



Early Learning Coalition of Santa Rosa County

Meeting Packet

Executive Committee

Finance Committee

Board of Directors

1-23-2025



AGENDA
Coalition Executive Committee Meeting
January 23, 2025
9:00 a.m.

- Call to Order Anna Weaver
- Approval of Minutes (*Action Item*) Ms. Weaver
 - September 10, 2024
- CEO's Report (*Information Item*) Ms. Stuckey
- Public Discussion/Announcements Ms. Weaver
- Adjourn Ms. Weaver



**Early Learning Coalition of Santa Rosa County
Executive Committee Meeting Minutes
September 10, 2024 9:00 AM**

Attendees: *Executive Committee Members Present: Tarae Donaldson, Jenea Highfill, John Walker, Anna Weaver; Staff Present: Ron Geri, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic*

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Anna Weaver called the meeting to order at 9:01 a.m. A quorum was established.
Anna Weaver	Approval of Minutes	Ms. Weaver presented the minutes from the June 11, 2024, Executive Committee meeting. Jenea Highfill made a motion to approve the minutes of the June 11, 2024, Executive Committee Meeting, seconded by John Walker. The motion carried unanimously.
Melissa Stuckey	CEO's Report	Melissa Stuckey gave an update on activities taking place within the Coalition including the conclusion of the Accountability Monitoring conducted by the Division of Early Learning. The Coalition had no major findings and once the final report is received from DEL the report will be presented at the next board meeting.
Anna Weaver	Public Discussion/Announcements	There was none.
Anna Weaver	Adjourn	Anna Weaver adjourned the meeting at 9:09 a.m.



AGENDA
Coalition Finance Committee Meeting
January 23, 2025
9:30 a.m.

- Call to Order John Walker

- Approval of Minutes (*Action Item*) Mr. Walker
 - September 10, 2024

- Finance Report (*Action Item*) Mr. Walker
 - September and October 2024 Financials Ms. Valovic

- Public Discussion/Announcements Mr. Walker

- Adjourn Mr. Walker



**Early Learning Coalition of Santa Rosa County
Finance Committee Meeting Minutes
September 10, 2024 9:30 AM**

Attendees: *Finance Committee Members Present: Rachel Connell, John Walker, Anna Weaver; Staff Present: Ron Geri, Megan Saye, Melissa Stuckey, Barbora Valovic*

Lead	Topic	Discussion
Treasurer John Walker	Call to Order	John Walker called the Finance Committee meeting to order at 9:30 a.m. A quorum was established.
Mr. Walker	Approval of Minutes	Mr. Walker presented the minutes of the June 11, 2024, Finance Committee Meeting. Anna Weaver made a motion to approve the minutes of the June 11, 2024, Finance Committee Meeting, seconded by Rachel Connell. The motion carried unanimously.
CFO Barbora Valovic	Financials FY 23-24	Barbora Valovic presented the financials for April and May 2024. Ms. Weaver made a motion to approve the financials for April and May 2024, seconded by Rachel Connell. The motion carried unanimously.
Ms. Valovic	Proposed Budget for FY 23-24	Barbora Valovic presented the proposed budget revision for the 2023-2024 fiscal year to include additional funding for VPK and Gold Seal that was received. Anna Weaver made a motion to approve the budget revision as presented, seconded by Rachel Connell. The motion carried unanimously.
Ms. Valovic	CFO's Report	Ms. Valovic gave an update on the Coalition's current fiscal standing, stating that the Coalition stayed within the targeted restrictions for the 2023-2024 fiscal year. Ms. Valovic mentioned that administrative funding for VPK did increase from 4% to 5%. She also mentioned that the fiscal on-site audit will begin the first week of November.
Mr. Walker	Public Discussion/Announcements	There was none.
Mr. Walker	Adjourn	John Walker adjourned the meeting at 9:56 a.m.

