

**Early Learning Coalition of Broward County, Inc.**

**Board Meeting Agenda**

**March 10, 2025, at 9:30 AM**

**Hybrid Meeting**

**Meeting ID: 867 3607 9086 Passcode: 983903**

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

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

<b>PAGE</b>		
<b>1.</b>	<b>Call to Order</b>	Laurie Sallarulo, Chair
<b>2.</b>	<b>Roll Call</b>	Melody Martinez, Board Liaison
<b>3.</b>	<b>Chair Report - Thank Monica King, Richard Campillo and Twan Russell for their service on ELC Board</b>	Laurie Sallarulo, Chair
<b>4.</b>	<b>CEO Report</b>	<b>3</b> Renee Jaffe, CEO
<b>5.</b>	<b>Mission Moment – BECE Video</b>	Howard Bakalar, CPO
<b>6.</b>	<b>Consent Agenda</b> 1. Approve February 10, 2025, Meeting minutes	<b>5</b> Laurie Sallarulo, Chair
<b>7.</b>	<b>Audit Committee</b> 1. B255AUD1 – Accept Draft FY24 Financial Statement Audit Report and DRAFT 2023 Form 990	<b>13</b> Martha Parker, Partner Citrin Cooperman Renee Podolsky, Committee Chair Christine Klima, CAO
<b>8.</b>	<b>Finance Committee</b> See Regular Business Items: B255RB1 and B255RB2 for Finance Items	Cindy Arenberg-Seltzer, Committee Chair Christine Klima, CAO
<b>9.</b>	<b>Regular Business</b> 1. B255RB1 – Approve January 2025 Interim Financial Statements 2. B255RB2 – Approve FY25 Budget Amendment #4 3. B255RB3 – Authorize staff to amend FY25 Scholastic Inc Agreement for Bookworms. 4. B255RB4 – Approve Related Party Sponsorship for Broward Healthy Start Coalition 5. B255RB5 – Authorize the Chair to execute Amendment to FY25 Revenue Agreement with Children’s Forum for Broward Help me Grow Program	<b>27</b> Christine Klima, CAO <b>35</b> Cindy Arenberg-Seltzer, Finance Committee Chair <b>40</b> <b>43</b> <b>46</b>
<b>10.</b>	<b>Program Review Committee</b> Update from Committee Chair – Meeting March 3, 2025	Monica King, Committee Chair
<b>11.</b>	<b>Nominating Committee</b> Update from Committee Chair – No meeting	Dr. Amoy Reid, Committee Chair Judith Merritt, COO
<b>12.</b>	<b>Governance Committee</b> Update from Committee Chair – No meeting	Dawn Liberta, Committee Chair Judith Merritt, COO
<b>13.</b>	<b>Ad Hoc Fundraising</b> Update from Committee Chair – No meeting	Michael Asseff, Committee Chair Traci Schweitzer, Committee Co-Chair

14.	<b>Provider Representative Update</b> Update from Provider Representatives		Krystie Castillo, Representative Faith-based Childcare Provider Amy Hauser, Provider Representative
15.	<b>FYI Items</b> <ul style="list-style-type: none"> <li>○ FYI 1 ELC Contracts</li> <li>○ FYI 2 January Cash Disbursements</li> <li>○ FYI 3 FY25 Match Report</li> <li>○ FYI 4 Board Engagement Opportunities</li> <li>○ FYI 5 Board Sponsorship Form</li> <li>○ FYI 6 Board Member Responsibilities</li> <li>○ FYI 7 Board Recruitment Flyer</li> <li>○ FYI 8 FY 24-25 Committee Membership</li> <li>○ FYI 9 FY 24-24 Board Meeting Attendance</li> <li>○ FYI 10 FY 24-25 Board Calendar</li> <li>○ FYI 11 Glossary of Term</li> </ul>	 <b>47</b> <b>49</b> <b>50</b> <b>51</b> <b>53</b> <b>54</b> <b>55</b> <b>56</b> <b>57</b> <b>58</b> <b>59</b>	
16.	<b>Unfinished Business</b> <b>New Business</b> <b>Matters from the Chair</b> <b>Matters from the Board</b> <b>Matters from the CEO</b> <b>Matters from our Partners</b> <b>Public Comment</b>		
17.	<b>Next ELC Board Meeting: May 12, 2025 @ 9:30 am</b>		
18.	<b>Adjourn</b>		
<p><b>Please Note:</b> The Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. <b>Members of the Public:</b> Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.</p> <p><i>“As per <a href="#">§286.0105, Fla. Stat.</a> Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”</i></p>			

## **CEO Report Board – March 10, 2025**

### **Legislative Update**

The 2025 Florida Legislative Session begins on Tuesday, March 4 (and ends on May 2<sup>nd</sup>). ELC Broward, along with the Association for Early Learning Coalitions (AELC), have been meeting with local legislators, House and Senate Leadership, legislative aides/staff, and key legislators who have been champions of early learning to educate and advocate for our legislative priorities.

This year ELC Broward's priority is ensuring our SR base funding (for child enrollments) is sufficient to meet the needs of our community. This would require the implementation of a new funding methodology passed during last year's legislative session but not implemented due to a timing. The new methodology requires that SR base allocations be determined by Florida's Office of Economic and Demographic Research (EDR) and shared at an SR Estimating Conference hearing. The new funding methodology considers multiple factors including current and historic enrollments/FTEs for all levels of care, county population, and local provider rate index. Based on drafted funding models using this new methodology, our annual SR base funding would increase. An Estimating Conference was held on March 6<sup>th</sup> where data was shared to inform FY26 funding appropriations.

The AELC is also advocating for an increase in the SR eligibility threshold. Understanding a threshold increase would come with a huge price tag (currently being modeled based on an increase to 200% FPL from 150% or to 65% SMI from 55%), and with legislators being asked by leadership to prioritize funding requests, likely the push this year will focus more on moving away from using the Federal Poverty Level (FPL) and instead using the State Median Income (SMI) to better align the benchmark with Florida's economy. Then in future years the SMI threshold could be increased when funding permits.

This week's companion School Readiness bills HB 659 and SB 1382 were filed reflecting the two priorities mentioned above. Here is an overview:

- Modifies the definition of "economically disadvantaged" to mean a family income not exceeding 65 percent of SMI, rather than 150 percent FPL.
- Clarifies that the uniform waitlist should track potentially eligible children waiting for services based on family household income and priority.
- Modifies the priority levels for the program to include two tiers of income eligibility based on the revised definition of "economically disadvantaged".
  - 50% SMI (\$49,000) = equates to 157% FPL for a family of 4.
  - 65% SMI (\$63,725) = equates to 204% FPL for a family of 4.
- Codifies the current method for determining each county's allocation of school readiness program funds, including FTE as well as population changes.

### **School Readiness Enrollment Update**

Based on our recent enrollment freeze, we were projecting our census of SR children to decrease from October's number of 15,275 children to approximately 11,873 by June through attrition of approximately 425 per month. We are happy to report our financial outlook and enrollment numbers for the remainder of the year has shifted significantly. As discussed at the last board meeting, with the allocation of an additional \$6 million from the \$40M funding pool that was being held up in legislature, and with the prospect of additional funding through the re-ob/de-ob process, we have lifted the enrollment. For January we paid for 14,789 children and have started calling families off the waitlist. Last week, we called 363 children from the waitlist. As of March 5, 2025, the number of children on the waitlist for childcare is 2,654.

### **VPK Update**

As of March 5, 2025, we have approved 14,294 VPK school-year applications (FY 24-25), and we have 12,668 children who have now enrolled in VPK. The Florida Statewide Estimating Conference estimated earlier this year that Broward would have 12,815 school year participants. We will continue to keep you updated throughout the year as to our ability to meet or exceed this estimate.

January 1<sup>st</sup> began the new enrollment period for next school year's VPK programming. To date we have approved 5,878 VPK applications for the next school year.

### **Great News... Non-Profit Awards Finalist**

On January 28, 2025 finalists were announced for the 14th Annual Community Care Plan Non-Profit Awards hosted by 211 Broward. ELC Broward is a finalist in not one, but TWO categories! One for Non-profit organization of the year for Collaboration, for our work with the A.D. Henderson Foundation, Children's Services Council (Special Needs Assessment Council), Early Steps, and Florida Diagnostic and Learning Resource Systems (FDLRS) to create and implement the Peer Support Specialist role (staffed in ELC's Inclusion Unit). The two Peer Support Specialists now onboard were funded (this year and last) by A.D. Henderson to provide families with hands-on, compassionate guidance navigating the referral and evaluation from someone with firsthand experience of the process.

The second finalist category is for Renee Jaffe as Non-profit leader of the year. The award ceremony is scheduled for March 7, 2025. A big thank you to Zachary Talbot for funding a table at the event so we can attend!

### **ELC Broward's State of Childcare**

Unfortunately, we had to postpone ELC's State of Childcare event due to a lack of response. We are working on rescheduling later in the fiscal year.

### **Broward Early Childhood Educators Conference (BECE)**

We are proud to announce our first in-person BECE since the pandemic was a success! 560 childcare educators descended upon Boyd Anderson High School Saturday, February 22, for a full day of workshops, networking, and all-around fun. Thanks so much to our staff, our sponsors, and special thanks to those board members who came out to support the event!

### **Saying goodbye to Board Members**

We are sad to announce that we are losing three Board members. Monica King and Richart Campillo will reach end of their respective term limits on March 31<sup>st</sup>. Both have served two terms for a total of 8 years. Twan Russell has resigned from the ELC Board due to time constraints.

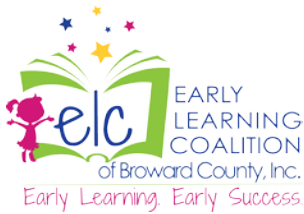
Please join us in thanking Monica, Rich, and Twan for their dedication, contributions and support as ELC Board members. All three have been an asset in helping to strengthen the organization and board, chaired various committees, and served on the Executive Committee. Their participation and guidance will truly be missed!

### **Annual Board Survey & Retreat Questionnaire**

Each year prior to our board retreat, a board survey is sent to members in order get feedback and/or suggestions for board retreat agenda items, activities, etc. Earlier in February, the Governance Committee reviewed this year's survey questions, which were approved by the full board at the February 10 Board meeting. The Board Survey along with the Retreat Survey were sent to Board members on Thursday March 6, 2025. Please let Judith Merritt know if you have any questions or challenges completing these. Your feedback is vital, so please respond as soon as possible.

### **Board Private Sector Members**

To increase Board membership, we would like your assistance in helping to recruit new private sector board members. We will have a Nominating Committee on April 30, 2025, and hope to have some candidates prior to that time. Please see the attached flyer and Board responsibilities documents in the FYI section.



**Early Learning Coalition of Broward County, Inc.**  
**Board Meeting Minutes**  
**February 10, 2025, at 9:30 AM**  
**Virtual Meeting**

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

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:35 AM. The roll was called, and a quorum was established.
Chair Report	Nothing to report.
CEO Report	<p>CEO Renee Jaffe announced that DEL released \$40M for School Readiness funding gaps on January 21, with ELC Broward receiving \$6M, resolving the projected FY25 deficit.</p> <p>Ahead of the 2025 Florida Legislative session, ELC Broward and AELC are advocating for a \$17M increase in School Readiness funding and a shift to State Median Income (SMI) as the eligibility benchmark.</p> <p>On January 28, 2025, ELC Broward was named a finalist in two categories at the 14th Annual Community Care Plan Non-Profit Awards. The awards ceremony will be held on March 7, 2025. We would like to extend our sincere gratitude to Board Member Zachary Talbot for his generous donation and assistance with funding our table.</p>
Mission Moment - Video	Allison Metsch shared the Mission Moment video with the Board.

<p><b>Consent Agenda</b></p> <p>1. Approve December 16, 2024, Meeting minutes</p>	<p>A <b>Motion</b> was made by Dawn Liberta and <b>Seconded</b> by Monica King to move the Consent Agenda. The <b>Motion was unanimously approved. Motion Passed.</b></p>
<p><b>Finance Committee</b></p> <p>1. B254FIN1 – Approve August 2024 Interim Financial Statements</p> <p>2. B254FIN2 – Approve Budget Amendment #3</p>	<p><b><u>Approve December 2024 Interim Financial Statements</u></b></p> <p>The CAO went over the December 2024 Financial Statements.</p> <p>A <b>Motion</b> was made by Monica King and <b>Seconded</b> by Ellie Schrot to Approve December 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The <b>Motion was unanimously approved. Motion Passed.</b></p> <p><b><u>Approve Amendment # 3</u></b></p> <p>The CAO went over the FY25 Slot Funding Update.</p> <p>The Finance Committee brought forth a <b>Motion</b> to Approve FY2025 Budget Amendment #3 and <b>Seconded</b> by Brenda Fam. The <b>Motion was unanimously approved. Motion Passed.</b></p>
<p><b>Regular Business</b></p> <p>1. B254RB1 – Approve Related Party Transactions</p>	<p><b><u>Related Party Purchase</u></b></p> <p>A <b>Motion</b> was made by Ellie Schrot and <b>Seconded</b> by Brenda Fam to Approve Related Party Purchases for Community Sponsorship. The <b>Motion was unanimously approved. Motion Passed.</b></p> <p><b><u>Abstentions:</u></b></p> <ul style="list-style-type: none"> <li>• Cindy Arenberg-Seltzer abstained as she is the CEO of CSC.</li> <li>• Maria Hernandez abstained as she is the CPO of the United Way of Broward County.</li> </ul>
<p><b>Nominating Committee</b></p> <p>Update from Committee Chair</p>	<p>We are looking for Private Sector Members.</p>
<p><b>Audit Committee</b></p> <p>Update from Committee Chair</p>	<p>Nothing to report.</p>
<p><b>Governance Committee</b></p> <p>1. B254GOV1 – Approve Updated HR Policies</p> <p>2. B254GOV2 – Approve Board Survey Questions &amp; Board Retreat Survey Questions</p>	<p><b><u>HR Policies</u></b></p> <p>Committee Chair Dawn Liberta went over the changes to the HR Policies contained in the Employee Handbook.</p> <p>The Governance Committee brought forth a <b>Motion, Seconded</b> by Carol Hylton, to Recommend the Board approve the revised HR Policies. The motion was <b>Unanimously Approved. Motion Passed.</b></p> <p>Committee Chair Dawn Liberta and Judith Merritt, COO, reviewed the revisions to the Board's Annual Survey and Retreat Questions.</p> <p>The Governance Committee brought forth a <b>Motion</b> for the Board to Approve Board Survey &amp; Board Retreat Survey Question, <b>Seconded</b> by Traci Schweitzer. The motion was <b>Unanimously Approved. Motion Passed.</b></p>

<b>Program Review Committee</b> Update from Committee Chair	Committee Chair Monica King announced that the next meeting is scheduled for March 3 <sup>rd</sup> . Chair
<b>Ad Hoc Fundraising</b> Update from Committee Chair	CEO Renee Jaffe mentioned that the team is currently gathering ideas and seeking Board member's assistance.
<b>Provider Representatives</b> Update from Provider Representatives	<p>Provider Representative Amy Hauser reported that she recently met with representatives from nine different schools to address various concerns. The feedback from the schools indicated that enrollment is currently low, but efforts are being made to improve this. Staffing levels are improving with reduced turnover and an increase in the number of trained employees.</p> <p>Provider Representative Krystie Castillo shared that she is pleased to see families are being called off the SR waitlist.</p>
<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Matters from the Board</b>	<p>School Board Member Brenda Fam shared she recently attended an event at the Panthers Arena for the Broward School District. She raised concerns that ELC was not invited as a partner. Renee Jaffe mentioned they maintain a strong, collaborative relationship with members of the school district and work together on various initiatives.</p> <p>Board Member Sharonda Bailey acknowledged that the school district has a strong and productive working relationship with the Early Learning Coalition (ELC).</p> <p>Board Member Dawn Liberta shared that April 29 is her 32<sup>nd</sup> annual Mother's Day lunch. She will be sending out sponsorships and tickets in case anyone is interested.</p> <p>Board Member Monica King announced that Healthy Start will be hosting its 2nd Annual Maternal and Child Health Conference on April 10 at the Seminole Hard Rock Hotel &amp; Casino.</p> <p>Board Member Maria Hernandez noted that the United Ways Behavioral Health conference will take place in the third week of May, and she will provide further details as the date approaches.</p>
<b>Matters from the CEO</b>	CEO Renee Jaffe shared that we are actively working to secure more appropriate funding for the upcoming year, with significant advocacy efforts underway.
<b>Matters from Committees</b>	None
<b>Matters from our Partners</b>	None
<b>Matters from Committees</b>	None

<b>Public Comments</b>	None
<b>Next Meeting</b>	<a href="#"><u>March 10, 2025, at 9:30 AM</u></a>
<b>Adjourn</b>	Laurie Sallarulo adjourned the meeting at 10:47 AM

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

DRAFT



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

LAST NAME—FIRST NAME—MIDDLE NAME Arenberg Seltzer, Cindy	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE ELC
MAILING ADDRESS 6600 W Commercial BLVD	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Lauderhill Broward	NAME OF POLITICAL SUBDIVISION: Broward
DATE ON WHICH VOTE OCCURRED 02/10/25	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

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

\* \* \* \* \*

### APPOINTED OFFICERS:

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

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

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

**APPOINTED OFFICERS (continued)**

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

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

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

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Cindy Arenberg-Seltzer, hereby disclose that on February 10, 20 25 :

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

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of Children's Services Council, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

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

**B254RB1- Approve Related Party Purchases for Community Sponsorships**  
**(b) \$15,750- Cindy Arenberg Seltzer/Children's Services Council of Broward County**  
 Read for the Record Sponsorship for FY24 event that was inadvertently un-billed at the time of the event.

I abstain from voting as I am the President and CEO of CSC.

02/10/2025  
Date Filed

Cindy Arenberg Seltzer  
Signature

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

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

LAST NAME—FIRST NAME—MIDDLE NAME Hernandez, Maria	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE ELC
MAILING ADDRESS 1300 South Andrews Ave	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Fort Lauderdale, FL 33316 Broward	
DATE ON WHICH VOTE OCCURRED 02/10/2025	NAME OF POLITICAL SUBDIVISION: Broward MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

\* \* \* \* \*

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

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

**APPOINTED OFFICERS (continued)**

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- The form must be read publicly at the next meeting after the form is filed.

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

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

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Maria Hernandez, hereby disclose that on February 10, 20 25 :

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


- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of United Way of Broward County, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

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

(a) B254RB1- Approve Related Party Purchases for Community Sponsorships  
 \$10,000 Maria Hernandez/United Way of Broward County  
 FY2025 United Way Behavior Health Conference Sponsorship Levels Flyer

I abstain from voting because I am the CPO of United Way of Broward County.

2/10/25  
Date Filed

  
Signature

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

<b>ITEM/MEETING</b>	B255AUD1 / Board
<b>DATE:</b>	March 10, 2024
<b>SUBJECT:</b>	Final Audit Report for Fiscal Year 2024 and 2023 Form 990
<b>FOR ACTION:</b>	Yes
<b>RECOMMENDED ACTIONS:</b>	<ol style="list-style-type: none"> <li>1. Accept Final Financial Audit Report for Fiscal Year 2024</li> <li>2. Accept 2023 IRS Form 990</li> </ol>
<b>FINANCIAL IMPACT:</b>	None
<b>ELC STAFF LEAD</b>	C. Klima

**Background Information:**

In accordance with the Early Learning Coalition’s fiscal policies and the DEL Grant Agreement, an audit of the Coalition’s financial operations is performed annually. For FY 2024, ELC’s external audit firm, Citrin Cooperman, began a virtual site visit in October 2024 and completed the Audit Report and Form 990 on February 27, 2025.

**Current Status:**

Citrin Cooperman will present their results at the meeting:

- The Audit Report contains no findings.
- IRS Form 990 was prepared by Citrin Cooperman’s tax team. It reflects financial data tested during the FY24 audit process and has been reviewed and reconciled by staff to the financials.

**Recommendation:**

Audit Committee recommend the Board make the following motions:

1. Accept Audit Report for Fiscal Year 2024
2. Accept Form 990 for 2024

**Supporting Documentation:**

- Letter Communication with governance
- PowerPoint Presentation from Citrin Cooperman
- Final FY2024 Audit Report including Auditor’s Communication with Governance (separate link # 1)
- Final Form 990 2023 (separate link # 2)



**Citrin Cooperman & Company, LLP**  
Certified Public Accountants

6550 N Federal Hwy, 4th Floor  
Fort Lauderdale, FL 33308  
T : 954.771.0896 F 954.938.9353  
citrincooperman.com

(DATE)

To the Board of Directors  
Early Learning Coalition of Broward County, Inc.

We have audited the financial statements of Early Learning Coalition of Broward County, Inc. (the "Organization") for the year ended June 30, 2024, and have issued our reports thereon dated (DATE). Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.650, *Rules of the Auditor General, Florida Single Audit Act*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you date October 11, 2024. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note 2 to the financial statements. The Organization adopted the amendments in FASB Accounting Standards Update ("ASU") 2016-13, Financial Instruments - Credit Losses (Topic 326): *Measurements of Credit Losses on Financial Instruments* in 2023. The new accounting standard has been applied based on the transition guidance included in FASB ASU 2016-13, which did not have a material impact on the Organization's reported financial results or disclosures. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The Organization had no sensitive estimates.

There are no financial statement disclosures which are particularly sensitive because of their significance to financial statement users.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Early Learning Coalition of Broward County, Inc.

(DATE)

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*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements, or the auditor's reports. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letters dated (DATE).

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During our audit we became aware of several matters that are opportunities for strengthening *Information Technology* internal controls and operating efficiency. Please see *Attachment 1* to this letter.

*Other Matters*

With respect to the supplemental information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplemental information to the underlying accounting records used to prepare the financial statements or to the financial statements

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Early Learning Coalition of Broward County, Inc.

(DATE)

Page 3

themselves.

Management has confirmed to us that the final version of the annual report will be provided to us as soon as available, and prior to its issuance. We will read it and consider whether material inconsistencies exist, on selected amounts or items, between the annual report and the Organization's audited financial statements. We are not responsible for omitted information or for the completeness of the information.

It has been our pleasure to serve as your independent auditors for this engagement. If we can be of additional service to you during the year, please call on us.

This information is intended solely for the use of the Board of Directors, and management of Early Learning Coalition of Broward County, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

---

CITRIN COOPERMAN & COMPANY, LLP

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## ATTACHMENT 1

### Information Technology Internal Control Observations and Recommendations

#### 01- User Access Review

The engagement team noted that while a review of users is performed to ensure that all users are active employees of ELC, a review of user entitlements in the network and Abila MIP application is not performed systematically or formally. As such, the reviews are not properly documented to illustrate the involvement of the requestor, reviewer, and timely resolution of revoking inappropriate access. While the access rights of users are reviewed informally, documentation of systemic, timely reviews adds more certainty that transferred employees access is properly updated, terminated employees access is disabled timely, and/or unauthorized access rights are being identified.

Recommendation: The engagement team recommends that management perform a formal and documented review of the network and Abila MIP user entitlements on a regular basis. The formal reviews should be performed by department heads who do not have administrator access based on system reports provided by system administrators and include the following:

- Review account listings to ensure generic/group IDs are appropriate (use of such is strongly discouraged and should be minimized to the extent possible)
- Review individual user access to systems to ensure access is restricted to appropriate functions based on current job responsibilities.
- Review access to powerful privileges, system resources and administrative access to ensure access is restricted to a very limited number of authorized personnel.

The access review should be documented by the department head and evidence retained. Any identified conflicts in access rights should be followed up and resolved in a timely manner.

*Management Response: Management agrees with the recommendation and standard operating procedures will be implemented as recommended.*

#### 02- Change in IT Systems Management Policies and Procedures

The engagement team noted that ELC does not have a documented IT systems change management policy. IT system management change policies help define the process that changes must follow, ensuring that all changes are performed following proper review, approvals, segregation of duties between developers and implementation teams, and testing. If an IT system management change policy does not make sense due to the size of the organization, then a procedure should be followed

where change details such as the requested change, approvals, and testing are tracked in written form and kept for auditing purposes.

Recommendation: The engagement team recommends that management compose formalized, written procedures related to program maintenance and change management to provide a guideline for the specific practices to be followed when modifying company systems. An effective change management policy should include the following:

- A description of those responsible for program maintenance
- A description of the process by which changes are requested (i.e., who can initiate, who must approve and authorize)
- A description of the process by which approved changes are tested
- A description of the formal evaluation and approval process of test results by management prior to implementing a change
- A description of implementation planning for configurations to applications

If an IT systems change management policy is not drafted then at a minimum management should consider implementing a change tracking mechanism in a written form (e.g. email) and include important attributes of a change such as the requestor, change requested, approvals, test plan, and implementation plan. These emails would serve as change tickets and should be kept for auditing purposes.

*Management Response: Management agrees with the recommendation and standard operating procedures have been implemented as recommended.*

**NOTE: THE MANAGEMENT RESPONSES ABOVE WERE PROVIDED BY CHRISTINE KLIMA, CAO, AND IS UNAUDITED.**



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# Financial Highlights

For the Year Ended June 30, 2024



The information presented has been derived from the annual audited financial statements and other information provided by Early Learning Coalition of Broward County, Inc. It is not intended to be a financial report in accordance with accounting principles generally accepted in the United States.



# Results

- Audit Opinion -  
Unmodified opinion
- Internal Control over Financial  
Reporting and Compliance  
*(Government Auditing Standards)*
- Report on Compliance for Major Programs  
(Uniform Guidance)

- Child Care and Development Fund  
Cluster:
  - 93.575 Child Care and Development Block  
Grants
  - 93.596 Child Care Mandatory and matching  
Funds of the Child Care and Development  
Fund
- State of Florida Department of  
Education:
  - 48.108 Voluntary Pre-Kindergarten Services





**Total Assets**

\$21,593,633 (2024)      \$23,447,877 (2023)

**Total Liabilities**

\$20,379,338 (2024)      \$22,983,725 (2023)

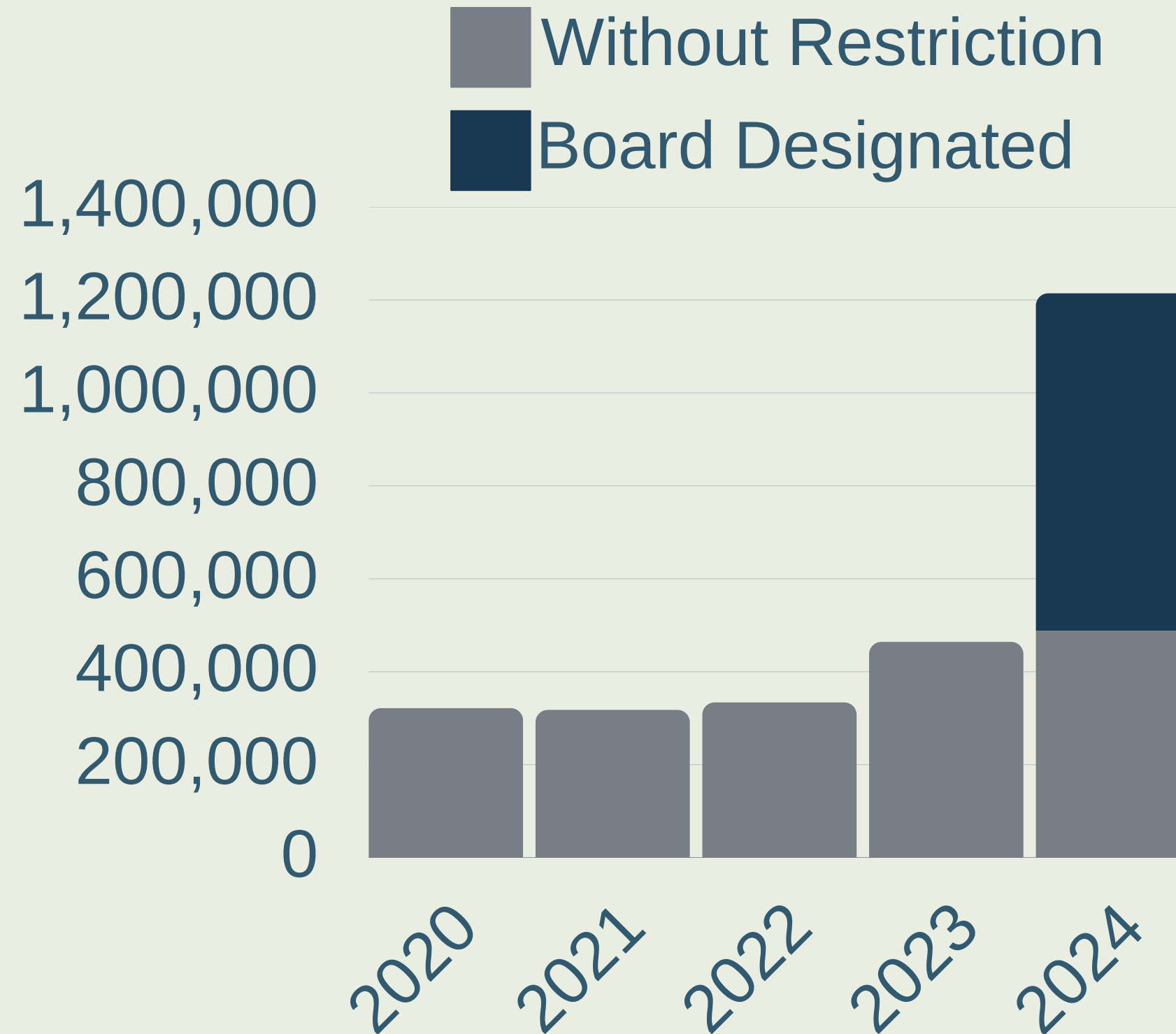
**Net Assets**

\$1,214,295 (2024)      \$464,152 (2023)

# Statement of Financial Position



Net Assets of the Organization for the last five years:



# Net Assets

Total net assets at June 30, 2024 were \$1,214,295. This represents an increase of \$750,143 over 2023.





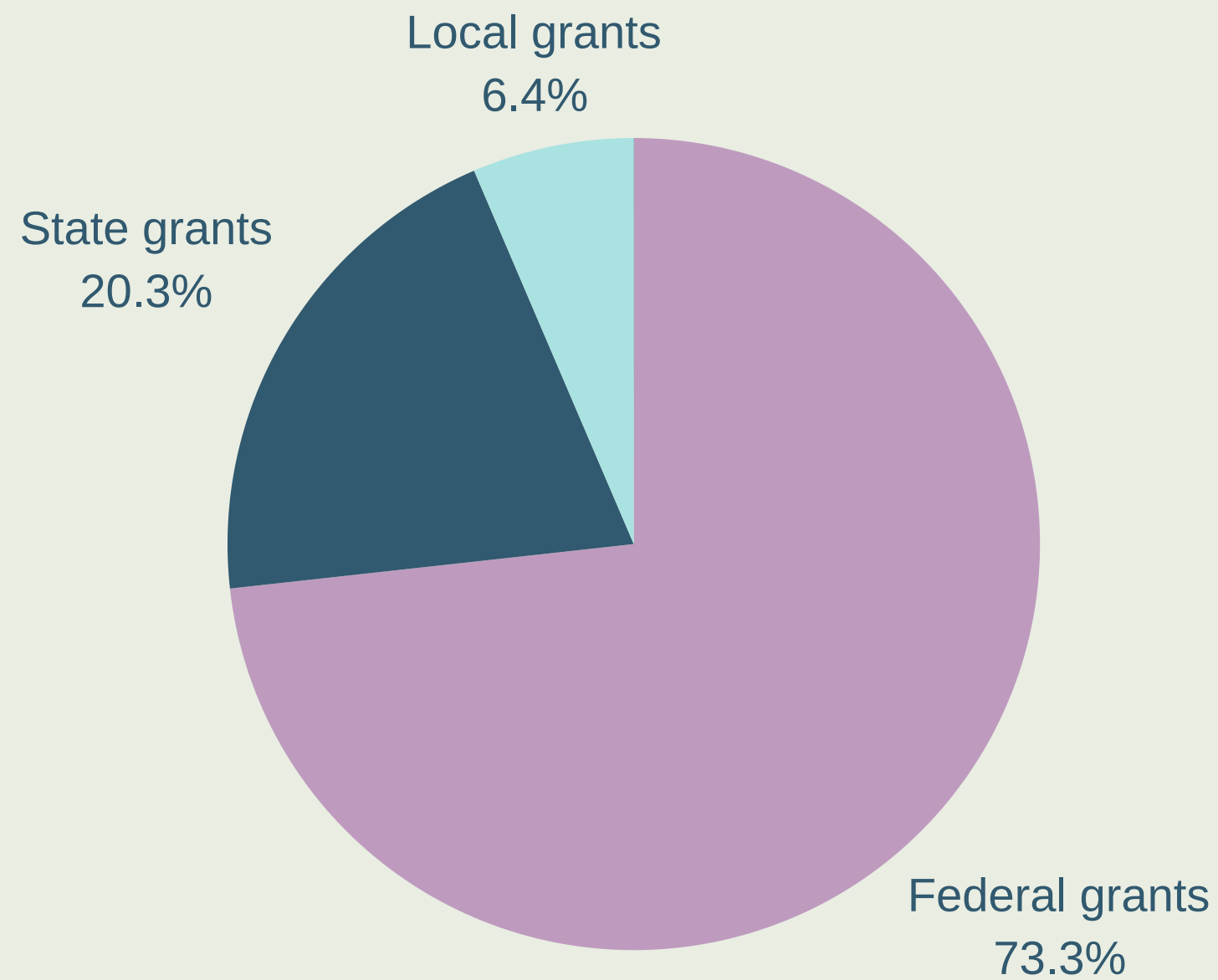
# Revenues and Support

	<u>2024</u>	<u>2023</u>	<u>Increase/ Decrease</u>
Federal grants	\$ 137,576,018	\$ 245,759,542	\$ (108,183,524)
State grants	38,157,194	38,233,157	(75,963)
Local grants	12,070,256	11,048,366	1,021,890
Other income	32,203	56,187	(23,984)
	<u>\$ 187,835,671</u>	<u>\$ 295,097,252</u>	<u>\$ (107,261,581)</u>





# Revenues and Support of the Organization for the year:



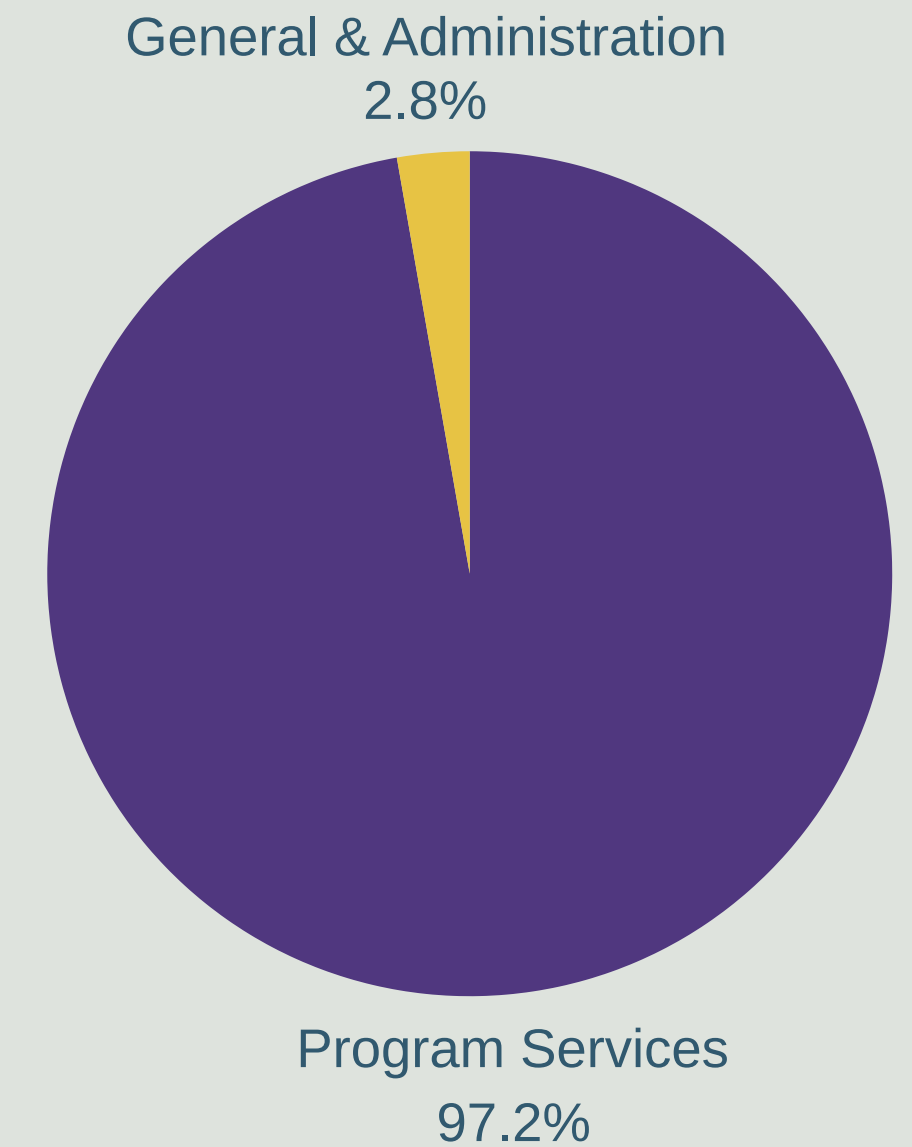




# Expenses

	<u>2024</u>	<u>2023</u>	<u>Increase/ Decrease</u>
<b>Program services:</b>			
Slots and pass through	\$ 164,962,503	\$ 272,270,285	\$ (107,307,782)
Eligibility, provider relations and payments	9,764,624	8,701,668	1,062,956
Quality and education	7,189,751	8,737,498	(1,547,747)
<b>Supporting services:</b>			
General and administrative	<u>5,168,650</u>	<u>5,320,928</u>	<u>(152,278)</u>
	<u>\$ 187,085,528</u>	<u>\$ 295,030,379</u>	<u>\$ (107,944,851)</u>

Total Program Services - 97%  
 Total Supporting Services - 3%





Significant Audit Matters



Other Matters

# Required Communication

ITEM#/MEETING	B255RB1 / Board
MEETING DATE:	March 10, 2025
SUBJECT:	January 2025 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve January 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
FINANCIAL IMPACT:	None

**Background Information:**

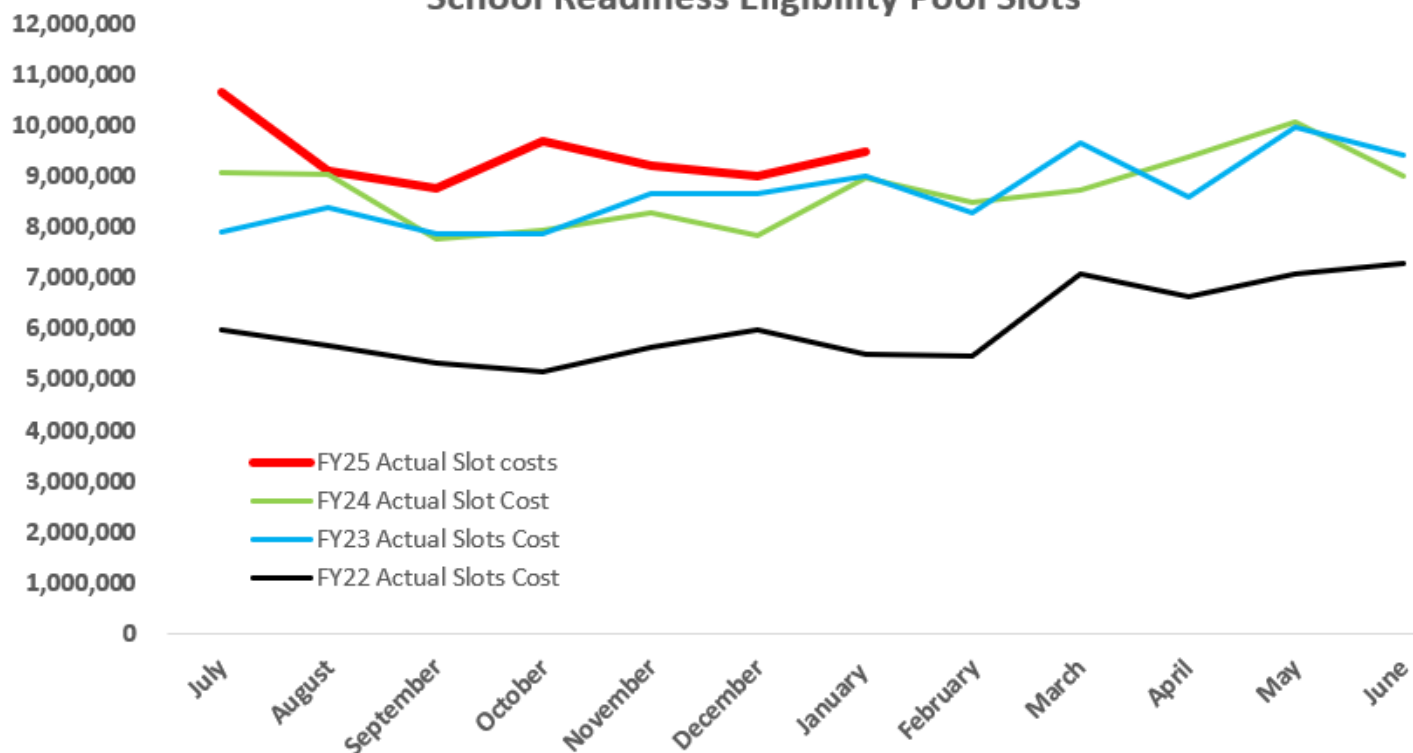
The Interim Financial Statements for the seven-month period ending January 31, 2025, are attached for review. Financial Highlights through the month of January 2025 are as follows:

**1. School Readiness**

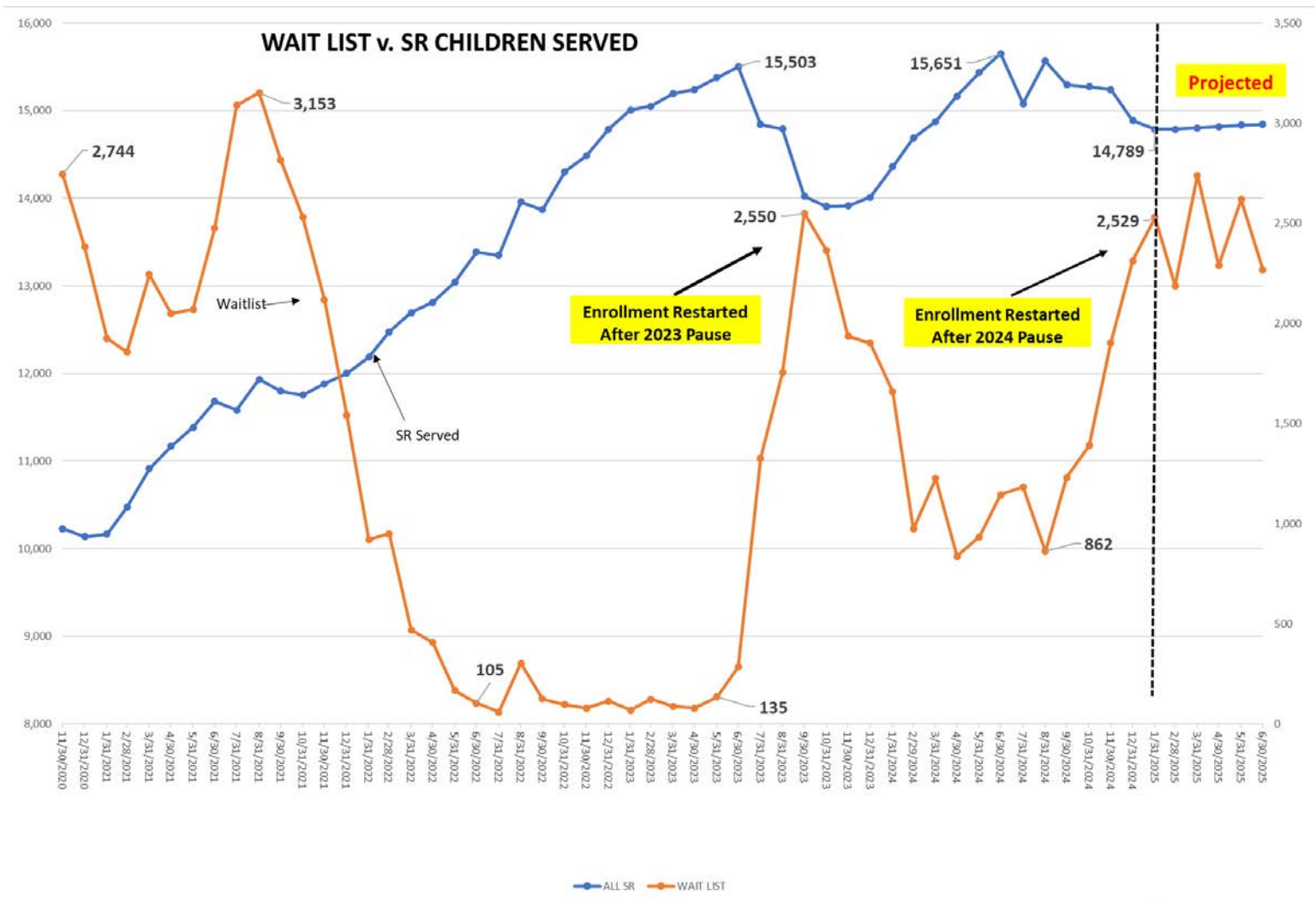
The impact of a DEL-mandated School Readiness enrollment pause in November continued to gradually emerge in January with another slight decrease in slot counts. The number of children served fell by 98 from the previous month but expenditures increased by more than \$700K because January had 23 days of care (vs an average of 21.5) including full time care for school aged children on winter break.

School Readiness expenditures for slots have been at historic high levels throughout 2025 after 4 years of expanded funded and open enrollment from the waitlist. New enrollments were re-started at a modest pace in early February following a 3-month pause after DEL confirmed an additional \$6 million in funding for Broward in late January. We are also awaiting news on a request for \$5.9 million more from a pool of funding that other Coalitions will not be able to spend this year. DEL has indicated that they will likely be able to fulfill nearly all of the requests Statewide pending formal authorization by the Department of Education. Depending on the amount of the award, we may be able to ramp up enrollments even more during the 4<sup>th</sup> Quarter. See the charts below, the attached Utilization Projection Report and the Narrative for Amendment #4 for additional detail.

**Monthly Expenditures FY22-FY25  
School Readiness Eligibility Pool Slots**



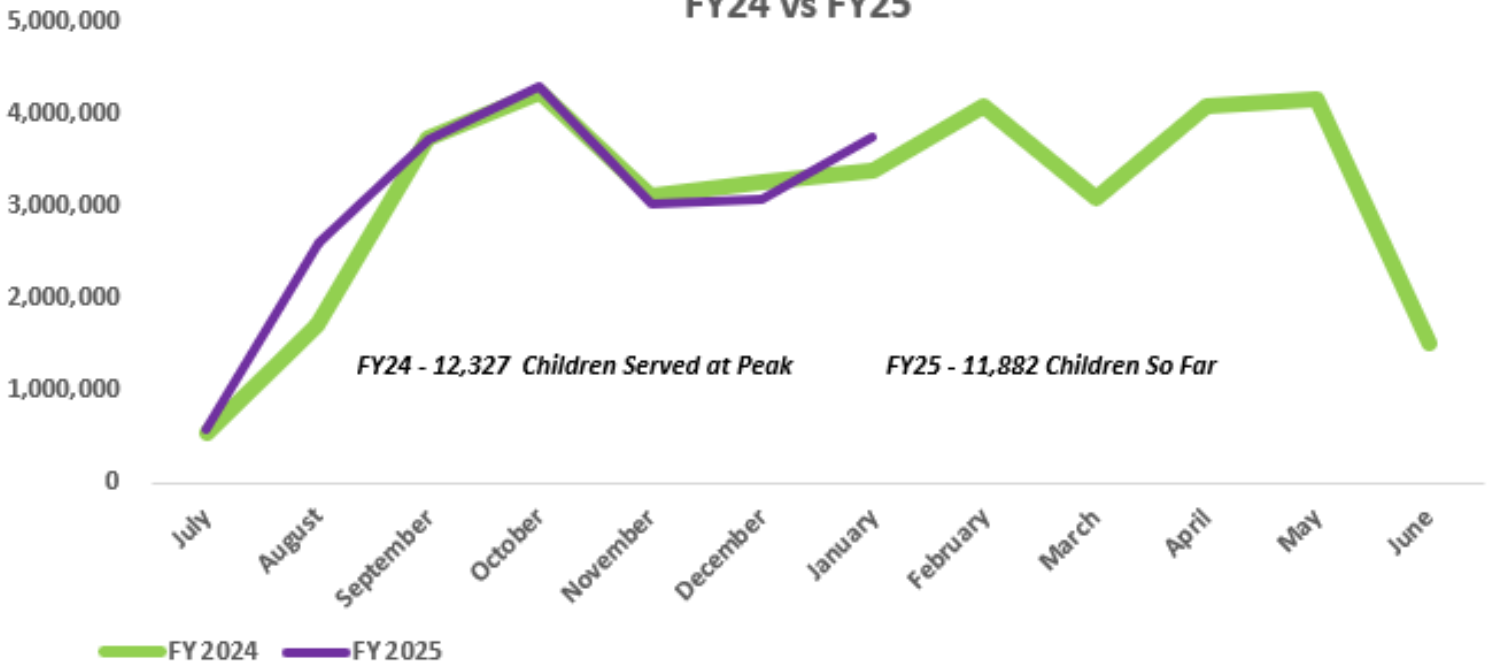
## Projected SR Enrollment Trajectory Through FY25 Year End



## 2. VPK

VPK services typically ramp up during the first quarter of the fiscal year as the regular school year begins in August. Attendance for school year services in FY25 is comparable to the prior year. Funding is allocated by DEL to match the actual need for services each year.

### Monthly VPK Expenditures FY24 vs FY25



### 3. Vulnerable Populations Program

YTD Expenditures in the Children’s Services Council-funded Vulnerable Populations Program continued to come in 30% higher than the prior year because of a steady increase in referrals from CSC providers for services, a slower pace of transfers into SR for eligible families as waitlist enrollment has decreased and higher tiered reimbursement rates for child care centers as CLASS scores improve across the County. CSC increased annual funding for the program by \$824K starting in May 2024, but projections show that additional funding will be required to sustain the current pace. Calling children from the SR waitlist starting this month will provide an opportunity to transfer eligible families into School Readiness funding, but the impact will only partially reduce the projected \$2.5 million deficit currently projected. CSC has indicated it will allocate additional funds in the coming months to bring the allocation into alignment with utilization.

**Recommended Action:**

In lieu of a quorum at the March 4, 2025 Finance Committee meeting, the Executive Committee Recommends the Board Approve January 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant.

**Supporting Documents:**

- January 2025 Interim Financial Statements
- January 2025 Utilization Report



# **Early Learning Coalition of Broward County, Inc.**

## **INTERIM FINANCIAL STATEMENTS For The Seven Months Ended January 31, 2025**

**Submitted to the Board  
March 10, 2025**

**Early Learning Coalition of Broward County, Inc.**  
**Statement of Financial Position**  
**As of January 31, 2025**

	1/31/2025	1/31/2024
<b>Assets:</b>		
Cash	\$ 20,588,195	\$ 10,499,119
Grants Receivable	15,448,178	30,190,053
Accounts Receivable	1,306,852	1,477,765
Due From Providers	23,980	67,962
Prepaid Expense	978,642	399,448
Fixed Assets	14,702	19,479
Operating ROU Asset	1,066,032	1,400,346
<b>Total Assets</b>	<b>\$ 39,426,581</b>	<b>\$ 44,054,173</b>
 <b>Liabilities:</b>		
Accounts Payable	145,388	191,996
Salary & Benefits Payable	(15,893)	10,373
Compensated Absences	606,880	487,982
Rent Abatement	-	5,032
Due to Providers	13,434,112	12,970,910
Due to Other Agencies	286,487	660,865
Deferred Revenue	22,494,356	27,273,299
Operating Lease Liability	1,206,517	1,550,215
<b>Total Liabilities</b>	<b>\$ 38,157,849</b>	<b>\$ 43,150,672</b>
 <b>Net Assets</b>		
Unrestricted	704,041	903,501
Board Designated	564,691	-
<b>Total Net Assets</b>	<b>1,268,732</b>	<b>903,501</b>
 <b>Total Liabilities and Net Assets</b>	 <b>\$ 39,426,581</b>	 <b>\$ 44,054,173</b>

**Early Learning Coalition of Broward County, Inc.**  
**Statement of Activities**  
**For The Seven Months Ended January 31, 2025**

	Jan 2025 Actual	FY 2025 YTD Actual	FY 2024 YTD Actual
<b>Revenue</b>			
<b>Recurring</b>			
DEL School Readiness	\$ 8,748,237	\$ 58,986,120	\$ 51,945,502
DEL School Readiness Match	417,756	3,981,909	3,758,089
DEL School Readiness Plus	9,868	22,394	-
DEL School Readiness Rate Differentials	1,352,765	9,236,131	8,195,767
DEL - Program Assessments	24,167	162,491	164,973
DEL - Voluntary Pre-K	3,858,921	21,676,603	20,716,888
CSC -School Readiness	197,656	1,832,110	1,397,432
CSC - Vulnerable Populations	531,301	2,976,550	2,288,597
Broward County - School Readiness	196,676	2,676,031	3,276,109
United Way & Cities - School Readiness	22,772	291,215	491,386
Miscellaneous Income	108,464	331,064	238,781
<b>Subtotal Recurring Revenue</b>	<b>\$ 15,468,582</b>	<b>\$ 102,172,617</b>	<b>\$ 92,473,524</b>
Non-Recurring Pandemic Relief	-	-	10,062,915
<b>Total All Revenue</b>	<b>\$ 15,468,582</b>	<b>\$ 102,172,617</b>	<b>\$ 102,536,439</b>
<b>Expenses</b>			
<b>Direct Services</b>			
School Readiness (State & Local Funds)	\$ 9,487,870	\$ 65,904,872	\$ 58,927,892
DEL - Voluntary Pre-K	3,752,880	21,080,337	20,035,044
CSC - Vulnerable Populations	497,720	2,732,930	2,049,479
Stipends and Grants to Providers	67,801	457,651	9,276,432
<b>Subtotal Direct Services</b>	<b>\$ 13,806,270</b>	<b>\$ 90,175,790</b>	<b>\$ 90,288,846</b>
<b>Program Support</b>			
Eligibility, Customer Services & Providers	\$ 731,729	\$ 5,428,372	\$ 5,565,542
Quality & Education	507,597	3,632,380	3,347,231
<b>Subtotal Program Support</b>	<b>\$ 1,239,325</b>	<b>\$ 9,060,751</b>	<b>\$ 8,912,772</b>
<b>Total Program (Direct + Support)</b>	<b>\$ 15,045,596</b>	<b>\$ 99,236,541</b>	<b>\$ 99,201,619</b>
<b>Administration</b>	395,299	2,881,638	2,895,471
<b>Total Expenses</b>	<b>\$ 15,440,894</b>	<b>102,118,179</b>	<b>\$ 102,097,090</b>
<b>Change in net assets</b>	<b>\$ 27,688</b>	<b>\$ 54,438</b>	<b>\$ 439,349</b>
<b>Net assets, beginning of year</b>		1,214,294	464,151
<b>Net assets, end of the period</b>		<b>\$ 1,268,732</b>	<b>\$ 903,500</b>



**Early Learning Coalition of Broward County, Inc.**  
**Budget to Actual**  
**For The Period Ending January 31, 2025**

Revenue:	FY25 Amendment 3	YTD Actual	Balance	% Budget Spent	Notes
<b>Recurring</b>					
DEL School Readiness	\$ 96,426,561	\$ 58,986,120	\$ 37,440,441	61%	Additional funding pending
DEL School Readiness Match	5,985,349	3,981,908.56	2,003,440	67%	
DEL School Readiness Plus	100,000	22,394	77,606	22%	New program ramping up
DEL School Readiness Rate Differentials	13,755,409	9,236,131	4,519,278	67%	Additional funding pending
DEL - Program Assessments	330,299	162,491	167,808	49%	Will be completed by June 30
DEL - Voluntary Pre-K	38,747,093	21,676,603	17,070,490	56%	
CSC -School Readiness	3,380,568	1,832,110	1,548,458	54%	
CSC - Vulnerable Populations	4,234,950	2,976,550	1,258,400	70%	Additional funding pending
Broward County - School Readiness	3,649,685	2,676,031	973,654	73%	\$1.2M add'l award for 1st Qtr
United Way & Cities - School Readiness	400,000	291,215	108,785	73%	Intermittent Revenue
Miscellaneous Income	476,830	331,064	145,766	69%	Intermittent Revenue
<b>Total Revenue</b>	<b>\$ 167,486,744</b>	<b>\$ 102,172,617</b>	<b>\$ 65,314,126</b>	<b>61%</b>	
<b>Expense</b>					
<b>Child Care Slots and Incentives</b>					
School Readiness (State & Local Funds)	\$ 104,828,555	\$ 65,904,872	\$ 38,923,684	63%	Additional funding pending
DEL - Voluntary Pre-K	36,901,993	21,080,337	15,821,657	57%	
CSC - Vulnerable Populations	3,811,455	2,732,930	1,078,525	72%	Additional funding pending
Stipends and Grants to Providers	959,727	457,651	502,075	48%	Intermittent Expenditures
<b>Total Child Care Slots and Incentives</b>	<b>\$ 146,501,731</b>	<b>\$ 90,175,790</b>	<b>\$ 56,325,940</b>	<b>62%</b>	
<b>Sub Recipient Expense</b>					
Children's Forum	\$ 210,999	\$ 111,599	99,400	53%	
211 Broward	230,546	228,621	1,925	99%	Sub Recipient Agreement sunset Dec 31
<b>Total Sub Recipient Expense</b>	<b>\$ 441,545</b>	<b>\$ 340,220</b>	<b>\$ 101,325</b>	<b>77%</b>	
<b>ELC Operating Expense</b>					
Salaries & Benefits	\$ 18,062,221	\$ 10,087,525	\$ 7,974,696	56%	
Attorneys	126,500	36,600	89,900	29%	Intermittent Expenditures
Auditors	51,330	35,475	15,855	69%	Intermittent Expenditures
Consultants & Temps	355,600	92,025	263,575	26%	Intermittent Expenditures
Staff & Board Travel & Training	95,222	35,851	59,371	38%	Intermittent Expenditures
Insurance	73,835	43,070	30,765	58%	
Office Rent, Utilities & Maintenance	557,716	297,888	259,829	53%	
Office Machine & Storage Leases	4,806	2,542	2,265	53%	
Software Licenses	263,086	146,549	116,537	56%	
Internet, Email, Phones	140,595	75,607	64,988	54%	
Cell Phones	101,290	57,744	43,546	57%	
Sponsorships & Memberships	90,754	39,524	51,230	44%	Intermittent Expenditures
Books for Kids	240,750	160,135	80,615	67%	Budget increase requested
Instructional Materials	51,070	16,967	34,103	33%	Intermittent Expenditures
Other Operating Costs	301,937	178,857	123,080	59%	Intermittent Expenditures
Computer Equipment & Software	11,625	11,625	-	100%	Budget increase requested
Furniture & Fixtures	5,000	4,041	959	81%	Intermittent Expenditures
Depreciation		280,142	(280,142)	0%	Multi-Yr Pre-Paid Software Non-Cash
Unallocated (Budget Only)	10,130	-	10,130	0%	
<b>Total ELC Operating Expense</b>	<b>\$ 20,543,468</b>	<b>\$ 11,602,169</b>	<b>\$ 8,941,299</b>	<b>56%</b>	
<b>Total Operating &amp; Sub-Recipient Expense</b>	<b>\$ 20,985,013</b>	<b>\$ 11,942,389</b>	<b>\$ 9,042,624</b>	<b>57%</b>	
<b>Total Expense</b>	<b>\$ 167,486,744</b>	<b>\$ 102,118,179</b>	<b>\$ 65,368,565</b>	<b>61%</b>	

# SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 - 2025

**New Enrollments from Waitlist:**

**Funding Changes:**

**Assumptions:**

<b>FY 24</b>	Attrition: <b>425</b> Avg/Month
	Enroll: <b>685</b> Avg/Month
<b>FY 25</b>	Attrition: <b>425</b> Avg/Month
	Enroll: <b>390</b> Avg/Month

Daily Average Cost forecast reflects current actual trends.

