Early Learning Coalition of Manatee County, Inc.

Board of Directors Meeting

Of

December 11, 2024

*The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting **via Zoom** and in person on December 11, 2024, at 11:00 a.m. at 600 8th Avenue West, Palmetto, Florida.*

Committee Members Present

- Denise Marzullo
- Gary Scott
- James Disbro
- Misty Ritch
- Peggy Sammons
- Robert Bell

Committee Members Present via Zoom

- Annette Larkin
- Bryan Rench
- Chantal Porte
- Elida Mujic
- Kristina DeWitt
- Rachel Kendzior
- Sheila Halpin
- Zack Kallis

Committee Members Excused

- Adam Mohammadbhoy
- Ana Peele
- Christina Riggio
- Jennifer Passmore
- Leslie Wells
- Michael Mackie
- Tim Pye
- Kathy Patreka

ELC Staff Present

- Darrell King, CEO
- Kerry Gaylord, COO
- Gabriela Macias, CFO
- Rachel Spivey, Director of Grants
- Hilarie King, BOD liaison

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on December 11, 2024.

Welcome and Roll Call

The Finance Chair, Mr. Robert Bell, called the meeting to order at 11:03 AM.
Mr. Darrell King, CEO, conducted the roll call and confirmed that a quorum was present.

Citizen Comments

There were none.

Finance Committee Report

Mr. Robert Bell, Chair.
Ms. Gabriela Macias, Chief Financial Officer.
Mr. Bell provided the following Finance Report:

- All percentages and budgets in the Board packet were on point. The Coalition has received almost $29.9 million dollars from the state and appears to be on track and exceptionally organized, thanks to the efforts of the ELC Finance Team.

Governance and Procurement Report

Ms. Kerry Gaylord, Chief Operations Officer.
Ms. Gaylord provided the following policy updates:

- Mini-Grant Policy.
    - The Mini-Grant Policy has been updated and modified for clarity and proficiency to ensure alignment with DEL standards.
- Confidentiality of Records and Data Policy.
    - Additional safeguards, as suggested by DEL, have been implemented for security purposes.
- Procurement Policy.
    - Additional vocabulary has been added to align with DEL.
        - Defined separation of contract and Fiscal management duties.
        - Additional purchasing thresholds.
        - Additional Methode of Procurement.
            - Clear distinction between small, competitive, and non-competitive purchases.
        - Attachment "A" has been added for Vendor and Contract Disclosure.
- Fiscal Policy.
    - Clarification on the use of Purchase Orders.
- Disbursement Policy.
    - Additional references to state memos and statutes have been included, along with more detailed information on prohibited costs.

Mr. King, CEO, provided the following board updates:

- Faith Based Provider Representative.
    - Ms. Marjani Jones previously served as our Faith-Based Provider Representative.

However, she has accepted a new position outside Manatee County and can no longer fulfill the DEL requirements. Reverend Webster from Bible Baptist of Palmetto has applied to fill the position. The Coalition recommends the board's approval.

- Second Terms.
    - The following board members' first terms have ended: Gary Scott, Zack Kallis, Michael Mackie, and Bryan Rench. They are all willing and eligible to serve another term. The Coalition recommends the board's approval.
- Board Engagement.
    - Due to the recent hurricane, the Coalition will be rescheduling our board engagement event to mid-February.
- Board meeting schedule for 2025.
    - Updated and in line with previous years.

Ms. Gaylord provided the following policy updates:

- Age of Learning, Inc. – My Math Academy – Contract Amendment.
    - To provide additional licenses and serve more children at additional centers, the Coalition requests the board to increase the total amount of the current contract from $65K to $100K.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer.

Mr. King's updates are as follows:

- Hurricane Response.
    - $106,000 from ELC Quality Grants were distributed to Providers.
    - $85,000 from Save the Children will be distributed to providers for structural rebuilding purposes and other sustained losses.
    - The Florida Chamber Foundation awarded the Coalition almost $15,000 for hurricane support to impacted centers.
    - $76,000 in Lakeshore Learning vouchers will be allocated to providers to replace lost educational equipment and learning tools.
    - Mr. King praised the Coalition's outstanding staff and teamwork, highlighting that the ELC of Manatee was the first coalition in the Tampa Bay area to reopen, doing so faster than any other coalition affected by the Hurricane.
- State Funding.
    - The Coalition is working diligently with the current funding provided by the State. With that being noted, the current waitlist stands at 207 children, which remains one of the lowest the coalition has had. Continuing to ask for more School Readiness funding.
- County Funding/Programs.
    - The ELC receives approximately $3.7 million in additional County funds, impacting over 1,000 children in Manatee County.

- ARPA initiatives.
    - The Coalition works closely with providers to collect data on the initiatives that the Board approved last fiscal year and that will continue to guide future investments.
- Nextgen Magazine.
    - Nextgen Magazine has faced a decline in print advertising revenue, but recent changes to its quarterly production and calendar revenue have helped offset costs. Despite these challenges, Nextgen Magazine remains vital to the Coalition and the community.
- Manatee Childcare Alliance Update.
    - Mr. King serves as the co-chair of the Manatee Childcare Alliance and works closely with local government and industries to advance the Alliance's mission.
- Transition to Kindergarten Breakfast 12.7.24.
    - The Transition to Kindergarten Breakfast was another successful event, bringing together over 100 pre-K and Kindergarten teachers.
- The 13th Annual Golf Tournament.
    - The tournament raised more than $60,000 in profit, thanks to Senator Boyd and State Representative Robinson's early education support.
- Stand for Children Gala 5.31.25.
    - Venue location, IMG.
- Manatee Chamber Award Nomination.
    - The ELC was honored to receive the Manatee County 2024 Nonprofit of the Year Award.

Items for Approval Consent Agenda

- Mini-Grant Policy.
- Confidentiality of Records and Data Policy.
- Procurement Policy.
- Fiscal Policy
- Disbursement Policy.
- Faith-Based Provider – Pastor S. Webster
- Second Terms – G. Scott, Z. Kallis, M. Mackie, B. Rench
- Board Meeting Schedule 2025.
- Age of Learning – My Math Academy – Contract Amendment

Upon motion duly made by Mr. Disbro and seconded by Mr. Scott, the Board of Directors unanimously approved the items for approval on the Consent Agenda.

Items for Approval Non-Consent Agenda

- Budget to Actual Report July 1, 2024 – September 30, 2024.

Upon motion duly made by Mr. Scott and seconded by Mr. Disbro, the Board of Directors unanimously approved the Budget to Actual Report July 1, 2024 – September 30, 2024.

- Statement of Activities July 1, 2023 – September 30, 2024.

Upon motion duly made by Ms. Ritchy and seconded by Mr. Disbro, the Board of Directors unanimously approved the Statement of Activities July 1, 2023 – September 30, 2024.

Approval of the Board of Directors Meeting Minutes of September 18, 2024
Upon a motion made by Mr. Disbro and seconded by Ms. Ritch, the Board of Directors unanimously approved the minutes of the September 18, 2024, meeting.

Old Business
None

New Business
Ms. Connie Shingledecker will be stepping down from the CSAB Chair position, and Ms. Extavia Bailey has applied to fill the role. This is a mandated board position for the ELC Coalition.

Public Comments
There were no public comments.

Adjournment
There was no further business before the board of directors. The meeting adjourned at 11:38.

Minutes prepared by:

Hilarie King, Board Liaison

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair