


# Early Learning Coalition of Florida's Heartland, Inc.

[www.elcfh.org](http://www.elcfh.org)

## ELCFH Annual Board Meeting – Wednesday, August 27, 2025- 10:00 A.M. *Turner Center Annex, (2250 NE Roan St. in Arcadia)*

*The mission of the Early Learning Coalition of Florida's Heartland, Inc. is to support families and children in accessing high quality early care and education services via School Readiness and Voluntary Pre-kindergarten programs. The ELCFH also serves as a point of access to resources and referrals for health care and family support services.*

Agenda Item	Content	Presenter(s)
1.	Call to Order- Introductions; Additions or Changes to the Agenda.	John Stover, ELCFH Interim Board Chair
2. Action p. 4-7 p. 8-12 p. 13 p. 14-16 p. 17 p. 18	Consent Agenda- a. Approve minutes from the 6.25.25 Board Meeting b. Review Committee Meeting minutes c. Approve FY25-26 Committee Roster d. Approve FY25-26 SR Budget modification e. Approve FY25-26 VPK Budget modification f. Approve SR Plus budget for FY 25-26	John Stover
3. Action  p. 20  p. 21  p. 22	Related Party contracts for FY 24-25: Three contracts are being presented for the required 2/3 Board approval vote via roll call. Results will be reported to DEL as required: a. Approval of a contract with Hillestad Electric of Southwest Florida, LLC for electrical maintenance services is requested ( <i>tabled from 6.26.24 Board meeting</i> ). b. Approval of a contract specific to ELCFH retirement benefits administration with Edward Jones (Adam Cummings) c. Approval of a contract specific to ELCFH Highlands Office handyman work (Steven Jones)	Anne Brewer, Executive Director
4. Action p. 23-25	FY 25-26 Kindergarten Transition Plan- Approval of the updates to plan content and website access is requested.	Beth Mueller, Director- CDE Services
5. Action p. 26-27	ELCFH Focus Areas- Review of FY 24-25 & approve plan updates for FY 25-26.	Anne Brewer, Executive Director

6. Information p. 29-31	<b>Finance and Utilization Report-</b> Financial trends presented by <i>Pam Hillestad, Director- Finance &amp; IT</i> , Utilization trends presented by <i>Olga Olvera, Director- Family Services</i>	<i>Anne Brewer</i>
7. Information p. 33-34	<b>Board Chair Report:</b> A report of the 8.7.25 Executive Committee meeting will be provided. Meeting minutes are included in the Board packet.	<i>John Stover</i>
8. Information p. 35-38	<b>Agency Report:</b> <ul style="list-style-type: none"> <li>a. Happy 20<sup>th</sup> Birthday VPK!</li> <li>b. Thank you to our FY 24-25 Board Members and Funders!</li> <li>c. ELCFH FY 25-26 Org Chart</li> <li>d. Board Membership: Applications needed for Gubernatorial Appointments!</li> </ul>	<i>Anne Brewer</i>
9.	<b>ELCFH HIGHLIGHT:</b> FY 24-25 Theme- Back to Basics!	<i>Beth Mueller, Director Child Development &amp; Education Services</i>
10.	<b>ELCFH Annual Recognition and Staff Service Awards-</b>  <i>Thank you for having a  for children!</i>	<i>John Stover</i>
11. Adjourn	<b>Next ELCFH Board Meeting:</b> Wednesday, November 12, 2025 at 9:30 AM. Via ZOOM and ELCFH Port Charlotte office (18501 Murdock Circle, Suite 200)	<i>John Stover</i>

# ELCFH Board Meeting Packet-

## **Consent Agenda**

*August 27, 2025*

## Consent Agenda 2.a

## ELCFH Board Meeting Minutes- June 25, 2025

**Members Present:** Donna Doubleday (Chair), Dr. Thomas Rath (Vice Chair), Mary Stewart (Treasurer), Gail Werley, John Stover, Leigh Ann Moccia, Penny Pringle, Michelle Potter, Aaron Stitt, Ashleigh Hayes

**Members not present:** Diane Ramseyer (excused), Susan Norris(excused), Nancy Zachary (excused), Rick Pucci (excused), Chantal Porte, Kristen Rivas

**ELCFH Staff present:** Anne Bouhebert, Pam Hillestad, Kelly Wertenbach, Beth Mueller, Tina Yates  
Vickmary Rodriguez, Janet Lane, Olga Olvera

**New Members present/ Guests:** Dr. Amy Bennett, Larry Lawman, Peg Elmore

*Number required for quorum: 9    Number of voting members present: 10*

Agenda Items	Item Overview and Board Action
1.	The meeting was called to order at 9:31 AM. Introductions were made. A change to the agenda were announced: <ul style="list-style-type: none"><li>Action Item #3- <i>Presentation of the FY 23-24 Independent Auditor's Report</i> was removed from the agenda. This item is scheduled to be presented at the July 2025 Executive Committee meeting.</li></ul>
2. Action Item- Consent Agenda	<p>The following items were presented for review and approval:</p> <ul style="list-style-type: none"><li>g. Minutes from the 3.26.25 Board Meeting</li><li>h. Committee Meeting minutes</li><li>i. FY 25-26 Board and Committee Meeting calendar</li><li>j. ELCFH Anti-fraud Plan (<i>certifying no changes in content from previous FY</i>)</li><li>k. Contract with Children's Forum for FY 25-26 Provider Class Assessments (SR/ VPK)</li><li>l. ELCFH Employee Handbook policy updates</li><li>m. Surplus Inventory</li><li>n. FY 24-25 SR Budget Modification</li><li>o. FY 24-25 VPK Budget Modification</li></ul> <p><u>Ashleigh Hayes made a motion to approve the Consent Agenda as presented. Gail Werley seconded. The motion carried.</u></p>
3. Action Attachment A	<p><b>Presentation Rescheduled for August 6<sup>th</sup>, 2025 Executive Committee meeting : <del>Presentation of the FY 23-24 Independent Auditor's Report</del></b></p> <p><i>This item was tabled and scheduled to be presented as an action item at the August 6<sup>th</sup>, 2025 Executive Committee meeting. All Board members will be emailed a copy of the audit and invited to attend the presentation.</i></p>
4. ELCFH Cost Allocation	The purpose of the cost allocation plan is to summarize, in writing, the methods and procedures the ELCFH uses to allocate costs to various programs, grants, contracts and agreements. The CAP underwent an internal review and needed updates to language,



Plan	<p>references and more current/ relevant examples were applied. Highlights of this update were presented, showcasing illustrative samples from April 2025. This plan is a required annual submission to DEL.</p> <p><u>Mary Stewart made a motion to approve the Cost Allocation Plan as presented. Leigh Ann Moccia seconded. The motion carried.</u></p>
5. FY 25-26 Budget Proposals	<p>The FY 25-26 School Readiness and Voluntary Prekindergarten budgets were presented. The budgets are based on the FY 24-25 allocation and legislatively approved budgets, considering work/ purchases from the current FY that would not need to be funded in the next FY. The revised/ approved budgets with actual/ FY 25-26 allocations will be presented at the August 2025 Board meeting.</p> <p><u>Mary Stewart made a motion to approve the FY 25-26 School Readiness budget as presented. Dr. Thomas Rath seconded. The motion carried.</u></p> <p><u>Mary Stewart made a motion to approve the FY 25-26 Voluntary Prekindergarten budget as presented. Ashleigh Hayes seconded. The motion carried.</u></p>
6. RFP Proposals and request for contracting	<p><b>RFP Proposals and request for contracting:</b> Two RFPs were facilitated by the ELCFH in May-June, 2025 following the Board approved RFP posting and review process. The selected agencies listed below met the desired criteria and were presented for approval for ELCFH contracting. Both contracts would be for one year with four approved renewals.</p> <p>a. ZipData.net: 3<sup>rd</sup> Party I/T vendor services. <u>Mary Stewart made a motion to approve contracting with ZipData.net for 3<sup>rd</sup> party IT services as presented. Leigh Ann Moccia seconded. The motion carried.</u></p> <p>b. Ashley, Brown &amp; Smith, CPAs: Single Annual Audit and 990 requirements. <u>Mary Stewart made a motion to approve contracting with Ashley, Brown &amp; Smith, CPAs for required single annual audit and 990 preparation/ filing services as presented. John Stover seconded. The motion carried.</u></p>
7. FY 25-26 Board Membership	<p>The following items were presented by the ELCFH Administrative Committee in preparation for FY 25-26. New Board Members were introduced and welcomed.</p> <p>FY 25-26 Board Membership- New Member terms are effective July 1, 2025. Terming members offered positive feedback regarding their time as Board members. They will be honored and thanked at the ELCFH Annual meeting in August. Included in the roster was a Board seat change (Seat #10) due to the Children's Services Council in Highlands Council sunseting, and BOCC representation being needed. In addition to mandatory/ ex officio members, a private sector business Private Sector Business Membership application was approved for membership effective July 1, 2025. Gubernatorial appointments are needed and private sector business members were encouraged to apply.</p> <p><u>Mary Stewart made a motion to approve the FY 25-26 Board Membership roster as presented. Dr. Thomas Rath seconded. The motion carried.</u></p>

