that Florida communities can create local partnerships focused on using the state and local funds for direct services and expanding the number of child care slots. To be eligible for funding, an ELC must match state funds on a dollar-for-dollar basis. The Division shall establish procedures for the match program that shall include giving priority to ELCs whose local match complies with federal CCDBG matching requirements. The program's annual budget, fund distributions, and policy decisions about administering the program are prepared at the state level. At the local level ELCs make funding decisions, administer the program, manage contributions, and determine eligibility for families who want to participate.
63. **School Readiness (SR) Program** – The SR Program offers financial assistance to eligible families for early childhood care and education so they can become financially self-sufficient, and their young children can be successful in school in the future. The SR program is also responsible for the quality enhancement/improvement of early learning providers/practitioners.
64. **SR Program Assessment (SRPA)**- Required under F.S. 1002.82(2), and in accordance with 6M-4.740 FAC, 6M-4.741 FAC., and Form DEL-SR 740 Program Assessment Requirements Handbook, an SRPA measures the quality of teacher-child interactions as evidenced by a CLASS composite score.
65. **School Readiness Program Plan (Coalition Plan)** –The document outlining how the ELC will implement the delivery of SR Program in its local service area. (Section 1002.85 (2), F.S., and Rule 6M-9.115, F.A.C., specify the plan's required components.

66. **School Readiness (SR) Provider-** A provider within the ELC's county or multi-county region eligible to deliver and under contract to provide the SR program under s.1002.88, F.S.
67. **Single Point of Entry (SPE)-** The process established under s. 1002.81(13), F.S., that allows a parent to enroll his or her child in the SR or the VPK Program at various locations throughout a county, that may allow a parent to enroll his or her child by telephone or through a website, and that uses a uniform waiting list to track eligible children waiting for enrollment in the SR program. SPE is part of the SSIS.
68. **Single Statewide Information System (SSIS)-** The DEL designated single statewide integrated information system used to capture and provide critical information to early learning coalitions, parents, partners, and providers consisting of the Family Portal, Provider Services Portal, and Coalition Services Portal.
69. **State Median Income (SMI)-** At the end of the initial 12-month eligibility period, if a family's income is above 150 percent of the Federal Poverty Level (FPL), but at or below 85 percent of the State Median Income, the family will enter into a graduated phase out period.
70. **Subrecipient –** A non-state entity which receives federal/state financial assistance directly from DEL or the ELC to provide goods and/or services that demonstrate the contract relationship characteristics which 2 CFR §200.331, *Subrecipient and contractor determinations*, describes.
71. **Temporary Assistance to Needy Families (TANF)-** The program provides cash assistance to families and helps families achieve self-sufficiency.
72. **Transitional Child Care (TCC)-** Families who are transitioning from TANF can continue to receive child care services until the family income exceeds 200% of the FPL.
73. **Vendor/Contractor–** A dealer, distributor, merchant, or other seller providing goods or services required for the performance of the agreement. These goods or services may be for an organization's own use or for the use of beneficiaries of the agreement. 2 CFR §200.331, *Subrecipient and contractor determinations*, describes the characteristics defining a vendor/contractor relationship.
74. **Voluntary Prekindergarten (VPK) Education Program –** A free educational program described in 1002.53, F.S., that prepares age-eligible children for success in kindergarten and beyond. To be eligible, children must live in Florida and be four (4) years old on or before September 1 of the program year. Parents whose children are born from February 2 through September 1 of a calendar year may choose to enroll their child in VPK in either that year or the year the child turns five (5). The program helps children develop skills and knowledge consistent with the performance standards adopted for use in VPK Program.
75. **VPK Program Assessment-** VPK providers must annually participate in a program assessment of each VPK classroom. The program assessments measure the effectiveness of teacher-child interactions within the classroom. CLASS is the VPK program assessment tool required to be used.
76. **VPK Provider-** A private prekindergarten provider within the ELC's county or multi-county region eligible to deliver and under contract to provide the school-year prekindergarten program under s. 1002.55 or the summer prekindergarten program under s. 1002.61; or a traditional public school or a charter school eligible to deliver the school-year prekindergarten program under s. 1002.63 or the summer prekindergarten program under s. 1002.61.
77. **VPK Specialized Instructional Service (SIS) Education Program –** A program which takes place outside a traditional classroom setting and is designed for four-year olds with special needs who have a current individualized educational plan from a local school district. Services are offered in individual or small group settings with a certified or licensed professional trained to provide specific instruction.

78. **WELS-** The web-based early learning system that serves as the early learning classroom support system. For SR Programs, data transfers between the QPS and WELS; for VPK programs, data transfers between the Provider Portal and WELS. CLASS observers enter observation data in WELS and generate an SR or VPK program composite score for each provider. For SR programs, the composite score then transfers back to the QPS where it is viewable to the provider and system users. For VPK programs, the composite score then transfers back to the Provider Portal where it is viewable to the provider and system users.

Additional Acronyms used in ELC grants or partnerships:

BUFL - Buckle Up for Life
CAP - Centralized Access Point
CAP - Corrective Action Plan
CCAoA - Child Care Aware of America
CCDBG - Child Care and Development Block Grant - federal funding for School Readiness program
CCDF - Child Care and Development Fund (Federal)
CEP – Ocala Metro Chamber & Economic Partnership (ELCMC is a member)
CF – College of Central Florida
CG - Coalition Governance
CHCPO - Child Health Care Provider Outreach
COOP - Continuity of Operations Plan (Emergency Plan)
DA - Data Accuracy
DHS - Department of Homeland Security
DPIL-Dolly Parton's Imagination Library
DUNS - Data Universal Numbering System - 9-digit number issued by the Dun and Bradstreet and used by OMB to keep track of how federal grant money is awarded and disbursed.
EITC - Earned Income Tax Credit
ELCMC - Early Learning Coalition of Marion County
ESD - Educational Services Delivery
ESSA - Every Student Succeeds Act (establishes Preschool Development Grants) (Federal)
FDFS - Florida Department of Financial Services
FDLRS - Florida Diagnostic & Learning Resources System Child Find - coordinated with school district to locate children who are potentially eligible for services under Individuals with Disabilities Act. Promotes general public awareness of programs and services and offers diagnostic, instructional, and technology support services to ESE programs and families of students with disabilities.
FDOE - Florida Department of Education
FPRA - Florida Public Relations Association - ELCMC is a member
HHS - United States Department of Health and Human Services
ICQ - Internal Control Questionnaire (CEO and CFO work on this)
IY- Incredible Years
KPL-Kaleidoscope Play & Learn
LIHEAP - Low-Income Home Energy Assistance Program
L.O.F. - Laws of Florida
LSAE - Learn the Signs, Act Early

MCCA – Marion County Children’s Alliance (ELCMC is a member)
OEU – Ocala Electric Utility
OMB - United States Office of Management and Budget
OPM - Operations and Program Management
PLT - Paid Leave Time
PPII - Protected Personally Identifiable Information
PRWORA - Personal Responsibility and Work Opportunity Reconciliation Act (Federal)
SCO - Help Me Grow Florida State Coordinating Office
SIS - Specialized Instructional Services
SNAP - Supplemental Nutrition Assistance Program
SOX - Sarbanes-Oxley Act aka American Competitiveness and Corporate Accountability Act of 2002 (Federal)
TAPP - Teenage Parent Programs
WIC - Special Supplemental Nutrition Program for Women, Infants, and Children

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input 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 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 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 would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a 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 (CRAs) 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 are not prohibited by Section 112.3143 from otherwise participating 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 page 2)

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, _____, hereby disclose that on _____, 20 ____ :

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

- 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 _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling 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:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

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.