1:22 PM
01/09/25
Accrual Basis

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	209,860.68
11010 · Petty Cash	23.50
	<u>209,884.18</u>
Total Checking/Savings	209,884.18
Accounts Receivable	
11400 · Grants Receivable	1728523.78
11500 · TAP	48.18
	<u>1728571.96</u>
Total Accounts Receivable	1728571.96
Other Current Assets	
13000 · Prepaid Expenses	411,391.97
	<u>411,391.97</u>
Total Other Current Assets	411,391.97
Total Current Assets	2349848.11
Fixed Assets	
15000 · Furniture and Equipment	29,925.00
17100 · Accum Depr - Furn and Equip	-29,925.00
	<u>0.00</u>
Total Fixed Assets	0.00
Other Assets	
18600 · Other Assets	170,382.00
18700 · Security Deposits Asset	6,167.52
	<u>176,549.52</u>
Total Other Assets	176,549.52
TOTAL ASSETS	<u><u>2526397.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	739,349.96
	<u>739,349.96</u>
Total Accounts Payable	739,349.96
Credit Cards	
20102 · Accounts Payable - Credit Ca...	1,084.32
	<u>1,084.32</u>
Total Credit Cards	1,084.32

1:22 PM
01/09/25
Accrual Basis

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of September 30, 2024

	<u>Sep 30, 24</u>
Other Current Liabilities	
20200 · Grant Advances	997,612.80
24100 · Accrued Leave and Payroll	59,891.69
25800 · Unearned or Deferred Revenue	<u>397,291.69</u>
Total Other Current Liabilities	<u>1454796.18</u>
Total Current Liabilities	2195230.46
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	<u>179,212.00</u>
Total Long Term Liabilities	<u>179,212.00</u>
Total Liabilities	2374442.46
Equity	
32000 · Unrestricted Net Assets	148,181.80
Net Income	<u>3,773.37</u>
Total Equity	<u>151,955.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>2526397.63</u></u>

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - YTD FY 2024-2025
September 2024

	Sep 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	855,811.11	805,244.00	50,567.11	106.3%
43429 · Local Match	0.00	3,900.00	-3,900.00	0.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	4.37	12.50	-8.13	35.0%
44400 · TAP Program	48.18	130.00	-81.82	37.1%
44475 · UFLCL-ELF	0.00	0.00	0.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	1,486.26	0.00	1,486.26	100.0%
46800 · In-Kind Match Revenue	0.00	6,000.00	-6,000.00	0.0%
Total Income	857,349.92	815,286.50	42,063.42	105.2%
Gross Profit	857,349.92	815,286.50	42,063.42	105.2%
Expense				
60000 · Salary & Wages	46,441.80	59,735.20	-13,293.40	77.7%
60050 · Fringe Benefits	19,424.72	20,399.68	-974.96	95.2%
60100 · Advertising & Public Relations	0.00	0.00	0.00	0.0%
60130 · Communication Cost	1,756.44	2,639.59	-883.15	66.5%
60135 · Postage & Freight	41.33	70.00	-28.67	59.0%
60145 · Contract Services	768,777.65	679,581.92	89,195.73	113.1%
60195 · Equipment - Rental/Lease	278.12	407.40	-129.28	68.3%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	136.00	243.90	-107.90	55.8%
60220 · Insurance	544.44	727.17	-182.73	74.9%
60240 · Maintenance and Repair	107.45	253.50	-146.05	42.4%
60250 · Materials and Supplies	729.27	24,013.30	-23,284.03	3.0%
60270 · Membership & Subscriptions	0.00	294.44	-294.44	0.0%
60300 · Professional Services	1,000.75	1,778.75	-778.00	56.3%
60310 · Publication and Printing Cost	0.00	110.95	-110.95	0.0%
60330 · Rental Cost	10,243.17	9,557.00	686.17	107.2%
60350 · Training and Education Cost	0.00	1,395.20	-1,395.20	0.0%
60370 · Travel Cost	455.71	3,848.75	-3,393.04	11.8%
60400 · Office Supplies & Furniture <1k	823.63	1,189.65	-366.02	69.2%
60500 · Information Technology	355.76	454.30	-98.54	78.3%
60600 · Employee Related Expenses	0.00	341.45	-341.45	0.0%
60900 · Miscellaneous Expenses	1,712.49	6.10	1,706.39	28,073.6%
67800 · In-Kind Match Expense	0.00	6,167.00	-6,167.00	0.0%
Total Expense	852,828.73	815,286.50	37,542.23	104.6%
Net Income	4,521.19	0.00	4,521.19	100.0%

Early Learning Coalition of Santa Rosa County Profit & Loss Budget vs. Actual - YTD FY 2024-2025 July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	2,149,121.57	2,315,732.00	-166,610.43	92.8%
43429 · Local Match	0.00	11,700.00	-11,700.00	0.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	15.31	37.50	-22.19	40.8%
44400 · TAP Program	48.18	260.00	-211.82	18.5%
44475 · UFLCL-ELF	0.00	0.00	0.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	2,536.14	0.00	2,536.14	100.0%
46800 · In-Kind Match Revenue	0.00	18,000.00	-18,000.00	0.0%
Total Income	2,151,721.20	2,345,729.50	-194,008.30	91.7%
Gross Profit	2,151,721.20	2,345,729.50	-194,008.30	91.7%
Expense				
60000 · Salary & Wages	157,777.02	179,205.60	-21,428.58	88.0%
60050 · Fringe Benefits	52,863.84	62,431.36	-9,567.52	84.7%
60100 · Advertising & Public Relations	0.00	0.00	0.00	0.0%
60130 · Communication Cost	5,251.23	6,318.77	-1,067.54	83.1%
60135 · Postage & Freight	109.86	210.00	-100.14	52.3%
60145 · Contract Services	1,872,976.47	1,941,897.51	-68,921.04	96.5%
60195 · Equipment - Rental/Lease	834.36	1,222.20	-387.84	68.3%
60200 · Equipment and Other Capital	0.00	5,756.50	-5,756.50	0.0%
60210 · Bank Charges	435.50	731.70	-296.20	59.5%
60220 · Insurance	1,666.83	2,182.52	-515.69	76.4%
60240 · Maintenance and Repair	343.51	716.00	-372.49	48.0%
60250 · Materials and Supplies	4,617.42	68,238.80	-63,621.38	6.8%
60270 · Membership & Subscriptions	2,737.00	883.29	1,853.71	309.9%
60300 · Professional Services	4,284.21	6,296.25	-2,012.04	68.0%
60310 · Publication and Printing Cost	0.00	332.85	-332.85	0.0%
60330 · Rental Cost	30,638.03	28,708.35	1,929.68	106.7%
60350 · Training and Education Cost	0.00	4,185.65	-4,185.65	0.0%
60370 · Travel Cost	6,265.68	11,546.25	-5,280.57	54.3%
60400 · Office Supplies & Furniture <1k	3,390.99	3,568.95	-177.96	95.0%
60500 · Information Technology	1,093.31	1,753.30	-659.99	62.4%
60600 · Employee Related Expenses	0.00	1,024.35	-1,024.35	0.0%
60900 · Miscellaneous Expenses	2,662.57	18.30	2,644.27	14,549.6%
67800 · In-Kind Match Expense	0.00	18,501.00	-18,501.00	0.0%
Total Expense	2,147,947.83	2,345,729.50	-197,781.67	91.6%
Net Income	3,773.37	0.00	3,773.37	100.0%

Early Learning Coalition of Santa Rosa County Reconciliation Summary

11001 · Regions - Pace, Period Ending 09/30/2024

RSP.