	<p>The recommendations for FY 25-26 ELCFH Board Officer and Committee Chair appointments were also presented.</p> <p><u>Mary Stewart made a motion to approve the FY 25-26 Board Officer and Committee Chair appointments as presented. Ashleigh Hayes seconded. The motion carried.</u></p>
8. Finance and Utilization Reports	<p>The following informational reports were presented:</p> <p><u>Utilization Report:</u> the number of children served in both SR and VPK vs the dollars utilized at 91.7% of the FY remain consistent and on-track (both slightly underutilized). 81.8% of SR funds have been expended for direct services (of a 78% mandated earmark) with a total 1452 children billed in May. VPK is at 91.1% expended with 1497 children billed in May. VPK programs came to an end (coinciding with the respective school districts) in May.</p> <p><u>Data Report:</u> the waitlist for SR services continues to be purged monthly with 100% of families being invited in with the exception of the time period when the new DEL Single Sign-on (SSO) function was released. A total of 243 children are noted as eligible and not enrolled with surveys continuing with families to assess their actual need for services. The ELCFH has served a total of 2,128 unduplicated children in the School Readiness program since July 1, 2024.</p> <p>The Match Funding Report for the SR program was also presented noting FY 25-26 United Way funding applications submitted and pending next steps. The primary focus of match funding application is for direct services, which then qualifies for the 1:1 DEL match program.</p>
9. ELCFH Agency Report	<p>The following informational items were presented:</p> <ol style="list-style-type: none"> <li>a. <b>2025 Legislative Update:</b> A listing of new early learning legislation was provided; the following was highlighted. ELCFH Policy updates are expected for FY 25-26 to assure alignment with legislative updates: <ul style="list-style-type: none"> <li>• HB 1255 – Education (Calatayud; Tramont; Trubusly)- allows VPK children to transfer to a different provider at any time during the program year; changes the SR income threshold from 150% FPL to 55% SMI (which is reported to be about 178% FPL).</li> <li>• SB 1102 - School Readiness Program (Bartleman; Calatayud): clarifies documentation and training requirements of staff working with children with special needs and receiving the special needs differential.</li> </ul> </li> <li>b. <b>Herald Tribune Article, May 12, 2025:</b> an article highlighted the need for child care services in DeSoto County was presented. DeSoto saw the closure of two facilities this past year, which further exacerbated the need for child care services. Community members have engaged in solution driven conversation to actively address the need.</li> <li>c. <b>ELCFH Focus Area Updates for Quarter 3</b> were provided; a full wrap-up of the activities supporting each focus area will be presented at the August 27<sup>th</sup>, 2025 Annual Board Meeting.</li> </ol>

	<p><b>d. Board Membership:</b></p> <ul style="list-style-type: none"> <li>• Private Sector Business Members remain a need. This includes both for profit and non-profit business leaders.</li> <li>• Gubernatorial applications from eligible private sector business leaders are also needed. Current private sector business members are asked to please consider applying!</li> </ul>
<b>10. Open Forum</b>	<p>A question was asked about how the new rules regarding the required parent co-payment would be applied (6M-4.400). The anticipated assessment process was discussed, with the ELCFH sharing that the more of the details of this new requirement were forthcoming from DEL. It is understood that families will be assessed their required co-payment based on their youngest child and that payments for other children in the family would be reimbursed up to the extent of the allowable rate. A sliding fee scale has been issued from DEL prompting ideas about development of an internal tool to assure accurate copayment calculations. The ELCFH suggested that it might be prudent to call a provider meeting sooner than late August to further discuss with the provider base.</p>
<b>11. Adjourn</b>	<p>The following was announced:</p> <p><b>SAVE THE DATE! ELCFH Annual Meeting</b></p> <p>The ELCFH Annual Board meeting is scheduled for Wednesday, August 27<sup>th</sup>, 2025 at 10:00 AM at the Turner Center (2250 NE Roan St. in Arcadia). This will be an in-person meeting!</p> <p>The meeting adjourned at 10:40 AM.</p>

\_\_\_\_\_  
Meeting prepared by Anne Brewer, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Meeting minutes approved by Nancy Zachary, Board Secretary

\_\_\_\_\_  
Date



## Consent Agenda 2.b: ELCFH Committee Reports

### ELCFH Finance Committee Meeting Minutes - Wednesday, June 25, 2025 via ZOOM and ELCFH Charlotte Office

**Committee/ Board Members Present:** Mary Stewart, Donn Doubleday, Cathy Graham,  
Michelle Potter

**ELCFH Staff Present:** Anne Brewer, Pam Hillestad, Vickmary Rodriguez,  
Kelly Wertenbach, Beth Mueller, Olga Olvera, Janet Lane

**New Board Member:** Dr. Amy Bennett

Agenda Item	Content
1. Opening	The meeting opened at 9:00 AM.
2. Review of Financial reports/ Utilization	<p><b>Utilization Report for School Readiness (SR) and VPK:</b></p> <p>SR at 91.7% of FY 24-25 shows a total of 86.5% of funding expended.</p> <ul style="list-style-type: none"><li>• 81.8% for Direct Services (of a mandated 78% minimum)</li><li>• 4.0% of an allowable 5% for Administrative costs, which make up part of the total 18.2% non-direct costs (of a total allowable maximum of 22%).</li><li>• A total caseload of 1,452 children were billed for SR in May 2025.</li></ul> <p>The VPK program is expended at 90.1% as of 91.7% of FY 24-25 with a total child count of 1,497. The admin cost is at 3.8% of an allowable 5%. Enrollment continues to drop due to programs ending.</p> <p><b>Current ELCFH Executive Summary- Targets and Restrictions and YTD Match (as provided by DEL):</b> This report provides budget detail to support the SR/VPK Summary data listed on page 1. Funding for the Quality Performance line continues to stand statewide as an underfunded item.</p> <p><b>May 2025 Data Report:</b> Waitlist pulls have resumed as the launch of the single sign-on (SSO) by DEL has worked its way out. The YTD unduplicated child count of children served was verbally reported at 2,128.</p> <p><b>Other reports presented:</b></p> <ul style="list-style-type: none"><li>• School Readiness Grant Expenditures by Program FY 2024/ 2025 w/o Differentials from 07/01/24 through 5/31/25.</li><li>• VPK Grant Expenditures by Program FY 2024/ 2025 from 07/01/24 through 5/31/25</li><li>• May 2025 Direct Services and Program/ Quality Activities Match Report (FY 24-25).</li></ul>

