



ELCHC Board of Directors Meeting Agenda

Monday, February 26, 2024 at 3:00 pm

6302 E. Dr. Martin Luther King Jr. Blvd., Suite 100 Tampa, FL 33619

<https://us06web.zoom.us/j/83453037721?pwd=L3U2VWJFcURtUElaaW1KaDR3a01UQT09>

Meeting ID: 834 5303 7721

Passcode: 600546



ELCHC Board of Directors Meeting Agenda Packet

Monday, February 26, 2024

I. WELCOME & INTRODUCTIONS

A. Patel

- A. Roll call/Quorum
- B. Pledge of Allegiance

II. PUBLIC COMMENT I

A. Patel

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.

III. CHAIRMAN'S REPORT

A. Patel

- A. Mission Moment
- B. Recognition of our newest Board of Director, Annette Eberhart & Re-election of Board Member Amanda Jae
- C. Recognition of service to the ELCHC Board of Directors: Cynthia Chipp & Stacie Ward
- D. Committee Appointments
- E. Retreat

IV. CONSENT AGENDA

A. Patel

The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.

- A. February 26, 2024 Board of Directors Meeting Agenda
- B. October 23, 2023 Board of Directors Draft Meeting Minutes - 4
- C. Approval of Sliding Fee Scale - 10
- D. Approval to add two paid School Readiness Provider holidays - 13
- E. Approval of allocation of funds for Special Needs Autism research - 14
- F. Approval of allocation of funds for technology hardware - 22
- G. Approval of allocation of funds for NECPA accreditation coaching - 27
- H. Approval of allocation of funds for NAEYC accreditation coaching - 100
- I. Approval of allocation of funds for early literacy outreach - 118
- J. Approval of allocation of funds for family learning partnership - 134

V. ACTION ITEMS

A. Patel

- A. Ratification of Provider Representatives to the ELCHC Board of Directors - 142
- B. Approval of allocation of funds for Child Language Development Solution - 147
- C. CEO Evaluation Results for Merit Increase - 158

VI. COMMITTEE REPORTS

- A. Executive Committee - 171
- B. Governance Committee - 172
- C. Finance Committee - 177
- D. Service Delivery and Efficiency Committee - 208
- E. Development Committee - 209
- F. Legislative Committee - 210
- G. Provider Review Hearing Committee - 215

VII. FINANCE REPORT

- A. Financials Budget to Actual through December 31, 2023 - 216

VIII. CEO REPORT

- A. ARPA Update Evaluation Plan
- B. CEO Evaluation - 219
- C. BOCC Funding

IX. Discussion

- A. ELCHC Board of Directors Provider Representative

X. ANNOUNCEMENTS

- A. Next, Day of Play will be in May
- B. Children's Summit 2024 will be held in September
- C. Next, Regular Board of Directors Meeting is scheduled for April 15, 2024.

XI. PUBLIC COMMENT II

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.

XII. ADJOURNMENT

A. Patel

A. Patel

S. Holmquist

M. Zieziula

A. Jae

S. Robinson

A. Giery

J. Jenkins

G. Meyer

F. Hicks

A. Patel

A. Patel

A. Patel



Monday, October 23, 2023, at 3:00 pm
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Chair Aakash Patel

Board Members Present:

Dr. Daphne Fudge*, Dr. Stephie Holmquist, Commissioner Gwen Myers*, Dr. Shawn Robinson, Amanda Jae, Dr. Jodi Marshall*, Stacie Ward*, Dr. Jacquelyn Jenkins*, Tracye Brown*
Dr. Larissa Baia*, Dr. Lise Fox*, Adam Giery*, Gino Casanova*, Dr. Daira Barakat Avila*, Rebecca Bacon, Derek Zitko*, Chantal Porte*, and Beth Pasek*

Board Members Absent:

Allison Nguyen, Cynthia Chipp and Michelle Zieziula

ELCHC Staff:

Dr. Fred Hicks, Nancy Will, Sabrina Ruiz*, Gary Myers*, Abigail Perez*, Alison Fraga, Kelley Minney, and Kiyana Scott

Other Attendees:

Frazier Carraway, Tonia Williams*, Molly Grant*, Jes Fowler*, Carol Wick*, and Dennis Hebert

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Aakash Patel called the meeting to order at 3:01 pm.

PLEDGE OF ALLIGANCE

Chantal Porte lead the pledge of allegiance.

PUBLIC COMMENT I

Mary Hancock, owner of Merry Go Round childcare centers. Ms. Hancock asked that the board of directors consider adding another representative to the board of directors for equal representation. She went on to share that there were more for-profit centers than faith-based, and home centers so that everyone has a seat at the table with their unique needs, and perspective it would best to have representatives from all different forms of early childhood education.

CHAIRMAN'S REPORT

A. Mission Moment

Chair Patel opened the floor for Gino Casanova to share with the committee as to why he wanted to serve on the board of directors. Mr. Casanova shared that he is the father of 2 young children and the importance of education, especially early education, is vital to the success not just of his children but that every child deserves a solid start on their education.



B. Recognition of our newest Board of Director, Rebecca Bacon, Executive Director of The Children’s Board of Hillsborough County

Chair Patel opened the floor for Mrs. Bacon to introduce herself. Ms. Bacon shared that she has been working in education for over 30 years and has raised 3 children in Hillsborough County that all went through the early learning program. Ms. Bacon shared that she has a passion for quality early learning and stated she was happy to be a member of the Board of Directors for early education.

C. Committee Appointments

Chair Patel asked that each of the committee chairs share a description of their committees. The following chairs shared a description of their committee as outline in the bylaws:

Dr. Jacquelyn Jenkins-Provider Review Hearing Committee

Amanda Jae-Service Delivery & Efficiency Committee

Dr. Stephie Holmquist-Governance Committee

Dr. Shawn Robinson-Development Committee

Adam Giery-Legislative Committee

Gary Myer, Chief Financial Officer spoke about the duties of a member of the Finance Committee on behalf of Chair Michelle Zieziula.

Chair Patel asked Rebecca Bacon which committee she would like to serve on, and Mrs. Bacon stated that she would like to hold off on joining one as she would like a little time to get settled into her role on the board before deciding.

Chair Patel asked Chantal Porte which committee she would like to serve on. Ms. Porte stated that she would be interested in serving on the Provider Review Committee.

Chair Patel appointed Stacie Ward to the Finance Committee.

Chair Patel appointed himself to the Legislative Committee.

Chair Patel appointed Amanda Jae to the Legislative Committee.

Chair Patel explained that anyone can attend any meeting as they are available and welcomed participation in all aspects of the board.

Chair Patel asked for a motion to approve Chantal Porte to the Provider Review Committee, Chair Patel to the Legislative Committee, Stacie Ward to the Finance Committee, and Amanda Jae to the Legislative Committee.

Dr. Shawn Robinson made a motion to approve Chantal Porte to the Provider Review Committee, Chair Patel to the Legislative Committee, Stacie Ward to the Finance Committee and Amanda Jae to the Legislative Committee. Dr. Stephie Holmquist made a second. The motion carried unanimously.

D. Recognition of former Board of Director Members-Carl Harness, Lee Bowers, Melissa Raburn, and Kelley Parris

Chair Patel recognized former Board Member, Carl Harness. Mr. Harness shared that one of the highlights of his time serving on the board was bringing Dr. Hicks onboard to lead the dedicated staff of the Early Learning Coalition of Hillsborough County (ELCHC). Mr. Harness stated it was a privilege to serve and that he really enjoyed his time on board and was just a phone call away should he be needed in the future.

Chair Patel asked if any other former board members were present to recognize them with their certificate of appreciation. Mrs. Bacon stated she would be able to hand Kelley Parris her certificate when she was available to meet in-person. Chair Patel thanked the other former members of the board for their service.

Chantel Porte asked if perhaps with her job duties and title if that might be conflict of interest. Ms. Porte shared her role with Hillsborough County. The Board Council, Frazier Carraway, Esq. recommended that Ms. Porte be moved onto a different committee.

Chair Patel asked for a motion to move Chantal Porte to the Service Delivery & Efficiency Committee from the Provider Review Hearing Committee. Amanda Jae made a motion to move Chantal Porte to the Service Delivery & Efficiency Committee. Dr. Daphne Fudge seconded the motion. The motion carried unanimously.

E. Meeting Date Change-Board of Directors February 19, 2024, meeting moved to February 26, 2024 & Special meeting of the Board of Directors on December 11, 2023.

Chair Patel announced the date change of the next Board of Directors meeting and shared that there would be a special meeting on December 11, 2023.

Chair Patel gave a brief update on the dates that Dr. Fred Hicks, CEO and members of the Legislative Committee will be in Tallahassee for the upcoming legislative session. Chair Patel shared that any board members interested in traveling to Tallahassee to represent the ELCHC were more than welcomed to join.

CONSENT AGENDA

The following items were included under the Consent Agenda:

- A. June 26, 2023 Board of Directors Annual Meeting Agenda
- B. April 17, 2023 Board of Directors Regular Meeting Minutes

Dr. Shawn Robinson made a motion to approve the Consent Agenda. Amanda Jae made a second. The motion carried unanimously.

ACTION ITEMS

A. Reappointment of Adam Giery to the Board of Directors

Chair Patel opened the floor to Dr. Stephanie Holmquist, Chair of the Governance Committee. Dr. Holmquist reported that the Governance Committee could not recommend more highly the reappointment of Adam Giery to the ELCHC Board of Directors.

Dr. Stephanie Holmquist made the motion to reappoint Adam Giery to the ELCHC Board of Directors. Dr. Shawn Robinson made the second. The motion carried unanimously.

B. Approval of allocation of funds to the Children’s Forum for Early Childhood Educator INCENTIVE\$

There was committee discussion to possibly hold off on vote until the December special meeting of the Board of Directors to have a representative from the Children’s Forum to give a breakdown as to where specifically these dollars would go. It was determined that from past allocations to the Children's Forum for Early Childhood Educator INCENTIVE\$ a motion could be made.

Dr. Shawn Robinson made a motion of the approval of allocation of funds to the Children’s Forum for Early Childhood Educator INCENTIVE\$. Dr. Stephe Holmquist made a second. Dr. Larissa Baia abstained from the vote. The motion carried.

C. Approval to enter into a contract with the Children’s Board of Hillsborough County FY 23-24

Dr. Hicks shared that this is match money from the Children's Board of Hillsborough County.

Amanda Jae made a motion to approve to enter into a contract with the Children’s Board of Hillsborough County FY 23-24. Dr. Shawn Robinson made a second. Rebecca Bacon abstained from the vote. The motion carried.

D. Approval of the allocation of funds to Sharity Global-Board of Directors Retreat FY 23-24

Dr. Hicks explained this allocation is for the Board of Directors retreat and this was an RFP that was open for 20-days as laid out in the agenda packet. Ms. Wick from Sharity Global was available for questions and she explained the details of what the allocation would cover and shared that she provided strategic planning for multiple coalitions throughout state.

Adam Giery made a motion to approve the allocation of funds to Sharity Global-Board of Directors Retreat FY 23-24. Dr. Shawn Robinson made a second. The motion carried unanimously.

COMMITTEE REPORTS

A. EXECUTIVE

Chair Patel reported that the Executive Committee met on October 16, 2023 to review and discuss the following items:

- Approval of the August 14, 2023 Executive Committee meeting minutes
- Approval of the October 23, 2023 Draft Board of Directors Agenda
- Committee Reports
- CEO Report
- Legislative Focus

B. Governance

Dr. Stephe Holmquist Johnson, Committee Chair, stated the Governance Committee met on September 25, 2023, to review and discuss the following items:

- Recommendation of Adam Giery for reappointment to the Board of Directors
- CEO Evaluation results
- Provider Representation on the Board of Directors
- Provider Nominations (Timeline)
- CEO Report
- Next meeting of the Governance Committee will be held on January 29, 2024

C. SERVICE DELIVERY & EFFICIENCY

Amanda Jae, Chair of the Service Delivery & Efficiency Committee, shared they met on September 14, 2023 to review and discuss the following items:

- Day of Play & Upcoming events for providers and/or families
- CEO Report

D. DEVELOPMENT

Dr. Shawn Robinson, Chair of the Development Committee, shared that the Committee met on September 6, 2023 to review and discuss the following items:

- Resource Development Department Updates
- Education of Young Children Summit
- Host Committee Update

E. Finance

Gary Meyer, Chief Financial Officer gave the committee report on behalf of Michelle Zieziula, Chair of the Finance Committee. Mr. Meyer reported the committee met on October 2, 2023 to review and discuss the Fiscal Year 2024 budget presented and also shared that the committee approved the following allocations:

- Approval of allocation of funds to contract with Saxon Gilmore & Carraway, P.A. for governance-related legal services
- Approval of allocation of funds to WebAuthor.com LLC
- Approval of allocation of funds to contract with Sharity Global for Board of Directors retreat and strategic plan formation
- Approval of allocation of funds to Protected Trust, LLC

FINANCE REPORT

Gary Meyer, Chief Financial Officer shared that the ELCHC received an additional \$6.8 million to fund 14,300 children in total for the year, and the team is busy with assisting in the ARPA grant distribution. Mr. Meyer also shared that he has been forwarding RFP opportunities that are also noted on the website and will have may procurements completed in December for approval at the special meeting.

CEO REPORT

Dr. Fred Hicks, CEO of ELCHC introduced Ms. Molly Grant from Association of Early Learning Coalitions of Florida (AELCFL) to present the Board of Directors with the three legislative items the AELCFL would be taking to the Florida state legislative session in the spring of 2024. Ms. Grant also stated they do not lobby but are subject matter experts. Ms. Grant shared the priorities that were included in the agenda packet for Board members to review so they could also speak to these priorities at the local level.

In the interest of time Dr. Hicks briefly reported on the following items that were outlined in his CEO report in the agenda packet:

- Legislative Coordination
 - Dr. Hicks shared that Ms. Grant hit all the priorities and that he would be traveling to Tallahassee in January and February while legislators were in session with Chair Patel and other members of the Legislative Committee.
- Provider Representative Election Live -Nominations
- \$33 Million Dollar ARPA Update
 - Dr. Hicks called attention to the outline in the agenda packet.
- Homeless Initiative
 - Dr. Hicks shared the ELCHC is coordinating with organizations that are experts in helping with the homeless population to use the \$1 million dollars given for this purpose.
- Improving Services to Children with Special Needs
 - Dr. Hicks emphasized that there were already processes in place in prioritizing children with special needs. For example, moving children up on the list; more classrooms that are ready to meet their needs as well as teacher trainings at all levels including the owners/directors of centers.
- Results of CEO Evaluation (DEL form)
 - Dr. Hicks called attention to the results of the CEO evaluation in the agenda packet.

ADJOURNMENT

Citing the time, Chair Patel asked for a motion to adjourn the meeting.

Amanda Jae made a motion to adjourn the meeting at 4:55 pm. Dr. Stephie Holmquist made a second motion to adjourn. The motion passed unanimously.

Read and approved by: _____

Dr. Stephie Holmquist, Secretary

Date

Board of Director Meeting
February 26, 2024

ACTION

ITEM IV. C.

ISSUE: Approval of sliding fee scale
FISCAL IMPACT: \$3,000,000 annually; \$1,000,000 for FY24
FUNDING SOURCE: Florida Department of Education, Division of Early Learning School Readiness
RECOMMENDED ACTION: Approval of sliding fee scale

NARRATIVE:

Background: In June, 2023, the Board of Directors approved an update to the sliding fee scale that consisted solely of updating poverty guidelines used as an eligibility criterion by the Florida Division of Early Learning as well as a number of Federal programs. Eligibility for school readiness services for certain client groups must be determined based on family income in relation to the federal poverty level. In addition, the federal poverty level is used to determine each family's co-payment for school readiness services.

Recommendation: Staff is recommending reducing the amounts in the parent co-payment structure, commensurate with amounts of a neighboring Coalition (Polk). (See attached schedule for the Proposed 3/1/2024 Daily Fee Schedule.) The change, if approved by the Board of Directors, will be provided to the Division of Early Learning to be implemented March 1, 2024. The cost is \$1,000,000 for the remainder of FY24 (March 1, 2024 to June 30, 2024), and \$3,000,000 for FY25 and beyond, assuming an equivalent number and composition of children.

Florida Division of Early Learning
SLIDING FEE SCHEDULE

Proposed 3/1/2024		Prior to 3/1/2024		----- Annual Gross Income - Number of persons in Family -----															
DAILY FEE		DAILY FEE																	
Full-Time	Part-Time	Full-Time	Part-Time	FPL as indicated unless exceeds	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0.40	0.20	1.80	0.90	85% SMI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
				50%FPL	7,290	9,860	12,430	15,000	17,570	20,140	22,710	25,280	27,850	30,420	32,990	35,560	38,130	40,700	43,270
0.80	0.40	2.40	1.20	75%FPL	7,291	9,861	12,431	15,001	17,571	20,141	22,711	25,281	27,851	30,421	32,991	35,561	38,131	40,701	43,271
					10,935	14,790	18,645	22,500	26,355	30,210	34,065	37,920	41,775	45,630	49,485	53,340	57,195	61,050	64,905
1.20	0.60	3.60	1.80		10,936	14,791	18,646	22,501	26,356	30,211	34,066	37,921	41,776	45,631	49,486	53,341	57,196	61,051	64,906
					14,579	19,719	24,859	29,999	35,139	40,279	45,419	50,559	55,699	60,839	65,979	71,119	76,259	81,399	86,539
1.60	0.80	4.60	2.30	FPL	14,580	19,720	24,860	30,000	35,140	40,280	45,420	50,560	55,700	60,840	65,980	71,120	76,260	81,400	86,540
					17,010	23,007	29,004	35,001	40,998	46,995	52,992	58,988	64,985	70,982	76,979	82,976	88,973	94,969	100,966
2.00	1.00	5.20	2.60	85% SMI	17,011	23,008	29,005	35,002	40,999	46,996	52,993	58,989	64,986	70,983	76,980	82,977	88,974	94,970	100,967
					19,441	26,295	33,148	40,002	46,856	53,709	60,563	67,417	74,270	81,124	87,978	94,831	101,685	108,539	112,785
2.40	1.20	5.60	2.80	85% SMI	19,442	26,296	33,149	40,003	46,857	53,710	60,564	67,418	74,271	81,125	87,979	94,832	101,686	108,540	115,393
				150%FPL	21,870	29,580	37,290	45,000	52,710	60,420	68,130	75,840	83,550	91,260	98,970	106,680	114,390	122,100	129,810
2.80	1.40	6.00	3.00		21,871	29,581	37,291	45,001	52,711	60,421	68,131	75,841	83,551	91,261	98,971	106,681	114,391	122,101	129,811
					22,720	30,730	38,739	46,749	54,759	62,768	70,778	78,788	86,797	94,807	102,817	110,826	118,836	126,846	134,855
3.20	1.60	6.20	3.10	85% SMI	22,721	30,731	38,740	46,750	54,760	62,769	70,779	78,789	86,798	94,808	102,818	110,827	118,837	126,847	134,856
					23,570	31,879	40,189	48,498	56,807	65,117	73,426	81,735	90,045	98,354	106,663	114,973	123,282	131,591	139,901
3.60	1.80	6.40	3.20	85% SMI	23,571	31,880	40,190	48,499	56,808	65,118	73,427	81,736	90,046	98,355	106,664	114,974	123,283	131,592	139,902
					24,420	33,029	41,638	50,247	58,856	67,465	76,074	84,683	93,292	101,901	110,510	119,119	127,728	136,337	144,946
4.00	2.00	6.40	3.20	85% SMI	24,421	33,030	41,639	50,248	58,857	67,466	76,075	84,684	93,293	101,902	110,511	119,120	127,729	136,338	144,947
					25,270	34,179	43,087	51,996	60,905	69,813	78,722	87,631	96,539	105,448	114,357	123,265	132,174	141,082	149,991
4.40	2.20	6.80	3.40	85% SMI	25,271	34,180	43,088	51,997	60,906	69,814	78,723	87,632	96,540	105,449	114,358	123,266	132,175	141,083	149,992
					26,120	35,328	44,537	53,745	62,953	72,162	81,370	90,578	99,787	108,995	118,203	127,411	136,620	145,828	155,036
4.80	2.40	6.80	3.40	85% SMI	26,121	35,329	44,538	53,746	62,954	72,163	81,371	90,579	99,788	108,996	118,204	127,412	136,621	145,829	155,037
				185%FPL	26,973	36,482	45,991	55,500	65,009	74,518	84,027	93,536	103,045	112,554	122,063	131,572	141,081	150,590	160,099
5.20	2.60	7.40	3.70	85% SMI	26,974	36,483	45,992	55,501	65,010	74,519	84,028	93,537	103,046	112,555	122,064	131,573	141,082	150,591	160,100
					28,067	37,961	47,856	57,750	67,645	77,539	87,434	97,328	107,223	117,117	127,012	136,906	146,801	156,695	166,590

Sliding Fee Scale for Hillsborough County Coalition

Florida Division of Early Learning SLIDING FEE SCHEDULE

Proposed 3/1/2024		Prior to 3/1/2024		----- Annual Gross Income - Number of persons in Family -----																
DAILY FEE		DAILY FEE																		
5.60	2.80	7.40	3.70	85% SMI	28,068	37,962	47,857	57,751	67,646	77,540	87,435	97,329	107,224	117,118	127,013	136,907	146,802	156,696	166,591	
				200%FPL	29,160	39,440	49,720	60,000	70,280	80,560	90,840	101,120	111,400	121,680	131,960	142,240	152,520	162,800	173,080	
5.70	2.85	8.00	4.00	85% SMI	29,161	39,441	49,721	60,001	70,281	80,561	90,841	101,121	111,401	121,681	131,961	142,241	152,521	162,801	173,081	
				85% SMI	31,347	42,398	53,449	64,500	75,551	86,602	97,653	108,704	119,755	130,806	141,857	152,908	163,959	175,010	186,061	
5.80	2.90	9.60	4.80	85% SMI	31,348	42,399	53,450	64,501	75,552	86,603	97,654	108,705	119,756	130,807	141,858	152,909	163,960	175,011	186,062	
				85% SMI	33,534	45,356	57,178	69,000	80,822	92,644	104,466	116,288	128,110	139,932	151,754	163,576	175,398	187,220	199,042	
5.90	2.95	10.40	5.20	85% SMI	33,535	45,357	57,179	69,001	80,823	92,645	104,467	116,289	128,111	139,933	151,755	163,577	175,399	187,221	199,043	
				85% SMI	36,885	48,235	59,584	70,934	82,283	93,633										

Parents receiving hourly care pay up to the part-time fee.
 Note: 10% parent fee was calculated using 260 days.
 Refer to 6M-4.400, F.A.C.