## Fiscal Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children	Ave Cost Per Day	School Readiness	School Readiness GS/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-23	21	14,826	-622	\$29.48	7,089,264	1,227,511	58,418	737,348	64,782	9,177,323	
A	Aug-23	23	14,695	-131	26.67	6,995,313	1,229,326	35,757	737,348	14,957	9,012,702	
A	Sep-23	21	14,003	-692	26.09	5,828,413	1,058,447	35,757	737,787	10,833	7,671,237	
A	Oct-23	22	13,908	-95	25.95	6,410,858	1,065,638	275,915	173,450	13,625	7,939,486	
A	Nov-23	22	13,913	+5	26.63	6,380,436	1,151,842	278,067	173,549	167,363	8,151,256	
A	Dec-23	21	14,012	+99	26.54	6,210,826	1,093,510	278,712	175,204	51,264	7,809,516	
A	Jan-24	23	14,361	+349	27.16	7,224,962	1,258,933	278,714	173,549	33,463	8,969,621	
A	Feb-24	21	14,690	+329	27.48	6,816,914	1,189,975	278,842	173,004	18,852	8,477,586	
A	Mar-24	21	14,877	+187	28.02	7,200,023	1,262,771	105,000	173,004	14,460	8,755,258	
A	Apr-24	22	15,168	+290	28.11	7,768,882	1,353,615	40,000	173,004	43,460	9,378,961	
A	May-24	23	15,436	+268	28.24	8,279,226	1,451,534	35,500	173,004	88,463	10,027,727	
A	Jun-24	20	15,651	+215	34.24	8,570,709	1,106,984	935,241	93,004	13,459	10,717,667	
Average Enrollments (Baseline)			14,628		\$27.88	<b>Proj Total</b>	<b>\$ 84,775,826</b>	<b>\$ 14,450,086</b>	<b>\$ 2,635,923</b>	<b>\$ 3,693,255</b>	<b>\$ 534,980</b>	<b>\$ 106,088,340</b>
Increase to baseline FY24 over FY23			19			<b>Budget</b>	<b>84,255,344</b>	<b>14,450,086</b>	<b>2,635,923</b>	<b>3,693,255</b>	<b>534,980</b>	<b>105,569,588</b>
						<b>Surplus(Defici</b>	<b>(520,482)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(518,752)</b>	
Increase to baseline FY24 over FY17			5,232	(FY17 Baseline= 9,396)		<b>Provider Matc</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>517,818</b>	
Increase in Avg Cost over FY17			\$ 9.27	(FY17 Baseline = \$18.62)		<b>Surplus(Defic</b>	<b>\$ (520,482)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (934)</b>	

## Fiscal Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children	Ave Cost Per Day	School Readiness	School Readiness GS/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-24	23	15,084	-567	31.36	8,559,543	1,509,568	178,278	560,765	69,941	10,878,096	
A	Aug-24	22	15,568	+484	26.45	7,039,085	1,265,665	178,610	560,766	16,312	9,060,439	
A	Sep-24	21	15,295	-273	26.86	6,792,442	1,226,896	30,592	560,770	15,312	8,626,011	
A	Oct-24	23	15,275	-20	27.33	7,749,254	1,360,035	308,942	173,541	11,375	9,603,148	
A	Nov-24	21	15,240	-35	28.50	7,265,928	1,254,106	293,111	173,541	135,506	9,122,193	
A	Dec-24	22	14,887	-353	27.58	7,287,695	1,260,918	293,572	173,541	18,508	9,034,233	
A	Jan-25	23	14,789	-98	28.00	7,815,148	1,349,387	170,123	173,541	15,793	9,523,991	
P	Feb-25	20	14,789	+	27.52	6,885,835	1,290,520	(232,576)	173,262	23,453	8,140,494	
P	Mar-25	22	14,804	+15	27.77	7,315,521	1,362,246	170,123	173,262	23,453	9,044,605	
P	Apr-25	22	14,819	+15	27.98	7,391,988	1,364,237	170,123	173,262	23,453	9,123,063	
P	May-25	22	14,834	+15	28.01	7,409,440	1,365,278	170,123	173,262	23,453	9,141,556	
P	Jun-25	21	14,844	+10	30.22	7,745,287	1,305,518	170,113	174,650	23,438	9,419,006	
Average Enrollments (Baseline)			15,019		\$28.13	<b>Proj Total</b>	<b>\$ 89,257,164</b>	<b>\$ 15,914,375</b>	<b>\$ 1,901,134</b>	<b>\$ 3,244,164</b>	<b>\$ 399,998</b>	<b>\$ 110,716,834</b>
Increase to baseline FY25 over			391		0.89%	<b>Budget</b>	<b>83,949,029</b>	<b>13,755,409</b>	<b>1,901,134</b>	<b>3,244,164</b>	<b>400,000</b>	<b>103,249,735</b>
						<b>Surplus(Defici</b>	<b>(5,308,135)</b>	<b>(2,158,966)</b>	<b>-</b>	<b>0</b>	<b>(7,467,099)</b>	
Increase to baseline FY25 over			5,623	(FY17 Baseline= 9,396)		<b>Provider Matc</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>643,967</b>	
Increase in Avg Cost over FY17			\$9.51	(FY17 Baseline = \$18.62)		<b>Surplus(Defic</b>	<b>\$ (5,308,135)</b>	<b>\$ (2,158,966)</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ (6,823,132)</b>	

ITEM#/MEETING	B255RB2 / Board
MEETING DATE:	March 10, 2025
SUBJECT:	FY 2025 Budget Amendment #4
FOR ACTION:	Yes
RECOMMENDED ACTION:	<b>Approve FY2025 Budget Amendment #4 Pending Award for Additional School Readiness Slot Funding by DEL</b>
FINANCIAL IMPACT:	Up to \$5,911,020 SR Base

**Background Information:**

In June 2024, the Board approved a preliminary annual budget that reflected estimated revenues and expenditures pending receipt of grant award letters from funders. In September 2024, the Board approved Amendment #1 after the Division of Early Learning (DEL) issued some, but not all, of the expected notices of award for FY2025. In December 2024, they approved Amendment #2 after DEL issued new guidance for Coalitions regarding enrollment. In January 2025, DEL notified Coalitions that new funding allocations were pending, and the Board approved Amendment #3 to reflect this and other changes. In February 2025, DEL indicated that additional SR funding awards were pending for Coalitions that requested it during a recent Statewide deobligation/reobligation process. Amendment #4 requests authority to expend this expected new award and to make other proposed allocation changes.

**Current Status:**

Key changes and updates Included in FY2025 Budget Amendment #4 are as follows:

1. ***Up to \$5,911,020 increase to SR base slot funding to be awarded in March or April.*** The additional funds will permit Broward to accelerate new enrollments from the waitlist currently underway at a modest pace to slow an enrollment decline from a State-mandated enrollment pause, cover Broward’s funding shortfall for provider rate differentials (a Statewide issue), and align our child count levels with funding levels expected for FY26. We recently submitted requests for these funds through DEL’s Statewide deobligation/reobligation process where funds are pooled and transferred from Coalitions that are projecting surplus. The final amount of the allocation and the notice of award is expected in March or April. 100% of the funding award will be applied toward child care reimbursements.
2. ***\$363,905 in projected cost savings through June 30, 2025 from staff vacancies reallocated as follows:***
  - \$75,000 increase in funding for Scholastic Inc. to send packs of children’s books to families throughout Broward to encourage literacy and family engagement. The increase will bring the total agreement to \$275,000 for the fiscal year. See separate action statement for the contract amendment in the Executive Committee meeting packet.
  - \$34,875 in funding to replace approximately 30 obsolete laptops on the eligibility team.
  - \$15,000 to pay for family admission to a second annual Day in K event at the Museum of Discovery and Science. Children and their families will have the opportunity to learn all about life as kindergarteners by meeting real teachers, experiencing STEM learning and learning about daily life at school. In FY24 nearly 2,000 future kindergarten learners and their families attended.

- \$1,500 sponsorship for the Healthy Start Coalition of Broward Maternal Health Conference for an outreach booth focused on the Help Me Grow program. See separate action statement for the related party transaction in the Executive Committee meeting packet.
- \$354 for a Special Event liability insurance policy for the BECE conference to provide coverage beyond the 500-person/event limit of our Commercial policy.
- \$237,177 increase to unallocated budget line item to be applied to slots at year-end as needed.

3. ***\$2.5 Million Projected Shortfall for Vulnerable Populations Program FY25 Contract Year***

The CSC-funded Vulnerable Populations continues to see rising enrollment as referrals for service inch upward while transfers to School Readiness decline. At the current pace, staff project that FY25 contract year funding will fall short by approximately \$2.5 million by the September 30, 2025. Staff will work with the CSC to discuss options to remedy this problem in the coming weeks. See utilization projection report attached to the Interim Financial Statement Report for more details.

**DEL Proposal for FY26 Funding:**

The legislative session for FY26 funding will begin in March 2025. DEL has requested that the Governor reprise approximately \$120 million for FY26 that was appropriated in FY25 to fill various funding gaps. However, for this year DEL will recommend that the proviso language permit more flexibility for DEL to manage allocations Statewide to avoid the delays and uncertainty we are experiencing this year. DEL is also proposing a \$10 million expansion for the School Readiness funding pool and an \$8 million net increase to funds appropriated for quality rate differentials.

Staff are actively working with legislative contacts to educate about the need to right-size School Readiness base allocations to align with demonstrated need and distribute all funds appropriately across the Coalitions. AELC has made “right-sizing” the system, one of its top legislative priorities.

**Recommended Action:**

In lieu of a quorum at the March 4, 2025 Finance Committee meeting, the Executive Committee Recommends that the Board approve FY2025 Budget Amendment #4 Pending Award for Additional School Readiness Base Funding by DEL

**Supporting Documents:**

- Amendment #4 with Three Year Comparison & Updated January Budget to Actual

# FY2025 Proposed Amendment 4 Budget by Business Activity



	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
<b>Revenue:</b>					
<b>Recurring</b>					
DEL School Readiness	\$ 78,301,122	\$ 7,219,650	\$ 6,192,162	\$ 4,713,626	\$ 96,426,561
DEL School Readiness Match	5,985,349	-	-	-	5,985,349
DEL School Readiness Plus	100,000	-	-	-	100,000
DEL School Readiness Rate Differentials	13,755,409	-	-	-	13,755,409
DEL Program Assessments	-	-	330,299	-	330,299
DEL - Voluntary Pre-K	36,901,993	1,383,825	-	461,275	38,747,093
CSC - School Readiness	3,042,511	253,543	-	84,514	3,380,568
CSC - Vulnerable Populations	3,811,455	317,621	-	105,874	4,234,950
Broward County- School Readiness	3,244,164	304,140	-	101,380	3,649,685
United Way & Cities - School Readiness	400,000	-	-	-	400,000
Miscellaneous Grants & Program Income	-	-	455,076	21,754	476,830
<b>Total Revenue</b>	<b>\$ 145,542,004</b>	<b>\$ 9,478,779</b>	<b>\$ 6,977,537</b>	<b>\$ 5,488,423</b>	<b>\$ 167,486,744</b>
<b>Expense:</b>					
<b>Child Care Slots</b>					
DEL School Readiness	\$ 104,828,555	\$ -	\$ -	\$ -	\$ 104,828,555
DEL - Voluntary Pre-K	36,901,993	-	-	-	36,901,993
CSC - Vulnerable Populations	3,811,455	-	-	-	3,811,455
Grants/Stipends	-	-	959,726	-	959,726
<b>Total Slots &amp; Grants/Stipends</b>	<b>\$ 145,542,004</b>	<b>\$ -</b>	<b>\$ 959,726</b>	<b>\$ -</b>	<b>\$ 146,501,730</b>
<b>Sub Recipient Expense</b>					
Children's Forum	-	-	163,025	47,974	210,999
211-Broward	-	168,046	-	62,500	230,546
<b>Total Sub Recipient Expense</b>	<b>\$ -</b>	<b>\$ 168,046</b>	<b>\$ 163,025</b>	<b>\$ 110,474</b>	<b>\$ 441,545</b>
<b>ELC Operating Expense</b>					
Staff Costs	\$ -	\$ 8,642,772	\$ 5,091,756	\$ 3,963,788	\$ 17,698,316
Attorneys	-	-	-	126,500	126,500
Auditors	-	-	-	51,330	51,330
Consultants & Temps	-	74,550	124,000	157,050	355,600
Staff & Board Travel	-	-	55,222	40,000	95,222
Insurance	-	42,381	20,109	11,699	74,188
Office Rent & Utilities	-	320,639	152,153	84,924	557,716
Office Machines & Storage	-	-	-	4,806	4,806
Software Licenses	-	13,200	500	249,386	263,086
Phones/Internet/Web Page	-	81,394	37,942	21,259	140,595
Cell Phones	-	26,120	51,770	23,400	101,290
Sponsorships & Memberships	-	25,000	27,250	40,004	92,254
Books for Kids	-	-	315,750	-	315,750
Instructional Materiels	-	-	51,070	-	51,070
Fees, Supplies & Other Misc Ops Costs	-	4,000	29,385	283,553	316,938
Computer Equipment	-	40,688	3,488	2,325	46,500
Furniture & Fixtures	-	-	1,239	3,761	5,000
Unallocated (Budget Only)	-	39,989	(106,848)	314,165	247,306
<b>Total ELC Operating Expense</b>	<b>\$ -</b>	<b>\$ 9,310,733</b>	<b>\$ 5,854,786</b>	<b>\$ 5,377,949</b>	<b>\$ 20,543,468</b>
<b>Total ELC Operating Expense &amp; Subs</b>	<b>\$ -</b>	<b>\$ 9,478,779</b>	<b>\$ 6,017,811</b>	<b>\$ 5,488,423</b>	<b>\$ 20,985,013</b>
<b>Total Expense</b>	<b>\$ 145,542,004</b>	<b>\$ 9,478,779</b>	<b>\$ 6,977,537</b>	<b>\$ 5,488,423</b>	<b>\$ 167,486,744</b>
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