<b>3. Board Action items</b>	<p>The following items were presented for committee consensus to move to the Board for approval. All items will be presented via consent agenda.</p> <ol style="list-style-type: none"> <li>1. FY 24-25: SR budget amendment- accounts for invoicing adjustments for the QPI and Gold Seal Differential Shortfalls</li> <li>2. FY 24-25: VPK budget amendment- accounts for the invoicing adjustments and a revised notice of award with deobligated funding.</li> <li>3. FY 25-26 School Readiness Budget Draft</li> <li>4. FY 25-26 VPK Budget Draft</li> </ol>
<b>4. Expenditures over \$5,000</b>	<p><b>Two expenditures were reported as reviewed and approved:</b></p> <ul style="list-style-type: none"> <li>• ACH issued on 5.12.25- payment to the Children’s Forum for 30 CLASS Assessments (March 2025) in the amount of \$13,800.</li> <li>• ACH issued on 6.13.25- payment to the Children’s Forum for 34 CLASS Assessments (April 2025) in the amount of \$15,640.</li> </ul>
<b>5. Other items reported</b>	<p><b>Credit Card Review:</b> The April and May 2025 charges are pending Board Treasurer review; total is \$2,825.87 and \$1,086.04 respectively.</p> <p><b>FY 23-24 Audit Status:</b> The auditors were onsite at the ELCFH Charlotte office during the week of May 5, 2025. It is expected that the final of the audit will be presented at the August 6, 2025 Executive Committee meeting with a draft to the Finance Committee prior to that time. The audit is over 90% completed at present time. The 990 was completed but will need to be amended.</p>
<b>6. Open Forum</b>	<p>The meeting adjourned at 9:20 AM</p>



## Consent Agenda 2.b: ELCFH Committee Reports

### ELCFH Quality Committee (ZOOM) Meeting Minutes- August 14, 2025

#### Committee/ Board Members/ Regular Attendees Present:

Susan Norris, Susan Flemming, Trena Miller, Gail Werley, John Stover, Leigh Ann Moccia, Enrico Pucci, Alma Ovalle, Billie-Jo Moretta, Maria Castillo

#### Staff Members Present:

Anne Bouhebent, Beth Mueller, Janet Lane, Pam Hillestad, Kelly Wertenbach, Denise Hoefer

Guests Present: Amber Qureshi, Melissa Wiest, Dr. Tracy Payne, Jennifer Smith, Denita Browning

Agenda Items	Item Overview	Comments/ Actions
1. Opening	The meeting opened at 9:00 AM. Introductions were made. The 5.15.25 Quality Committee meeting minutes were reviewed.	
2. Committee Discussion	<p>a. <b>Child care program COOP/ emergency preparations:</b> an allocation of Hurricane (Ian) Disaster funding has been made available through DEL. The ELCFH has been working through a required application to create a plan to utilize these funds for the four county service area. A study conducted by consultants through DEL made recommendations based on interviews with the ELCFH , county officials and providers. Based on this, the ELCFH has developed a plan and thought through funding mechanism ideas for providers specific to COOP development, hurricane kits, and bigger ticket items such as generators and battery operated AC units. DCF will be advised of all phases of the conversations and information provided to help assure that information shared with providers is aligned with licensing requirements. Additionally, the ELCFH has built a mental health component which offers materials and support trainings for providers and children as well as access to kits to support children entering hurricane shelters either pre or post storm. It was noted that many affected individuals have “assessment fatigue” and having actionable best steps is much needed. The committee engaged in discussion about the individual components of the plan, understanding that updates will be as the ELCFH works through the process. <u>Committee members voiced support for the plan as presented.</u></p> <p>b. <b>VPK sub and VPK teacher break time clarification:</b> this topic was originally discussed at a recent ELCFH VPK Provider meeting. Concern has been expressed over the rules regarding teacher breaks; the committee agreed that short restroom breaks certainly were allowable per the rule, and teachers had to be mindful of not taking long breaks during paid instructional time.</p>	

	<p>c. <b>COP for Kindergarten Transition:</b> The ELCFH has edited the Kindergarten Transition Plan in preparation for the annual Board meeting; one element for discussion was to move the VPK/ Kindergarten teacher meetings to a Community of Practice format. Kindergarten teacher participation has been a challenge despite inperson outreach efforts by the ELCFH. <u>Committee members voiced support for the revised plan as presented with the CoP focus. The plan with the changes will be presented to the Board for approval.</u></p> <p>d. <b>ELCFH Provider Event- February 21, 2026- Steve Fite:</b> The annual provider event will have a different format this FY in order to align with provider feedback- it will be a ½ day event with a breakfast and focus on music. Steve Fite will be the presenter for this event.</p> <p>e. <b>Directors meetings- low participation in Highlands:</b> Ideas to encourage Highlands and Hardee providers to attend this provider owned/ ELCFH hosted meeting were discussed. One provider rep offered to call all Highlands providers and personally encourage them to attend.</p> <p>f. <b>VPK Readiness Rates:</b> Rates will be posted today and FAQs specific to provider accountability have already been blasted. This will be further addressed during the provider call scheduled for Thursday, August 21 (6PM).</p>
3. Healthy Families	<p>The DeSoto/ Hardee program reported the following:</p> <ul style="list-style-type: none"> <li>• The quarterly report on performance measure was provided, with the program showing steady progress. The time period for the report was April 1 – June 30, 2025.</li> <li>• The program is currently transitioning to a new office; the location is in close proximity to the previous office space.</li> </ul> <p>The Charlotte program reported the following:</p> <ul style="list-style-type: none"> <li>• A Family Engagement Specialist position is currently available; interviews of candidates are in progress.</li> <li>• The program is meeting or exceeding all outcomes; those not met are due to outliers such as a family having twins, or early delivery.</li> <li>• A total of 13 new families have enrolled since July; it was noted that a year ago, the program was down by over 30 families. Now they down only by 8. This is attributed to staff focus on meaningful family engagement resulting in good recruitment results and retention.</li> </ul>
4. Open	<p>Other items for discussion?</p> <ul style="list-style-type: none"> <li>• Follow-up VPK meeting is planned and the date is pending.</li> </ul>

Forum	<ul style="list-style-type: none"> <li>• A Contracted Provider Meeting is scheduled for Thursday, 8.21.25 at 6:00 PM via ZOOM. The topics for this meeting were discussed and will be blasted out to providers along with a reminder of the log-in information.</li> <li>• The ELCFH Annual Meeting is scheduled for Wednesday, 8.27.25 at 10AM at the Turner Center Annex in Arcadia. All are welcome!</li> <li>• A question was asked about registration fees for SR funded children who are expelled from their childcare program. It was shared that there are exceptions noted in rule to help families dealing with program transition due to expulsion so that they do not have to pay the registration fee out of pocket to the new provider. This will be addressed during the contracted provider call on August 21<sup>st</sup>.</li> </ul>
5. Adjourn	<p>The next Quality Committee meeting will be held on Thursday, October 23<sup>rd</sup> at 9AM via ZOOM.</p> <p>The meeting adjourned at 10:17 AM.</p>



## Consent Agenda 2.c: ELCFH Committee Roster

### FY 25-26 ELCFH Committee Rosters

**Full Board Meetings:**      Wed, Aug 27 (*Annual Mtng*) , Nov 12,   Feb 25,   and May 27

Executive Committee	Meeting Dates/ Times ( <i>via ZOOM</i> )
John Stover, <i>Locally elected Board Chair</i>	Wed, Aug 6 @ 9AM
Nancy Ebrahimi-Driggers, <i>Board Vice Chair</i>	Wed, Dec 10 after 9AM Finance
Mary Stewart, <i>Board Treasurer</i>	As needed
Nancy Zachary, <i>Board Secretary</i>	

Administrative Committee	Meeting Dates/ Times ( <i>via ZOOM</i> )
Aaron Stitt, <i>Committee Chair</i>	Thurs, Dec 4 <sup>th</sup> at 9AM
Dr. Joe Pepe	Thurs, Feb 12 @ 9AM
Asena Mott	Thurs, May 15 @ 9AM
Larry Lawman	
Dr. Amy Bennett	

Finance Committee	Meeting Dates/ Times ( <i>via ZOOM</i> )	
Mary Stewart, <i>Board Treasurer, Committee Chair</i>	Wed, Sept 24 @ 9AM	Wed, Feb 25 @ 9AM
Peg Elmore	Wed, Nov 12 @ 9AM	Wed, March 25 @ 9AM
Ashleigh Hayes	Wed, Dec 10 @ 9AM	Wed, April 29 @ 9AM
Cathy Graham, <i>Community Member</i>	Wed, Jan 28 @ 9AM	Wed, May 27 @ 9AM