2023 Poverty Level (FPL) effective January 19, 2023.
 LIHEAP IM 2022-04 State Median Income Estimates

Income 85% State Median Income: Upper threshold for eligibility

Please answer the following questions:

- (1) If there is a sibling discount, what is the percentage? Yes, the Coalition offers a sibling discount. The highest fee is applied to the youngest child. All siblings should receive a 50% discount if declared eligible for full time care. Part time care could be discounted further. For example, if there is a sibling that receives part time care the discount would be 75%.
- (2) If any family pays more than 10% of its gross income for child care, complete and attach the justification form that explains how the fees will not limit parent access to services. N/A

Board of Director Meeting
February 26, 2024

ACTION

ITEM IV.D.

ISSUE:	Approval of paid holidays for providers
FISCAL IMPACT:	None for FY24; \$686,000 annually for FY25 and beyond
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning School Readiness
RECOMMENDED ACTION:	Approval of two additional paid holidays for School Readiness providers

NARRATIVE:

Background: Our annual School Readiness provider contract allows for ten (10) paid holidays. Below is an excerpt from our contract:

56. Holiday Schedule. PROVIDER agrees to follow the holiday schedule approved by COALITION for PROVIDER's program, which includes up to 10 days per year as set forth in Exhibit 6: Holiday Schedule and understands that these are the only holidays for which PROVIDER will receive reimbursement. Pursuant to Rule 6M-4.500(3)(a), F.A.C., reimbursement may be made for up to twelve (12) recognized holidays per year.

Recommendation: Staff is recommending increasing the 10 holidays to 12 holidays commensurate with several peer Coalitions (Pinellas, Pasco-Hernando, Manatee, and Polk). This would allow more time for teacher well-being or training. Additionally, we have a surplus of funds that allows us the ability to afford this benefit to providers. Ultimately, Rule 6M-4.500(3)(a) permits this change.

Board of Director Meeting
February 26, 2024

ACTION

ITEM IV.E.

ISSUE:	Approval of allocation of funds for special needs autism research
FISCAL IMPACT:	Not to exceed \$125,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning American Rescue Plan Act Discretionary Funding
RECOMMENDED ACTION:	Approval of allocation of funds to the University of South Florida not to exceed \$125,000

NARRATIVE:

Vendor Representative Present at Meeting: Dr. Tracy Jordan, Assistant Research Professor at the University of South Florida (USF) and Director – Florida HIPPY TTA Center. HIPPY is a parent involvement project related to Autism Spectrum Disorder.

Product or Service: We are partnering with the University of South Florida in support of the project entitled “National Autism Spectrum Disorder Community of Research and Practice (NASD-CORP).” Preliminary work involves updating autism training materials, recruiting and registering home visitors and parent educators, and training participants. Topics include training on Autism Spectrum Disorder, understanding parent perspectives, and communication, behavioral and sensory disabilities and challenges. USF will perform quantitative analysis on learning and development as a result of participating in the training.

Brief History: The CDC (Centers for Disease Control and Prevention) reports a continuing trend, now estimated at 1 in 36 children, diagnosed with Autism Spectrum Disorder (ASD). Robust evidence shows children with autism have significantly improved school and life outcomes when they receive intervention services early in life. USF has developed high-quality materials and curriculum supplements for program participants with children diagnosed with ASD. Data from this decade-long collaboration show statistically significant growth on developmental screeners and cognitive measures (ASQ, 2 standardized, and 1 non-standard). Results include non-verbal 3-year-olds who developed language skills and many children matriculated to typical classrooms.

Purpose: The purpose of this initiative is to provide educators and parents with improved tool sets to better prepare children with autism for success in the School Readiness program and decrease the likelihood of dismissal due to behavioral issues.

Contract Performance: This is the first year contracting with USF on a research study of this nature, so we have no past contract performance to report.

Outcome: To provide metrics on the number of families and children who benefited as a result of the autism training received and success stories and testimonials of families.

Budget Impact: This is a contract with a budget not to exceed \$125,000.

Procurement: The Division of Early Learning (DEL) has reviewed this draft contract and has confirmed that this procurement with a state university is exempt from competitive procurement. No RFP was issued for this work.

University of South Florida
4202 E. Fowler Avenue
Tampa, FL 33620
EIN 59-3102112
<https://www.usf.edu/>

National Autism Spectrum Disorder Community of Research and Practice NASD-CORP

Point of Contact Information

Tracy Payne Jordan, Ph. D.
Principal Investigator of the Florida HIPPY Longitudinal Study
Director, Florida HIPPY Training & Technical Assistance Center
University of South Florida, CBCFS-CFS-FCIC, MHC-2113A
13301 Bruce B. Downs Blvd., Tampa, FL. 33612
payne12@usf.edu
813-974-4858 work

Need to be addressed

The CDC reports a continuing trend, now estimated at 1 in 36 children, diagnosed with Autism Spectrum Disorder (ASD). Robust evidence shows children with autism have significantly improved school and life outcomes when they receive intervention services early in life. HHPIP and CARD at USF developed high-quality materials and curriculum supplements for program participants with children diagnosed with ASD. Data from this decade-long collaboration show statistically significant growth on developmental screeners and cognitive measures (ASQ, 2 standardized, and 1 non-standard). Results include non-verbal 3-year-olds who developed language skills and many children matriculated to typical classrooms.

Scope of Work and Timeline

This project will be completed in two phases. The first phase will be completed during the contract period. The second phase will be completed after the end of the contract, assuming the approval of a no-cost extension.

The first phase will result in:

1. An 8-week online course in Canvas
2. Recruiting local community partners with expertise in Autism and Challenging Behaviors
3. An online forum called the CORP
4. An online registration process
5. A pilot run through the course for up to 30 participants (estimate).
6. 2 months of CORP activity

The second phase will result in:

1. Data collection by home visitors on the families from the population of interest

2. Data exported from the online course and from discussions in the CORP
3. Data analysis
4. Final report

Task Name	Start	Finish	Q3			Q4			Q1			Q2			Q3			Q4			Q1		
			Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
PHASE ONE	02/01/24	06/28/24	PHASE ONE																				
Building the Course	02/01/24	03/08/24	Building the Course																				
Set up training course in Canvas	02/01/24	02/09/24	Set up training course in Canvas																				
Set up assessment and discussion questions	02/01/24	02/09/24	Set up assessment and discussion questions																				
Import resources and syllabus in the course	02/12/24	02/16/24	Import resources and syllabus in the course																				
Test alignment of course and content	02/19/24	02/23/24	Test alignment of course and content																				
Open registration to participants	02/26/24	03/01/24	Open registration to participants																				
Design online community	02/26/24	03/08/24	Design online community																				
Training Course	03/04/24	04/29/24	Training Course																				
Assessment (Pre)	03/04/24	03/04/24	Assessment (Pre)																				
8-week course	03/04/24	04/26/24	8-week course																				
Recruitment of Community Experts/Partners	03/04/24	04/26/24	Recruitment of Community Experts/Partners																				
Assessment (Post)	04/26/24	04/26/24	Assessment (Post)																				
Graduates enrolled into CORP	04/29/24	04/29/24	Graduates enrolled into CORP																				
CORP	04/29/24	06/28/24	CORP																				
Orientation	04/29/24	04/29/24	Orientation																				
CORP Activities	04/29/24	06/28/24	CORP Activities																				
PHASE 2	07/01/24	06/30/25	PHASE 2																				
Data Collection by Participants	07/01/24	12/30/24	Data Collection by Participants																				
Data Export, Merged, and Cleaned	12/31/24	01/28/25	Data Export, Merged, and Cleaned																				
Data Analyses	01/29/25	02/26/25	Data Analyses																				
Writing Reports	02/27/25	06/30/25	Writing Reports																				

Phase One February 1, 2024 – June 30, 2024

Setting up the course in Canvas involves importing all videos and resources and organizing those with instructions for participants. The videos have already been created and will be updated and edited to limit them to under one hour of content. Assessment and discussion questions will be created that provide opportunities for participants to use their knowledge learned in the video in applied case studies. All students will be required to create one unique post and respond to at least three existing posts.

There will be one week in which the course facilitators do a practice run with field experts to ensure that videos, discussion questions, and assessment questions are well-aligned. During this time, registration materials will be created that includes a website page on the USF website with information about dates, module topics, recruiting community partners, and general expectations.

The 8-week training course will begin on March 4th and run for 8 weeks. Each week will be a different topic and are currently named:

1. Orientation, Introduction to course, and pre-assessment
2. Course logistics and Overview of Autism Spectrum Disorder
3. Communication Issues and Strategies
4. Behavioral Challenges and Strategies
5. Sensory Issues and Strategies
6. Basic Teaching Strategies Delivering the HIPPY Curriculum and the CARD Supplement
7. Understanding Parent Perspectives
8. Course feedback, introduction to community experts, and post-assessment

The online community is a place for those working with families to post questions and challenging situations for other CORP members, which will include experts in the field of ASD, to respond with suggestions and recommendations. Working in the field of disabilities is a commitment to lifelong learning as there are new discoveries and interventions developed. The Community of Research and Practice (CORP) will offer ongoing support and information about the current best practices. The 8-week course prepares participants for CORP activities which include applying what participants have learned to real life situations. The expectation is that course graduates will login into CORP at least once each week to engage in discussions on real case scenarios from the field.

PHASE 2 July 1, 2024 – June 30, 2025

Graduates of the 8-week course will receive tablets that will be used for data collection in REDCap. REDCap or Research Data Capture is a secure, HIPAA and FERPA approved, web-based program that allows data collection through the REDCap Application on the tablet, making data available to authorized users in real time. This database will be hosted by the University of South Florida and will allow USF to survey home visitors who did and did not participate in the online course to evaluate the importance of the 8-week training in serving families from the Population of Interest. We will also use de-identified data from the online course discussions and real-world case scenarios from the CORP to provide both quantitative and qualitative descriptions of what works for supporting home visitors and what might be important lessons learned from the experience.

NASD-CORP
University of South Florida
Budget Justification
2/1/24 - 6/30/25

NASD-CORP is a train-the-trainer pilot project to develop an online course for HIPPY Home Visitors and establish a Community of Research and Practice for graduates of the course. Following the development of the course, we will pilot the materials and resources generated for the purposes of educating home visitors in serving this vulnerable population and ensuring its sustainability beyond this funding cycle.

Therefore, the budget includes some general project items, considered justifiable exceptions to 2 CFR 220 - Cost Principles for Education Institutions. We have included these exceptions in the budget explanation.

Wages & Fringe Benefits

Tracy Jordan Payne (0.04 FTE) is the **Principal Investigator** and Accountable Officer for this project. She is responsible for all project and research activities.

Beth Boone (0.04 FTE) is the Executive Director of the Center for Autism and Related Disabilities. She is co-PI on this project and will assist with project, research, and evaluation activities.

Administrative Assistant (0.50 FTE) will be responsible for the pre-registration, registration, and randomization of participants. Will manage the communication and coordination with HIPPY US and the program participants. Will arrange for the printing and mailing of materials along with monitoring internal and external inquiries regarding the project. She will also assist in organizing the data materials, gathering the data, handling data files, etc.

Janet Reyes (0.02 FTE across all years) is the **Contract Manager** for all programs. She will provide grant management, including budget development and administration, and she oversees the business administration and human resources staff.

Lorna Henley (0.04 FTE) is the **Fiscal Analyst** within the Florida Center for Inclusive Communities (FCIC). She will provide accounting services, which includes an ongoing review of all expenditures per university, state, and sponsor guidelines. She will prepare the monthly accounting reports and projections.

Fringe Benefits: Following the University guidelines, new composite pooled fringe benefit rates for salaried personnel were calculated at 32.2% of budgeted salary for faculty and 39.5% for administrative and professional staff. These fringe benefits include social security, Medicare, health insurance, life insurance, workers' compensation, unemployment, and retirement.

Consultants

Consultant: Karen Berkman is the former Executive Director of CARD and part of the original team to develop the HIPPY-CARD collaboration training materials for HIPPY Home Visitors. She will work in collaboration with the other consultants to modify the course materials, import them into a learning

management system, develop the assessments and facilitate the online course. We anticipate paying \$300/hour for 50 hours per year for a total of \$15,000.

Consultant: Beverly King is the former Learning and Development Facilitator of CARD and part of the original team to develop the HIPPY-CARD collaboration training materials for HIPPY Home Visitors. She will work in collaboration with the other consultants to modify the course materials, import them into a learning management system, develop the assessments and facilitate the online course. King will additionally lead the Community of Research & Practice for the course graduates. We anticipate paying \$250/hour for 56 hours per year for a total of \$14,000.

HIPPY US

We are budgeting \$10,000 in funds to pay licensing fees to HIPPY International for the use of their curriculum, logo, and marketing services. They will do recruiting of participants and pay for the online learning management system, data collection and analyses. They will also be responsible for some administrative burden in managing participants wanting to register for CORP and subsequent cohorts.

Expenses

Printing/Duplicating

We have budgeted \$3,653 to cover the costs of printing the HIPPY curriculum supplement books for families with children on the spectrum. These books are used by home visitor and parent during the home visit. The HIPPY home visitor uses the HIPPY Role Play method to train parents how to engage their children in educationally enriching activities, but consider the developmental abilities unique to each child. There are three supplement books, so each participant will receive a set as part of course.

Project funds will not be used to print or duplicate internal project administration (e.g., copying proposals, administrative paperwork, etc.). USF will provide these services.

Technology

We have allocated \$15,000 in funds to purchase tablets and protective cases for use by participants so that they are able to access the online course, complete work assignments, participate in CORP activities, and provide follow up data on their learning and the families they serve. Tablets and cases will cost \$750 or less per person.

Postage & Freight

We have budgeted \$3,000 in funds to cover postage to ship the supplement books to course participants. These funds include freight, postage, UPS, insurance, and regular shipping charges for program materials. USF will pay for postage related to general administration, such as contracts with the funding agency, purchase orders, and invoices.

Administrative Costs

We have calculated facilities and administrative costs at 5% of total direct costs as per Florida statute.

HIMCO FY24

USF		
Category	% Effort	Project Salary
Personnel		
	% Effort	
Jordan, Tracy	4.0%	4,123.00
Boone, Beth	4.0%	5,702.00
Admin Assistant	50.0%	25,500.00
Janet Reyes	2.0%	2,040.00
Lorna Henley	4.0%	3,302.00
		40,667.00
Fringe Benefits		
Jordan, Tracy		1,328.00
Boone, Beth		1,836.00
Admin Assistant		10,073.00
Janet Reyes		806.00
Lorna Henley		1,304.00
		15,347.00
Expenses - F&A Bearing		
Berkman, Karen		15,000.00
King, Beverly		14,000.00
HIPPY US		10,000.00
Printing		3,653.00
Tablets		15,000.00
Travel		-
Postage		3,000.00
		60,653.00
Expenses - Non F&A Bearing		
Subcontract > 25K		-
		-
Subtotal		116,667.00
F&A - Admin/Indirect (5%)		5,833.00
Annual Total		122,500.00

**Board of Director Meeting
February 26, 2024**

ACTION

ITEM IV.F.

ISSUE:	Approval of allocation of funds to OneConnectionIT LLC for technology hardware
FISCAL IMPACT:	Not to exceed \$460,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning American Rescue Plan Act Discretionary Funding for #1 and School Readiness for #2
RECOMMENDED ACTION:	Approval of allocation of funds to OneConnectionIT LLC not to exceed \$460,000

NARRATIVE:

Vendor Representative Present at Meeting: Andres Plaza, Chief Executive Officer.

Product or Service:

#1 Educator Technology Training totaling \$260,000: We are in our third year of providing technology training to educators, which includes a tablet and software given to the educator for their business use. We plan for training 90 educators with sessions in both English and Spanish.

#2 Technology Refresh totaling \$200,000: We are purchasing technology hardware required to update all end-of-life computing devices.

- 80 Laptops (\$1,150 per HP Laptop)
- 60 Tablets (\$1,740 per Tablet: Microsoft Surface with case)

Brief History:

#1 Educator Technology Training: Of the 442 providers responding to our 2023 Quality Survey, 234 or 53% responded that they would like technology equipment and training.

#2 Technology Refresh: Due to the growth in the size of the Coalition, it has become important to formalize a technology refresh plan. Research has proven the cost-effectiveness of a periodic technology refresh.

Purpose:

#1 Educator Technology Training: The purpose of this initiative is to train 90 educators on how to use technology to improve the quality of education. For owners and directors, this often means teaching them how to use technology to better manage their child care business.

#2 Technology Refresh: The purpose of this initiative is to update hardware to current standards, reduce the down time associated with repairs and reduce opportunities for cyber events. Technology retained longer than two or three years ends up costing more in

terms of fixes than it does to purchase new and are more susceptible to cybersecurity events.

Contract Performance: Technology hardware was originally RFPed on January 5, 2022. OneConnectionIT LLC was awarded the bid, and since the award, they have met or exceeded the performance standards in the contract. Per Florida Statute, a new RFP was not required for this procurement; rather, we are requesting a contract amendment for the aforementioned services.

Outcome:

#1 Educator Technology Training: To train 90 educators on how to use technology to improve the quality of education. We have post-training surveys to provide quantitative metrics on the value of the training.

#2 Technology Refresh: To refresh the quantities of technology hardware noted above to current standards.

Budget Impact: This is a contract with a budget not to exceed \$460,000.

Procurement: Technology hardware and training were competitively bid in early 2022. OneConnectionIT LLC was awarded the bid. Florida Statute does not require these items to be competitively bid again at this time; rather, we will execute a contract amendment and extension to OneConnectionIT's prior contract.



OneconnectionIT

The one stop for all your IT needs



Dear Early Learning Coalition of Hillsborough County,

Thank you for your interest in our products. We are pleased to offer you the following items and pricing for your consideration. The devices have been chosen based on previous purchases for project similar to the upcoming project:

- **Microsoft Surface Pro9 I7/16/256/W10PRO Platinum** A powerful and versatile tablet that can run Windows 10. It has a 13-inch touchscreen, 16GB RAM, a 256GB SSD, and a Surface Pen. The price is **\$1,479.00**.
- **Surface Pro Sig Commerical Platnium Bundle:** A bundle that includes a Surface Pro Signature Type Cover, a Surface Arc Mouse, and a Surface Dock 2. The bundle enhances the productivity and mobility of your Surface Pro9. The price is **\$279.99**.
- **HP ProBook 450 15 inch G10:** A reliable and secure laptop that can handle your business needs. It has a 15.6-inch FHD LED display, a 10th generation Core i7 processor, a UHD graphics card, a 512GB SSD, and a 16GB RAM. It also has a backlit keyboard, a WiFi 6E adapter, and a spill-resistant design. The price is **\$1,125.00**.
- **Software bundle (per month):**
 - Microsoft Office Home and Business 2021 perpetual license with all applications **\$249.00**
 - Adobe Acrobat **\$21 per month** or Adobe Reader **\$0**
 - Malware protection with patch management **\$22**
- **Technology Training:** Our IT training session is delivered by our experienced and certified instructors, who will provide you with practical examples, hands-on exercises, and interactive quizzes. The duration of our IT training session is **TBD** after meeting. The price of our IT training session is **\$3,800 per class**.

Pricing may vary based on quantity and promotions available at the time of purchase. Please let us know if you have any questions or concerns. We look forward to continue working with you.

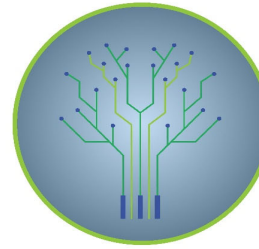
Sincerely,

Andres I Plaza

OneconnectionIT LLC

OneConnectionIT Educator Technology Training

<u>Item</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Microsoft Surface Pro9 5G	\$ 1,479	90	\$ 133,110
Microsoft Surface Peripherals	\$ 280	90	\$ 25,200
Software bundle - Office 365	\$ 249	90	\$ 22,410
Software bundle - Adobe	\$ 252	90	\$ 22,680
Software bundle - Malware protection	\$ 264	90	\$ 23,760
Delivery	\$ 100	90	\$ 9,000
Technology Training	\$ 3,800	4	\$ 15,200
On-site Administration Fee	\$ 20	90	\$ 1,800
			<u>\$ 253,160</u>



OneconnectionIT

The one stop for all your IT needs



PO/Quote# Pricing
1048 Education SPA(ED)

Ship-to

Early Learning Coalition Of Hillsborough County
 6302 E DR Martin Luther King JR Blvd Suite 100
 Tampa, Florida 33619

Reseller

ONECONNECTIONIT LLCONECONNECTIONIT LLC
 1766 SEA LARK LN STE D
 NAVARRE , FL 32566

SKU#	Part#	MFG Part#	Vendor Name	Description	List Price	Qty	Ext. MSRP/List Price
7316498	HPI-822Q7UT#ABA	822Q7UT#ABA	HP INC.	HP INC.:ProBook 450 15 inch G10 15.6 FHD LED UWVA 250N TOP Touchscreen Anti-Glare(1920x1080)Core i7-1355U(3.70GHz up to 5.00GHz 10 cores-13th Generation)UHD Graphics 512GB M.2PCIe NVMe 2280 Value 3X4 SSD 16GB 3200MHzDDR4(1X16GB)SODIMM Clickpad Backlit Spill	\$ 1,149.99	80	\$ 91,999.20
6756085	MST-RW8-00001	RW8-00001	MICROSOFT CORP	MICROSOFT CORP:Microsoft Surface Pro9 5G SQ3/16/256 CM SC English,Canadian French,Spanish Win11 Platinum	\$ 1,589.99	60	\$ 95,399.40
6349592	MST-8XB-00061	8XB-00061	MICROSOFT CORP	MICROSOFT CORP:Surface Pro Sig Commerical Platinum	\$ 149.99	60	\$ 8,999.40

Total \$ 196,398.00

Board of Director Meeting
February 26, 2024

ACTION

ITEM IV.G.

ISSUE:	Approval of allocation of funds for NECPA accreditation coaching
FISCAL IMPACT:	Not to exceed \$73,997
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning American Rescue Plan Act (ARPA) Discretionary Funding
RECOMMENDED ACTION:	Approval of allocation of funds to White Consultants not to exceed \$73,997

NARRATIVE:

Vendor Representative Present at Meeting: Mortricia White, Owner, White Consultants.

Product or Service: We intend to contract with White Consultants for NECPA accreditation coaching services for up to three (3) facilities. Services at a cost per facility include accreditation consultation services (\$2,999), National Early Childhood Program Accreditation Training (\$9,999), classroom observations and coaching (\$5,990), ongoing staff training on child-teacher interactions (\$4,099), and ongoing monitoring and data reporting (\$1,413).

Brief History: We have never contracted with accreditation coaching consultants before. Our 2023 Quality Survey told us that 190 providers were interested in accreditation assistance. Of the 1,228 total child care providers in Hillsborough County, only 186 are accredited. And of the 920 School Readiness providers in Hillsborough County, only 176 are accredited. White Consultants has worked with Lutheran Services Head Start in Largo, Florida and Here We Grow Learning Center in Tampa, Florida.

Purpose: Since we have ARPA funding, this is an ideal time to use available funding to help providers get accredited in order to increase provider quality and enable providers to benefit from 20% higher provider rates paid by the Division of Early Learning.

Contract Performance: This is the first year contracting with White Consultants, so we have no past contract performance to report.

Outcome: To help three (3) providers become NECPA-accredited.

Budget Impact: This is a contract with a budget not to exceed \$73,997.

Procurement: We launched a Request for Quote to obtain competitive quote proposals. After a public posting period of 15 calendar days, we received 4 proposals. Three raters rated the proposals for a total possible score of 15.0. Two finalists won the bid (highlighted in yellow). See related resolution for the second request for allocation of funds.

	<u>FLAEYC</u>	<u>White Consultants</u>	<u>Bright Idea Consulting</u>	<u>Asher Ambrose Enterprises</u>
Rater 1	3.9	3.6	2.2	2.8
Rater 2	4.8	3.2	3.1	2.7
Rater 3	3.3	2.6	3.6	2.1
Total	12.0	9.3	8.9	7.5
Ranking	1	2	3	4



Hillsborough County School Readiness Coalition, Inc.

D/B/A

Early Learning Coalition of Hillsborough County

Contracting With

White Consultants

For

Accreditation Coaching

THIS AGREEMENT is made and entered into as of February 27, 2024, (the "Effective Date") by and between the Hillsborough County School Readiness Coalition, Inc. DBA the Early Learning Coalition of Hillsborough County, with offices at 6302 E. Dr. MLK Jr. Blvd, Suite 100, Tampa, Florida, 33619 ("COALITION") at date of contract execution, and White Consultants with offices at 1525 Noble Creek Lane, Raleigh, NC 27610 ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

A. Effective Term

The term of this Contract shall commence on February 27, 2024 or the date on which the Contract has been signed by the last party required to sign it, whichever is later ("Effective Date"), and shall conclude on June 30, 2024 ("Term").

B. Purpose

This AGREEMENT defines the professional services provided by the CONTRACTOR. The CONTRACTOR shall provide its professional services, as specified in the Scope of Work.

C. Scope of Work

The CONTRACTOR will provide the following:

COALITION hereby retains the services of CONTRACTOR for NECPA accreditation coaching services for up to three (3) facilities in accordance with the Proposal submitted by the CONTRACTOR to the COALITION on October 31, 2023 (the "Proposal"), a copy of which is attached hereto as Exhibit A and the terms of which are expressly incorporated herein by reference.

D. Due Date

The CONTRACTOR agrees to be available and shall finish services by June 30, 2024.

E. Compensation & Payment

1. The total price for all the work set forth in the Agreement shall not exceed \$73,497.
2. When both parties have signed this AGREEMENT, and after CONTRACTOR has delivered goods or services, the COALITION agrees to make a monthly payment upon receipt of a properly payable invoice which has been approved by COALITION management. All goods and/or services are subject to final approval by a representative of COALITION prior to payment.
3. The COALITION shall make payment within thirty (30) calendar days of receipt of invoice.

F. Indemnification

The CONTRACTOR agrees to be liable for and to indemnify the COALITION against all claims, suits, judgment, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the CONTRACTOR, or arising out of the violation of any copyright law by the CONTRACTOR in the course of the performance of this AGREEMENT. In no event shall the CONTRACTOR be liable for or have any obligation to defend the COALITION against such claims, suits,

judgment, or damages, including costs and attorney's fees, arising out of the sole negligent acts of the COALITION.

G. Insurance and Risk Mitigation

The CONTRACTOR shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the AGREEMENT and any renewal(s) or extension(s) of it. By execution of this agreement, the CONTRACTOR accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the CONTRACTOR and the clients to be served under the agreement.

1. Commercial General Liability
 - a. Each Occurrence \$1,000,000
 - b. Personal Injury \$1,000,000
 - c. General Aggregate \$3,000,000
 - d. Products & Completed Operations \$3,000,000
 - e. Damage to Rented Premises \$1,000,000
2. Automobile Liability
 - a. Combined Single Limit \$1,000,000
3. Worker's Compensation & Employers' Liability (E.L.)
 - a. E.L. Each Accident \$1,000,000
 - b. E.L. Disease-Each Employee \$1,000,000
 - c. E.L. Disease-Policy Limit \$1,000,000
4. Professional Errors and Omissions \$1,000,000

The CONTRACTOR will have and continuously maintain all other types of insurance as required by law. In the event that any of the coverage described above is canceled by the insurer for any reason, the CONTRACTOR shall immediately notify the COALITION of such cancellation and shall obtain replacement coverage acceptable to the COALITION and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage. All insurance policies shall be with insurers qualified and doing business in Florida. The COALITION shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.

H. Proprietary and Confidential Information

1. CONTRACTOR agrees to hold in trust and confidence any confidential and proprietary information or data relating to COALITION business and shall not disseminate or disclose such information to any individual or entity, except CONTRACTOR's employees or subcontractor's performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the COALITION.
2. With respect to any confidential information, the CONTRACTOR's obligations of nondisclosure set forth above shall continue to apply to such information for as long after this Agreement expires or terminate, as such information remains confidential.
3. An item will not be considered confidential information of the COALITION if it is:
 - a. In the public domain prior to disclosure to the CONTRACTOR or subsequent to such disclosure but through no fault of the CONTRACTOR; or
 - b. Obtained from a third party not subject to a duty of confidentiality.

4. The CONTRACTOR agrees that any computer programs, software, documentation, copyrightable work, discoveries, improvements, or other deliverables (hereinafter “Work”) developed by the CONTRACTOR solely, or with others, resulting from the performance of CONTRACTOR’s responsibilities and obligations pursuant to this Agreement are property of the COALITION. If for any reason the Work would not be considered a work made for hire under applicable, law, for the consideration included herein, CONTRACTOR does hereby sell, assign, and transfer to the COALITION its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. CONTRACTOR agrees to provide whatever assistance is necessary for the CONTRACTOR to preserve its commercial interest including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

I. E-Verify

1. The CONTRACTOR shall provide the COALITION within ninety (90) days of the effective date of this Agreement a copy of the “Edit Company Profile” screen indicating the enrollment in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

J. CONTRACTOR Information

1. Independent CONTRACTOR Status: CONTRACTOR agrees that the relationship between CONTRACTOR and the COALITION is that of an independent CONTRACTOR for employment tax purposes. CONTRACTOR shall be solely responsible for self-employment, income or any other taxes relating to payments under this agreement including those of any employees.
2. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION’s duty to perform under the terms of this Agreement that the CONTRACTOR will be in compliance with all applicable laws and regulations of the state and federal government.

K. Public Records Law Compliance, Access and Confidentiality

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COA, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity’s

personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.
5. COALITION shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

L. Remedies

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

M. Nonperformance and Financial Remedies

If CONTRACTOR fails to perform in accordance with this Contract, COALITION will apply financial consequences as described in accordance with §§ 287.058(1)(h), 215.971(1)(c), Fla. Stat. (2023). The foregoing does not limit additional financial consequences, which may include but are not limited to withholding funds, withholding payments until deficiency is corrected, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent permitted, or termination of the agreement. Any payment made in reliance on the CONTRACTOR'S evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to COALITION as an overpayment to the extent of such error.

N. Representations and Warranties

The CONTRACTOR will make no representations, warranties, or commitments binding the COALITION without its prior consent. The CONTRACTOR will hold no authority to speak as a spokesperson for, or to act or represent themselves as an agent of the COALITION.

O. Debarment and Suspensions Disclosures

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. §

180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

P. Termination Clause

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITION's expenses for additional managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.
3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITION's interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
 - a. Stop work under the agreement on the date of and to the extent specified in the notice.
 - b. Complete performance of the work not terminated by COALITION.
 - c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
 - d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
 - e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

Q. Force Majeure

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.
2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no

increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

R. Equal Employment Opportunity

The CONTRACTOR is and has been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

S. No Assignment

Neither this **AGREEMENT** nor any of the rights, interests or obligations hereunder shall be assignable by the CONTRACTOR without the prior written consent of the COALITION.

T. Change Orders

Any change in the details of scope of work or the fee schedule shall require a written amendment to this Agreement (a "Change Order"). Each Change Order shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Change Order will become effective upon the execution of the Change Order by both parties, and the Change Order will specify the period of time within which CONTRACTOR must implement the changes. Both parties agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order. No Change Order shall become effective unless and until it is signed by both parties hereto.

U. Procurement of Recovered Materials

1. Pursuant to 2 CFR §§200.3017, *Procurement by States*, and 200.322, *Procurement of recovered materials*, CONTRACTOR will comply with the following requirements of Section 6002 of the Solid Waste Disposal Act.
 - a. Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
 - b. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
 - c. Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpk-program>. The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-service>.
2. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, CONTRACTOR shall procure items designated in the Environmental Protection Agency (EPA) guidelines at 40 CFR Part 247 which contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition unless CONTRACTOR determines such items:
 - a. Are not reasonably available in a reasonable period of time;

- b. Fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or
- c. Are only available at an unreasonable price.

Paragraph 2. of this clause shall apply to items purchased under this agreement where:

- 1. CONTRACTOR purchases in excess of \$10,000 of the item under this agreement; or
- 2. During the preceding Federal fiscal year, CONTRACTOR: (i) purchased any amount of the items for use under a contract funded with federal appropriations and was with a federal agency or a state agency or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

V. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification attached hereto. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3)."

W. Clean Air Act and the Federal Water Pollution Control Act

1. Clean Air Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 4401 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

2. Federal Water Pollution Control Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

X. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
2. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements, or other construction activities.
3. The COALITION, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The COALITION shall report all suspected or reported violations to DEL.

Y. Davis-Bacon Act, as amended (40 U.S.C. 276a, et. Seq.)

When federal program legislation requires, all construction contracts of more than \$2,000, the recipient's and subrecipient's award shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

1. Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
2. Contractors shall be required to pay wages not less than once a week.
3. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination.
4. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules, and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) I, 3, 5, 6 and 7.

Z. Contract Work Hours and Safety Standards (40 U.S.C. 3701 et seq.)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous, or dangerous conditions or surroundings.
3. These requirements do not apply to purchase of supplies or materials or articles ordinarily available on the open market or contracts for transportation services.

AA. Agreement

This agreement constitutes the complete AGREEMENT between the School Readiness COALITION of Hillsborough County/dba The Early Learning COALITION of Hillsborough County and CONTRACTOR. Only an instrument of writing signed by both parties can modify its terms and conditions. A waiver of a breach of any of the provisions of this AGREEMENT shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This AGREEMENT shall be binding upon the parties hereto and their respective representatives. The laws of the State of Florida shall govern this AGREEMENT. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.

IN WITNESS WHEREOF, the parties hereto have signed this AGREEMENT as of the date first set forth above.

Mortricia White

CONTRACTOR
Mortricia White
Owner
White Consulting

02/12/2024

Date

COALITION
Dr. Frederick Hicks
CEO
Hillsborough County School Readiness
Coalition, Inc. d/b/a Early Learning Coalition of
Hillsborough County

Date

**RESPONSE TO
REQUEST FOR QUOTE**

**White Consultants
1525 Noble Creek Lane
Raleigh, NC 27610**

Accreditation for Coaching Services

Prepared October 31, 2023

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Cover Letter

October 31, 2023

Early Learning Coalition of Hillsborough County
6302 East Dr. Martin Luther King, Jr. Blvd.
Suite 100
Tampa, FL 33619
Attn: Gary Meyer, Chief Financial Officer

Dear Mr. Meyer,

White Consultants is pleased to provide you with this response to the Request for Quote for Accreditation for Coaching Services to Childcare provides your consideration. As you will read in this document White Consultants' skills and capabilities match the needs of the Early Learning Coalition of Hillsborough County. Based on our experience and knowledge, I believe that you will find that our company can provide the expertise and resources that your company requires. Our company, a limited liability company is focused on providing exemplary consultation services in the areas of curriculum training, National Early Childhood Program Accreditation services, environmental health and safety, compliance monitoring, and continuous quality improvement to Early/Head Start grantees. The quote request for accreditation and coaching services totals \$73,497, the cost for 3 facilities (2 Childcare Centers and 1 Family Childcare Home) at the rate of \$24,499 per facility. White Consultants has maintained a 93% customer satisfaction and is excited about the opportunity to establish a relationship with the Early Learning Coalition of Hillsborough County under this Request for Quote Thank you for your time and consideration. Our team can conquer this challenge with a completion date of June 30, 2024, for each facility. Should any additional questions arise, or if I can provide any additional information, please do not hesitate to contact me.

Sincerely,

Mortricia White

Mortricia White, Owner

White Consultants (mewwhite3@hotmail.com)
1525 Noble Creek Lane
Raleigh, NC 27610
919. 985. 9875

Executive Summary

In a world that is changing quickly, nonprofit organizations must adopt consultants with the needed expertise to ensure compliance with local, state, and Federal regulations and licensing standards with practical and attainable practices that support them in achieving their organizational goals. We know that the increasing demand for excellent talent, along with the demand of growing responsibilities are not always aligned and can create many challenges for businesses, like yours to meet your labor demands and local, state, and Federal regulations as well as licensing requirements. White's Consultants is a business leader in the field of early childhood programs and can provide expert knowledge in the areas of staff professional development, Curriculum Training, National Early Childhood Program Accreditation (NECPA) Services, and the Certified Childcare Professional (CCP) certification. My team can administer high-quality consultation, and onsite observations and evaluations to support program accreditation and staff certification.

Your decision to hire a consultant partner like White's Consultants will help your organization develop, assess, and implement educational management systems to ensure continual success in the areas of staff accreditation. The following are ways in which our agency will provide the needed support and services that the Early Learning Coalition of Hillsborough County is currently requesting:

1. NECPA Accreditation training, coaching, and support to program staff
2. Provide onsite NECPA accreditation observations to early childcare and family childcare home providers. We are requesting an allocation totaling \$73,497 for 2 Childcare Centers and 1 Family Childcare Home. The price includes a cost of \$24,499 per facility.

3. CCP certification for program staff
4. Accessibility to qualified accreditation evaluators to support accreditation and certification
4. Ongoing monitoring and evaluation support to ensure compliance with accreditation regulations, standards, and policies and procedures
5. Facilitation of high-quality training to increase staff development and retention
6. Continuous quality improvement with local and national accreditation standards and regulations.

We believe you are wise in seeking a professional qualified partner to help you manage and assist your accreditation needs.

White's Consultants combines years of experience with quality and compliant practices, to support your organization in accreditation and certification processes, staff training, and operational procedures that will ensure that your organization meets accreditation standards and remains compliant with state and federal guidelines.

Why White's Consultants

White's Consultants has provided services to small and mid-sized organizations. The business has garnered an average satisfaction rating of 93% from all of its customers and has established a reputation of being a leading consulting firm among Early/Head Start and early childhood programs.

Our team of consultants will provide you with the skills and resources needed to ensure that meet your organization's accreditation, staff certification and coaching, and professional development training needs that comply with local, state, and federal requirements while promoting a productive work environment that promotes staff development and retention.

The goal of White's Consultants will be to create a long-term, mutually satisfying relationship with the Early Learning Coalition of Hillsborough County by implementing optimum solutions for your staff to serve their certification needs. In working diligently to provide you with the best accreditation solutions, we are committed to delivering services that meet the highest ethical standards.

White's Consultants will also meet with key people to ascertain accreditation needs, provide staff training, certification, and resources, and develop long-range plans to mitigate any risk or resolve any problems that may arise during the agreement.

Our Mission and Values

1. Integrity
2. Customer-Focused, our services are tailored to the businesses that we serve
3. Community, we believe in establishing and maintaining quality professional and personal relationships to ensure our clients feel appreciated and valued.
4. Communication, we know that communication begins with listening and being heard. We adopt these values in communicating with our customers to ensure that we are listening to their concerns and needs.

Company Profile Information

1. White's Consultants,
2. Doing Business under White's Premier Consultants LLC
3. Headquartered Address; 1525 Noble Creek Lane Raleigh, NC 27610
4. Email: Whitespremierconsultants.com
5. Proposed role: Prime
6. Number of years in the business: 15
7. Total number of employees: 5
8. Major Products and/or Services Offered: Early/Head Start & early childhood training, technical assistance, NECPA accreditation services, Certified Childcare Professional certification, and implementation of policies, procedures, and management systems.
9. Training of local, state, and Federal policies, NECPA accreditation for staff and administrators, CCP certification, Creative Curriculum training, and policies for early childhood programs.
10. Strategy for Accreditation Services:

White's Consultants will conduct an onsite review and meet with program administrators to assess accreditation needs. We will assess your program documentation and then match the documentation to established accreditation policies, procedures, and protocols to determine compliance and training needs. We will then provide evaluators to conduct program observations to review classroom practices and interactions, review portfolios, and conduct staff interviews in support of both NECPA accreditation and CCP certification. Next, we will identify program successes and areas of improvement to

develop action plans and ongoing monitoring schedules. Last, we administer NECPA and CCP examinations and provide training to support staff knowledge and comprehension of accreditation standards.

11. White's Consultants has over fifteen years of experience in conducting onsite monitoring in all content areas and as a private consultation provider for the past five years. We utilize expert subcontractors to provide high-quality services in assessing, analyzing, and developing quality improvement plans and NECPA accreditation services for early childhood programs. We can conduct both onsite and virtual reviews to ensure compliance and provide training and technical assistance of the National Early Childhood Program Accreditation (NECPA) accreditation and coaching services to early childhood staff in support of CCP certification. We are knowledgeable of local, state, and Federal licensing regulations and requirements and can ensure that your program staff has the knowledge, skills, and policies for staff development and high-quality services for your early childhood programs.

Company References

1. JFK Consultants
 2. 1848 Wood Stork Dr.
 3. Conway, SC 29526
 4. Jennifer Reed
 5. (843) 230-6759
 6. Jlaf8498@yahoo.com
 7. Quality Assurance Monitoring, Onsite Compliance Monitoring, Mock Focus Area 2 Review, and Creative Curriculum Training
 8. April 5, 2019- Present
 9. White's Consultants provides onsite mock reviews of the environmental health safety of facilities. We provide monitoring reports and assist with corrective actions and updated management systems. We continue to provide onsite follow-up to ensure ongoing compliance with Head Start facilities and management systems.
 10. The client remains compliant and utilizes the policies established for Head Start safe environments and Child Care Centers.
-
1. Lutheran Services Head Start
 2. 2210 Tall Pines Dr.
 3. Largo, FL 33756
 4. Robin Cooke
 5. (813) 727-7356
 6. robincooke@gmail.com

7. NECPA Accreditation Training, CCP certification, Creative Curriculum Training, and CLASS observations

8. March 30, 2022- Present

9. White's Consultants provides an onsite classroom observation with immediate feedback to staff, CCP staff certification, NECPA accreditation, and environmental health safety of facilities. We continue to provide onsite staff development and curriculum training.

10. The client remains compliant and utilizes the policies established for accreditation and certification services.

1. Here We Grow Learning Center

2. 1211 Wishing Well Way

3. Tampa, FL 33602

4. Yvonne Boyce

5. (813) 499-8552

6. hwgrows@yahoo.com

7. CCP certification, Creative Curriculum Training, and CLASS observations

8. October 2022

9. White's Consultants provides CCP staff certification. We continue to provide onsite staff development and curriculum training.

10. The client remains compliant and utilizes the policies established for accreditation and certification services.

Capability Statement

White's Consultants sees every project as an opportunity to solve the problems that our clients may be experiencing. It is an opportunity for us to help our clients navigate complexities, resolve daily challenges, and set repeatable processes in place to help them drive measurable results. We are well-positioned to help you achieve better results by offering high-quality services to assist your organization in accomplishing compliance with your accreditation and coaching needs for your childcare programs and family childcare homes.

Our company is currently assisting many clients with educational coaching accreditation consultancy services and staff certification and has obtained great measurable results. The objectives of our approach for the Early Learning Coalition of Hillsborough County will include providing excellent customer service, assessing management systems, implementing a quality improvement plan for accreditation services and coaching, CCP staff certification, and curriculum training. This strategy will allow us to effectively deliver quality services with measurable outcomes to the Early Learning Coalition of Hillsborough County by June 30, 2024.

During the term of this Request for Quote, White's Consultants will conduct onsite classroom observations, staff training, and provide coaching services to staff to facilitate National Early Childhood Professional accreditation and support for up to 3 childcare facilities. In addition, our company will provide ongoing consultation services to support staff professional development and continuous quality improvement.

White's Consultants will comply with all applicable laws and regulations relating to the performance of early childhood classrooms and services in all Hillsborough County classrooms.

The Consultant will not be a party to, and during the term of this Agreement the Consultant will not enter into, any activity, employment, or business arrangement which conflicts with the obligations under this Agreement.

Cost Summary

The following cost summary is per each center and family childcare home: We are requesting allocation for 2 Childcare Centers and 1 Family Childcare Home. This total includes 3 facilities for \$24,999 per facility for a total amount of \$73,997. The completion date for accreditation services will be June 30, 2024.

- Accreditation Consultation Services- \$2,999
- National Early Childhood Program Accreditation Training- \$9,999
- Classroom observations and coaching- \$5,990
- Ongoing staff training (Child-Teacher Interactions)- \$4,099
- Ongoing monitoring and data reporting- \$1,413

*** Please note that the application for accreditation is not included in this fee.**

Professional Qualifications

White Consultants is a woman, minority, and veteran-owned educational consultation business. Our consultant(s) provide highly effective services to early childhood programs and early childhood professionals located within the United States. Our staff can travel within 48-72 hours' notice (if needed) to provide services to our clients. Our consultants include the following individuals with their qualifications listed below. We have also included complete resumes for key staff in Appendix A in this response.

Mortricia White, Owner (Head Start Compliance Monitor/Federal Head Start Reviewer)

- Expert knowledge and experience of Early/Head Start (1999-Present)
- Early/Head Start Compliance Monitor (2012- Present)
- Early/Head Start Federal Reviewer (2017-Present)
- NECPA and CCP trainer and evaluator (2019-Present)
- Head Start Program Performance Standards and state licensing requirements facilitator/trainer (2012-Present)
- Expert knowledge of the Head Start Enterprise System software (2019-Present)
- Teachstone Infant, Toddler, and Pre-K CLASS Reliable (2021)
- National Playground Safety trained (2012-Present)

Proposed Solution, Implementation, and Management Plan

White Consultants is a woman, minority, and veteran-owned educational consultation business. Our consultant agency provides comprehensive quality NECPA accreditation services and staff training and coaching, curriculum training, and CCP certification to early childhood programs. Our company is committed to providing excellent onsite and virtual (if needed) training and technical assistance as well as onsite program observations. Our capabilities include expert knowledge of NECPA accreditation, Practice-Based Coaching, CCP certification, and ongoing classroom observations and evaluations. We also provide training on the National Early Childhood Program Accreditation and Certified Childcare Professional Training. We have partnered with leaders in the early childhood community to provide outstanding guidance and support to ensure compliance with local, state, and Federal licensing regulations and requirements.

Our philosophy remains to provide effective individualized consultation services that promote the education and empowerment of program staff. To ensure that our company adheres to this philosophy, White Consultants engages with a client to review data, meet management staff, and conduct on-site observation to evaluate and determine childcare program and family childcare home accreditation needs. Based on the data collected from program data and onsite observations, we determine the best strategies and methodologies in which to provide training and compliance support that supports adherence to established accreditation policies, protocols, and regulations. Our company will also provide training to staff that increases their knowledge and comprehension of accreditation protocols, and policies to support their capability to ensure effective and efficient services to enrolled children and families. Because of this model, nothing is more important than client satisfaction and although we strive to ensure our delivery is free of

obstacles and challenges when they do arise, we do everything we can to rectify these situations.

We are proud to consider ourselves partners in our clients' businesses.

White Consultants has provided consultation and training services in areas such as the Creative Curriculum, onsite monitoring, the National Early Childhood Program Accreditation and Certified Childcare Professional Training and examinations, and onsite classroom observations and coaching. Our company has met the scope of work established by our previous clients and provided all the required deliverables within the timelines and budget set in the recognized contracted service agreement. Upon completion of all services, we ask that our clients complete a satisfaction survey and are happy to report a 93% satisfaction rating.

Dedicated Resources

White's Consultants will utilize laptops, software, and other office equipment to provide data and documentation to support training, technical assistance, monitoring reports, and quality improvement plans. Mortricia White, Owner, and her team of experts will lead this Accreditation Process. Our agency will conduct ongoing meetings (at a minimum monthly) to provide updates, feedback, and reports to ensure comprehension of compliance and areas of improvement. Our agency will utilize information from the National Early Childhood Program Accreditation and the state of Florida licensing to ensure accreditation compliance, coaching, and training for all program staff.

*Resumes can be reviewed in the Appendix.

Legal Action

White Consultants has not been involved and is not currently involved in any federal or state regulatory agency inquiries. Furthermore, our company has not been subject to a criminal investigation, has not had a contract (Master Services Agreement) terminated before normal expiration, nor been sued for breach of contract, misrepresentation, fraud, or any other form of infringement.

***See Appendix**

***See Appendix**

Disclosures of Conflict of Interest

White's Consultants does not work for the Early Learning Coalition of Hillsborough County.

I acknowledge by my signature listed below that I am legally empowered to bind the corporation, partnership, or individual in whose name the Application is submitted.

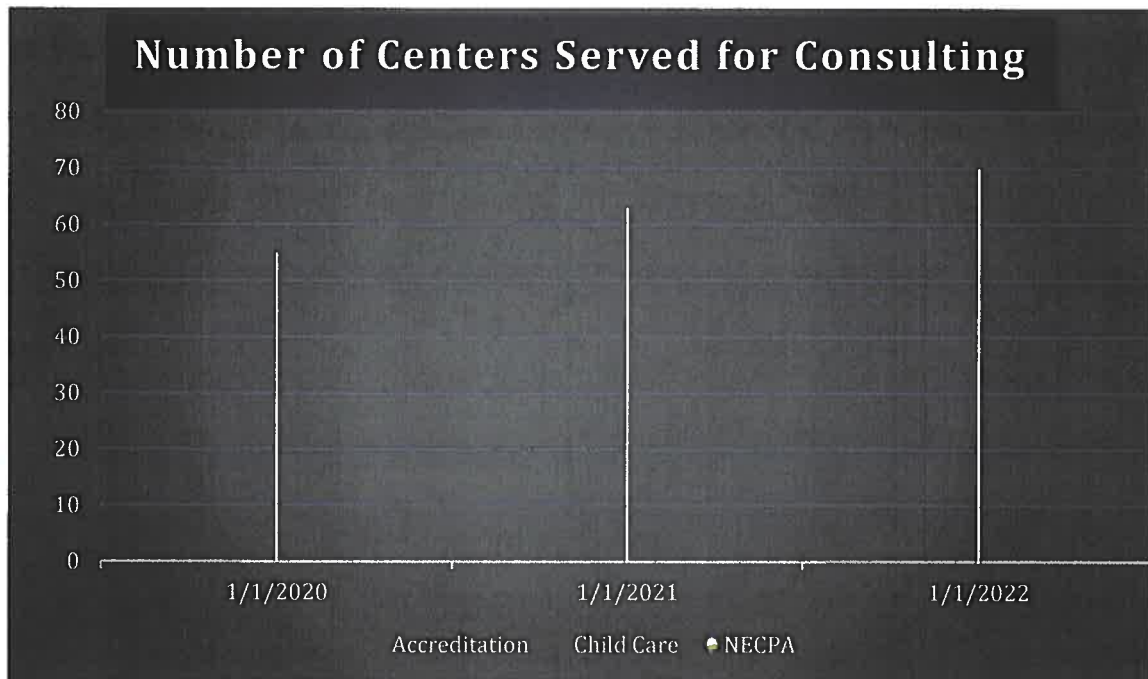
Mortricia White
Printed Name

October 31, 2023
Date

Mortricia White
Signature

October 31, 2023
Date

Growth and Testimonials



FUTURE CHILD CARE IS FUTURE CARE

"I would have never made it over the last few years without White Consultants. They understand CHILD CARE and the disenfranchised. Honestly, they know how help without making you feel small. Every center in Hillsborough County should use them to NECPA Accreditation and the Staff Credential!"

Blair Maxwell

Director Kids Korner

2024

"Wow. White Consultants had made the navigation of Staff Credentials and NECPA Accreditation so understandable for our team. We are so excited to learn more and utilize their services!"

Genot Stegert, Director of Strategic Planning

Children's Board of Hillsborough County

2023

"Mayor Jane Castor promised a childcare center for the City of Tampa employees. Our department specializes in Parks and Recreation. I have been tasked with making this happen in 2024. White Consultants came highly recommended as experts in Staff Credentials, Head Start, and Accreditation. After one conversation we were sold. They are the best!"

Diedrea Anthony, Team Supervisor

City of Tampa

2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/10/2022

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PRODUCER		CONTACT NAME:	
ISAAC KENNEDY		PHONE (A/C, No, Ext):	
1200 LOCUST ST		FAX (A/C, No):	
DES MOINES IA 50391-9995		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Nationwide General Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED		NAIC #	
Whites Premier Consultants		23760	
1525 NOBLE CREEK LN			
Raleigh NC 27610-6130			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		ACP CG01 3201111480	11/10/2022	11/10/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
WHITE'S PREMIER CONSULTANTS 1525 Noble Creek Lane Raleigh, NC 27610	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Isaac Kennedy

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ACORD 25 (2016/03)

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Whites Premier Consultants
1525 Noble Creek Ln
Raleigh, NC 27610

CERTIFICATE OF LIABILITY INSURANCE

11/10/2022

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PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No, Ext): 844-472-0967 FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Whites Premier Consultants 1525 Noble Creek Ln Raleigh, NC 27610	INSURER A : National Liability & Fire Insurance Company NAIC # 20052	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> I <input type="checkbox"/> N/A PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability (Errors & Omissions): Claims-Made			N9PL880775	11/11/2022	11/11/2023	Per Occurrence/ Aggregate \$1,000,000/ \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Whites Premier Consultants 1525 Noble Creek Ln Raleigh, NC 27610	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>[Signature]</i>

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Raleigh, NC 27610



CERTIFICATE OF LIABILITY INSURANCE

06/23/2023

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PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No. Ext): 844-472-0967 E-MAIL ADDRESS: customerservice@biBERK.com	FAX (A/C, No): 203-654-3613
	INSURER(S) AFFORDING COVERAGE	
INSURED Whites Premier Consultants 1525 Noble Creek Ln Raleigh, NC 27610	INSURER A: Wellfleet Insurance Company NAIC # 32280	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ 0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 0 PRODUCTS - COMP/OP AGG \$ 0
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N9WC686985	06/24/2023	06/24/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	Professional Liability (Errors & Omissions): Claims-Made						Per Occurrence/Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Whites Premier Consultants
 1525 Noble Creek Ln
 Raleigh, NC 27610

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE *[Signature]*

Mortricia White

1525 Noble Creek Lane

Raleigh, NC 27610

(919) 985-9875

mewwhite3@hotmail.com

Head Start Years of Experience: 20

Education

BA, Sociology/Social Work, St. Augustine University, Raleigh, NC 27610

MA, Education, Wheelock College, Boston, MA 02215

Infant, Toddler, & Pre-K CLASS Reliable (August 2021 to Present)

CLASS 2nd Edition Observer Pre-K–3rd (February 2023 - Present)

Expected Ph.D. (ABD) December 2023, Early Childhood Education, Northcentral University, San Diego, CA 92037

Experience Summary

I have two decades of experience as an education professional in Early/Head Start program compliance and regulatory monitoring, grants management, program management, human resources, customer service, and support. I possess extensive knowledge in the facilitation of training and technical assistance to central and regional grantees and in providing virtual and in-person staff formats. I am experienced in data analysis to support quality program improvement. Am an enthusiastic individual committed to serving the community and education programs through sound program management, staff development, and strategic partnerships. I am currently in the process of earning my Ph.D. in Early Childhood Education from Northcentral University and have completed all but the dissertation.

Work Experience

White's Premier Consultants, Owner, January 2018-Present

Conducted analysis, editing, and reporting of onsite CACFP administrative reviews for Early/Head Start and early childhood programs. Facilitated onsite and virtual training and technical assistance of the National Early Childhood Program Accreditation and Child Development Association training, and environmental health and safety, curriculum and relationship building trainings. Provided programmatic oversight and governance training to the Board of Directors, the Policy Council, and Parent Committees. Provided ongoing support to Early/Head and early childhood programs in the areas of Human Resources, Environmental Health & Safety, Nutrition, Health & Mental Health, Education, and Family and Community Engagement. Facilitated mock Focus Area 2 onsite reviews to ensure safety compliance.

Quality Assurance Analyst, DLH/Danya, September 2019-August 2020. Conducted analysis, editing, and final review of over 300 Focus Area 2 reports. Improved report grammar, spelling, punctuation, and usage ensured the utilization of accurate reporting templates and integrated revisions from the Office of General Counsel for deficient reports prior to submission to the Office of Head Start (OHS). Inputted report data into the Head Start Enterprise System data. Managed the weekly report workflow process. Followed all OHS reporting guidance and

expectations regarding proofing final narratives to ensure accuracy, clarity, and consistency. Established and maintained report-tracking systems that supported the monitoring review schedule. Conducted weekly report tracking and submitted status to the management team. Assisted in the development, maintenance, and implementation of report content, templates and application for each review outcome as needed. Scheduled ongoing meetings with the Field Operations Manager or Follow-Up Manager and Review Lead to implement report revisions. Communicated with Central OHS Quality Assurance Division (QAD) staff, Regional Office staff, DLH staff, and other stakeholders as directed by management.

Federal Reviewer, DLH/Danya, October 2017-September 2019. Conducted over 60 Focus Area 2 Federal quality assurance on-site reviews of Early/Head programs including Migrant & Seasonal and AIAN Start grantees to ensure compliance with Head Start Program Performance Standards and the Head Start Act. Reviewed and examined data sources and documentation to ensure the fidelity of education, disabilities, and health/mental, facilities/safe environments, ERSEA, and family/community engagement services. Identified non-compliance and deficiencies to reduce inadequacies in grantee service delivery. Monitored program performance measures and education curriculum, parent satisfaction surveys to evaluate services to children and families. Prepared and submitted monitoring results to the Office of Head Start. Aggregated collected data and prepared weekly analytical report summaries for submission into AMS-20 monitoring software.

Residential Counselor, SouthLight Healthcare, December 2016-October 2017. Monitored client behaviors to ensure compliance with program rules and treatment plans. Coordinated Mental Health and Substance Abuse (DMH/ SAS) services for clients to support individualized life skills instruction and independent living. Facilitated patient transportation to community programs, services, and childcare when needed. Collected urine drug screens and administered client medication. Communicated program instructions both verbally and in writing with clients to ensure compliance. Completed client narrative summaries and input into agency data software for review by the clinical team.

Program Consultant, NC Department of Public, January 2016-April 2018. Provided administration, coordination, consultation, and training & technical assistance to Ryan White HIV health service programs and agencies. Managed a federal budget of \$3.5 million and implemented fiscal planning, contract development, monitoring, and evaluation services. Directed resource development of the Ryan White HIV Care and Housing Opportunities for Persons with AIDS (HOPWA) programs, including Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG). Organized ongoing meetings with the regional AIDS Care Program Manager and HIV Providers. Facilitated training and technical assistance to regional HIV programs and agencies. Oversaw direct service staff to ensure adherence to program timelines and organizational outcomes.

Quality Assurance Monitor, East Coast Migrant Head Start, June 2012=December 2015. Led 100 regional onsite monitoring and assessments of federally funded Migrant/Seasonal Head Start Programs utilizing OHS monitoring systems and tools to ensure compliance with Head Start Performance Standards, Head Start Act, and local, state, and Federal regulations. Met with Direct

Services and Delegate agencies to gather, aggregate, and analyze program data reports to identify significant trends. Reviewed environmental health & safety monitoring findings, and prepared narrative summaries, program reports, and reporting spreadsheets for submission to program management teams. Developed program quality improvement plans to address areas of non-compliance and deficiencies. Generated monthly and quarterly agency reports. Facilitated training and technical assistance to regional Migrant and Seasonal Head Start programs.

Classroom Educator, SC/NC Department of Public Instruction, August 2004-June 2012.

Responsible for curriculum and instruction of early childhood and elementary education in both public and charter schools. Conducted home visits with families regarding student progress and areas of concern. Increased reading and math assessment scores for 25% of at-risk students through one-on-one, small group, and coordinated after-school programs. Implemented, coordinated, and facilitated cultural community services programs to promote children and family engagement. Team Leader and Facilitator for staff technology programs. Participated in the interdisciplinary team for Individual Education Plans for children with identified disabilities.

HIV/STD Outreach Program Coordinator, BJHCHS, Inc., March 2001-August 2004. Managed fiscal and state deliverables for the HIV Prevention Program, including non-traditional testing, counseling, and referrals. Collaborated with Disease Intervention Specialists, Infectious Disease Nurses, HIV/AIDS agencies, other local health departments, and private healthcare providers to address public health/mental health and educational needs, such as HIV/STDs, substance abuse, diabetes, health promotion, and tobacco. Coordinated community assessments, and prepared quarterly reports, program narrative summaries, health assessments, and client satisfaction surveys to evaluate quality assurance at local, regional, or national levels. Participated in Federal and State grant writing and budget preparation process, which included grant implementation and compliance efforts. Led public relations and marketing of outreach programs to medical/community providers, including media review for World AIDS Day and National HIV Testing Day.

References

References available upon request.

DANIELLE HARRY

1143 Wrightswynde Court ♦ Wesley Chapel, FL

SUMMARY

Experience in supporting and delivering educational guidance in Early Childhood Education, I bring the ability to work with limited direction and have the ability to make sound decisions. I seek to use my ability to establish effective working relationships with coworkers, parents, children, and community members; to help strengthen the company and grow my skills as an education professional.

CORE COMPETENCIES

- ❖ Creating effective curriculum and lesson plans aligning effective content and activities.
- ❖ Providing training and presentations in planning and instruction best practices.
- ❖ Applying data-driven analysis to evaluate and address individual student learning needs.
- ❖ Communicating effectively with colleagues, administration, and parents to attain objectives.
- ❖ Familiar with local, state, and federal policies, laws, and regulations governing childcare programs

PROFESSIONAL EXPERIENCE

CONTRACTED; WHITE CONSULTING- 2021- CURRENT

- Review accreditation materials and assist with familiarity with the accreditation entities' standards.
- Introduce the accreditation process and its importance to program staff.
- Introduce the accreditation concept to parents and encourage their support.
- Copy and hand out staff and parent surveys. Provide an anonymous drop box.
- Collect completed surveys and identify areas of weakness.
- Prepare the Director and teachers to measure each classroom against applicable NECPA standards using sections of the Self-Assessment Instrument.
- Assess each classroom and note areas of noncompliance.
- Brainstorm with staff and parents on an improvement plan to address observed noncompliance and weaknesses from the surveys collected.
- Meet with staff periodically to review progress in meeting NECPA standards.
- Once the improvement plan is met, including any necessary staff training and facility changes, complete the NECPA Self-Assessment Instrument.
- Complete Part A, compiling the necessary documentation in an organized system, using the provided documentation labels to note each item.
- Complete Part B, these items will be verified through observation.
- Resurvey both staff and parents. Provide an anonymous drop box. Ensure the center has collected surveys from at least 70% of staff and 50% of the families served.
- Review the NECPA Self-Assessment Instrument for completeness.
- Request a verification visit when all improvements have been made, the correct number of surveys collected, all items answered, and documentation organized for the Self-Assessment Instrument.

LSF SERVICES EARLY HEAD START AND EHS — Tampa FL
Education Manager, 2016 - 2021

- ❖ Supervised and oversaw the activities of employees in early learning program classrooms, assisted in the development and implementation, and monitoring of education policies, and standard operating procedures.
- ❖ Plan, implement, and evaluate an ongoing professional development program for center staff. Monitor employee center files two times a year for licensing.
- ❖ Monitored lesson plans to ensure compliance with currently approved curricula and Head Start Early Learning Outcome Frameworks.
- ❖ Collaborate with area specialists concerning developmental concerns
- ❖ Prepare all centers for Accreditation for APPLE, NAEYC, NAFCC, or NECPA

MID-FLORIDA COMMUNITY SERVICES INC.-BROOKSVILLE, FL
Supervising Education Manager, 2010 – 2016

- ❖ Planned conduct and participated in in-service training related to child development and early childhood education to improve teaching skills and increase staff, parent, and volunteer knowledge of child growth and development.
- ❖ Collaborate with teachers in the development of Language Arts and Social Studies core areas, ensuring the highest quality teaching methods according to classroom size and diverse student needs.
- ❖ Provide training for teachers including classroom environment planning, classroom management techniques, and practice development.
- ❖ Contribute to curriculum development, including individualization for student needs and documentation of creative curriculum objectives.
- ❖ Reviewed and analyzed directives, reports, and records related to the operation and delivery of services. Including the Child Plus tracking tool.
- ❖ Coordinate with the management team, implementing program policies and procedures, service plans, program goals, and training plans.
- ❖ Purchase materials for preschool classrooms according to the ECERS-R checklist.

HILLSBOROUGH COUNTY HEAD START — Tampa FL
Lead Teacher, 2000– 2009

- ❖ Created and implemented age-appropriate lesson plans, encouraging physical, emotional, social, and academic growth.
- ❖ Assisted lead teacher with curriculum implementation, facilitating activities and monitoring student progress, addressing issues as needed.
- ❖ Developed and implemented lessons according to the organization's teaching curriculum.
- ❖ Planned engaging content and activities to achieve milestones daily, and completed weekly observation assessments for parents.

CERTIFICATION

National Administrator Credential
Practice Base Mentor Coach
National CDA
PRE-K CLASS Reliability
Infant Toddler CLASS Reliability

EDUCATION

B.S. EARLY CHILDHOOD EDUCATION

REFERENCES

Available Upon Request

Barbara Guthrie

(C) 813-735-8466 | occmimi@yahoo.com | Tampa, FL 33647

SUMMARY

I am a National Consultant for FCCH, EHS, HS, and child care centers. I seek to utilize my high functioning skill sets in coaching centers or tutoring centers for Accreditation, CLASS, and curriculum implementation.

SKILLS

- Compliance with Head Start
- Creative Curriculum Expert
- Family Engagement Expert
- Quality Assurance Expert for Education
- Curriculum Implementation Expert
- ACCREDITATION EXPERT COACH
- Federal compliance
- Group and individual coaching
- Leadership Coaching
- Professional development coaching
- State and federal regulatory compliance


EXPERIENCE

White Consultant Accreditation Expert, January 2015-Current

- Review accreditation materials and assist with familiarity with the accreditation entities' standards.
- Introduce the accreditation process and its importance to program staff.
- Introduce the accreditation concept to parents and encourage their support.
- Copy and hand out staff and parent surveys. Provide an anonymous drop box.
- Collect completed surveys and identify areas of weakness.
- Prepare the Director and teachers to measure each classroom against applicable NECPA standards using sections of the Self-Assessment Instrument.
- Assess each classroom and note areas of noncompliance.
- Brainstorm with staff and parents on an improvement plan to address observed noncompliance and weaknesses from the surveys collected.
- Meet with staff periodically to review progress in meeting NECPA standards.
- Once the improvement plan is met, including any necessary staff training and facility changes, complete the NECPA Self-Assessment Instrument.
- Complete Part A, compiling the necessary documentation in an organized system, using the provided documentation labels to note each item.
- Complete Part B, these items will be verified through observation.
- Resurvey both staff and parents. Provide an anonymous drop box. Ensure the center has collected surveys from at least 70% of staff and 50% of the families served.
- Review the NECPA Self-Assessment Instrument for completeness.
- Request a verification visit when all improvements have been made, the correct number of surveys collected, all items answered, and documentation organized for the Self-Assessment Instrument.

-EHS/HS Education Compliance Investigator, Head Start, Contracted 1998-Current (PT)

- Collaborated in the development of Creative Curriculum implementation.
- Provided Technical Assistance for ASQ, ECERS, Brigance, ITERS, CLASS
- Implemented a Coaching Program for CLASS to increase the scores for EHS, HS, and FCCH
- Improved operations by working with education managers and teachers to find workable solutions.

- 
- Coached Education and provided TA for FA2 Review
 - Delivered Coaching and Technical Assistance to Management and Teachers who serve 5,000 children in over 10 cities

EDUCATION AND TRAINING

- CDA-1998 YIR
- CCP,- 2016 NECPA
- NAC-2017 NAC

CONSULTING SKILL SET

- First Aid/CPR Instructor and Train the Trainer
- CLASS Reliable
- Creative Curriculum, ASQ, ECERS
- Mental Health Awareness- ACE's
- Accreditation

Name Clydie Roseberry-Howard:

Danya Title: Senior Monitoring Analysis

Biographical Sketch: Ms. Roseberry-Howard has twenty-five (25) years Head Start/Early Head Start leadership and management experience that includes holding positions as Early Head Start Director-Child Care Partner Director, Head Start Program Operations Quality Assurance Director. She also has fifteen years as a Head Start/Early Head Start Consultant serving as National Onsite Team Leader for seven of those 15 years. Served as a the Review Team Leader (RTL) I have successfully organized and managed all facets of the onsite monitoring of Head Start/Early Head Start program per Office of Head Start policies and procedures successful.

During these reviews I demonstrated proficiency in providing support to consultants (onsite team members) and Federal Staff in the form of Head Start/Early Head Start Content Area expertise, and, analysis of effectiveness/efficiency of organizational and service delivery management systems.

Demonstrated experience with cultural diverse programs and communities thru the country including Alaska and outer Pacific.

Ms. Howard has demonstrated the ability to provide real time training, technical assistance and problem solving during reviews that added value to team member experiences and review outcomes.

Demonstrates a working knowledge of and the ability to apply Head Start and Early Head Start Programs by being able to link issues that apply to service areas and systems when monitoring a grantee's program.

Developed and implement one of four program providing child development partnership services to homeless families in Region IV. Demonstrates a working knowledge of the commniyt collaborations and blending of funding streams in alignment with local State, Federal Head Start Performance Standards and other regulations, including OHS Program Instructions, Information Memorandums, and Policy Clarifications.

Work History:

Danya International, Inc.

Silver Spring, Maryland

Senior Monitoring analysis

August 2010–present

Served as a the Review Team Leader (RTL) I have successfully organized and managed all facets of the onsite monitoring of Head Start/Early Head Start program per Office of Head Start and Danya policies and procedures successful. During these reviews I demonstrated proficiency in providing support to consultants (onsite team members) and Federal Staff in the form of Head Start/Early Head Start Content Area expertise, and, analysis of effectiveness/efficiency of organizational and service delivery management systems. Ms. Howard has demonstrated the ability to provide real time training, technical assistance and problem solving during reviews that added value to team member experiences and review outcomes. Content Area Expertise . Demonstrates a working knowledge of and the ability to apply Head Start and Early Head Start Programs by being able to link issues that apply to service areas and systems when monitoring a grantee's program. Knowledge of Head Start and Early Head Start Standards .Demonstrates a working knowledge of the most current Head Start Performance Standards and other regulations, including OHS Program Instructions, Information Memorandums, and Policy Clarifications

Independent Consultant 1991-2010, Atlanta Ga.

An Independent National Reviewer/ Management System Analyst. I have demonstrated an ability to interact positively with American Indian/Alaska Native programs, Virgin Islands and outer Pacific programs; faith based, single purpose, isolated rural and rural programs, urban and public school system program grantee staff and multi-racial and ethnic team members. As a compliance reviewer of Head Start/Early Head Start grantee, I have demonstrated my knowledge and understanding of Performance Standards and Regulations in the areas of Governance, Early Childhood Education, Infant Toddler Development, Curriculum, Disabilities, Fiscal, Facilities, Transportation, Family and Community Partnerships, and Mental Health. During these reviews I demonstrated the ability to work collaboratively with other team members to work independently as the sole reviewer responsible for conducting follow-up reviews to determine if grantees had corrected or made substantial progress correcting areas of non-compliance and improving identified weaknesses. The submission of review finding and responses to specific federal questions effectively and linked to specific standards demonstrated my ability to communicate clearly and convincingly in writing.

Results Management Inc., Tuskegee, Alabama Contractor, 1996 to 2005.

As Head Start/Early Head Start Management and Content Area Consultant for Results Management Associates I provided interim management, training and technical assistance to Head Start/Early Head Start Grantees that resulted in grantee clients having successful Federal Onsite Reviews and Follow-up Reviews in the areas of Program Design and Management, Family Partnership and Community

Partnership, and, Early Childhood Education and Infant Toddler Development. Serving as Interim Director successfully managed the day to day administration and operation of multicounty Head Start programs that resulted in the program being removed from the Regional Office Deficient Grantee List to being acknowledged as the first program to fully implement the 1996 Revised Performance Standards. Serving as Interim Head Start Program Education Manager for a multi county grantee, managed the grantee's program reorganization and implementation of Site Based Management.

Enrichment Services Head Start, Columbus Ga., 1996-1998

Clydie Roseberry – Howard served as Head Start Director for 813 city and rural children and Families. She provided guidance and leadership to 101 staff members that emphasized the importance of the program achieving high standards of quality. Reviewed and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any concerns or areas needing improvement. In conjunction with the Board of Directors, staff and Policy Counsel to plan and developed long range and short-term goals, that included financial goals. Developed partnerships with other organizations in the community to foster collaboration and increase services delivery to children and families. She maintained an effective system of communication with the Board of Directors and Policy Counsel that included written reports of the fiscal and programmatic status of the program, monitoring results, and strategies to resolve problems. Monitored the program activities through observation, monthly supervisory meetings, team meetings, and review of files and documentation. Instrumental in the development and operation of a new Head Start Center, to expand services in the rural area.

Clark Atlanta University, Atlanta Ga. Head Start program 1994 - 1998

Served as Parent Child Center Director, with an enrollment of 105 children and families. Provided oversight and supervision for the daily operation of a Head Start center. Ensured compliance with local, state regulations, and the Head Start Performance Standards. Provided leadership direction, guidance, support, and evaluated, assigned staff. Supervises enrollment process and assures children are enrolled in accordance with Head Start Policy and Procedures. Monitored and supervised all activities within the center to assure that enrolled children and their families receive comprehensive Head Start Services. Prepare the work schedule and teaching materials for teachers. Trained the childcare attendants and teachers in fulfilling their duties. Make available equipment's and classroom supplies required for the center. Coordinated with parents and responded to their questions and concerns. Developed and implemented an effective reorganization of the program; increased the use of community resources; designed and, oversaw the implementation of and After School Program for ages three years and higher.

Clark Atlanta University, Atlanta Ga. Interim program Director May 1991 to August 1998

Clydie R. Howard was Interim Program Director and Program Operations Manager responsible for management oversight of Head Start and Early Head Start program for five counties staff of 23 staff satellite locations. Developed and implemented an effective reorganization of Head Start program. Community resource development responsibilities included management oversight of the programs multiple funding operating budget in partnership with the Board of Directors and Policy Council.

Designed after school programs for ages three years and higher and provided management oversight of multi-funded programs, for Head Start and after-school care.

Emprise Designs Region IV T/TA, Atlanta Ga. 1994 to 1998

As a training and Technical assistant consultant for this Federally funded Head Start Training and Technical Assistance Center for Region IV, provided technical assistance and training in the areas of child development, management, resource development, child development center accreditation, curriculum development and alignment, child development outcomes analysis, Quality Improvement planning, NAEYC accreditation, facilities, playgrounds, and transportation to Head Start Center Based, Home Based and Family Child Care Grantees.

Howard Children Child Development Center, 1980-1990

Director /owner of a licensed private child care center funded for 60 children 3-5. Provided direct supervision for all center staff and Manager of the Infant Toddler center. The center was licensed by the state of California for Early childhood and after school care services in the Sacramento, California.

Education: Early Childhood Education, California State University, Sacramento, Ca. 1987

- **Training: Review Team Leader (RTL) Training, March 13 – March 19, 2008**
 - CD and Notebooks
- **Review Team Leader (RTL) Training, Two Day Training Session, April 7 – April 8, 2010**
 - AIAN Branch Program Specialists
- **NFRTL Training Sessions Schedule via WebEx, April 19 – April 27, 2012 (some make-up sessions)**
- **Senior Monitoring Analysts (SMA), Senior Review Planning Analysts (SRPA) and Review Planning Associates (RPA) Training, August 16 – August 19, 2010**
 - Training Notebook, Handouts and Files
- **ARRA Review Team Leaders, WebEx Training Sessions, September 7 – September 16, 2010**
 - ARRA RTL Detailed Outline of WebEx Sessions
 - Mentor and Support chart
 - SMA and ARRA RTL Org Chart
 - Training Notebook, Handouts and Files

Certifications:

Professional Skills:

Software Skills: Microsoft Office Professional 2010

Government Experience: None

Professional Honors: None

Professional Associations: Member, National Education of Young Child since 2007



U.S. Small Business
Administration

202-205-8800 | sba.gov
409 3rd St, SW, Washington DC 20416

March 8, 2023

Mortricia White
SAM UEI: GGRTLSHNPDT3
1525 Noble Creek Ln
Raleigh, NC 27610

Dear Mortricia White:

I am writing to inform you that Mortricia White has been certified by the Veteran Small Business Certification Program (VetCert) at SBA. Your certification confirms your eligibility to compete for set-aside contracting opportunities, as well as other benefits, as a Service-Disabled Veteran-Owned Small Business (SDVOSB).

What you need to know:

- Mortricia White is certified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) and publicly listed at veterans.certify.sba.gov.
- Your certification is valid for three (3) years from the date of this letter.
- You may visit [SBA's website to download SBA-approved digital icons](#) that indicate your certification status.
- SBA may conduct a program examination at your office or work site during your certification period to verify the accuracy of your certification.
- You may apply for recertification 120 days prior to your expiration date by logging in to your Veteran Small Business Certification profile.