10/8/24

	<u>Sep 30, 24</u>
Beginning Balance	456,761.21 ✓
Cleared Transactions	
Checks and Payments - 105 items	-1,045,790.43 ✓
Deposits and Credits - 12 items	809,000.23 ✓
Total Cleared Transactions	<u>-236,790.20</u>
Cleared Balance	<u>219,971.01 ✓</u>
Uncleared Transactions	
Checks and Payments - 9 items	<u>-10,674.08</u>
Total Uncleared Transactions	<u>-10,674.08</u>
Register Balance as of 09/30/2024	<u>209,296.93</u>
New Transactions	
Deposits and Credits - 1 item	<u>909,901.71</u>
Total New Transactions	<u>909,901.71</u>
Ending Balance	<u>1,119,198.64</u>

1:22 PM
01/09/25
Accrual Basis

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of October 31, 2024

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	303,023.00
11010 · Petty Cash	73.50
	<u>303,096.50</u>
Total Checking/Savings	303,096.50
Accounts Receivable	
11400 · Grants Receivable	1671634.04
11500 · TAP	48.18
	<u>1671682.22</u>
Total Accounts Receivable	1671682.22
Other Current Assets	
13000 · Prepaid Expenses	338,149.04
	<u>338,149.04</u>
Total Other Current Assets	338,149.04
Total Current Assets	2312927.76
Fixed Assets	
15000 · Furniture and Equipment	29,925.00
17100 · Accum Depr - Furn and Equip	-29,925.00
	<u>0.00</u>
Total Fixed Assets	0.00
Other Assets	
18600 · Other Assets	170,382.00
18700 · Security Deposits Asset	6,167.52
	<u>176,549.52</u>
Total Other Assets	176,549.52
TOTAL ASSETS	<u><u>2489477.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	790,027.26
	<u>790,027.26</u>
Total Accounts Payable	790,027.26
Credit Cards	
20102 · Accounts Payable - Credit Ca...	3,022.05
	<u>3,022.05</u>
Total Credit Cards	3,022.05

1:22 PM
01/09/25
Accrual Basis

Early Learning Coalition of Santa Rosa County
Balance Sheet
As of October 31, 2024

	<u>Oct 31, 24</u>
Other Current Liabilities	
20200 · Grant Advances	997,612.80
24100 · Accrued Leave and Payroll	34,601.86
25800 · Unearned or Deferred Revenue	<u>339,516.68</u>
Total Other Current Liabilities	<u>1371731.34</u>
Total Current Liabilities	2164780.65
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	<u>179,212.00</u>
Total Long Term Liabilities	<u>179,212.00</u>
Total Liabilities	2343992.65
Equity	
32000 · Unrestricted Net Assets	148,181.80
Net Income	<u>-2,697.17</u>
Total Equity	<u>145,484.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>2489477.28</u></u>

Early Learning Coalition of Santa Rosa County

Profit & Loss Budget vs. Actual - YTD FY 2024-2025

01/09/25

Accrual Basis

October 2024

	Oct 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	924,979.18	805,244.00	119,735.18	114.9%
43429 · Local Match	7,800.02	3,900.00	3,900.02	200.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	6.55	12.50	-5.95	52.4%
44400 · TAP Program	1,407.78	130.00	1,277.78	1,082.9%
44475 · UFLCL-ELF	0.00	0.00	0.00	0.0%
44500 · Public Contributions	50.00	0.00	50.00	100.0%
46400 · Other Types of Income	35.34	0.00	35.34	100.0%
46800 · In-Kind Match Revenue	0.00	6,000.00	-6,000.00	0.0%
Total income	934,278.87	815,286.50	118,992.37	114.6%
Gross Profit	934,278.87	815,286.50	118,992.37	114.6%
Expense				
60000 · Salary & Wages	54,218.76	59,735.20	-5,516.44	90.8%
60050 · Fringe Benefits	10,448.10	20,381.26	-9,933.16	51.3%
60100 · Advertising & Public Relations	46.00	0.00	46.00	100.0%
60130 · Communication Cost	2,223.25	1,915.49	307.76	116.1%
60135 · Postage & Freight	10.20	70.00	-59.80	14.6%
60145 · Contract Services	851,768.74	678,945.09	172,823.65	125.5%
60195 · Equipment - Rental/Lease	278.12	407.40	-129.28	68.3%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	228.00	243.85	-15.85	93.5%
60220 · Insurance	551.93	727.17	-175.24	75.9%
60240 · Maintenance and Repair	478.04	1,652.00	-1,173.96	28.9%
60250 · Materials and Supplies	2,276.58	24,013.30	-21,736.72	9.5%
60270 · Membership & Subscriptions	212.00	294.44	-82.44	72.0%
60300 · Professional Services	3,005.03	1,879.75	1,125.28	159.9%
60310 · Publication and Printing Cost	0.00	110.95	-110.95	0.0%
60330 · Rental Cost	9,001.99	9,557.00	-555.01	94.2%
60350 · Training and Education Cost	0.00	1,385.20	-1,385.20	0.0%
60370 · Travel Cost	3,103.52	3,848.75	-745.23	80.6%
60400 · Office Supplies & Furniture <1k	1,109.25	1,189.65	-80.40	93.2%
60500 · Information Technology	544.87	344.20	200.67	158.3%
60600 · Employee Related Expenses	0.00	341.45	-341.45	0.0%
60900 · Miscellaneous Expenses	1,245.03	6.10	1,238.93	20,410.3%
67800 · In-Kind Match Expense	0.00	6,167.00	-6,167.00	0.0%
Total Expense	940,749.41	815,286.50	125,462.91	115.4%
Net Income	-6,470.54	0.00	-6,470.54	100.0%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - YTD FY 2024-2025
July through October 2024

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	3,074,100.75	3,120,976.00	-46,875.25	98.5%
43429 · Local Match	7,800.02	15,600.00	-7,799.98	50.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	21.86	50.00	-28.14	43.7%
44400 · TAP Program	1,455.96	390.00	1,065.96	373.3%
44475 · UFLCL-ELF	0.00	0.00	0.00	0.0%
44500 · Public Contributions	50.00	0.00	50.00	100.0%
46400 · Other Types of Income	2,571.48	0.00	2,571.48	100.0%
46800 · In-Kind Match Revenue	0.00	24,000.00	-24,000.00	0.0%
Total Income	3,086,000.07	3,161,016.00	-75,015.93	97.6%
Gross Profit	3,086,000.07	3,161,016.00	-75,015.93	97.6%
Expense				
60000 · Salary & Wages	211,995.78	238,940.80	-26,945.02	88.7%
60050 · Fringe Benefits	63,311.94	82,812.62	-19,500.68	76.5%
60100 · Advertising & Public Relations	46.00	0.00	46.00	100.0%
60130 · Communication Cost	7,474.48	8,234.26	-759.78	90.8%
60135 · Postage & Freight	120.06	280.00	-159.94	42.9%
60145 · Contract Services	2,724,745.21	2,620,842.60	103,902.61	104.0%
60195 · Equipment - Rental/Lease	1,112.48	1,629.60	-517.12	68.3%
60200 · Equipment and Other Capital	0.00	7,827.75	-7,827.75	0.0%
60210 · Bank Charges	663.50	975.55	-312.05	68.0%
60220 · Insurance	2,218.76	2,909.69	-690.93	76.3%
60240 · Maintenance and Repair	821.55	2,368.00	-1,546.45	34.7%
60250 · Materials and Supplies	6,894.00	92,252.10	-85,358.10	7.5%
60270 · Membership & Subscriptions	2,949.00	1,177.73	1,771.27	250.4%
60300 · Professional Services	7,289.24	8,176.00	-886.76	89.2%
60310 · Publication and Printing Cost	0.00	443.80	-443.80	0.0%
60330 · Rental Cost	39,640.02	38,265.35	1,374.67	103.6%
60350 · Training and Education Cost	0.00	5,570.85	-5,570.85	0.0%
60370 · Travel Cost	9,369.20	15,395.00	-6,025.80	60.9%
60400 · Office Supplies & Furniture <1k	4,500.24	4,758.60	-258.36	94.6%
60500 · Information Technology	1,638.18	2,097.50	-459.32	78.1%
60600 · Employee Related Expenses	0.00	1,365.80	-1,365.80	0.0%
60900 · Miscellaneous Expenses	3,907.60	24.40	3,883.20	16,014.8%
67800 · In-Kind Match Expense	0.00	24,668.00	-24,668.00	0.0%
Total Expense	3,088,697.24	3,161,016.00	-72,318.76	97.7%
Net Income	-2,697.17	0.00	-2,697.17	100.0%

11:21 AM

11/22/24

Early Learning Coalition of Santa Rosa County

Reconciliation Summary

11001 - Regions - Pace, Period Ending 10/31/2024

B. Valenz 11/21/2024

	<u>Oct 31, 24</u>
Beginning Balance	219,971.01 ✓
Cleared Transactions	
Checks and Payments - 108 items	-848,735.71
Deposits and Credits - 6 items	934,664.25
Total Cleared Transactions	<u>85,928.54</u>
Cleared Balance	<u>305,899.55</u> ✓
Uncleared Transactions	
Checks and Payments - 3 items	<u>-2,876.55</u>
Total Uncleared Transactions	<u>-2,876.55</u>
Register Balance as of 10/31/2024	<u>303,023.00</u>
New Transactions	
Checks and Payments - 61 items	-513,848.50
Deposits and Credits - 1 item	818,613.07
Total New Transactions	<u>304,764.57</u>
Ending Balance	<u>607,787.57</u>



Agenda
Board of Directors Meeting
January 23, 2025, 10:00 a.m.

- Call to Order Ms. Weaver
- Approval of Board Minutes (*Action Item*) Ms. Weaver
 - November 14, 2024
- Presentation of Audit (*Action Item*) Representatives of Moss,
Krusick & Associates
- Presentation of 990 (*Action Item*) Representatives of Moss,
Krusick & Associates
- Executive Committee Report (*Information Item*) Ms. Weaver
- Finance Committee Report (*Action Item*) John Walker
Barbora Valovic
 - September/October 2024 Financials
- Coalition Updates (*Information Items*) Melissa Stuckey
Shannon Peterson
Megan Saye
 - CEO's Report
 - Education Programs
 - Operations/Client Services
- Utilization Reports (*Information Items*) Mr. Geri
 - November Funding Summary
 - November Utilization and Projection Report
- Announcements/Public Discussion Ms. Weaver
- Adjourn Ms. Weaver



**Early Learning Coalition of Santa Rosa County
Board of Directors Annual Meeting Minutes
November 14, 2024, 10:00 AM**

Attendees: Board Members: Rachel Connell, Johnny Crane, Tarae Donaldson, Angela Evans, Jennifer Hill Faron, Bobbie Lewter, Kim Patrick, Hannah Persell, Melissa Sidoti, John Walker, Anna Weaver; Staff: Ron Geri, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic

Lead	Topic	Discussion
Anna Weaver	Call to Order	Chair Anna Weaver called the meeting to order at 10:06 a.m. A quorum was established.
Ms. Weaver	Approval of Minutes	<p>Ms. Weaver presented the minutes from the September 10, 2024, board meeting for approval.</p> <p>Rachel Connell made a motion to approve the board minutes with the for September 10, 2024, meeting, seconded by Bobbie Lewter. The motion carried unanimously.</p>
Ms. Weaver	Committee Appointment	<p>CEO Melissa Stuckey reminded board members that Johnny Crane is an accountant with Sport & Wheat CPA firm and has agreed to serve on the Finance Committee. Ms. Stuckey said that Mr. Craine would be an asset to the Finance Committee.</p> <p>Ms. Weaver announced the appointment of board member Johnny Crane to the Finance Committee.</p> <p>Mr. Crane thanked everyone for including him on the board and for appointing him to this committee. He announced that he has deep family roots in the Panhandle and has lived locally for several years. He married locally, has a daughter and a son on the way.</p>
John Walker Barbora Valovic	Finance Committee Report	<p>Treasurer John Walker and CFO Barbora Valovic presented the financials for June 2024. Mr. Walker said that the Coalition was able to provide grants, supplies, and equipment to providers with funding received due to Covid. Ms. Valovic provided information on the end of FY 2024 expenditures from the various funding streams. Mr. Walker called for discussion. There was none.</p> <p>Ms. Connell made a motion to approve the June 2024 Financials, seconded by Ms. Lewter. The motion carried unanimously.</p> <p>The financials for July and August 2024 were presented.</p> <p>Ms. Connell made a motion to approve the July and August 2024 Financials, seconded by Ms. Lewter. The motion carried unanimously.</p> <p>Ms. Valovic presented a budget revision for FY 24-25. She explained that the Coalition Board approved a preliminary budget in June to cover the start of FY 24-25. Since that time, the Coalition has received additional notices of award. The budget revisions include approximately \$100,000 for School Readiness Plus, a new program that some parents who no longer qualify financially for traditional School Readiness may continue to receive services at a slightly higher income level. Additional funds for</p>