Quality Committee	Meeting Dates/ Times ( <i>via ZOOM</i> )
Susan Norris, <i>Committee Chair</i>	Thurs, Aug 14 @ 9AM
Rick Pucci	Thurs, Oct 23 @ 9AM
Leigh Ann Moccia	Thurs, Jan 15 @ 9AM
Gail Werley	Thurs, March 12 @ 9AM
	Thurs, May 21, @ 9AM
Quality Committee Community Members	
Maria Magowan, <i>Healthy Families, Desoto/ Hardee</i>	
Treena Miller, <i>Healthy Families, Charlotte</i>	
Alma Ovalle, <i>Maria Castillo UWSC</i>	
Susan Fleming, <i>Leapin Lizards</i>	
Kendra Stamp/ Billie-Jo Moretta, <i>Educare</i>	

# School Readiness Budget FY 25-26 Draft #2-07/01/25 NOA

## Roll-Up

### School Readiness Grant

Account Description:	2025/26 SR Approved Budget	2025/26 SR Proposed Budget	2025/26 SR Grant Earmarks	(Over)/Under Earmarks	% of Total Budget
SR-Eligibility/Non-Direct	1,080,478	1,061,383			8.4%
SR-QI Infant/Toddler can Include GSD	135,456	113,190			0.9%
SR-Quality	591,123	626,303	507,519	(118,784)	4.9%
SR-Scholarships (minimum 78%)	10,073,394	10,278,323	9,896,630	(381,693)	81.0%
SR-Coalition Administration (max 5%)	499,070	550,052	634,399	84,348	4.3%
Resource and Referral	13,530	5,703			0.0%
Inclusion Services	48,788	53,034			0.4%
Total Allocated:	12,441,840	12,687,987	11,038,548		100.0%
	0	0	1,649,439		0.0%
Total Grant Revenue:	12,441,840	12,687,987	12,687,987		100.0%

		2025/26 SR Budget Approved at 6/25 Board Meeting	2025/26 SR Proposed Budget
5000-5021	Salaries, Taxes and Benefits*	1,794,247	1,912,867
6111	CDE-Annual Conference	10,000	10,000
6128	CDE-Teacher Development	0	0
6132	CDE-Director Mentor Stipend	0	2,000
6133	Playground Grants	0	0
6200	CD-Annual Memberships	205	205
6208	CD-Website	5,083	5,083
6209	Hosted Technology Services	36,803	36,803
6300	Accounting Services	0	0
6301	Audit Fees	25,318	25,318
6302	Computer/Technical Support	3,227	3,227
6303	Legal Fees	6,654	8,000
6304	Professional Services	63,314	63,314
6305	Temporary Staff	0	0
6400	Bank Fees	4,158	4,158
6500	Travel	10,406	10,406
6501	Conference Travel	4,367	10,000
6502	Board Member Travel	0	0
6600	Telephone/DSL	7,744	7,744
6601	Cell Phone Services	9,364	9,364
6602	Internet Services	7,062	7,062
6700	Postage	3,577	3,577
6701	Parcel Service	0	0
6800	Rent	176,584	176,584
6802	Occupancy Expenses	1,121	1,121
6900	Subscriptions	0	0
6901	Copier Lease	9,565	9,565
6902	Copier Usage	1,651	1,651
6903	Office Supplies	7,371	7,371
6904	Software	12,462	12,462
6905	Storage Expenses	4,436	4,436

\* - Includes Additional Budget for 2 Open Positions



		2025/26 SR	
		Budget Approved	2025/26 SR
	Account Description	at 6/25 Board Meeting	Proposed Budget
6906	Utilities	3,249	3,249
6910	Books	2,440	2,000
6911	Personal Protective Equipment	0	0
6951	Staff/Board Expense	185	185
7000	Educational Expenses	3,500	5,000
7001	Licensing	92	92
7002	Membership Dues	5,083	5,083
7003	Staff Development	1,462	1,462
7004	Staff Screening	540	540
7100	Janitorial Services	6,864	6,864
7101	Janitorial Supplies	1,071	1,071
7102	Leasehold Improvements	3,702	3,702
7103	Repair & Maintenance of Equipment	0	0
7200	Insurance: Liability	4,696	4,696
7202	Insurance: Property	2,771	2,771
7203	Insurance: D&O	4,621	4,621
7204	Insurance & Surety Bonds (Other)	2,310	2,310
7300	Outside Printing	1,200	1,200
7400	Advertising	0	0
7500	Program Supplies	12,500	17,500
7700	Small Equipment	7,500	10,000
8000	Capital Purchases - Equipment	5,000	5,000
		2,273,505	2,409,664
	SR Provider Payments	10,169,275	10,278,323
		12,442,780	12,687,987

# Early Learning Coalition of Florida's Heartland, Inc.

## FY 25-26 School Readiness Proposed Budget Amendment

### 8/14/25 June-July Invoicing Adjustments Gold Seal & QPI Differential Shortfall

### Prepared for 8/27/25 Board Meeting

		FY 25-26 Proposed		
		SR Budget	08/14/2025 Proposed	FY 25-26 Proposed
		Amendment	Budget Revision	Budget
Admin Expenditures				
SR Administration	97BBA	550,052		550,052
SR Non Direct Services	97BBD	255,557		255,557
SR Program Eligibility	97BDE	805,826		805,826
SR Early Learning Assessment - Infant & Toddler	97IAS	43,108		43,108
SR Child Screening - Infant & Toddler	97ICS	7,377		7,377
SR Quality Improvement - Infant and Toddler	97INT	62,705		62,705
SR Quality	97Q00	599,040	(329)	598,711
SR Early Learning Assessment 3 & >	97QAS	19,772	329	20,101
SR Child Screening - Developmental & Health	97QCS	7,490		7,490
SR Child Care Resource & Referral (CCR&R)	97QI4	5,703		5,703
SR Quality Improvement - Inclusion Services	97QIN	<u>53,034</u>		<u>53,034</u>
Total Admin Expenditures		2,409,664	0	2,409,664
Direct				
Other				
SR Transitional Child Care	97G00	26,535		26,535
SR Tanf Child Only	97GNW	271,899		271,899
Gold Seal Shortfall	97GOV	0	48,265	48,265
Gold Seal Direct	97GSD	458,440		458,440
SR Economically Disadvantaged	97P00	8,254,165	(94,707)	8,159,458
SR At Risk	97R00	1,089,229		1,089,229
Quality Perf Incentive Diff Child Assess	QPICQ	28,052		28,052
Quality Perf Incentive Differentials	QPIPQ	496,477		496,477
QPI Differential Shortfall	QPIPS	0	44,593	44,593
Special Needs Quality Differential	SPCRQ	7,098		7,098
SR Match Program	SRMAT	124,989		124,989
SR Registration Fees	SRREG	<u>45,968</u>	1,850	<u>47,818</u>
Total Direct		<u>10,802,852</u>	0	<u>10,802,852</u>
Total Expenditures		<u>13,212,516</u>		<u>13,212,516</u>

# FY 25-26 VPK Budget - Draft #2 - 07/01/25 NOA

## Roll-up

	2054/26 VPK	
Revenues:	Budget Approved	2025/26 VPK
	at 6/25 Board Meeting	Proposed Budget
VPK Administration	218,198	229,024
VPK Program Services	4,363,957	4,580,470
<b>Total Grant Revenue:</b>	<b>4,582,155</b>	<b>4,809,494</b>

		2025/26 VPK	
		Budget Approved	2025/26 VPK
Acct #	Account Description	at 6/25 Board Meeting	Proposed Budget
5000-5021	Salaries, Taxes and Benefits*	168,654	173,359
6208	Website	752	752
6209	Hosted Technology Services	3,018	4,707
6300	Accounting Services	1,567	0
6301	Audit Fees	2,000	2,000
6302	Computer/Technical Support	690	690
6303	Legal Fees	915	915
6304	Professional Services - Other	650	6,650
6400	Bank Fees	375	375
6500	Travel	1,400	1,400
6501	Conference Travel	92	92
6600	Telephone/DSL	1,165	1,165
6601	Cell Phone Services	925	925
6602	Internet Services	835	835
6700	Postage	407	407
6800	Rent	17,657	17,657
6802	Occupancy Expenses	108	108
6901	Copier Lease	948	948
6902	Copier Usage	67	67
6903	Office Supplies	915	915
6904	Software	1,020	1,020
6905	Storage Expenses	1,430	1,430
6906	Utilities	181	181
6911	Personal Protective Equipment	54	54
6951	Staff/Board Expense	120	120
7001	Licensing	29	29
7002	Membership Dues	503	503
7003	Staff Development	93	93
7004	Staff Screening	120	120
7100	Janitorial Services	850	850
7101	Janitorial Supplies	170	170
7102	Leasehold Improvements	1,228	1,228
7200	Insurance: Liability	494	494
7202	Insurance: Property	352	352
7203	Insurance: D&O	503	503
7204	Insurance: Surety Bonds and Other	201	201
7300	Outside Printing	458	458
7400	Advertising	0	0
7500	Program Supplies	3,750	3,750
7700	Small Equipment	2,500	2,500
8000	Capital Purchases - Equipment	1,000	1,000
	<b>Total Operating Budget</b>	<b>218,198</b>	<b>229,024</b>
7601	VPK Provider Payments	4,363,957	4,580,470
	<b>Total Budget</b>	<b>\$ 4,582,155</b>	<b>4,809,494</b>

\* - Includes Additional Budget for 2 Open Positions

# Early Learning Coalition of Florida's Heartland, Inc.

## FY 25-26 SRPlus Proposed Budget Amendment

8/7/25 SR Plus NOA

Prepared for 8/27/25 Board Meeting

			Proposed SRPlus Budget Amendment
Admin Expenditures			
Other			
SR Plus Admin	SRPAD		<u>3,100</u>
Total Admin Expenditures			3,100
Direct			
Other			
SR Plus Registration Fees	SPREG		300
SR Plus Direct Services	SRPDS		54,169
SR Plus Gold Seal	SRPGS		998
SR Plus Quality	SRPQP		3,429
Total Direct			<u>58,896</u>
Total Expenditures			<u>61,996</u>

# **ELCFH Board Meeting Packet- Action Items**

3.Related Parties Contracts

4.Kindergarten Transition Plan

5.FY 25-26 Focus Areas

*August 27, 2025*



### **Agenda Item 3.a: Related Parties Contract- Hillestad Electric of Southwest Florida, LLC**

This Contract for Services is made effective as of 07/01/2025, by and between Hillestad Electric of Southwest Florida, LLC, (Jack Hillestad), and the Early Learning Coalition of Florida's Heartland, Inc. ("ELCFH") of 18501 Murdock Circle, Suite 200, Port Charlotte, Florida 33948.

1. **DESCRIPTION OF SERVICES.** Beginning on July 1, 2025, Hillestad Electric of SW FL., LLC will provide to ELCFH the following services (collectively, the "Services"): (Electrical and varied services to be detailed on all work orders/ PO and may include any material costs as needed.)
2. **PAYMENT.** Payment shall be made to Hillestad Electric of Southwest Florida, LLC, in the amount of \$50 per hour, upon completion of the services described in this Contract and supported by the attached signed/ approved work order and any approved receipts.
3. **TERM.** This Contract will begin on July 1, 2025 for a period of 1 year as based on review and the needs of the ELCFH. Changes in hourly rate will require a new General Contract,
4. **REMEDIES.** In addition to all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract, the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe in sufficient detail the nature of the default. The party receiving such notice shall have 15 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.
5. **ENTIRE AGREEMENT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.
6. **GOVERNING LAW.** This Contract shall be construed in accordance with the laws of the State of Florida.
7. **NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
8. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written and effective as of the date first above written.

Hillestad Electric of Southwest Florida, LLC:  
By: \_\_\_\_\_ Date: July 1, 2025  
Jack Hillestad, owner

Early Learning Coalition of Florida's Heartland, Inc:  
By: \_\_\_\_\_ Date: July 1, 2025  
Anne Brewer, M.A., Executive Director

### Agenda Item 3.b: Related Parties Contract- Adam Cummings (Edward Jones)

This Notification of Services is made effective as of 07/01/2025, by and between Adam Cummings, Financial Advisor for Edward Jones and the Early Learning Coalition of Florida's Heartland, Inc. ("ELCFH") of 18501 Murdock Circle, Suite 200, Port Charlotte, Florida 33948.

1. **DESCRIPTION OF SERVICES.** Beginning on July 1, 2025, Adam Cummings will provide to ELCFH the following services (collectively, the "Services"): Provide financial advice and investment strategies to build and maintain the Simple IRA Pension Plan for each ELCFH employee.
2. **PAYMENT.** Payments will not be made directly to Adam Cummings. ACH deposits will be transferred, on a bi-weekly basis, to the Simple IRA pension accounts of each individual employee.
3. **TERM.** This Notification will begin on July 1, 2025 and renew each fiscal year as based on review and the needs of the ELCFH.
4. **REMEDIES.** In addition to all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract, the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe in sufficient detail the nature of the default. The party receiving such notice shall have 15 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.
5. **ENTIRE AGREEMENT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.
6. **GOVERNING LAW.** This Contract shall be construed in accordance with the laws of the State of Florida.
7. **NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
8. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written and effective as of the date first above written.

Adam Cummings, Financial Advisor for Edward Jones      ELC of Florida's Heartland, Inc:

By: \_\_\_\_\_ Date: July 1, 2025

Adam Cummings, CFP, CRPA

By: \_\_\_\_\_ Date: July 1, 2025

Anne Brewer, M.A., Executive Director



### **Agenda Item 3.c: Related Parties Contract- Steven Jones- Handyman Services**

This Contract for Services is made effective as of 07/01/2025, by and between Steven Jones and the Early Learning Coalition of Florida's Heartland, Inc. ("ELCFH") of 18501 Murdock Circle, Suite 200, Port Charlotte, Florida 33948.

1. **DESCRIPTION OF SERVICES.** Beginning on July 1, 2025, Steven Jones will provide to ELCFH the following services (collectively, the "Services"): varied handyman services to be detailed on all work orders/ PO and may include any material costs as needed.
2. **PAYMENT.** Payment shall be made to Steven Jones, in the amount of \$25 per hour, upon completion of the services described in this Contract and supported by the attached signed/ approved work order and any approved receipts.
3. **TERM.** This Contract will begin on July 1, 2025 for a period of 1 year as based on review and the needs of the ELCFH. Changes in hourly rate will require a new General Contract.
4. **REMEDIES.** In addition to all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract, the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe in sufficient detail the nature of the default. The party receiving such notice shall have 15 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.
5. **ENTIRE AGREEMENT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.
6. **GOVERNING LAW.** This Contract shall be construed in accordance with the laws of the State of Florida.
7. **NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
8. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written and effective as of the date first above written.

**Steven Jones**

By: \_\_\_\_\_ Date: July 1, 2025  
Steven Jones

**Early Learning Coalition of Florida's Heartland, Inc:**

By: \_\_\_\_\_ Date: July 1, 2025  
Anne Bouhebent, M.A., Executive Directo

## **Agenda 4: FY 25-26 ELCFH Kindergarten Transition Plan**

### **ELCFH Kindergarten Transition Plan- revised 8.27.25**

**Plan Objective:** In collaboration with each local school district, the ELCFH will establish a community based working plan to support child/ family transition to kindergarten throughout the four county service area. The below activities may be further refined to best meet county specific needs.

**Reference/ Mandate:** F.S. 1002.83(16)(a-d)

#### **Community Partners and Resources:**

1. Local Public School Districts (Charlotte, DeSoto, Hardee and Highlands Counties)
3. United Way Partnerships: <https://uwcf.org/are-our-kindergartners-ready/>
4. Campaign for Grade Level Reading: <https://www.gradelevelreadingsuncoast.net/>
5. School Ready SWFL: <https://www.futuremakerscoalition.com/schoolready/>
6. Highlands County Champion for Children: <https://www.championforchildren.org/>
7. Local libraries

The below resource links would be sent out via the ELCFH provider blast, and linked for easy access on the ELCFH Website and Facebook. Providers will be asked to include the parent links in communications (ie newsletters) to families. The ELCFH will request local school district information/ fliers regarding kindergarten transition activities such as round-up, kindergarten prep bags etc. As information is made available, the ELCFH will blast to the providers in that applicable county and post on the ELCFH website as applicable.