What to do if your business changes:

You must inform SBA of any changes to the business that could affect its eligibility for the program, such as:

- a closure
- a change to the firm's ownership, business structure, or control
- filing of a bankruptcy
- a change in a Veteran-owner's active duty status

You can inform SBA of changes through the VetCert website at veterans.certify.sba.gov. Failure to report eligibility changes within 30 days of the change could result in:

- Civil and criminal penalties
- A referral to the Debarment and Suspension Committee
- Decertification and removal from the Veteran Small Business Certification Program

Please keep a copy of this letter to confirm Mortricia White's continued program eligibility. Thank you for your service to our country and for continuing to serve the United States through small business ownership.

Sincerely,

John B. Perkins

John B. Perkins
Director Veteran Small Business Certification Program



All SBA programs and services are extended to the public on a nondiscriminatory basis.



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

REQUEST FOR QUOTE Accreditation Coaching Services

October 16, 2023 to November 1, 2023

Inquiries and proposals should be directed to:

**Gary Meyer
Chief Financial Officer**

**Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King, Jr. Blvd.
Suite 100
Tampa, FL 33619
gmeyer@elchc.org**

I. GENERAL INFORMATION

- A. **Purpose.** This request for quote (RFQ) is for the Early Learning Coalition of Hillsborough County ("ELCHC" or "Coalition") to identify and contract with a single or multiple organization(s) or independent contractors that can provide accreditation coaching services to childcare providers during the period July 1, 2023 to June 30, 2024.
- B. **Who May Respond.** Any U.S. based organization or independent contractor providing accreditation coaching services to childcare providers.
- C. **Instructions on Proposal Submission.**
1. **Closing Submission Date.** Proposals must be submitted via email no later than 5:00 pm EST on November 1, 2023.
 2. **Inquiries.** Inquiries concerning this RFQ should be emailed to:
Gary Meyer
Chief Financial Officer
gmeyer@elchc.org
 3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFQ will be the responsibility of the Offeror and will not be reimbursed by the Early Learning Coalition of Hillsborough County (the "Coalition"),

It is the responsibility of the Offeror to ensure that the proposal is received via email by the Coalition by the date and time specified above. Late proposals will not be considered.

To ensure a fair review and selection process, personnel submitting proposals are specifically requested not to make other contacts with Coalition staff or members of the Board of Directors regarding this proposal during the proposal's timeline. Failure to comply with this request will result in disqualification of the proposal.

4. **Right to Reject.** The Coalition reserves the right to reject any and all proposals received in response to this RFQ. A contract for the accepted proposal will be drafted based upon the factors described in the RFQ.

5. Minority-Owned Businesses. Efforts will be made by the Coalition to utilize woman, minority and/or service-disabled veteran owned businesses.

6. Notification of Award. It is expected that a decision selection will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations, all Offerors submitting proposals to this Request for Quote will be informed about the selection decision. If both parties cannot agree on prices for a formal contract, the work will be rebid.

II. DESCRIPTION OF ENTITY. The Early Learning Coalition of Hillsborough County (ELCHC) was created in response to the School Readiness Act (s. 411.01, Florida Statutes (FS)) in 2000 and is dedicated to ensuring quality early care and education for children in Hillsborough County. The Coalition is a nonprofit corporation which has been determined to be exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

The project included in this RFQ will be funded 100% from federal funds, with disclosure to comply with Public Law (P.L.) 103-333, s. 508.

Mission: The Early Learning Coalition of Hillsborough County provides children, birth to 5 years, high quality, equitable and inclusive early learning experiences preparing them for success in school and life through the collaboration of families, educators, and the community.

FAST FACTS:

- Current number of staff: 150
- 2022-2023 Operating Budget: \$234,482,081
- Current number of board of directors: 24
- Approximately 1,200 child care providers in Hillsborough County
- 2022-2023 School Readiness children served: 12,579
- 2022-2023 Voluntary Pre Kindergarten (VPK) children served: 11,579
- Website to learn more: www.elchc.org

III. SCOPE OF SERVICES NEEDED

The Early Learning Coalition Hillsborough County is seeking an organization or independent contractor who can provide coaching to ensure family childcare homes and childcare centers achieve Gold Seal accreditations. Our goal is to assist 15 childcare family homes and 15 childcare centers utilizing our last round of American

Rescue Plan Act Discretionary funding to successfully become accredited. These 30 childcare centers/family childcare homes must indicate that they are interested in serving or are actively serving children with behavioral concerns or children with unique abilities (special needs). The end game of providing these accreditations is to ensure that (1) childcare providers improve their overall level of quality, (2) centers are better equipped to ensure that children with adverse behavioral concerns or unique abilities (special needs) avoid expulsion, and (3) parents increase their parental choice to give their child a high-quality early education experience. The successful Gold Seal accreditation also provides the opportunity to providers for increased reimbursement through the 20% differential from the Early Learning Coalition.

ELCHC Responsibility:

For each center, the ELCHC will pay for the cost of equipment and the accreditation application fee. Further, for each center the ELCHC will pay the responder of the RFQ an agreed upon fee for their handholding, coaching, and accreditation preparation services. If a successful responder of the RFQ can address the accreditation process of up to 3 providers or family childcare homes, the ELCHC will consider the request and weigh what is in the best interest of the ELCHC.

Responders to the RFQ:

Responders to the RFQ will ensure to provide support toward the successful accreditation of the childcare center/family home which match one of the State Approved Gold Seal list (see attachment). These include NLSAFGD, FLOCS, FCCPSA, FCC, AISFL, ACTS, Apple, NECPA, NACECEP, NAEYC, COA, Cognia, GAACS, and NAFCC.

The coach will provide the Early Learning Coalition of Hillsborough County (ELCHC):

1. One-on-one coaching with owners/directors.
2. Assessment of initial accreditation status.
3. Mid-point assessment of accreditation status.
4. Conclusion of accreditation status of the provider/family home.
5. A list of recommended materials to successfully become accredited.
6. A list of recommended training that the provider/family home staff need to receive to successfully become accredited.
7. Attestation that the accreditation submission application is complete.
8. Cost for 10 hours of follow-up with the provider.

IV. CONTRACT ETHICS

1. No employee of the Coalition who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any Coalition employee, Board of Director, or for any Coalition employee, or Board of Director to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

- V. **PROPOSAL SUBMISSION.** Proposals received after the deadline will not be accepted. It is neither Coalition's responsibility nor practice acknowledging receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The Coalition reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Early Learning Coalition of Hillsborough County.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

- VI. **PROPOSAL CONTENTS.** The Offeror, in its proposal, shall at a minimum include the following:

1. Organizational information

- a. Bidder name
- b. Address
- c. Email
- d. Phone, and preferred method of contact
- e. Indicate, if appropriate, if the firm is a small or Certified Minority Business Enterprise (CMBE include certificate with RFP)
- f. Name where you maintain office(s)

2. Detailed Scope of Work Items:

- a. Description of how you intend to deliver the services and accomplish the objectives outlined herein.
- b. Biography or resume of coaches, including detailed experience providing childcare accreditation coaching.
- c. List of prior coaching work. Provide success metrics, including number of providers coached versus number of providers achieving accreditation.
- d. Proposed fee for coaching one provider, including details of how fee amount was derived (number of hours, hourly rate, cost of materials, etc.). If you can coach more than one provider, state how many and what the total fee would be (including any associated fee discounts). Your fee should be inclusive of administrative and travel expenses and not require direct reimbursement of these expenses.
- e. Agreement that you will enter into a standard ELCHC contract (see Exhibit A).

VI. RFQ SCORING. Proposals will be scored based on the following attributes and weights:

Attribute	Weight
Proven experience providing childcare accreditation coaching	40%
Coaching model demonstrates an understanding of provider accreditation needs	40%
Cost/Value	15%
Certified Minority-Owned Business	5%

EXHIBIT A



Hillsborough County School Readiness Coalition, Inc.

D/B/A

Early Learning Coalition of Hillsborough County

Contracting With

{insert name}

For

{insert Goods or Services}

THIS AGREEMENT is made and entered into as of {insert date}, (the "Effective Date") by and between the Hillsborough County School Readiness Coalition, Inc. DBA the Early Learning Coalition of Hillsborough County, with offices at 6302 E. Dr. MLK Jr. Blvd, Suite 100, Tampa, Florida, 33619 ("COALITION") at date of contract execution, and {insert vendor name} with offices at {insert Vendor address} ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

A. Effective Term

The term of this Contract shall commence on {insert commencement date} or the date on which the Contract has been signed by the last party required to sign it, whichever is later ("Effective Date"), and shall conclude on {insert end date} ("Term").

B. Purpose

This AGREEMENT defines the professional services provided by the CONTRACTOR. The CONTRACTOR shall provide its professional services, as specified in the Scope of Work.

C. Scope of Work

The CONTRACTOR will provide the following:

COALITION hereby retains the services of CONTRACTOR for {insert goods or services} in accordance with the Proposal submitted by the CONTRACTOR to the COALITION on {insert proposal date} (the "Proposal"), a copy of which is attached hereto as Exhibit A and the terms of which are expressly incorporated herein by reference. {insert Scope of Work details as needed}.

D. Due Date

The CONTRACTOR agrees to be available and shall finish services by {insert end date}.

E. Compensation & Payment

1. The total price for all the work set forth in the Agreement shall not exceed {insert price}.
2. When both parties have signed this AGREEMENT, the COALITION agrees to make a payment upon receipt of a properly payable invoice after services have been delivered which has been approved by COALITION management. {insert payment schedule; Florida Statute does not allow for prepayment of goods or services} All goods and/or services are subject to final approval by a representative of COALITION prior to payment.
3. The COALITION shall make payment within thirty (30) calendar days of receipt of invoice.

F. Indemnification

The CONTRACTOR agrees to be liable for and to indemnify the COALITION against all claims, suits, judgment, or damages, including court costs and attorney's fees, arising out of the negligent or

intentional acts or omissions of the CONTRACTOR, or arising out of the violation of any copyright law by the CONTRACTOR in the course of the performance of this AGREEMENT. In no event shall the CONTRACTOR be liable for or have any obligation to defend the COALITION against such claims, suits, judgment, or damages, including costs and attorney's fees, arising out of the sole negligent acts of the COALITION.

G. Insurance and Risk Mitigation

The CONTRACTOR shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the AGREEMENT and any renewal(s) or extension(s) of it. By execution of this agreement, the CONTRACTOR accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the CONTRACTOR and the clients to be served under the agreement.

1. Commercial General Liability
 - a. Each Occurrence \$1,000,000
 - b. Personal Injury \$1,000,000
 - c. General Aggregate \$3,000,000
 - d. Products & Completed Operations \$3,000,000
 - e. Damage to Rented Premises \$1,000,000
2. Automobile Liability
 - a. Combined Single Limit \$1,000,000
3. Worker's Compensation & Employers' Liability (E.L.)
 - a. E.L. Each Accident \$1,000,000
 - b. E.L. Disease-Each Employee \$1,000,000
 - c. E.L. Disease-Policy Limit \$1,000,000
4. Professional Errors and Omissions \$1,000,000

The CONTRACTOR will have and continuously maintain all other types of insurance as required by law. In the event that any of the coverage described above is canceled by the insurer for any reason, the CONTRACTOR shall immediately notify the COALITION of such cancellation and shall obtain replacement coverage acceptable to the COALITION and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage. All insurance policies shall be with insurers qualified and doing business in Florida. The COALITION shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.

H. Proprietary and Confidential Information

1. CONTRACTOR agrees to hold in trust and confidence any confidential and proprietary information or data relating to COALITION business and shall not disseminate or disclose such information to any individual or entity, except CONTRACTOR's employees or subcontractor's performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the COALITION.

2. With respect to any confidential information, the CONTRACTOR's obligations of nondisclosure set forth above shall continue to apply to such information for as long after this Agreement expires or terminate, as such information remains confidential.
3. An item will not be considered confidential information of the COALITION if it is:
 - a. In the public domain prior to disclosure to the CONTRACTOR or subsequent to such disclosure but through no fault of the CONTRACTOR; or
 - b. Obtained from a third party not subject to a duty of confidentiality.
4. The CONTRACTOR agrees that any computer programs, software, documentation, copyrightable work, discoveries, improvements, or other deliverables (hereinafter "Work") developed by the CONTRACTOR solely, or with others, resulting from the performance of CONTRACTOR's responsibilities and obligations pursuant to this Agreement are property of the COALITION. If for any reason the Work would not be considered a work made for hire under applicable law, for the consideration included herein, CONTRACTOR does hereby sell, assign, and transfer to the COALITION its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. CONTRACTOR agrees to provide whatever assistance is necessary for the CONTRACTOR to preserve its commercial interest including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

I. E-Verify

1. The CONTRACTOR shall provide the COALITION within ninety (90) days of the effective date of this Agreement a copy of the "Edit Company Profile" screen indicating the enrollment in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

J. CONTRACTOR Information

1. Independent CONTRACTOR Status: CONTRACTOR agrees that the relationship between CONTRACTOR and the COALITION is that of an independent CONTRACTOR for employment tax purposes. CONTRACTOR shall be solely responsible for self-employment, income or any other taxes relating to payments under this agreement including those of any employees.
2. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION's duty to perform under the terms of this Agreement that the CONTRACTOR

will be in compliance with all applicable laws and regulations of the state and federal government.

K. Public Records Law Compliance, Access and Confidentiality

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COA, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.
3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.
5. COALITION shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

L. Remedies

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

M. Representations and Warranties

The CONTRACTOR will make no representations, warranties, or commitments binding the COALITION without its prior consent. The CONTRACTOR will hold no authority to speak as a spokesperson for, or to act or represent themselves as an agent of the COALITION.

N. Debarment and Suspensions Disclosures

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

O. Termination Clause

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITIONs expenses for additional managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.
3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITIONs interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
 - a. Stop work under the agreement on the date of and to the extent specified in the notice.
 - b. Complete performance of the work not terminated by COALITION.
 - c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
 - d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.

- e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

P. Force Majeure

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.
2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

Q. Equal Employment Opportunity

The CONTRACTOR is and has been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

R. No Assignment

Neither this AGREEMENT nor any of the rights, interests or obligations hereunder shall be assignable by the CONTRACTOR without the prior written consent of the COALITION.

S. Change Orders

Any change in the details of scope of work or the fee schedule shall require a written amendment to this Agreement (a "Change Order"). Each Change Order shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Change Order will become effective upon the execution of the Change Order by both parties, and the Change Order will specify the period of time within which CONTRACTOR must implement the changes. Both parties agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order. No Change Order shall become effective unless and until it is signed by both parties hereto.

T. Procurement of Recovered Materials

1. Pursuant to 2 CFR §§200.3017, *Procurement by States*, and 200.322, *Procurement of recovered materials*, CONTRACTOR will comply with the following requirements of Section 6002 of the Solid Waste Disposal Act.
 - a. Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
 - b. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
 - c. Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpk-program>. The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-service>.
2. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, CONTRACTOR shall procure items designated in the Environmental Protection Agency (EPA) guidelines at 40 CFR Part 247 which contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition unless CONTRACTOR determines such items:
 - a. Are not reasonably available in a reasonable period of time;
 - b. Fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or
 - c. Are only available at an unreasonable price.

Paragraph 2. of this clause shall apply to items purchased under this agreement where:

1. CONTRACTOR purchases in excess of \$10,000 of the item under this agreement; or
2. During the preceding Federal fiscal year, CONTRACTOR: (i) purchased any amount of the items for use under a contract funded with federal appropriations and was with a federal agency or a state agency or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

U. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification attached hereto. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3)."

V. Clean Air Act and the Federal Water Pollution Control Act

1. Clean Air Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 4401 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

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W. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
2. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements, or other construction activities.
3. The COALITION, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The COALITION shall report all suspected or reported violations to DEL.

X. Davis-Bacon Act, as amended (40 U.S.C. 276a, et. Seq.)

When federal program legislation requires, all construction contracts of more than \$2,000, the recipient's and subrecipient's award shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

1. Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
2. Contractors shall be required to pay wages not less than once a week.
3. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination.
4. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules, and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) I, 3, 5, 6 and 7.

Y. Contract Work Hours and Safety Standards (40 U.S.C. 3701 et seq.)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements or other construction activities.

2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous, or dangerous conditions or surroundings.
3. These requirements do not apply to purchase of supplies or materials or articles ordinarily available on the open market or contracts for transportation services.

Z. Agreement

This agreement constitutes the complete AGREEMENT between the School Readiness COALITION of Hillsborough County/dba The Early Learning COALITION of Hillsborough County and CONTRACTOR. Only an instrument of writing signed by both parties can modify its terms and conditions. A waiver of a breach of any of the provisions of this AGREEMENT shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This AGREEMENT shall be binding upon the parties hereto and their respective representatives. The laws of the State of Florida shall govern this AGREEMENT. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.

IN WITNESS WHEREOF, the parties hereto have signed this AGREEMENT as of the date first set forth above.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center; margin: 0;">CONTRACTOR {insert name} {Insert title} {Insert Vendor Name}</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center; margin: 0;">COALITION {insert name} {Insert title} Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County</p>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Date</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Date</p>

Board of Director Meeting
February 26, 2024

ACTION

ITEM IV.H.

ISSUE:	Approval of allocation of funds for NAEYC accreditation coaching
FISCAL IMPACT:	Not to exceed \$50,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning American Rescue Plan Act (ARPA) Discretionary Funding
RECOMMENDED ACTION:	Approval of allocation of funds to Florida Association for the Education of Young Children (FLAEYC) not to exceed \$50,000

NARRATIVE:

Vendor Representative Present at Meeting: Wendy Occhipinti, Executive Director, Florida Association for the Education of Young Children.

Product or Service: We intend to contract with FLAEYC for NAEYC accreditation coaching services for up to ten (10) facilities. Services at a cost per facility include a site visit and evaluation of program readiness (\$600), second site visit evaluation (\$500), NAEYC Accreditation Overview Virtual Webinar (\$700), observation in-person training (\$1,800), program portfolio training/coaching meetings (\$200), classroom portfolio training/coaching meetings (\$200), observation tool training/coaching meetings (\$400), mid-point evaluation of program readiness (\$600), assistance with application submission and portal information completion (\$100), and ten hours of follow up meetings with provider (\$2,000).

Brief History: We have never contracted with accreditation coaching consultants before. Our 2023 Quality Survey told us that 190 providers were interested in accreditation assistance. Of the 1,228 total child care providers in Hillsborough County, only 186 are accredited. And of the 920 School Readiness providers in Hillsborough County, only 176 are accredited. FLAEYC has coached six (6) providers to accreditation over a recent 13-month period (May 2022 to June 2023).

Purpose: Since we have ARPA funding, this is an ideal time to use available funding to help providers get accredited in order to increase provider quality and enable providers to benefit from 20% higher provider rates paid by the Division of Early Learning.

Contract Performance: This is the first year contracting with FLAEYC, so we have no past contract performance to report.

Outcome: To help up to ten (10) providers become NAEYC-accredited.

Budget Impact: This is a contract with a budget not to exceed \$50,000.

Procurement: We launched a Request for Quote to obtain competitive quote proposals. After a public posting period of 15 calendar days, we received 4 proposals. Three raters rated the proposals for a total possible score of 15.0. Two finalists won the bid (highlighted in yellow). See related resolution for the second request for allocation of funds.

	<u>FLAEYC</u>	<u>White Consultants</u>	<u>Bright Idea Consulting</u>	<u>Asher Ambrose Enterprises</u>
Rater 1	3.9	3.6	2.2	2.8
Rater 2	4.8	3.2	3.1	2.7
Rater 3	3.3	2.6	3.6	2.1
Total	12.0	9.3	8.9	7.5
Ranking	1	2	3	4



Hillsborough County School Readiness Coalition, Inc.

D/B/A

Early Learning Coalition of Hillsborough County

Contracting With

Florida Association for the Education of Young Children (FLAEYC)

For

Accreditation Coaching

THIS AGREEMENT is made and entered into as of February 27, 2024, (the "Effective Date") by and between the Hillsborough County School Readiness Coalition, Inc. DBA the Early Learning Coalition of Hillsborough County, with offices at 6302 E. Dr. MLK Jr. Blvd, Suite 100, Tampa, Florida, 33619 ("COALITION") at date of contract execution, and Florida Association for the Education of Young Children with offices at 3551 Blairstone Road, Suite 105-133, Tallahassee, FL 32301 ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

A. Effective Term

The term of this Contract shall commence on February 27, 2024 or the date on which the Contract has been signed by the last party required to sign it, whichever is later ("Effective Date"), and shall conclude on June 30, 2024 ("Term").