87%

6%

4%

3%

100%

# Proposed FY2025 Budget (as Amended) Three Year Comparison



Revenue:	FY2023 Actual	FY2024 Actual (Unaudited)	FY25 Amendment #3 Proposed	FY25 Amendment #4 Proposed	Change (Amendment #4 over Amendment 3)	Reason for Change
<b>Recurring</b>						
DEL School Readiness	\$ 91,627,433	\$ 93,910,214	\$ 96,426,561	\$ 96,426,561	\$ -	Addl allocation pending
DEL School Readiness Match	5,124,089	5,556,627	5,985,349	5,985,349	-	
DEL School Readiness Plus	-	-	100,000	100,000	-	
DEL School Readiness Rate Differentials	13,803,743	14,567,236	13,755,409	13,755,409	-	
DEL Program Assessments	444,941	342,436	330,299	330,299	-	
DEL - Voluntary Pre-K	38,242,091	38,129,394	38,747,093	38,747,093	-	
CSC - School Readiness	5,587,687	3,140,760	3,380,568	3,380,568	-	
CSC - Vulnerable Populations	2,748,911	4,082,473	4,234,950	4,234,950	-	Addl allocation pending
Broward County- School Readiness	2,253,090	4,160,311	3,649,685	3,649,685	-	
United Way & Cities - School Readiness	354,509	536,964	400,000	400,000	-	
Miscellaneous Grants & Program Income	68,187	178,319	476,830	476,830	-	
<b>Subtotal Recurring Revenue</b>	<b>\$ 160,254,681</b>	<b>\$ 164,604,734</b>	<b>\$ 167,486,744</b>	<b>\$ 167,486,744</b>	<b>\$ -</b>	
Non-Recurring Pandemic Relief	\$ 134,750,403	\$ 23,230,937	\$ -	\$ -	\$ -	
<b>Total All Revenue</b>	<b>\$ 295,005,084</b>	<b>\$ 187,835,671</b>	<b>\$ 167,486,744</b>	<b>\$ 167,486,744</b>	<b>\$ -</b>	
<b>Expense:</b>						
<b>Child Care Slots &amp; Grants/Stipends</b>						
School Readiness Funding Pool	\$ 104,143,520	\$ 104,641,890	\$ 104,828,555	\$ 104,828,555	\$ -	Addl allocation pending
DEL - Voluntary Pre-K	43,081,924	37,002,859	36,901,993	36,901,993	-	
CSC - Vulnerable Populations	2,708,529	3,653,205	3,811,455	3,811,455	-	Addl allocation pending
Grants/Stipends	122,336,312	19,664,549	959,726	959,726	-	
<b>Total Slots &amp; Grants/Stipends</b>	<b>\$ 272,270,285</b>	<b>\$ 164,962,502</b>	<b>\$ 146,501,730</b>	<b>\$ 146,501,730</b>	<b>\$ -</b>	
<b>Sub Recipient Expense</b>						
Children's Forum	236,457	242,071	210,999	210,999	\$ -	
211-Broward	404,211	435,500	230,546	230,546	-	
<b>Total Sub Recipient Expense</b>	<b>\$ 640,669</b>	<b>\$ 677,571</b>	<b>\$ 441,545</b>	<b>\$ 441,545</b>	<b>\$ -</b>	
<b>ELC Operating Expense</b>						
Staff Costs	\$ 15,876,029	\$ 17,961,016	\$ 18,062,221	\$ 17,698,316	\$ (363,905)	Vacancy savings
Attorneys	72,424	64,678	126,500	126,500	-	
Auditors	42,600	32,500	51,330	51,330	-	
Consultants & Temps	606,660	602,299	355,600	355,600	-	
Staff & Board Travel	55,246	90,187	95,222	95,222	-	
Insurance	51,656	69,516	73,835	74,188	354	Event insurance BECE
Office Rent & Utilities	486,322	518,538	557,716	557,716	-	
Office Machines & Storage	11,567	4,806	4,806	4,806	-	
Software Licenses	249,497	242,922	263,086	263,086	-	
Phones/Internet/Web Page	138,157	138,853	140,595	140,595	-	
Cell Phones	108,258	96,662	101,290	101,290	-	
Sponsorships & Memberships	70,868	108,550	90,754	92,254	1,500	Healthy Start Event
Books for Kids	314,212	534,576	240,750	315,750	75,000	Bookworms thru 6/30
Instructional Materials	3,608,438	457,169	51,070	51,070	-	
Fees, Supplies & Other Misc Ops Costs	293,672	321,597	301,938	316,938	15,000	Day in K at MODS
Computer Equipment	131,446	29,907	11,625	46,500	34,875	Replace old laptops
Furniture & Fixtures	790	86,862	5,000	5,000	-	
Depreciation	1,584	4,777			-	
Unallocated (Budget Only)			10,131	247,307	237,177	To slots @ year end
<b>Total ELC Operating Expense</b>	<b>\$ 22,119,426</b>	<b>\$ 21,365,415</b>	<b>\$ 20,543,469</b>	<b>\$ 20,543,469</b>	<b>\$ -</b>	
<b>Total ELC Operating Expense &amp; Subs</b>	<b>\$ 22,760,094</b>	<b>\$ 22,042,985</b>	<b>\$ 20,985,014</b>	<b>\$ 20,985,014</b>	<b>\$ -</b>	
<b>Total Expense</b>	<b>\$ 295,030,379</b>	<b>\$ 187,005,488</b>	<b>\$ 167,486,744</b>	<b>\$ 167,486,744</b>	<b>\$ -</b>	
<b>Revenue over Expense</b>	<b>\$ (25,295)</b>	<b>\$ 830,183</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## Proposed FY25 Amendment #4 vs Year to Date Actual



Revenue:	FY2025 Amendment #4 Proposed	January 2025 YTD Actual	Remaining Balance	Percent Spent	
<b>Recurring</b>					
DEL School Readiness	\$ 96,426,561	\$ 58,986,120	\$ 37,440,441	61%	Additional Allocation Pending
DEL School Readiness Match	5,985,349	3,981,909	2,003,440	67%	Expense timing varies w/ match avail
DEL School Readiness Plus	100,000	22,394	77,606	22%	New Program
DEL School Readiness Rate Differentials	13,755,409	9,236,131	4,519,278	67%	Additional Allocation Requested
DEL Program Assessments	330,299	162,491	167,808	49%	Seasonal Activity Thru School Year
DEL - Voluntary Pre-K	38,747,093	21,676,603	17,070,490	56%	
CSC - School Readiness	3,380,568	1,832,110	1,548,458	54%	
CSC - Vulnerable Populations	4,234,950	2,976,550	1,258,400	70%	Additional Allocation Requested
Broward County- School Readiness	3,649,685	2,676,031	973,654	73%	Expense timing varies w/match avail
United Way & Cities - School Readiness	400,000	291,215	108,785	73%	Expense timing varies w/match avail
Miscellaneous Grants & Program Income	476,830	331,064	145,766	69%	Intermittent Revenue
<b>Total All Revenue</b>	<b>\$ 167,486,744</b>	<b>\$ 102,172,617</b>	<b>\$ 65,314,126</b>	<b>61%</b>	
<b>Expense:</b>					
<b>Child Care Slots &amp; Grants/Stipends</b>					
DEL School Readiness	\$ 104,828,555	\$ 65,904,872	\$ 38,923,684	63%	Additional Allocation Pending
DEL - Voluntary Pre-K	36,901,993	21,080,337	15,821,657	57%	
CSC - Vulnerable Populations	3,811,455	2,732,930	1,078,525	72%	Additional Allocation Requested
Grants/Stipends	959,726	457,651	502,075	48%	Intermittent Expenditures
<b>Total Slots &amp; Grants/Stipends</b>	<b>\$ 146,501,730</b>	<b>\$ 90,175,790</b>	<b>\$ 56,325,940</b>	<b>62%</b>	
<b>Sub Recipient Expense</b>					
Children's Forum	210,999	111,599	99,400	53%	
211-Broward	230,546	228,621	1,925	99%	Agreement Sunset Dec 2024
<b>Total Sub Recipient Expense</b>	<b>\$ 441,545</b>	<b>\$ 340,220</b>	<b>\$ 101,325</b>	<b>77%</b>	
<b>ELC Operating Expense</b>					
Staff Costs	\$ 17,698,316	\$ 10,087,525	\$ 7,610,790	57%	
Attorneys	126,500	36,600	89,900	29%	Intermittent Expenditures
Auditors	51,330	35,475	15,855	69%	Intermittent Expenditures
Consultants	355,600	92,025	263,575	26%	Intermittent Expenditures
Staff & Board Travel	95,222	35,851	59,371	38%	Intermittent Expenditures
Insurance	74,188	43,070	31,118	58%	
Office Rent & Utilities	557,716	297,888	259,829	53%	
Office Machines & Storage	4,806	2,542	2,265	53%	
Software Licenses	263,086	146,549	116,537	56%	
Phones/Internet	140,595	75,607	64,988	54%	
Cell Phones	101,290	57,744	43,546	57%	
Sponsorships & Memberships	92,254	39,524	52,730	43%	Intermittent Expenditures
Books for Kids	315,750	160,135	155,615	51%	Intermittent Expenditures
Instructional Materials	51,070	16,967	34,103	33%	Intermittent Expenditures
Fees, Supplies & Other Misc Ops Costs	316,938	178,857	138,081	56%	
Computer Equipment	46,500	11,625	34,875	25%	Intermittent Expenditures
Furniture & Fixtures	5,000	4,041	959	81%	Intermittent Expenditures
Depreciation		280,142	(280,142)	0%	Multi-Yr Pre-paid Software Non Cash
Unallocated (Budget Only)	247,306	-	247,306		
<b>Total ELC Operating Expense</b>	<b>\$ 20,543,468</b>	<b>\$ 11,602,169</b>	<b>\$ 8,941,299</b>	<b>56%</b>	
<b>Total Non-Slot Expense</b>	<b>20,985,013</b>	<b>11,942,389</b>	<b>9,042,624</b>	<b>57%</b>	
<b>Total Expense</b>	<b>\$ 167,486,744</b>	<b>\$ 102,118,179</b>	<b>\$ 65,368,564</b>	<b>61%</b>	
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ 54,438</b>	<b>\$ (54,438)</b>		



<b>ITEM/MEETING:</b>	B255RB3 / Board
<b>DATE:</b>	March 10, 2025
<b>SUBJECT:</b>	Scholastic Inc. Broward Bookworms Supply and Shipping Services Agreement
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	Authorize staff to amend the FY25 Agreement with Scholastic Inc. for Broward Bookworms Supply and Shipping Services to increase the total amount of the Agreement by \$75,000 to \$275,000 for services through June 30, 2025 pending legal review
<b>FINANCIAL IMPACT:</b>	Not to Exceed \$75,000 FY25 Budget
<b>ELC STAFF LEAD</b>	C. Klima

**Background:**

Broward’s popular Bookworms Program was launched during the Pandemic to promote literacy and reading at home for families with children ages birth through five years. The publisher drop ships age-appropriate books and accompanying activities to any Broward resident family that signs up through the Coalition Website. Parents have the option to keep in touch with the Coalition when they register by agreeing to receive outreach material and updates by email, and we connect them with information on literacy and community partners such as Broward Reads. Since September 2023, more than 10,000 book packs have been shipped to Broward families. We also enhanced the program by launching a “Baby Bookworms” service to families with newborns in collaboration with the Healthy Start Coalition.

In June 2024, the Coalition selected Scholastic to provide these services from July 1, 2024 through June 30, 2024 for up to \$200,000 per year.

**Current Status:**

Due to the continued high participation of Broward families in the program, the \$200,000 FY25 annual allocation will be exhausted by March 31, 2025. Staff request to amend the Agreement to add \$75,000 to the budget for the program through June 30, 2025. Funding for FY26 (starting July 1, 2025) will be determined separately in the annual budget process and will be presented at a later date.

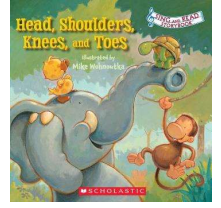
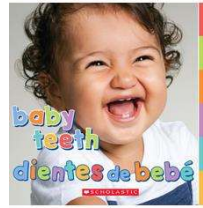
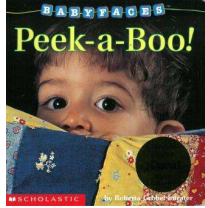
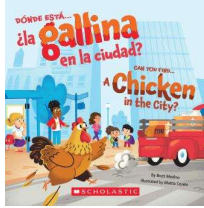
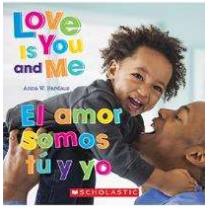
**Recommended action:**

Executive Committee Recommend the Board Authorize staff to amend the FY25 Agreement with Scholastic Inc. for Broward Bookworms Supply and Shipping Services to increase the total amount of the Agreement by \$75,000 to \$275,000 for services through June 30, 2025 pending legal review

**Supporting Documents**

- [Browardbookworms.org](http://Browardbookworms.org) website





**ELC** EARLY LEARNING COALITION of Broward County, Inc.  
Early Learning. Early Success.

## BrowardBookworms!

**FREE BOOKS**  
for Broward County children up to 5 years old!

**SIGN UP TODAY AT**  
[BrowardBookworms.org](http://BrowardBookworms.org)

Books Available in English & Spanish

Powered By: DIVISION OF Early Learning  
LEARN EARLY. LEARN FOR LIFE.



# Family Reading Fun!

**Broward Bookworms** provides **FREE BOOKS** to Broward County families with children between **0 to 5 years of age**.

Families can sign up to receive new books in **English** or **Spanish**, which also includes an activity guide.

*Must be a **Broward County Resident with a child 5 years old or younger**.* Limit two (2) bookworm book bundles per household.

Connect with us on social media using **#BrowardBookworms!**

<b>ITEM/ MEETING:</b>	B255RB4 / Board
<b>DATE:</b>	March 10, 2025
<b>SUBJECT:</b>	Related Party Purchase
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	Approve FY2025 Related Party Sponsorship for Broward Healthy Start Coalition Maternal and Child Health Conference
<b>FINANCIAL IMPACT:</b>	\$1,500
<b>ELC STAFF LEAD</b>	C. Klima

**Background Information:**

In accordance with Florida Statute and the DEL Grant Agreement, all Coalitions are required to secure Board prior approval by a 2/3 vote for all related party contracts and purchases.

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

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

**Current Status:**

The following is a list of requested related party purchases.

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a	\$1,500	Monica Figueroa King & Dawn Liberta/Broward Healthy Start Coalition	Sponsorship for a Help me Grow Program Outreach Booth

The Broward Healthy Start Coalition Annual Maternal and Child Health Conference serves as a critical platform for advancing knowledge, collaboration, and best practices in maternal and child health-areas that directly impact the children and families of Broward County. ELC will have two staff at an outreach booth for the Help me Grow program raising awareness about the benefits of getting young children screened for behavior and other special needs as part of early education.

**Recommended Action:**

Executive Committee Recommend the Board Approve FY2025 Related Party Purchase for Broward Healthy Start Coalition Maternal and Child Health Conference

**Supporting Documentation:**

- Related party disclosure requirements under DEL Grant Agreement
- Event Flyer

## DEL FY2024-25 GRANT AGREEMENT

### EXHIBIT III AUDIT REQUIREMENTS

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



# Maternal and Child Health Conference

## “HEALING LEGACIES & SHAPING FUTURES”



Broward Healthy Start Coalition




## 2025 MATERNAL AND CHILD HEALTH CONFERENCE

Thursday, April 10, 2025 | ALL DAY

Seminole Hard Rock Hotel & Casino

1 Seminole Way | Hollywood, FL 33014

BECOME A SPONSOR

REGISTER HERE

On behalf of the Broward Healthy Start Coalition, we are privileged to extend a warm invitation to the 2025 Maternal & Child Health Conference. As we gather on April 10, 2025, we'll embark on a journey that underscores the vital importance of maternal health in shaping the well-being of our communities.