#### **ELCFH Website Information:**

<https://elcfloridasheartland.org/childdevelopment#TransitioningtoKindergarten>

#### **Transition Tips for Parents in English & Spanish**

- [How to Have a Smooth Transition to Kindergarten](#)
- [9 Practical Tips to Help Your Child Transition to Kindergarten](#)
- [Attendance Tips](#)
- [What Your Child Needs to Know to be Ready for Kindergarten](#)
- ["Getting Ready for Kindergarten" Video Playlist](#)
- [9 Consejos Prácticos para Ayudar a su Hijo Durante la Transición a Kindergarten](#)
- [Cómo Realizar Suavemente la Transición a Kindergarten](#)



- [Consejos de Asistencia](#)
- [Lo Que Su Hijo/Hija Necesita Saber Para Estar Preparado para Kindergarten](#)

Parent Guide: Literacy Learning Experiences

[http://www.earlyliteracylearning.org/cellpract\\_parent/preschool/collections/CELL\\_Pre\\_Lit\\_Lrn.pdf](http://www.earlyliteracylearning.org/cellpract_parent/preschool/collections/CELL_Pre_Lit_Lrn.pdf)

Parent Guide: Reading and Storytelling

[http://www.earlyliteracylearning.org/cellpract\\_parent/preschool/collections/CELL\\_Pre\\_Read\\_Story.pdf](http://www.earlyliteracylearning.org/cellpract_parent/preschool/collections/CELL_Pre_Read_Story.pdf)

Parent Guide: Drawing and Writing

[http://www.earlyliteracylearning.org/cellpract\\_parent/preschool/collections/CELL\\_Pre\\_Draw\\_Write.pdf](http://www.earlyliteracylearning.org/cellpract_parent/preschool/collections/CELL_Pre_Draw_Write.pdf)

Parent Guide: Letters and Spelling

[http://www.earlyliteracylearning.org/cellpract\\_parent/preschool/collections/CELL\\_Pre\\_Let\\_Spell.pdf](http://www.earlyliteracylearning.org/cellpract_parent/preschool/collections/CELL_Pre_Let_Spell.pdf)

Parent Guide: Talking and Listening

[http://www.earlyliteracylearning.org/cellpract\\_parent/preschool/collections/CELL\\_Pre\\_Talk\\_Listen.pdf](http://www.earlyliteracylearning.org/cellpract_parent/preschool/collections/CELL_Pre_Talk_Listen.pdf)

Summer Transition Ideas:

<http://www.dec.al.gov/documents/attachments/SummerTransitionIdeas.pdf>

**ELCFH Kindergarten Transition activities:**

- The ELCFH will ~~work with~~ support community partners ~~to in~~ facilitating events at easily accessed community locations such as the local library. The ELCFH role will be to supply books focused on entry into kindergarten (ie Miss Bindergarten Gets Ready for Kindergarten by Joseph Slate, 1996) ~~Events such as “Remake Learning Days” will be incorporated to best maximize the activities and resources available to families.~~
- ~~Communication with the applicable school district will be facilitated to include home schoolers and invite school district participation.~~
- Blast press releases/ information on Kindergarten Preparation to providers and community partners.
- Blast information from local school districts to providers regarding back to school events.
- ~~Offer vision and ASQ (developmental) screenings.~~
- ~~Offer children’s books for children to take home (home libraries) and parent education materials to support home reading routines.~~

**VPK-Kindergarten Teacher conversations:** ~~two to four meetings will be offered for teachers to share common struggles and expectations etc.~~ ELCFH will host a series of Communities of Practice meetings designed to strengthen collaboration between VPK and Kindergarten teachers and support children’s smooth transition into kindergarten.

These sessions will provide educators with the opportunity to:

- Share effective transition strategies and resources
- Build ongoing relationships between early learning and elementary educators
- Align expectations for school readiness
- Develop consistent supports for children and families

### **Why multiple meetings?**

By meeting more than once, teachers can continue the conversation, track progress, and refine strategies based on what is working. Ongoing participation fosters deeper collaboration and allows time for meaningful, sustainable changes in practice.

## **Agenda Item 5:**     **ELCFH FY 24-25 Focus Areas - July 1, 2024– June 30, 2025**

**FS 1 Direct Services:** *The ELCFH will assure eligible children have access to affordable, quality based child care services.*

---

**Year in Review:** 100% of 1,313 waitlisted children were invited in for SR services during FY 24-25. Of those children, 577 (44%) were deemed eligible/ enrolled in services (based on family establishing a required purpose for care, completion of/ submission of required documentation etc).

**CDE 2 Trauma Informed Care:** *Contracted provider sites will have the resources and training needed to effectively and compassionately care for children who are processing traumatic situations.*

---

**Year in Review:** A total 112 bookbag buddies have been distributed to children served through foster care or dealing with some level of trauma in the home and receiving child care services through the ELCFH. Twelve *Tucker the Turtle Calming Kits* for the classroom have been provided to support children dealing with big emotions. The ELCFH maintains a library of social emotional and sensitive subject books to support children through “bibliotherapy”. A total of 314 books on tender topics were provided to individual children via their child care providers.

**CDE 3 Early Literacy:** *Families and providers will have books readily available in the home and child care setting to support for regular reading routines.*

---

**Year in Review:** The ELCFH provided 232 high quality interesting take-home books to children age infant through school age who visited the ELCFH offices. Additionally, the ELCFH distributed 1700 VPK Calendars to children enrolled in the VPK program, with any surplus distributed through community events and home visitation programs serving preschool age children.

**CDE 4 Kindergarten Transition:** *Families will have access to developmental and vision screenings, as well as needed resources for successful Kindergarten transition. Teacher to teacher conversations will support family transition to kindergarten.*

---

**Year in Review:** Approximately 50 VPK and kindergarten teachers from the four county service area joined two Zoom calls focused on easing the transition into kindergarten for children and families. The teachers shared strategies to build children’s independence, social-emotional skills, and preliteracy skills, while also strengthening communication with families. The sessions highlighted a shared commitment to helping children and families start kindergarten with confidence. **FY 25-26:** *The ELCFH plans to facilitate a community of practice (COP) to further strengthen the conversations between VPK and Kindergarten programs for effective transition.*

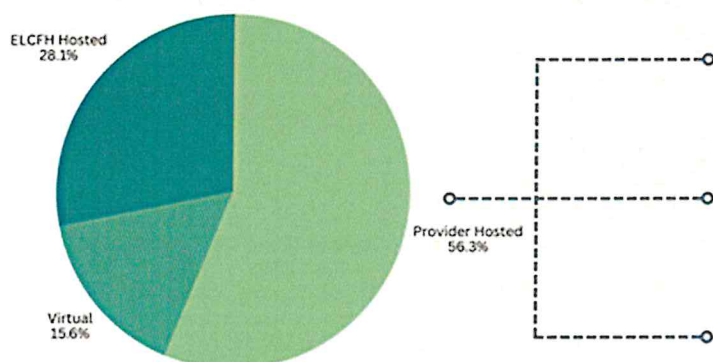


**CDE 5 Provider Trainings:** *Contracted provider sites will have needed training facilitated by (or hosted by) the ELCFH to support them in all aspects of quality early learning programming as it specifically relates to SR/ VPK contracting.*

---

**Year in Review:** The below shows training activity including the annual ELCFH Provider event and number of participants per event:

### 24-25 ELCFH Provider Trainings 33 Trainings with 626 Participants



#### 18 Provider Hosted

##### 2-12 Session MMCI Trainings!

The CDE team partnered with individual provider sites to host trainings specific to the Provider's staff needs.

#### 5 Virtual

##### 4-12 Session MMCI Trainings!

Zoom trainings were provided for programs in the four county service area.