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		<p>School Readiness and VPK services were also included in the new notice of award.</p> <p>Ms. Connell made a motion to approve the Budget Revision as presented, seconded by Ms. Lewter. The motion carried unanimously.</p>
Melissa Stuckey	Policy Review and Revisions	<p>Ms. Stuckey presented the Coalition policies for the board’s annual review which were also sent out to the Board more than two weeks prior to the meeting. Revisions in the form of corrections, additions and/or deletions were proposed for the following policies: 1.25 Granting and Terminating Access; 2.07 Creating Reimbursement Rates (removed); New 2.07 School Readiness Plus Program; 3.16 VPK Provider Monitoring; 4.05 Inclusive Childcare; 5.04 Travel; and 5.08 Credit/Purchasing Cards.</p> <p>Mr. Walker made a motion to approve the proposed Policy Review and Revisions, seconded by Ms. Lewter. The motion carried unanimously.</p>
Ms. Stuckey	DEL Accountability Review	<p>Ms. Stuckey presented the Division of Early Learning Accountability Review as an information item. As the report had been sent to members prior to the meeting, she asked if the members wanted to review the entire document or just the findings. Members agreed to review the findings.</p> <p>Ms. Stuckey reviewed the findings and said she was pleased with the outcome of the review and all findings were resolved. She asked for questions and there were none.</p>
Ms. Stuckey	Coalition Annual Report	<p>Ms. Stuckey presented the Coalition’s Annual Report for FY 2024 as an information item, and reviewed several sections. She explained that much of the activities conducted during FY 2024 were funded with ARPA dollars while the Annual Report focuses on activities funded with SR dollars.</p> <p>She called for questions and there were none.</p>
Ms. Weaver	CEO’s Annual Evaluation	<p>Ms. Weaver presented the CEO’s Annual Performance Evaluation as an information item. The report is submitted to DEL each year. Ms. Weaver said that Ms. Stuckey and her team do a wonderful job. Ms. Stuckey said that it has been an honor to serve since 2001. She also said that she feels this is the best staff the Coalition has ever had, and it is an honor to work with them.</p>
Ron Geri	Utilization Report	<p>Director of Online Services/Data Integrity Ron Geri presented the September 2024 Funding Summary and Utilization/Projection Report as an information Item. There were no questions.</p>
Ms. Stuckey	CEO’s Report	<p>Ms. Stuckey reported that the Assn. of Early Learning Coalition’s Annual Training Camp had to be rescheduled due to the hurricanes and will be held in January. She wished the board members a Happy Thanksgiving, Merry Christmas, and a Happy New Year. She said the board would meet again in January.</p>