B. Purpose

This AGREEMENT defines the professional services provided by the CONTRACTOR. The CONTRACTOR shall provide its professional services, as specified in the Scope of Work.

C. Scope of Work

The CONTRACTOR will provide the following:

COALITION hereby retains the services of CONTRACTOR for NAEYC accreditation coaching services for up to ten (10) facilities in accordance with the Proposal submitted by the CONTRACTOR to the COALITION on November 2, 2023 (the "Proposal"), a copy of which is attached hereto as Exhibit A and the terms of which are expressly incorporated herein by reference.

D. Due Date

The CONTRACTOR agrees to be available and shall finish services by June 30, 2024.

E. Compensation & Payment

1. The total price for all the work set forth in the Agreement shall not exceed \$50,000.
2. When both parties have signed this AGREEMENT, and after CONTRACTOR has delivered goods or services, the COALITION agrees to make a monthly payment upon receipt of a properly payable invoice which has been approved by COALITION management. All goods and/or services are subject to final approval by a representative of COALITION prior to payment.
3. The COALITION shall make payment within thirty (30) calendar days of receipt of invoice.

F. Indemnification

The CONTRACTOR agrees to be liable for and to indemnify the COALITION against all claims, suits, judgment, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the CONTRACTOR, or arising out of the violation of any copyright law by the CONTRACTOR in the course of the performance of this AGREEMENT. In no event shall the CONTRACTOR be liable for or have any obligation to defend the COALITION against such claims, suits,

judgment, or damages, including costs and attorney's fees, arising out of the sole negligent acts of the COALITION.

G. Insurance and Risk Mitigation

The CONTRACTOR shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the AGREEMENT and any renewal(s) or extension(s) of it. By execution of this agreement, the CONTRACTOR accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the CONTRACTOR and the clients to be served under the agreement.

1. Commercial General Liability
 - a. Each Occurrence \$1,000,000
 - b. Personal Injury \$1,000,000
 - c. General Aggregate \$3,000,000
 - d. Products & Completed Operations \$3,000,000
 - e. Damage to Rented Premises \$1,000,000
2. Automobile Liability
 - a. Combined Single Limit \$1,000,000
3. Worker's Compensation & Employers' Liability (E.L.)
 - a. E.L. Each Accident \$1,000,000
 - b. E.L. Disease-Each Employee \$1,000,000
 - c. E.L. Disease-Policy Limit \$1,000,000
4. Professional Errors and Omissions \$1,000,000

The CONTRACTOR will have and continuously maintain all other types of insurance as required by law. In the event that any of the coverage described above is canceled by the insurer for any reason, the CONTRACTOR shall immediately notify the COALITION of such cancellation and shall obtain replacement coverage acceptable to the COALITION and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage. All insurance policies shall be with insurers qualified and doing business in Florida. The COALITION shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.

H. Proprietary and Confidential Information

1. CONTRACTOR agrees to hold in trust and confidence any confidential and proprietary information or data relating to COALITION business and shall not disseminate or disclose such information to any individual or entity, except CONTRACTOR's employees or subcontractor's performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the COALITION.
2. With respect to any confidential information, the CONTRACTOR's obligations of nondisclosure set forth above shall continue to apply to such information for as long after this Agreement expires or terminate, as such information remains confidential.
3. An item will not be considered confidential information of the COALITION if it is:
 - a. In the public domain prior to disclosure to the CONTRACTOR or subsequent to such disclosure but through no fault of the CONTRACTOR; or
 - b. Obtained from a third party not subject to a duty of confidentiality.

4. The CONTRACTOR agrees that any computer programs, software, documentation, copyrightable work, discoveries, improvements, or other deliverables (hereinafter “Work”) developed by the CONTRACTOR solely, or with others, resulting from the performance of CONTRACTOR’s responsibilities and obligations pursuant to this Agreement are property of the COALITION. If for any reason the Work would not be considered a work made for hire under applicable, law, for the consideration included herein, CONTRACTOR does hereby sell, assign, and transfer to the COALITION its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. CONTRACTOR agrees to provide whatever assistance is necessary for the CONTRACTOR to preserve its commercial interest including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

I. E-Verify

1. The CONTRACTOR shall provide the COALITION within ninety (90) days of the effective date of this Agreement a copy of the “Edit Company Profile” screen indicating the enrollment in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

J. CONTRACTOR Information

1. Independent CONTRACTOR Status: CONTRACTOR agrees that the relationship between CONTRACTOR and the COALITION is that of an independent CONTRACTOR for employment tax purposes. CONTRACTOR shall be solely responsible for self-employment, income or any other taxes relating to payments under this agreement including those of any employees.
2. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION’s duty to perform under the terms of this Agreement that the CONTRACTOR will be in compliance with all applicable laws and regulations of the state and federal government.

K. Public Records Law Compliance, Access and Confidentiality

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COA, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity’s

personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.
5. COALITION shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

L. Remedies

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

M. Nonperformance and Financial Remedies

If CONTRACTOR fails to perform in accordance with this Contract, COALITION will apply financial consequences as described in accordance with §§ 287.058(1)(h), 215.971(1)(c), Fla. Stat. (2023). The foregoing does not limit additional financial consequences, which may include but are not limited to withholding funds, withholding payments until deficiency is corrected, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent permitted, or termination of the agreement. Any payment made in reliance on the CONTRACTOR'S evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to COALITION as an overpayment to the extent of such error.

N. Representations and Warranties

The CONTRACTOR will make no representations, warranties, or commitments binding the COALITION without its prior consent. The CONTRACTOR will hold no authority to speak as a spokesperson for, or to act or represent themselves as an agent of the COALITION.

O. Debarment and Suspensions Disclosures

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. §

180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

P. Termination Clause

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITION's expenses for additional managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.
3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITION's interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
 - a. Stop work under the agreement on the date of and to the extent specified in the notice.
 - b. Complete performance of the work not terminated by COALITION.
 - c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
 - d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
 - e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

Q. Force Majeure

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.
2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no

increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

R. Equal Employment Opportunity

The CONTRACTOR is and has been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

S. No Assignment

Neither this **AGREEMENT** nor any of the rights, interests or obligations hereunder shall be assignable by the CONTRACTOR without the prior written consent of the COALITION.

T. Change Orders

Any change in the details of scope of work or the fee schedule shall require a written amendment to this Agreement (a "Change Order"). Each Change Order shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Change Order will become effective upon the execution of the Change Order by both parties, and the Change Order will specify the period of time within which CONTRACTOR must implement the changes. Both parties agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order. No Change Order shall become effective unless and until it is signed by both parties hereto.

U. Procurement of Recovered Materials

1. Pursuant to 2 CFR §§200.3017, *Procurement by States*, and 200.322, *Procurement of recovered materials*, CONTRACTOR will comply with the following requirements of Section 6002 of the Solid Waste Disposal Act.
 - a. Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
 - b. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
 - c. Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpk-program>. The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-service>.
2. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, CONTRACTOR shall procure items designated in the Environmental Protection Agency (EPA) guidelines at 40 CFR Part 247 which contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition unless CONTRACTOR determines such items:
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Paragraph 2. of this clause shall apply to items purchased under this agreement where:

- 1. CONTRACTOR purchases in excess of \$10,000 of the item under this agreement; or
- 2. During the preceding Federal fiscal year, CONTRACTOR: (i) purchased any amount of the items for use under a contract funded with federal appropriations and was with a federal agency or a state agency or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

V. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification attached hereto. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3)."

W. Clean Air Act and the Federal Water Pollution Control Act

1. Clean Air Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 4401 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

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When federal program legislation requires, all construction contracts of more than \$2,000, the recipient's and subrecipient's award shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

1. Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
2. Contractors shall be required to pay wages not less than once a week.
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1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous, or dangerous conditions or surroundings.
3. These requirements do not apply to purchase of supplies or materials or articles ordinarily available on the open market or contracts for transportation services.

AA. Agreement

This agreement constitutes the complete AGREEMENT between the School Readiness COALITION of Hillsborough County/dba The Early Learning COALITION of Hillsborough County and CONTRACTOR. Only an instrument of writing signed by both parties can modify its terms and conditions. A waiver of a breach of any of the provisions of this AGREEMENT shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This AGREEMENT shall be binding upon the parties hereto and their respective representatives. The laws of the State of Florida shall govern this AGREEMENT. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.

IN WITNESS WHEREOF, the parties hereto have signed this AGREEMENT as of the date first set forth above.

CONTRACTOR
Wendy Occhipinti
Executive Director
Florida Association for the Education of
Young Children

Date

COALITION
Dr. Frederick Hicks
CEO
Hillsborough County School Readiness
Coalition, Inc. d/b/a Early Learning Coalition of
Hillsborough County

Date



RESPONSE TO ELC of Hillsborough County RFQ Accreditation Coaching Services

Early Childhood Program Accreditation Support Services

Section I: Introduction to FLAEYC

The Florida Association for the Education of Young Children (FLAEYC) has a 68-year history of promoting and supporting quality care and education for all children, birth through age eight. We are committed to operating our association as a high performing, inclusive organization by providing leadership, advocacy, improving quality of early childhood programs and offering professional development opportunities for early childhood professionals.

Values

- FLAEYC respects and accepts all people who contribute to quality early care and education.
- We are diverse, collaborate with other organizations, advocate for children on the local, state, and national level, and educate our communities on quality practices so that children will lead joyful, successful, and enriched childhoods.
- We promote leadership among our members and advocate for quality work environments for all in the profession.

Goals

- Children, birth through age eight, have equitable access to developmentally appropriate, high-quality early learning.
- The early childhood education profession exemplifies excellence and is recognized as vital and performing a critical role in society.
- Excellence is reflected in all aspects of the organization's financial, administrative, and operational health and vitality.
- Leadership and innovative strategies are cultivated so we are able to propel forward the early field, profession, and systems of early learning.

SECTION II: FLAEYC's Credentials with Regards to National Accreditation and Gold Seal Programs

FLAEYC is an Accreditation Facilitation Program (AFP), endorsed by the National Association for the Education of Young Children (NAEYC). NAEYC defines AFP's as "NAEYC approved programs that support quality improvement efforts of childcare centers and early childhood programs in many local communities and states and, in an effort to raise program quality, provide technical assistance and support to programs working on NAEYC Accreditation." AFPs' receive exclusive guidance and resources from NAEYC's Accreditation Program Support department and participate in the AFP TORCH community.

During our time as an AFP, we have provided a variety of services, including: 1) Monthly Accreditation Peer Network Meetings for more than 50 providers and directors; 2) Six NAEYC webinars on a variety of topics, including Accreditation Myth Busting, Accreditation 101, Site Visit Tips and Portfolio Development; 3) One-to-one technical assistance as requested; 4) Online Accreditation Newsletters- Quality in Focus and Spotlight on Quality; 5) Site Visits to review status of the centers and offering recommendations for improvements based on NAEYC standards; and 6) Successfully coached 7 centers through the accreditation process to successfully achieve NAEYC Accreditation.

When asked about the quality our program and services, NAEYC has stated the following:

Starting with a well-thought-out idea and strong partnership with the National Association for the Education of Young Children, FLAEYC's Accreditation Facilitation Project took careful planning and precise implementation to become the robust organization it is today. Truly representing NAEYC's Accreditation Standards and process of continuous quality improvement, FLAEYC serves its community with a detailed newsletter, peer group services, and individually tailored assistance. Most importantly, FLAEYC's AFP portrays a deep and genuine care to improve and advance the field of early childhood education - those that are lucky to work with FLAEYC leave inspired and positively impacted with each interaction.

~~Rashi Sharma, NAEYC Relationship Implementation Specialist

SECTION III: Approach

FLAEYC Incoming Executive Director – Member Outreach Director, Wendy Occhipinti and our expert subcontractors will provide the services under this RFQ. Here is our Approach to achieving the *Scope of Work Items* outlined in ELC of Hillsborough Accreditation-Coaching-RFQ.

A. Description of how you intend to deliver the services and accomplish the objectives outlined herein.

For long lasting change within a program, best practice suggests that the role of AFP staff should be based on a model of facilitation that is most beneficial to programs, staff, and children. Facilitation is the act of

making something easier, helping it forward, or assisting in the process. To encourage programs to be self-reliant and find answers for themselves, the AFP role is to lead, not “do;” to create and encourage conversation, not inhibit it; to ask the right questions, not provide all the answers.

FLAEYC’s support will be a combination of individual and group cohort meetings with Directors, online webinars presented in conjunction with site visits to individual centers by our accreditation staff and subcontractors. Through this group cohort work, our focus is to develop a Community of Practice for the providers pursuing NAEYC Accreditation.

These meetings will include topics related to creating self-assessment plans, developing a center accreditation team, overview of NAEYC’s ten standards, mentoring directors in guiding and preparing their staff and team leaders for the accreditation process. Site visits will include training of directors on classroom and program observation tools as well as a walk through the process.

Provider quotes regarding FLAEYC approach to AFP services:

Kids For Kids Academy would like to thank FLAEYC specially Wendy Occhipinti who has been advocating for and mentoring Kids for Kids Academy for months now and arranged for today's call and assisted tirelessly in this positive outcome.

~~ Beth Rosenthal Davis, E.Ds., Owner Kids For Kids Academy

In case you haven't heard, I'm pleased to inform you that our center has successfully achieved official accreditation! I'd like to take this opportunity to express our gratitude for your support throughout our journey. Your expertise and assistance have been very valued and appreciated.

~~Iris Gomez, Manager, Baptist Hospital Early Learning Center

B. Biography or resume of coaches, including detailed experience providing childcare accreditation coaching. (see attached)

C. List of prior coaching work. Provide success metrics, including number of providers coached versus number of providers achieving accreditation.

FLAEYC AFP Metrics:

<i>Dates of Coaching Provided</i>	<i>Number of Providers Coached</i>	<i>Number Achieving Accreditation</i>
<i>May 2022 – May 2023</i>	<i>5</i>	<i>5</i>
<i>May 2023 – June 2023</i>	<i>2</i>	<i>1 (1 awaiting decision)</i>
<i>May 2023 – Present</i>	<i>2</i>	<i>Scheduled to submit for accreditation January 2024</i>

D. Proposed fee for coaching one provider, including details of how fee amount was derived (number of hours, hourly rate, cost of materials, etc.) Includes information for coaching more than one provider.

<i>Description of Deliverable</i>	<i>Details of cost</i>	<i>Cost</i>	<i>10 Centers</i>
<i>1. Site visit Evaluation of program readiness for enrolling in NAEYC accreditation. Minimum</i>	<i>\$200.00 – travel expense</i>	<i>\$600.00/p . center</i>	<i>Est. \$6000</i>

	<i>of one (1) center, maximum of ten (10) centers.</i>	\$400.00 – 2-hour evaluation at center (\$200.00/p. hour)		
a.	<i>Site visit evaluation of program readiness for enrolling in NAEYC accreditation. Minimum of one (1) center, maximum of 10 centers ** If visit multiple sites there is a different price, making the price at \$500 per center, minimum of two (20 centers maximum three (3) sites/centers per day</i>	\$200.00 travel expense \$400.00 evaluation at center (2 hours) (\$200.00/p. hour)	\$500.00/p . center	
2.	<i>NAEYC Accreditation Overview Virtual Webinar will include an overview of the accreditation process, benefits of accreditation and a general understanding of the ten accreditation standards. Minimum of (1) center, maximum of ten (10) centers.</i>	\$400.00 webinar development (2 hours) \$300.00 webinar delivery (1.5 hours) (\$200.00/p. hour)	\$700.00/p. webinar	Est. \$700.00
3.	<i>Observation In-Person Training. In-person training on the Observation Tool. Minimum of (1) center, maximum of (10) centers.</i>	\$200.00 travel expense \$400.00 training development (2 hours) \$1200.00 training presentation (6 hours) (\$200.00/p. hour)	\$1800/p. training	Est. \$1800.00
4.	<i>Program Portfolio Training/Coaching Meetings (1 hour). Monthly virtual meetings with center Director(s) to coach and train on the creation of a Program Portfolio for NAEYC Accreditation. Minimum of one (1) center, maximum of ten (10) centers. (Training will include resources, materials and supplemental training options)</i>	\$200.00/p. hour	\$200.00/p . center	Est. \$2400.00
5.	<i>Classroom Portfolio Training/Coaching Meetings (1 hour). Monthly virtual meetings with the center lead teaching staff to coach and train on the creation of Classroom Portfolios. Minimum of one (1) center, maximum of ten (10) centers. (Training will include resources, materials and supplemental training options)</i>	\$200.00/p. hour	\$200.00/p. center	Est. \$2400.00
6.	<i>Observation Tool Training/Coaching Meetings (1 hour). Minimum of Two Virtual 1-hour Meetings with individual Center Director in preparation of site visit. Minimum of one (1) center, maximum of 10 centers.</i>	\$400.00 (2 one-hour meetings) (\$200.00/p. hour)	\$400.00/p . center	Est. \$4000.00
7.	<i>Mid-Point Evaluation of program readiness for enrolling in NAEYC accreditation. Minimum of one (1) center, maximum of ten (10) centers</i>	\$200.00 – travel expense \$400.00 – 2-hour evaluation at center (\$200.00/p. hour)	\$600.00/p . center	Est. \$6000
8.	<i>Assistance with application submission and portal information completion</i>	\$100.00 – half hour meeting	\$100.00/p. center	Est. \$1000.00
9.	<i>Ten (10) hours of follow up meetings with provider</i>	\$200.00/p. hour	\$2000.00/p. center	Est. \$20,000.00

E. Agreement that FLAEYC will enter into a standard ELCHC contract.

FLAEYC agrees to enter into a standard ELCHC contract.

SECTION IV: Primary Contact Person

Wendy Occhipinti, Incoming FLAEYC Executive
Director Mobile: 609-306-3004
Email: wendyo@flaeyc.org

Mailing Address:

FLAEYC
3551 Blairstone Road
Suite 105 - 133
Tallahassee, FL 32301

Board of Director Meeting
February 26, 2024

ACTION

ITEM IV.I.

ISSUE:	Approval of allocation of funds for early literacy outreach
FISCAL IMPACT:	Not to exceed \$64,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning American Rescue Plan Act Discretionary Funding
RECOMMENDED ACTION:	Approval of allocation of funds to Bess the Book Bus

NARRATIVE:

Vendor Representative Present at Meeting: Jennifer Francis, Executive Director of Bess the Book Bus.

Product or Service: We are partnering with Bess the Book Bus to provide family engagement-early literacy outreach to communities in Hillsborough County by supplying high quality books to children, caregivers, and educators.

Brief History: Bess the Book Bus is a longtime and valued partner of the Early Learning Coalition of Hillsborough County, ensuring that communities have access to free books to help promote a love for reading and improve early literacy skills. For several years, the ELCHC contracted with Bess the Book Bus as part of providing early literacy outreach at twenty events and distributed 2,693 books to children, families, and educators.

Purpose: The purpose of this initiative is to provide children, caregivers, and educators access to and choice of high-quality books at no cost.

Contract Performance: There have been no issues with contract performance in the past.

Outcome: To provide metrics on the number of families and children receiving high-quality books at community outreach events. These two initiatives will help us increase literacy awareness, parent engagement, and literacy engagement.