#### 9 ELCFH Hosted

The CDE team provided in-person trainings in the Charlotte and Highland's offices.

**ELCFH Annual Provider Event -Two Presenters for a Day-Long Training; 112 Participants!**

**PS 6 Provider Capacity:** *New/growing child care providers who contracted with the ELCFH for SR and/or VPK services will successfully maintain the provisions of the applicable contract.*

---

**Year in Review:** Three of providers in need were mentored this year with more requesting support (provided through onsite TA by the assigned CDE specialist). Six directors meetings in Highlands and Charlotte supported key topics such as staff/ parent handbooks, parent communication, staff incentives, professional development and provider rates. Contractual questions were addressed through three contracted provider calls; clarifying docs were prepared to explain complex topics such as: SISO for Providers & Parents; SR Absence Reporting requirements; 25-26 VPK School Year Calendar Worksheet [*website tool*]; Provider Profile Updates; and email blasts on recent rule changes.

**CDE 7 Child Screening:** *SR funded children age birth to five years will be screened using the ASQ-3 and ASQ:SE. Developmental needs will be identified and interventions applied prior to kindergarten entry.*

---

**Year in Review:** 1,147 (92%) of 1,244 offered screenings were completed for SR funded children age infant - 5 years up though FY 24-25. A total of 418 (36%) children had some level of developmental concern noted and were either referred Early Steps/ FDLRS for further evaluation, received additional screening, or had intentional planning through the support of the ELCFH imbedded in their early learning program. Research shows that early identification and intervention of developmental concerns helps to support optimal child development so children can start school ready to learn.



# ELCFH Board Meeting Packet-

## Finance and Utilization Report

*August 27, 2025*

# Early Learning Coalition of Florida's Heartland, Inc.

## School Readiness FY 25-26

### July 2025 School Readiness YTD Expenditures

<u>% Spent at 8.3% of FY</u>	<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
Salaries and Operating	4.2%	4.0%	4.0%	4.1%	4.1%
Direct Services	9.1%	7.7%	7.8%	8.6%	8.6%
Including Match	9.2%	7.7%	8.0%	8.6%	8.7%
Total Expenditures w/match	8.2%	7.0%	7.2%	7.7%	7.8%

Including Match from DEL Workbook*	<u>NOA Restrictions</u>	<u>YTD of total Exp</u>
Direct Services Minimum	78.0%	85.1%
Non-Direct Services Maximum (includes Admin)	22.0%	14.9%
* %'s Include SR Expenditures 6/15/25-06/30/25 per DEL	100.0%	100.0%

Total SR Admin Spent all counties (max 5%): 4.8%

### July 2025 SR Child Count

<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
591	163	162	472	1388

### June 2025 SR Child Count

<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
613	167	171	470	1421

## VPK FY 25-26

### July 2025 VPK YTD Expenditures

<u>% Spent at 8.3% of FY</u>	<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
Direct Services	0.0%	5.5%	6.8%	0.5%	1.4%
Total Expenditures	0.1%	5.4%	6.6%	0.7%	1.5%
Administration (max 5%)	#DIV/0!	2.5%	2.9%	37.4%	11.1%

Total VPK Administration spent all counties (max 5%): 11.1%

### July 2025 VPK Child Count

<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
0	27	24	6	57

### June 2025 VPK Child Count

<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
105	32	24	6	167

# Early Learning Coalition of Florida's Heartland, Inc.

FY 25-26 July 2025 Data

	Charlotte		DeSoto		Hardee		Highlands		Coalition Total	
	Current	Prior	Current	Prior	Current	Prior	Current	Prior	Current	Prior
SR Children Served	591	613	163	167	162	171	472	470	1,388	1,421
Wait List Total as of 08/01/2025	27	0	9	0	6	0	52	0	94	0
SR Providers	49	49	8	8	8	8	18	17	83	82
VPK Children	0	105	27	32	24	24	6	6	57	167
VPK Providers	32	33	4	4	6	5	18	15	60	57

As of 08/12/2025

Wait List Pull Data	WL Invite	WL Due	Mailed	Eligible	Ineligible	No Resp	Total	% Eligible
WL Pull #7 FY 24-25	01/30/25	03/01/25	105	50	19	36	105	47.6%
WL Pull #8 FY 24-25	02/26/25	03/28/25	103	34	20	49	103	33.0%
WL Pull #9 FY 24-25	04/30/25	05/30/25	172	71	49	52	172	41.3%
WL Pull #10 FY 24-25	05/29/25	06/28/25	108	51	30	27	108	47.2%
WL Pull #1 FY 25-26	06/27/25	07/27/25	86	50	19	17	86	58.1%

\*Waitlist pulls on hold due to SCH Age Portal Issue

Eligible - not enrolled	0-5	SCH
Charlotte	142	62
DeSoto	48	14
Hardee	31	15
Highlands	142	46
<b>Total</b>	<b>363</b>	<b>137</b>
		<b>226</b>

School Readiness OCA	Description	Number of Children Served Currently
BG1	At risk and foster care children	148
BG3	TANF eligible (Temporary Assistance to Needy Families)	2
BG3R	Relative TANF families (long term)	34
BG3W/BG5	Transitional ( families who are moving out of scholarship services)	4
BG8	Working Poor (largest served category)	1,202
Total	Total unduplicated invoiced children for the current month	1,388
	YTD billed unduplicated child count (July 1, 2025 - July 31, 2025)	1,371

# Early Learning Coalition of Florida's Heartland, Inc.

July 2025

## FY 25-26 Direct Services Match Report - \$44,862

*CCBOCC - Charlotte County Board of County Commissioners Total for FY 25-26 \$15,247*

*\$60,548 awarded for 10/01/24 through 09/30/25 - \$15,137 carry forward FY 25-26*

*Remaining Balance - \$10,168*

*HAUW - United Way of Central Florida-Hardee - \$20,141 Bridge Award thru Dec 2025*

*Remaining Balance - \$18,579*

*HIUW - United Way of Central Florida-Highlands - \$9,475 Bridge Award thru Dec 2025*

*Remaining Balance - \$7,913*

## FY 25-26 Program Match - Quality Activities - \$4,056

*COPPERF - Copperfish Books - Book Drive \$1,623 in Books*

*CCPGM - Memorial Donations Ron Mills & Paypal Donation - Charlotte - Awarded \$183*

*Remaining Balance - \$183*

*HIUWLAP - United Way of Central Florida - Highlands - \$2,250 Bridge Award thru Dec. 2025*

*Remaining Balance - \$3,551*



# ELCFH Board Meeting Packet-

Information Items

*August 27, 2025*

## Information Item 7: Board Chair Report

ELCFH Executive Committee Meeting Minutes -Thurs, Aug. 7, 2025 via ZOOM/ ELCFH Port Charlotte Office

**Executive Committee Members Present:** John Stover, *Locally elected, Interim Board Chair*  
Nancy Ebrahimi-Driggers, *Board Vice Chair*  
Nancy Zachary, *Board Secretary*, Mary Stewart, *Board Treasurer*

**ELCFH Staff Members Present:** Anne Brewer, *Executive Director*,  
Pam Hillestad, *Director- Finance & IT*

**Guests Present:** Tony Smith, Ashley, Brown & Smith, CPAs  
Mellissa Wiest, First Steps; Rep from Genesis Christian School

### AGENDA

Item	Content	Action
1. Call to order	The meeting was called to order by John Stover at 9:03 AM. Introductions were made. Two changes to the agenda were announced: <ul style="list-style-type: none"><li>The numbering of the agenda items was corrected;</li><li>The documentation requiring action/ approval for updates was corrected.</li></ul>	Meeting commencement
2. Action  Presentation of the FY 23-24 Independent Auditor's Report	The FY 23-24 Independent Auditor's Report was presented for review and approval. The final report was delayed due to the cyberattack on the previous 3 <sup>rd</sup> party IT vendor in December 2023, resulting in unretrievable encryption of the ELCFH MIP accounting system. The related finding and required corrective action plan was discussed, noting that the overall internal controls of the ELCFH are sound and the issue was not a reflection of ELCFH staff. The draft audit was provided to the full Board for review and invitation extended to attend the Executive Committee meeting to hear the auditor presentation.	Nancy Ebrahimi-Driggers made a motion to accept the FY 23-24 Independent Auditor's Report as presented; Mary Stewart seconded. The motion carried.  Committee members requested confirmation from the current 3 <sup>rd</sup> party IT vendor of the back-up data system to avoid future issues. Follow-up will be provided at the August 27 <sup>th</sup> Board meeting.
3. Action  Executive Director Annual Evaluation	A review of the support documentation for the Executive Director Annual Evaluation was presented. Documentation included the following: <ul style="list-style-type: none"><li>a. Review of the required evaluation tool: DEL- SR 120 ED Evaluation tool was presented.</li><li>b. [Action] Review and updates including a timeline to ELCFH ADM-5, Process #1: ED Annual Evaluation Process. Committee members were asked to complete the required tool and submit to the designee (Pam Hillestad) by Friday,</li></ul>	Nancy Zachary made a motion to accept the updates and timeline to ELCFH ADM-5, Process as presented; Nancy Ebrahimi-Driggers seconded. The motion carried.

Item	Content	Action
	<p>August 15<sup>th</sup>. The FY24-25 Chair and Vice-Chair were also asked to complete the tools.</p> <ul style="list-style-type: none"> <li>c. ED FY 24-25 Annual Work Activity Report highlighting ED work function for the year was presented as an informational item.</li> <li>d. Current ED Position Description as listed in the ED Succession Plan was presented as an informational item (no changes requested).</li> <li>e. [Action] Annual review of the ELCFH Executive Director Emergency Succession Plan was presented.</li> <li>f. FY 25-26 ELCFH Org Chart was presented as an informational item.</li> <li>g. FY 25-26 ELCFH Core Agency Functions as an informational item and detail to the current org chart.</li> <li>h. Executive Director contracting and salary: the ED is currently at the end of the second year of a two year contract (with service originally commencing in 2006), so contracting and salary need to be addressed during this evaluation cycle. A renewal of the two year term was requested with salary to align as allowed per Board approved ELCFH employee handbook policy. The start and end dates of the contract going forward were clarified to be Nov 1 through Oct 31.</li> </ul> <p>The state mandated tool scoring system was noted as difficult and not aligned with ELCFH staff annual evaluations which provide scoring of 1-5 (instead of 1-3). The Committee reported satisfaction with the ED performance and forward movement into FY 25-26. The completed summary of the combined results will be reported to DEL as required.</p>	<p>Nancy Ebrahimi-Driggers made a motion to accept the updates to ELCFH Executive Director Emergency Succession Plan as presented; Nancy Zachary seconded. The motion carried.</p> <p>Nancy Ebrahimi-Driggers made a motion to recontract with the current ED from 9.1.25 to 10.31.27 with salary to align with the evaluation averages and ELCFH employee handbook policy. Nancy Zachary seconded. The motion carried.\</p>
<b>Open Forum</b>	The ELCFH Annual Meeting will be held on Wednesday, August 27 <sup>th</sup> at 10AM at the Turner Center Annex in Arcadia.	John Stover
<b>Adjourn</b>	The meeting adjourned at 10:05 AM.	John Stover

Meeting prepared by Anne Brewer, Executive Director

Date

Meeting minutes approved by Nancy Zachary, Board Secretary

Date

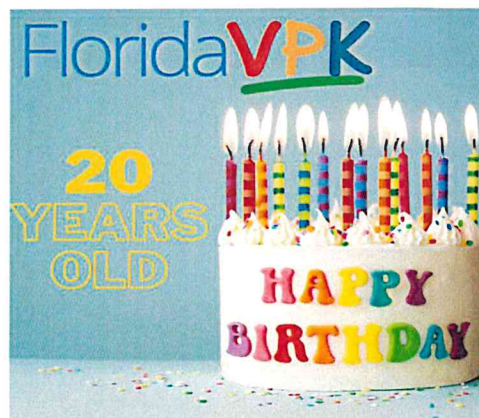


## Happy 20<sup>th</sup> Birthday VPK- Thank you to the Trailblazers!

No.	County	Provider Name	Year began offering VPK	No. 20 yrs only
1	Charlotte	Adventures Preschool	2009	
2	Charlotte	Baker Center Early Childhood Program	2005	1
3	Charlotte	Educare Learning Center	2007	
4	Charlotte	Genesis Christian School	2005	2
5	Charlotte	Good Shepherd Day School	2005	3
6	Charlotte	Joyful Noise	2005	4
7	Charlotte	Living Waters Preschool & Childcare	2005	5
8	Charlotte	Miss Heidi's Preschool	2005	6
9	Charlotte	Port Charlotte Christian Academy	2011	
10	Charlotte	Redeemer Lutheran Child Care and After School	2010	
11	Charlotte	St. Borromeo	2013	
12	Charlotte	Tiny Hands Childcare Preschool, Inc.	2005	7
13	Charlotte	YMCA Charlotte Harbor	2005	8
14	Hardee	First Baptist Children's Academy	2012	
15	Hardee	S J Learning Academy, Inc.	2005	9
16	Highlands	Avon Park Community Child Development Center	2010	
17	Highlands	Busy Kids Creative Learning Center	2005	10
18	Highlands	First Baptist Weekday Early Education Center	2005	11
19	Highlands	St. Catherine Catholic Preschool	2010	
20	Highlands	Trinity Tots Preschool	2005	12

VPK Directors (served more than one program)

- Susan Flemming - Leaping Lizards (Charlotte)
- Ericka Brown- Faith Preparatory (DeSoto)
- Annie Rose McDonald – New Life N You (Hardee)





## Information Item 8.a: Thank you to our FY 24-25 Board Members!

Aaron Stitt, DCF Regional Administrator	Charlotte County
Kristen Rivas, School District Superintendent designee	Hardee County
Donna Doubleday ( <i>Chair</i> ), CareerSource Heartland,	Hardee County
Penny Pringle, Florida Dept of Health,	DeSoto County
Chantal Porte, DCF Child Care Regulation	DeSoto County
Gail Werley, Children's Services Council	Highlands County
Leigh Ann Moccia, Child Find, IDEA	Charlotte County
Dr. Thomas Rath, ( <i>Vice Chair</i> ) Florida SouthWestern State College,	Charlotte County
Diane Ramseyer, BOCC Representative,	Charlotte County
Nancy Zachary, ( <i>Secretary</i> ) RCMA/ Head Start Representative,	Highlands County
John Stover, STEAM Preschool Academy, For-Profit Provider Representative	Highlands County
Susan Norris, Trinity Tots Preschool, Faith-based Provider Representative	Highlands County
Michelle Potter, Crews Bank & Trust, Private Sector Business	DeSoto County
Mary Stewart, CPA, ( <i>Board Treasurer</i> ), Private Sector Business	Charlotte County
Ashleigh Hayes, PRECO, Private Sector Business	Hardee County
Enrico Pucci, Southern Technical College, Private Sector Business	Charlotte County

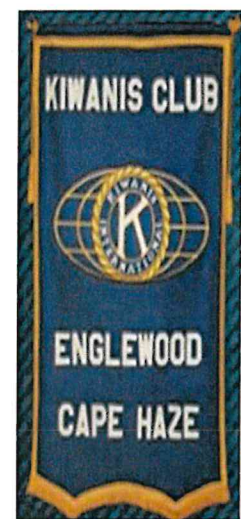
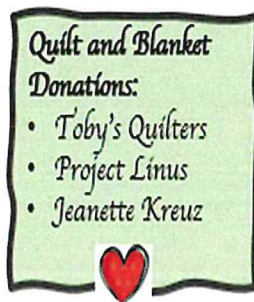
*Never doubt that a small group of thoughtful, committed citizens can change the world;  
indeed, it's the only thing that ever has.*  
-Margaret Mead-



Information Item 8.b: Thank you to our FY 24-25 Funders and Donors!



Thank you to our FY 24-25  
Funders and Donors!



## Information Item 8.c: FY 25-26 ELCFH Org Chart

ELCFH Organization Chart- FY 25-26