Maternal health lies at the heart of our mission. Broward Healthy Start Coalition has promoted that mission for more than 30 years. It is not merely a topic of discussion; it is a beacon guiding our efforts to create a healthier, more resilient future. Let us reflect on its significance:



- Empowering Mothers:** A healthy mother is the cornerstone of a thriving family. When mothers receive proper care during pregnancy and childbirth, they are better equipped to nurture their children, fostering a cycle of well-being that extends across generations.
- Reducing Disparities:** We recognize that maternal health disparities persist, disproportionately affecting marginalized communities. By addressing these inequities head-on, we can ensure that every mother receives the care she deserves, regardless of her background or circumstances.
- Early Intervention:** Prenatal care and early intervention play pivotal roles in preventing complications and promoting positive outcomes. Our collective commitment to education, awareness, and accessible services can make a profound difference.
- Holistic Approach:** Maternal health encompasses physical, emotional, and social well-being. Let us explore holistic approaches that consider medical aspects, mental health, nutrition, and social support.
- Advocacy and Collaboration:** As advocates, we have the power to influence policies, allocate resources, and amplify mothers' voices. Collaborating across sectors can create an ecosystem where maternal health thrives.

We'll stand united—healthcare professionals, home visitors, case managers, and social workers—all committed to advancing maternal and child health. Let this conference catalyze change, ignite conversations, foster connections, and continue “Healing Legacies & Changing Futures.”



<b>ITEM/MEETING</b>	B255RB5 / Board
<b>DATE:</b>	March 10, 2025
<b>SUBJECT:</b>	The Children’s Forum Help Me Grow Program FY25 Revenue Agreement
<b>FOR ACTION:</b>	Yes
<b>RECOMMENDED ACTION:</b>	<b>Authorize the Chair to execute an Amendment to FY25 Revenue Agreement with the Children’s Forum for the Broward Help Me Grow Program when it becomes available, pending legal review</b>
<b>FINANCIAL IMPACT:</b>	None, Reallocations Only
<b>ELC STAFF LEAD</b>	C. Klima

**Background Information:**

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

The Coalition already provides many of these services to our School Readiness population in Broward, so we applied for annual grant funding to expand our reach to help thousands more families in the broader community engage in their young children’s development and behavioral health. In October 2024 the Coalition was awarded \$200,000 to begin operating the program under a contract term running from December 1, 2024 through June 30, 2025.

**Current Status:**

After the first three months of startup activities for the program, staff need to request changes to the budget line item allocations to align with the finalized spending plan. The Children’s Forum requires those changes to be formalized through a contract amendment that they will send to us in the coming weeks. All of the changes are reallocations, and the total contract amount will not change.

In particular, we propose shifting staff time allocations between individual budgeted staff to reflect the actual level of effort and costs that we project through the remainder of the year for each person. Additionally, we are proposing to update the budgets for travel and outreach expenses between now and June 30 to reflect the actual schedule of events in the final program plan. Lastly, we will add a line item to cover some of the shipping costs required to receive large pallets of outreach materials at our building. (We don’t have loading dock at our offices and the landlord requires large pallets to be disassembled and delivered directly to our suite by the freight forwarder). A summary of the proposed revisions are included below:

Expense Type	Direct Service			Program Support			Admin			TOTALS		
	Original	Adj	Revised	Original	Adj	Revised	Original	Adj	Revised	Original	Adj	Revised
Staff Cost	150,135.69	500.00	150,635.69	28,022.05	2,500.00	30,522.05	8,982.02	(500.00)	8,482.02	187,139.76	2,500.00	189,639.76
Shared Costs	4,906.38		4,906.38	783.03		783.03	285.83		285.83	5,975.24	-	5,975.24
Outreach	1,462.50		1,462.50	-		-			-	1,462.50	-	1,462.50
Travel and Training	500.00	(500.00)	-	4,922.50	(2,500.00)	2,422.50			-	5,422.50	(3,000.00)	2,422.50
Freight	-		-			-		500.00	500.00	-	500.00	500.00
	<b>157,004.57</b>	<b>-</b>	<b>157,004.57</b>	<b>33,727.58</b>	<b>-</b>	<b>33,727.58</b>	<b>9,267.85</b>	<b>-</b>	<b>9,267.85</b>	<b>200,000.00</b>	<b>-</b>	<b>200,000.00</b>

Since the Coalition Board will not have another regular meeting until June, staff request that the Chair is authorized to execute the expected amendment when it becomes available, pending legal review.

**Recommended Action:**

Executive Committee Recommend the Board Authorize the Chair to execute an Amendment to FY25 Revenue Agreement with the Children’s Forum for the Broward Help Me Grow Program when it becomes available, pending legal review

**Supporting Documentation:**

- None

## ELC Broward Contract List 2024-2025

Funder or Vendor Name	Amount	Purpose	Type	Term	Status	Contract Number
Division of Early Learning	\$152,758,400	School Readiness, VPK	Revenue	7/1/24-6/30/25	Active	EL095
A.D. Henderson Foundation	\$289,103	Peer Support Specialists	Revenue	7/1/24-6/30/26	Active	224007
A.D Henderson	\$70,000	Food and Training Support	Revenue	10/23/24-9/30/25	Active	224031
United Way	\$136,500	SR Match Funds	Revenue	7/1/24-6/30/25	Active	1718-04-06-01
City of Pompano Beach	\$20,000	SR Match Funds	Revenue	10/1/24-9/30/25	Active	Match Contract
City of Hollywood	\$15,000	SR Match Funds	Revenue	10/1/24-9/30/25	Active	Match Contract
City of Fort Lauderdale	\$100,000	SR Match Funds	Revenue	10/1/24-9/30/25	Pending	Match Contract
Broward County	\$2,342,795	SR Match & Special Needs	Revenue	10/1/24-9/30/25	Active	23-CP-CSA-3516-01
Children's Services Council	\$3,592,850	Financially Assisted Child Care	Revenue	10/1/24-9/30/25	Active	23-2580
Children's Services Council	\$4,258,171	Vulnerable Populations	Revenue	10/1/24-9/30/25	Active	23-2581
Children's Forum	\$200,000	Developmental Support -Help Me Grow	Revenue	12/2/24-6/30/25	Active	24-528-HMGFA-04
Children's Forum	\$958,974	INCENTIVE\$ Program	Sub Recipient Agreement	7/1/24-7/30/25	Active	ELCB1-FY25
First Call for Help/211 Broward	\$62,550	Community Referral Services	Vendor	1/1/25-6/30/25	Active	ELCB38
Allison Gonzalez CLASS Observer	\$30,250	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB33
Lianne Betancourt CLASS ASSESSOR	\$9,500	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB32
Maria Lopez CLASS Observer	\$30,250	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB34
BlueJean Software, Inc.	\$15,000	Hosting and Support Services	Vendor	7/1/24-6/30/26	Active	ELCB23
Bryan, Miller, Olive, Attorneys	\$25,000	Labor and employment legal services	Vendor	7/1/24-6/30/25	Active	ELCB4-R1
Causetech DBA Achieve	\$10,448	Website Hosting	Vendor	7/1/24-6/30/26	Active	ELCB25
Comcast	\$4,583.64	Internet Services	Vendor	7/1/24-6/30/25	Active	-----
CPR954 LLC	\$15,000	CPR Training for Providers	Vendor	8/15/24-6/30/26	Active	ELCB30
FL Dept of Law Enforcement	\$1,556/yr	LiveScan Service (est. annual cost)	Vendor	10/29/18-Ongoing	Active	-----
Goren, Cherof,Doody,Ezrol, PA	\$100,000	Legal Services	Vendor	7/1/24-6/30/25	Active	POC 22-5024-00-FY25
Abila	\$10,845	MIP Service Contract	Vendor	6/20/24-6/19/25	Active	-----
Intermedia	\$61,542.96	Cloud Base Communication Services	Vendor	9/16/24-9/15/27	Active	ELCB31
Klausner, Kaufman, Jensen, Levinson	\$25,000	Retirement Plan legal services	Vendor	7/11/24-6/30/25	Active	ELCB3-R1
Citrin Cooperman	\$31,775	Tax Advisors	Vendor	10/16/24-10/15/29	Active	ELCB35
Citrin Cooperman	\$258,661	Auditors	Vendor	10/16/24-10/15/29	Active	ELCB36
Maro Polo Learning, Inc.	\$285,012	Learning Technology	Vendor	5/1/24-9/20/25	Active	ELCBB8

Scholastic	\$200,000	<i>Supply and Distribution of Children's Books</i>	Vendor	7/1/24-6/30/26	Active	ELCB27
Sorenson Consulting, Inc.	\$29,000	<i>Professional Development Training</i>	Vendor	8/15/24-6/30/25	Active	ELCB19-R1
Age of Learning	\$269,500	<i>Online Development Training</i>	Vendor	5/15/24-11/15/25	Active	ELCB22
ADP	\$33,522	<i>Payroll Processing</i>	Vendor	Ongoing	Active	
One Beat	\$12,000	<i>CPR Training for Providers</i>	Vendor	8/1/24-7/31/26	Active	ELCB29
Business Leadership Institute for Early Learning	\$30,000	<i>Business courses for childcare center providers</i>	Vendor	01/01/25-06/30/25	Active	ELCB37
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active	
Crown Center	\$517,993	<i>Office Lease (est. annual cost)</i>	Lease	7/16/18-12/16/28	Active	4852-0671-1913.3
Sharp	\$35,000	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active	101-0018142
AT&T	\$95,000	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/24-6/30/25	Ongoing	-----
School Board of Broward County	\$0	<i>Community Partnership</i>	MOU	1/20/21-6/1/43	Active	
Brown & Brown	\$0	<i>Information Sharing Agreement</i>	MOU	8/1/20-7/31/26	Active	
Broward County	\$0	<i>Crisis Intervention &amp; Support</i>	MOU	11/18/20-11/17/25	Active	
Child Abuse Prevention-CAPTA	\$0	<i>Interagency Referrals Cooperation</i>	MOU	9/1/21-8/31/26	Active	
Seventeenth Circuit Court	\$0	<i>Cooperation Agreement</i>	MOU	6/23/20-Ongoing	Active	
University of Florida	\$0	<i>Data Use Agreement</i>	MOU	1/1/19-Ongoing	Active	
Women In Distress	\$0	<i>Community Partnership</i>	MOU	6/21/21-6/1/24	Pending	





## FYI 2 – Cash Disbursements

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

### Cash disbursement for January 2025

Vendor Name	Amount	Purpose
ADP, Inc.	2,841.76	December 2024 Processing Charges from 12/21/24-01/04/25
ADP, Inc.	1,354.50	December 2024 Time & Attendance
Alison Gonzalez	5,975.00	CLASS Observations for DEC 2024
AT&T Mobility	7,336.00	January 2025 Cell phone and Data Charges
Bluejean Software, Inc.	1,350.00	December 2024 Cloud Hosting & Maintenance Support
Business Card	1,638.82	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Card-4Imprint USA	3,535.98	Supplies for BECE Participants
Business Card	6,802.71	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Citrin Cooperman & Company LLP	5,250.00	Audit of Financial Statements as of December 2024
Colonial Life & Accident Insurance	7,016.34	December 2024 Employee Benefits
Colonial Life & Accident Insurance	7,016.34	January 2025 Employee Benefits
Florida Department of Education	13,962.84	ARPA Round 2 Return to DEL
Florida Department of Education	2,651.83	DEL FY23 5045 SR Adj
Goren, Cherof, Doody, & Ezrol, PA	3,225.00	December 2024 Legal Services Fee
Indeed	1,000.00	December 2024 Job Posting
Intermedia.net	2,141.79	January 2025 Efax
Intermedia.net	1,144.00	January 25 Microsoft Defender
Intermedia.net	6,089.69	January 25 VOIP Phone Services
Malwarebytes	9,302.88	Malware Endpoint Protection & Add Users 01-18-25 to 01-17-26
Maria Lopez	4,950.00	Class Observations for Dec 2024
Scholastic Inc.	3,418.80	Children's Books
Sun Life Assurance Company	30,472.02	February 2025 Employee Benefits
The School Board of Broward County	1,050.46	January 2025 Gulfstream Lease (Utility & Custodial Fees)
United States Treasury - IRS	13,752.94	Levy Payment for 34School Of Excellence
United States Treasury – IRS	1,544.31	Levy Payment for KC Kiddie Care II



## FY25 Match Fundraising Report

Funder	Status	Amount
Coconut Creek	Approved	29,000
Cooper City	No Funding Available	-
Coral Springs (Community Chest)	Approved	1,500
Dania Beach	No Funding Available	-
Davie	No Funding Available	-
Deerfield Beach	Approved	25,000
Ft. Lauderdale	Approved	100,000
Hallandale Beach	Approved	14,954
Hollywood	Approved	15,000
Lauderdale By The Sea	Approved	1,000
Lighthouse Point	Approved	1,714
Lauderdale Lakes	Approved	1,500
Lauderhill	Approved	10,000
Margate	Pending Response	1,000
Miramar	Approved	5,000
North Lauderdale	Approved	10,000
Oakland Park	Not Funded	-
Parkland	Approved	3,000
Pembroke Park (Town)	Pending Response	2,186
Pembroke Pines	Approved	35,000
Plantation	Approved	21,900
Pompano Beach	Approved	20,000
Tamarac	Pending Response	34,225
Sunrise	Approved	60,000
Southwest Ranches	Pending Response	1,950
West Park	Pending Response	14,126
Weston	Approved	4,240
Wilton Manors	Approved	4,240
		<b>416,535</b>
United Way	Committed as of July 1	136,500
Child Care Providers	Committed as of July 1	600,000
Broward County	Committed as of July 1	3,243,217
CSC	Committed as of July 1	1,589,612
	<b>Total SR Match</b>	<b>5,985,864</b>



**Legend:**  
**Bolded Items:** Recently Added/Updated  
 Grayed Out: Past Events

## Board Engagement Calendar FY 24-25

### Childcare Small Business Site Visits

\*Please Reach out to Lizbeth DelVecchio at [Ldelvecchio@elcbroward.org](mailto:Ldelvecchio@elcbroward.org) if you would like to RSVP for a site visit.