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Shannon Peterson	Early Education Programs Update	<p>Director of Early Education Programs Shannon Peterson reported on the provider conference with Mister B focusing on math and literacy. Over one hundred providers were in attendance in Gulf Breeze. She presented two short videos of the training.</p> <p>Ms. Peterson also reported that the Coalition’s Inclusion Specialist has been conducting numerous behavioral observations at the request of child care providers. In addition, she reported that she and Megan Saye have been working collaboratively to streamline processes that affect both the programs department and provider contracting.</p>
Megan Saye	CCR&R/Client Services Update	<p>Director of Operations/CCR&R Coordinator Megan Saye gave an update on the Coalition’s first Storybook Village, “Splash into Reading” held recently in Navarre with more than four hundred in attendance. Children made arts and crafts and enjoyed book readings by several community partners. Free books were distributed to the children. Parents were able to access information about Coalition services as well as services provided through the community partners. She presented a video from the event.</p> <p>Ms. Saye said that the Coalition is currently participating in Family Engagement Week. Coalition staff have been visiting the county libraries during story time and have been handing out free books as well as information about Coalition services to participants.</p> <p>Ms. Saye reminded the board members about the free Pictures with Santa Event on December 7th in Milton. Ms. Valovic explained that this event is sponsored with unrestricted/unsolicited funding from both Santa Rosa Medical Center and the former United Way of Santa Rosa County.</p>
Ms. Weaver	Announcements/Public Comment	<p>Ms. Weaver called for any announcements and/or public comment. There was none.</p>
Ms. Weaver	Adjourn	<p>Ms. Weaver adjourned the meeting at 11:14 a.m.</p>

Early Learning Coalition of Santa Rosa County
Summary Report by Funder
FY 2024 - 2025

School Readiness Summary		
Report Month	Children Served	Slot Costs
Jul-2024	954	\$464,032.18
Aug-2024	925	\$395,166.43
Sep-2024	899	\$408,545.67
Oct-2024	941	\$448,191.67
Nov-2024	917	\$412,968.09
Dec-2024		
Jan-2025		
Feb-2025		
Mar-2025		
Apr-2025		
May-2025		
Jun-2025		
YTD Total:		\$2,128,904.04

VPK Summary		
Report Month	Children Served	Slot Costs
Jul-2024	4	\$4,956.00
Aug-2024	1,036	\$213,596.74
Sep-2024	1,073	\$343,818.76
Oct-2024	1,080	\$384,595.82
Nov-2024	1,069	\$254,821.10
Dec-2024		
Jan-2025		
Feb-2025		
Mar-2025		
Apr-2025		
May-2025		
Jun-2025		
YTD Total:		\$1,201,788.42

TAPP Summary		
Report Month	Children Paid	Slot Costs
Jul-2024		
Aug-2024		
Sep-2024	1	\$43.80
Oct-2024	2	\$1,279.80
Nov-2024	3	\$2,772.40
Dec-2024		
Jan-2025		
Feb-2025		
Mar-2025		
Apr-2025		
May-2025		
Jun-2025		
YTD Total:		\$4,096.00

SR Plus Summary		
Report Month	Children Paid	Slot Costs
Jul-2024		
Aug-2024		
Sep-2024		
Oct-2024		
Nov-2024	2	\$11.91
Dec-2024		
Jan-2025		
Feb-2025		
Mar-2025		
Apr-2025		
May-2025		
Jun-2025		
YTD Total:		\$11.91

Early Learning Coalition of Santa Rosa County
Utilization summary
FY 2024 - 2025

School Readiness Funding					
Report Month	Children Served	Monthly Slot Budget	Actual Slot Costs	Monthly Spending Rate	Monthly Surplus / (Deficit)
Jul-2024	954	\$429,640.83	\$464,032.18	108.00%	(34,391.35)
Aug-2024	925	\$429,640.83	\$395,166.43	91.98%	34,474.40
Sep-2024	899	\$429,640.83	\$408,545.67	95.09%	21,095.16
Oct-2024	941	\$429,640.83	\$448,191.67	104.32%	(18,550.84)
Nov-2024	917	\$429,640.83	\$412,968.09	96.12%	16,672.74
Dec-2024					
Jan-2025					
Feb-2025					
Mar-2025					
Apr-2025					
May-2025					
Jun-2025					
		Annual Slot Budget	YTD Slot Costs	Projected Annual Rate	Projected Surplus/ (Deficit)
		\$5,155,690.00	\$2,128,904.04	100.00%	(\$1.65)

Slot Dollars remaining:	\$3,026,786
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