Date	Childcare Center Name	Address	Time
<i>Sep. 17, 2024</i>	<i>My First Learning Center</i>	<i>2116 Garfield St., Hollywood, FL 33020</i>	<i>9:30 AM - 11:00 AM</i>
<i>Oct. 8, 2024</i>	<i>Kinder Clues Academy (CANCELLED)</i>	<i>11880 W State Rd. 84 Suite D1 &amp; D2, Davie, FL 33325</i>	<i>9:30 AM - 11:00 AM</i>
<i>Nov. 19, 2024</i>	<i>Hollywood Preschool</i>	<i>6523 Taft St. Hollywood, FL 33024</i>	<i>9:30 AM - 11:00 AM</i>
<i>Dec. 17, 2024</i>	<i>Hollywood Preschool (CANCELLED)</i>	<i>6523 Taft St, Hollywood, FL 33024</i>	<i>9:30 AM - 11:00 AM</i>
<i>Jan. 14, 2025</i>	<i>International Montessori Kids</i>	<i>602 Anderson Cir., Deerfield Beach, FL 33441</i>	<i>9:30 AM - 11:00 AM</i>
<i>Feb. 11, 2025</i>	<i>Kinder Clues Academy</i>	<i>11880 W State Rd. 84 Suite D1 &amp; D2, Davie, FL 33325</i>	<i>9:30 AM - 11:00 AM</i>
<b>Mar. 11, 2025</b>	<b>Hollywood Preschool</b>	<b>6523 Taft St. Hollywood, FL 33024</b>	<b>9:30 AM - 11:00 AM</b>
<b>Apr. 30, 2025</b>	<b>Craft Learning Center</b>	<b>4000 N State Rd 7 #106, Lauderdale Lakes, FL 33319</b>	<b>9:30 AM - 11:00 AM</b>
TBD	Soaring Eagles Academy	5835 N University Dr, Tamarac, FL 33321	9:30 AM - 11:00 AM

### Monthly PLAN Meetings

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

Date	Location	Time
<i>Aug. 21, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 12:00 PM</i>
<i>Sep. 18, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 12:00 PM</i>
<i>Oct. 16, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 12:00 PM</i>
<i>Nov. 20, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 12:00 PM</i>
<i>Dec. 18, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 12:00 PM</i>
<i>Jan. 15, 2025</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 12:00 PM</i>
<i>Feb. 19, 2025</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 12:00 PM</i>
<b>Mar. 19, 2025</b>	<b>ELC Broward, Training Room</b>	<b>10:00 AM - 12:00 PM</b>
<b>Apr. 16, 2025</b>	<b>ELC Broward, Training Room</b>	<b>10:00 AM - 12:00 PM</b>
<b>May 21, 2025</b>	<b>ELC Broward, Training Room</b>	<b>10:00 AM - 12:00 PM</b>
<b>Jun. 18, 2025</b>	<b>ELC Broward, Training Room</b>	<b>10:00 AM - 12:00 PM</b>

### Read For the Record/ Model Classroom Ribbon Cutting

\*Please Reach out to Lizbeth DelVecchio at [Ldelvecchio@elcbroward.org](mailto:Ldelvecchio@elcbroward.org) if you would like to RSVP for our Read for the Record Event.

Date	Location	Time
<i>Oct. 17, 2024</i>	<i>ELC Broward, Model Classroom</i>	<i>10:30 AM - 12:00 PM</i>

### ELC Broward's Annual State of Childcare Event

\*Registration is closed at this time\*

Date	Location	Time
<b><i>Feb 27, 2025</i></b>	<b><i>ELC Broward, Training Room (CANCELLED)</i></b>	<b><i>9:00 AM - 11:00 AM</i></b>

## Notable Early Learning Conferences

**\*Please Reach out to Melody Martinez at [Mmartinez@elcbroward.org](mailto:Mmartinez@elcbroward.org) if you would like assistance organizing accommodations\***

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

# BOARD MEMBER SPONSORSHIP FORM



*ELC Board Donations and Sponsorship Opportunities*  
*Please indicate the areas and amount you would like to sponsor below.*

**Board/Committee Refreshments**

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

**ELC Unfunded Events**

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

**General Donation to ELC Broward**

- Unrestricted Funding

Name/Org:

Please enter the total amount of donations:

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

Cash

Check

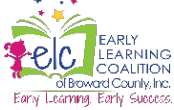
Card Payment

*All donations are appreciated!*

**TO DONATE PLEASE SCAN THE QR CODE OR VISIT:**

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





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

### **VISION:**

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

### **MISSION:**

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

### **BOARD MEMBER ROLE:**

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

### **TERM (for private sector member):**

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

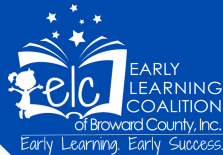
### **TIME EXPECTATIONS:**

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

### **RESPONSIBILITIES:**

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

# MAKE AN IMPACT IN YOUR COMMUNITY



The Early Learning Coalition of Broward County  
IS SEEKING DYNAMIC INDIVIDUALS TO JOIN  
THE BOARD OF DIRECTORS



## WE'RE LOOKING FOR PROFESSIONALS WITH EXPERTISE IN:

- Banking
- Public Relations/Marketing
- Health care
- Fundraising

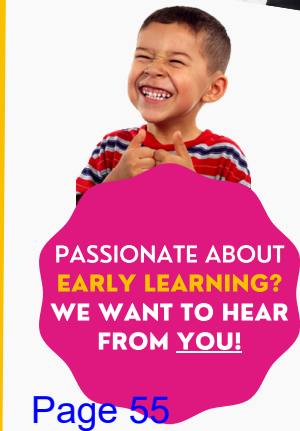
## QUALITIES OF AN IDEAL CANDIDATE:

- Enthusiastic about early care and education
- Committed to attending Board meetings
- Willing to help advance ELC Broward's mission

*Additional qualifications can be found on our website*

**Apply Today!**

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



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"Early learning,  
Early success."

[www.elcbroward.org](http://www.elcbroward.org)  
954-377-2188

ELC of Broward County

Committee Members 2024-2025

COMMITTEE	Member Name	Seat	By Laws
<b>EXECUTIVE</b> <i>4 needed for a Quorum</i>	<i>Members consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Immediate Past Chair (if applicable) and each of the chairs of the Standing Committees)</i>		
Officer	1 Laurie Sallarulo	Chair	effective 04/2014 - Governor appointment
Officer	2 Dawn Liberta	First Vice Chair/Governance	effective July 2024 (3 year term)
Officer	3 Michael Asseff	Second Vice Chair	effective July 2024 (3 year term)
Officer	4 <b>Monica King</b>	Secretary/PRC Chair	effective July 2024 (3 year term)
Officer	5 Cindy Arenberg Seltzer	Treasurer/Finance Chair	effective July 2024 (3 year term)
	6 Amoy Reid	Nominating Com. Chair	effective July 2024 (3 year term)
	7 Renee Podolsky	Audit Com. Chair	effective July 2024 (3 year term)
<b>FINANCE</b> <i>4 needed for a Quorum</i>	<i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members EXCLUDING CHAIR. No Term Limits</i>		
	1 Cindy Arenberg Seltzer	Chair	effective 07/01/24
	2 Maria Hernandez	Member	effective 06/14/23
	3 Dawn Liberta	Member (Officer)	effective 02/12/24
	4 Renee Podolsky	Member	
	5 Twan Russell	Member	
	6 Laurie Sallarulo	Member (Board Chair)	
	7 Zachary Talbot	Member	effective June 2020
<b>PROGRAM REVIEW</b> <i>5 needed for a Quorum</i>	<i>Members appointed by the Chair. Ad Hoc members with particular expertise may be appointed to assist in the given particular area of program. Reports directly to the Board and shall consist of at least (3) members EXCLUDING CHAIR. No Term Limits</i>		
	1 <b>Monica King</b>	Chair	effective 07/13/22
	2 Cindy Arenberg-Seltzer	Member (Officer)	effective 07/01/22
	3 <b>Richard Campillo</b>	Member	effective 07/01/18
	4 Krystie Castillo	Member	effective 02/12/24
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Renee Podolsky	Member	effective 05/10/23
	7 Laurie Salarullo	Member (Board Chair)	effective 07/01/18
	8 Ellie Schrot	Member	effective 06/14/23
	9 Amy Hauser	Member	effective 02/10/25
<b>AUDIT</b> <i>4 needed for a Quorum</i>	<i>Members elected by Board. Consists of at least (5) five Members including Chair. Ad Hoc Members may be appointed to assist in accounting or financial management experience. No more than (1) one Member of the Finance Committee shall be a Member of the Audit Committee and in no event shall the chair of the Finance Committee be a Member of the Audit Committee. No Term Limits</i>		
	1 Renee Podolsky	Chair	effective July 2024 (3 year term)
	2 Ellie Schrot	Member	effective September 2024
	3 <b>Richard Campillo</b>	Member	effective 10/16/23
	4 <b>Monica King</b>	Member	effective 04/07/17
	5 Michael Asseff	Member (Officer)	effective 02/12/24
	6 Traci Schweitzer	Member	effective 02/12/24
<b>GOVERNANCE</b> <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (5) five Members, EXCLUDING CHAIR. First Vice Chair shall serve as chair of the Governance Committee. No Term Limits</i>		
	1 Dawn Liberta	Chair	effective July 2024 (3 year term)
	2 Michael Asseff	Member (Officer)	effective 06/2020
	3 Kirk Englehardt	Member	effective 09/13/21
	4 Carol Hylton	Member	effective 02/2021
	5 Laurie Sallarulo	Member (Board Chair)	effective 09/15/22
	6 Renee Podolsky	Member	effective 10/06/22
	7 Amoy Reid	Member	effective 10/06/22
<b>NOMINATING</b> <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition. No Term Limits</i>		
	1 Amoy Reid	Chair	effective July 2024 (3 year term)
	2 Sharonda Davis-Bailey	Member	effective 04/27/22
	3 Michael Asseff	Member (Officer)	effective 7/1/24
	4 Twan Russell	Member	
	5 Laurie Salarullo	Member (Board Chair)	
	6 Julie Winburn	Member	effective 05/2022
<b>AD HOC FUNDRAISING</b> <i>4 needed for a Quorum</i> Re-established 8/2022 Report to Executive Comm	1 Michael Asseff	Co-Chair (Officer)	Co-Chair effective 06/14/23
	2 Traci Schweitzer	Co-Chair	Co-Chair effective 03/11/24
	3 Krystie Castillo	Member	effective 02/12/24
	4 Kirk Englehardt	Member	effective 09/20/22
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Amoy Reid	Member	effective 08/10/22
	7 Zachary Talbot	Member	effective 08/30/22
	8 Beverly Batson (Honorary)	Non-Voting Member/ No Quorum	effective 12/16/24



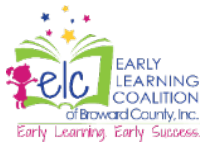


**Early Learning Coalition of Broward County  
Board Attendance Chart FY 24-25**

QUORUM # NEEDED: 11

Board Members	Seat	Date commenced on Board		1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1 Laurie Sallarulo	Chair	4.2014		X	X	X	X				0
2 Dawn Liberta	First Vice Chair	10.16.23		V	V	X	X				0
3 Michael Asseff	Second Vice Chair	5.7.2013		V	V	V	V				0
4 Monica King	Secretary	5.12.17		X	X	X	X				0
5 Cindy Arenberg Seltzer	Treasurer	1999		X	X	X	V				0
6 Sharonda Bailey	Member	10.1.21		X	X	X	X				0
7 Richard Campillo	Member	5.12.17		X	X	X	ABS				1
8 Krystie Castillo	Member	10.16.23		V	ABS	V	V				1
9 Kirk J. Englehardt	Member	4.2021		V	ABS	X	V				1
10 Brenda Fam	Member	11.19.24				ABS	X				1
11 Amy Hauser	Member	12.16.24					X				0
12 Maria Hernandez	Member	11.14.22		X	V	V	V				0
13 Carol Hylton	Member	9.2020		X	V	X	V				0
14 Renee Podolsky	Member	6.2014		X	ABS	X	V				1
15 Dr. Amoy Reid	Member	9.2019		X	V	V	V				0
16 Twan Russell	Member	2.2016		ABS	V	V	ABS				2
17 Ellie Schrot	Member	6.2014		X	X	V	X				0
18 Traci Schweitzer	Member	10.16.23		X	X	X	X				0
19 Zachary Talbot	Member	2.2020		X	V	X	V				0
20 Julie Winburn	Member	4.1.22		ABS	X	X	X				1
VACANT - Gub. Private Sector											
VACANT - Private Sector											
Honorary Board Members		Start Date	Last Date	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1 Beverly Batson		06/17/24		X	ABS	X	V				
Members who left During FY 24-25 Term		1st Term Started	Last Date	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1 Melody McDonald	Member	06.13.22	09.09.24								0
2 Daniel Foganholi	Member	12.15.23	11.19.24	ABS	ABS						2
V= Virtual Meeting											
X= Present at meeting											
ABS= Absent from Meeting											
P= phone attendance											
FM= First Meeting											
LM= Last Meeting											
Shaded areas - no meeting scheduled											

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



# ELC of Broward County

## FY 2024-2025 Board/Committee Meetings Calendar

July 2024							August 2024							September 2024							October 2024							November 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January 2025							February 2025							March 2025							April 2025							May 2025							June 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
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<p><b><u>Board</u></b>  <u>Mon. at 9:30 am</u>          1. Sep 16, 24 at 3p (rescheduled)          2. Oct 14, 24          3. Dec 16, 24          4. Feb 10, 25          5. Mar 10, 25          6. May 12, 25          7. Jun 16, 25</p>	<p><b><u>Finance/ Exec</u></b>  <u>Tues. at 1:30 pm</u>          1. Aug 27, 24          2. Oct 1, 24          3. Dec 10, 24          4. Jan 28, 25          5. Mar 4, 25          6. Apr 29, 25          7. Jun 3, 25</p>	<p><b><u>Governance</u></b>          1. Oct 7, 24 at 1:00 pm          2. Dec 3, 24 at 11:30 am          3. Feb 3, 25 at 1:00 pm          4. Mar 3, 25 at 11:30 am          5. May 1, 25 at 11:30 am          6. Jun 9, 25 at 1:00 pm</p>	<p><b><u>Nominating</u></b>  <u>Wed. at 1:00 pm</u>          1. Dec 5, 24 at 12 pm          2. Jan 29, 25          3. Apr 30, 25          4. Jun 4, 25 at 1 pm</p>	<p><b><u>Audit</u></b>          1. July 29, 24 at 11 am RFP Appl.          2. Aug 27, 24 at 3.30 pm          3. Mar 4, 25 at 3.30 pm</p>	<p><b><u>Program Review</u></b>          1. Aug 28, 24 at 11 am          2. Dec 5, 24 at 10 am          3. Mar 3, 25 at 9 am</p>	<p><b><u>Ad-Hoc Fundraising</u></b>          1. Sep 3, 24 at 12:30 pm          2. May 7, 25 (hold)</p>
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**ELC offices closed for holidays on:**

July 4 Independence; Sep 2 Labor; Nov 11 Veterans; Nov 27-28 Thanksgiving; Nov 29 Day after Thanksgiving; Dec 23-25 Christmas; Dec 31 New Years Eve; Jan 1 New Year's Day; Jan 20 MLK; Feb 17 President; May 26 Memorial;

**Federal Holidays:**

Oct 14 Columbus; Jun 19 Juneteenth;

**Holidays:**

Oct 2 – Oct 4 Rosh Hashanah; Oct 11 Yom Kippur; Oct 16 – Oct 23 Sukkot; Dec 25 – Jan 2 Hannukah; Mar 5 Ash Wed/Lent; Mar 24 – 28 Spring Break; Apr 18 Good Friday;

## FYI - ELC Broward Glossary of Terms (August 2019)

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

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

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

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

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