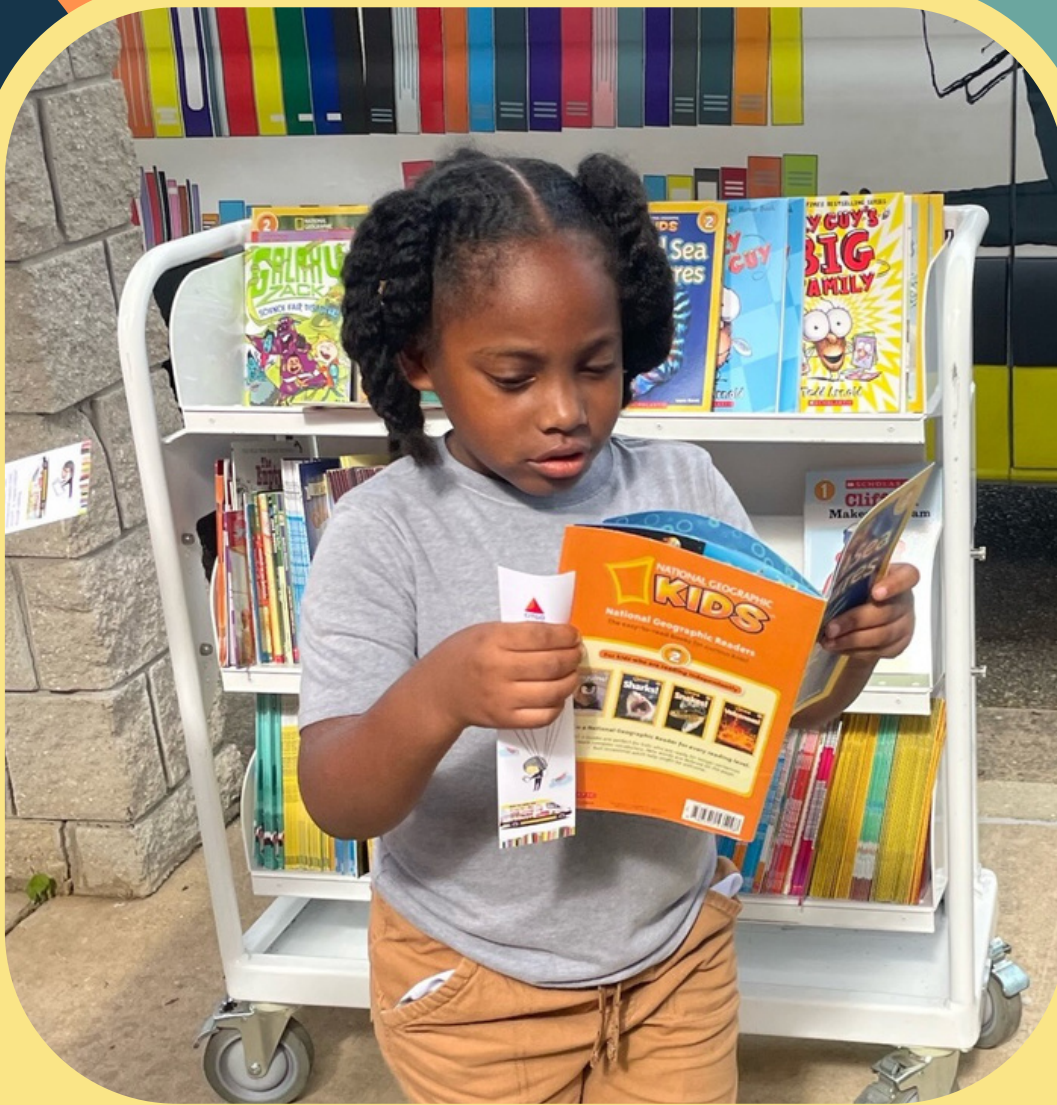
- *Joy of Reading Pop-Up Book Fairs*
Partnering with the ELCHC at our signature Family Engagement events at identified zip codes that have been highlighted in the ELCHC Community Needs Assessment as an area worth reaching preschool centers and parents.
- *Read with Me! Preschool Book Fairs (20 events)*
Read With Me! Book Fairs provide birth through four-year-old children and their parents/caregivers the joy of discovering the magic of book ownership and reading for pleasure together. The aim is to provide multi-year, supportive relationships with the early readers in our community who need help accessing books. We target preschools that are located in the areas that feed into the elementary schools we visit with our Joy of Reading Pop-Up Book Fairs.

Budget Impact: This is a contract with a budget not to exceed \$64,000.

Procurement: We released an RFP for family engagement activities in early 2023, and Bess the Book Bus was awarded a contract. We are permitted by Florida Statute to execute a contract extension without the need to release a new RFP at this time.



2023 IMPACT REPORT



www.bessthebookbus.org / +1 813 545 6321 / bessthebookbus@gmail.com



A Note From Jennifer

2023 was another exciting year of growth and development for Bess the Book Bus.

We established a reserve, realized a long-term goal of securing our first endowment, grew our board and increased volunteerism. Thanks to a generous donation from Strategy School, we are in the process of a full brand refresh that will include an updated logo and visuals, an anthem, and a new website.

We were honored to be highlighted as a community partner by the Hillsborough County Public School District Transformation Network and to be included in the 2nd Grade civics book for all Hillsborough County Schools.

In September of 2023, we began the expansion of our programming to serve more of Tampa Bay's most vulnerable schools, preschools, after-school, and summer programs. Nationally, our outreach brought us to schools, libraries and community events in 60 towns and 19 states.

We could not do this work without our dedicated corporate and community partners, donors and volunteers. We are incredibly grateful for these relationships.

We would like to thank all of you who believe in our work and continue to make it possible for us to share the joy of reading and book ownership with children, families, and educators across the USA.

We are excited for the road ahead!

A handwritten signature in black ink that reads "Jennifer E. Frances".

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BY THE NUMBERS

At Bess the Book Bus, we know making an impact is about so much more than numbers on a page, but we believe these numbers are good indicators of the support we have and the number of young readers we have reached. Here is a snapshot of our impact by the numbers:

48,154

TOTAL BOOKS RECEIVED

\$127,403.90 In-Kind Donation Value



59,246

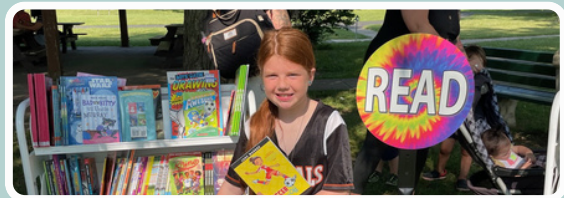
TOTAL BOOKS DISTRIBUTED

47,417 in Greater Tampa Bay

37,565

TOTAL NUMBER OF CHILDREN SERVED

28,371 in Greater Tampa Bay



298

TOTAL NUMBER OF SITE VISITS

19

STATES SERVED

60 Cities



878

TOTAL VOLUNTEER HOURS

\$27,920.40 Volunteer Work Value

2023 OUTREACH HIGHLIGHT: Repeat Visits for Early Literacy Impact

Over the years, we have noticed that new visitors to the book bus experience a "learning curve". A new book bus visitor goes through a period of cautious behavior as they are figuring out what they are supposed to do, if they have to pay for the book and if there is an expectation about what kind of book the attending teachers or caregivers want them to choose. In contrast, return book bus visitors approach Bess with smiles and laughter, a confidence in "shopping" for books, exploring different genres and a willingness to engage in discussions with Bess staff and volunteers about books, themes and different topics.

In 2023, we endeavored to optimize this joy to effect change in reading habits. Instead of visiting our sites once a year, could this learning curve be accelerated and reading joy increased by visiting several times over the course of a school year?



The only behavior measure that correlates significantly with reading scores is the number of books in the home. An analysis of a national data set of nearly 100,000 United States school children found that access to printed materials—and not poverty—is the "critical variable affecting reading acquisition" (McQuillan, 1998).

In Hillsborough County, we focused on repeat visits to schools who needed our help the most. We worked with the school administrators to identify sites that served families that are most challenged with limited access to reading materials in the home and the classroom. Each school was visited four times between September 2022 and May 2023. We observed the following impacts:

WE BUILT ROBUST HOME AND CLASSROOM LIBRARIES

At each visit, Pre Kindergarteners through Second Graders got to pick out two books to take home and each teacher picked out four books for their classroom libraries. This resulted in each student's home library growing by eight books and each teacher's classroom library growing by sixteen!

WE WERE ABLE TO HONOR EVOLVING READER INTERESTS

Not only did home and classroom libraries get built, they were curated by the readers themselves over the course of a school year. This resulted in collections that honored the ever-changing interests and skills of an early reader. The power of choice is vital in nurturing and growing interest in reading and books from many different genres.

OUR VISITS PROVIDED SOCIAL SUPPORT

As classrooms shopped for books together, they developed a collective bond over the joyful act of reading. Enthusiastic and habitual reading is vital to a lifetime of learning. Each visit to the book bus tends to be naturally followed by the students proudly sharing their choices with their peers. This helps encourage a culture of reading and helps each student to identify themselves as a reader.

WE PROVIDED VALUABLE ACADEMIC SUPPORT

We strive to provide our educators with the reading materials they need to support the lessons they are teaching. With return visits, teacher requests are always considered when we are acquiring the books that we carry - doing our best to support teachers the best way we can.

“
Sixty-one percent of low-income families have no books at all in their homes for their children. While low-income children have, on average, four children's books in their homes, a team of researchers concluded that nearly two-thirds of the low-income families they studied owned no books for their children (US Dept. of Education, 1996).
”



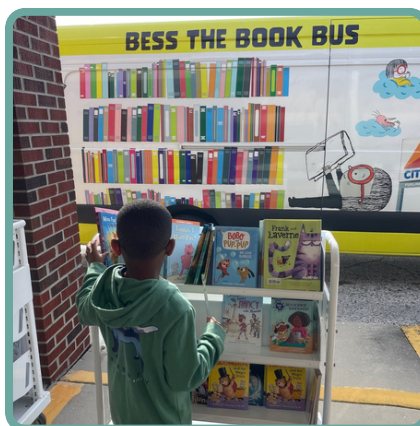
DELIVERING BOOK JOY: Different Programs for Different Needs

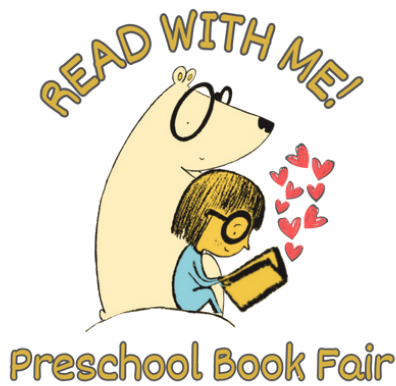


Our Joy of Reading Pop-Up Book Fairs provide access to new books and give children the power of choice. Research has shown that children who choose books are more likely to grow up to become adults who read books. We create an environment that is fun and interactive, a place where everyone can engage in discussion about the books being offered.

A JOY-FILLED “SHOPPING” EXPERIENCE

Inviting students to choose their own books or suggesting books that they can read and want to read has a profound positive effect on both longer term motivation and comprehension. We seek to give children a chance to identify as readers for a lifetime of learning. We target schools that are located in asset-limited communities in an effort to bridge the gap in book access and ownership.






Our Read With Me! Book Fairs provide birth through four year old children and their parents/caregivers the joy of discovering the magic of book ownership and reading for pleasure together. We are aiming to provide multi-year, supportive relationships with the early readers in our community who need help accessing books. We target preschools that are located in the areas that feed into the elementary schools we visit with our Joy of Reading Pop Up Book Fairs.

PARENT ENGAGEMENT


Event times and set up are arranged in such a way as to benefit and not disrupt the day to day programming of the preschools. Additionally, we hope to encourage parental/caregiver attendance at the events so they too can experience the joy of shopping for new books to enjoy together. Families are given an early literacy pamphlet that explains who we are and the importance of books in the lives of early readers.

PARENT ENGAGEMENT PAMPHLET




HEY GROWNUP!
Something very cool happened today!

Your child visited with me,




Now we can work together to boost their love of books and reading!



BRAIN BUILDING TIPS INSIDE!

The visit with Bess The Book Bus looked like this.



Your child "shopped" for a free book today. They got to see rolling carts filled with all kinds of new books.

Ask your child questions like "Did you get to see a Book Bus today?" Even if their words are limited, recalling and retelling what happened will boost their brain!

They were able to explore the books choose one that caught their interest.

Personal choice is important to build a life long reader. You can do this in your home by displaying books in a place that your child can see and reach them!


Bess The Book Bus staff and your child's teacher(s) discussed how wonderful books are and how much fun we can have with books.

Teachers also got to "shop" for books for their classrooms. These books will be available for your child to explore long after the Book Bus has left.

Expressing excitement about books is a wonderful way for us to help our children connect JOY and READING! We build excitement around reading by modeling it around our children. Talk about your appreciation for books and demonstrate reading for pleasure. A visit to a public library is a great place to do this!

My child cannot read on their own yet!
What can I do with the books my child brought home today?

GREAT QUESTION!
YOU are a VERY IMPORTANT part of the READ WITH ME! Program. Check out these tips!



TALK!

- Explore letter sounds and have fun with rhyming.
- Point to pictures and illustrations and talk about them.
- Ask them questions about what they see in the book. Encourage babbling and making sounds as answers to your questions.

READ!

- Have books in their spaces. A kid-accessible book basket makes sure they can grab a book at any time!
- Explore print together. Point to words and pictures.
- Let the reader turn the pages.
- Use your finger to show the reading direction of text.
- Use your imagination and make up fun stories and plot twists that expand the story you are reading.

WRITE!

- Encourage scribbling and explore writing tools and the marks they make (developmentally toddlers are learning to make simple pre-writing marks - vertical and horizontal lines and circles)
- Writing tools include crayons, paint brushes, chalk, bingo dabbers, and even a stick to draw roads in the sandbox. Make these items available for your kiddo to get creative with.

SING!

- Music helps children develop listening skills and hear the rhythms and rhymes of language.
- Children are able to hear smaller sounds in words because singing slows down language, songs have different notes for each syllable.
- Clapping or playing instruments along with rhythms improves fine motor skills and also helps children hear syllables.
- Children learn new words and concepts they wouldn't normally hear in everyday conversation, adding to their general knowledge.
- Music helps children remember things longer because it activates a different part of the brain than regular spoken language.



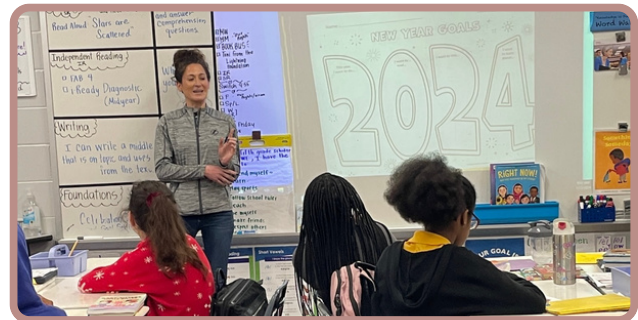
August 2023 was the beginning of year 4 of Road To Reading program at Booker T. Washington Elementary in Ybor City. Our goals were:

- To integrate book choice and the joy of reading across all aspects of learning for 5th grade reading mentors and 1st and 2nd grade book buddies – both at home and in the classroom.
- To make book ownership exciting and wonderful.
- To give students and staff fun and supportive events to enrich the school community.
- Promote literacy and change behaviors around reading to continually improve skills, confidence and a student's identity as a scholarly reader.
- Enhance the program through increased customized engagement with staff, involvement of more guest speakers, enhanced volunteer engagement, and more program documentation.

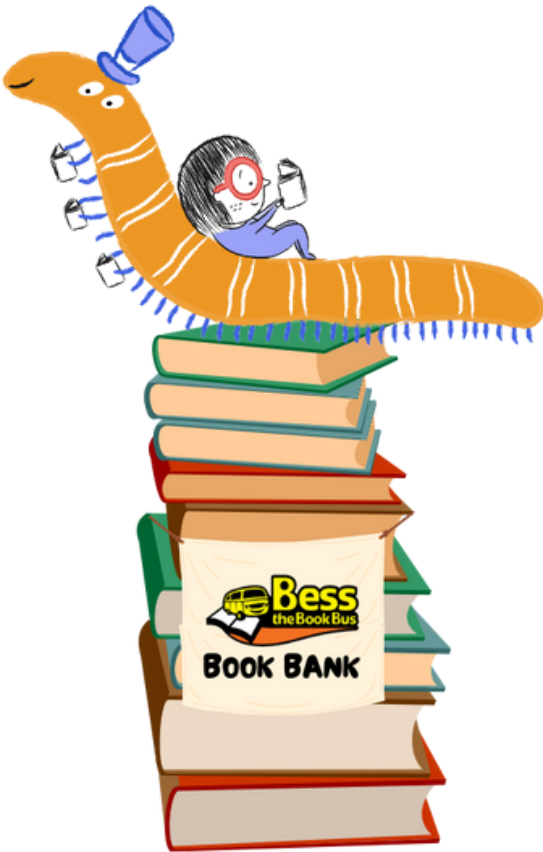
Through a strong partnership with the school staff, and our community partner DFCU, we are able to continue to implement:

- Monthly dynamic and interactive visits from Bess for 5th graders and their book buddies classes.
- Establishment of classroom libraries for all Pre-K, Kindergarten, 1st, 2nd and 5th grade classes – distributing 2,571 books to the teachers and students.
- Curated monthly Read Alouds and literature discussions with 5th graders with Bess the Book Bus staff and community partners.
- An end of year celebration with refreshments and books to take home and read on summer break.

Bess the Book Bus is such a great organization that I'm grateful to experience...My journey began last year, when a coworker of mine introduced the organization to me after we were partnered as "Hornet Buddies"...our classes partnered up and began a monthly buddy reading system. Seeing my 1st graders have the opportunity to receive free books and build their at home library has strengthened their interest and love of reading. Students truly enjoy when Bess comes, and the teachers love it just as much! I love the work of Bess the Book Bus and fully support them in all that they do! *



*For more reviews, visit <https://greatnonprofits.org/org/bess-the-book-bus-inc>



Collaborations and partnerships are vital to ensure our reach is broad and we are serving those who need our help the most.

Our book bank distributions serve partners who need books to enhance their outreach such as: Hillsborough Education Foundation, Early Childhood Council, Tampa Family Health Centers, USF Pediatrics and others.



2023 COMMUNITY PARTNERSHIPS

OUTREACH PARTNERS

In 2023, we partnered with 22 organizations to ensure that we are reaching the most vulnerable families in Tampa Bay. Our partners were:

- Boys and Girl's Clubs
- Champion's for Children/Talk Read Sing
- Children's Home Network/Seeds
- Dr. Hahn Literacy Fairs
- Early Childhood Council
- Early Learning Coalition
- Feeding Tampa Bay
- HCC Youth Development Center
- Hillsborough Education Foundation
- Hillsborough County Parks and Recreation
- Hillsborough County Public Schools
- HCPS Transformation Network
- JDC Pinellas
- The Lightning Foundation
- Metropolitan Ministries
- Nomad Art Bus/Spacecraft
- Parachute Gallery
- The Philadelphia Flyers
- Pinellas County Schools
- Reach Out and Read USF
- SDHC Head Start
- Sunrise Children's Services
- Tampa Housing Authority
- United Way Suncoast



2023 COMMUNITY PARTNERSHIPS

DONORS

In 2023, we were fortunate to have a very committed group of community sponsors and volunteers. Their monetary and volunteer support made it possible for us to maintain our outreach. We are grateful for all of our supporters and would like to extend a special thank you to the following:

- Anonymous Angel Donor
- Acciona
- Allegany Franciscan Ministries
- Altrusa International Tampa Bay - Wilma B. Hogan Foundation Inc.
- Bangor Savings Bank
- Capstone Publishers
- Ciao Bambino
- CITGO
- Community Foundation of Tampa Bay
- Darlings Ice Cream for a Cause
- DFCU
- Early Learning Coalition of Hillsborough County
- Gustafson Family Fund
- Jazzercise Lutz
- The Lightning Foundation
- The Mo and Cher Willems Foundation
- Owl Kids Publishing
- The Philadelphia Flyers
- Pinellas Community Foundation
- Publix Supermarkets Charities
- Santander Consumer USA Foundation
- The Strategy School
- Schwartz Family
- Tampa Housing Authority
- The Tortorella Foundation
- The Townsend Foundation
- United Way Suncoast and hundreds of generous and thoughtful individual donors.



THE ROAD AHEAD

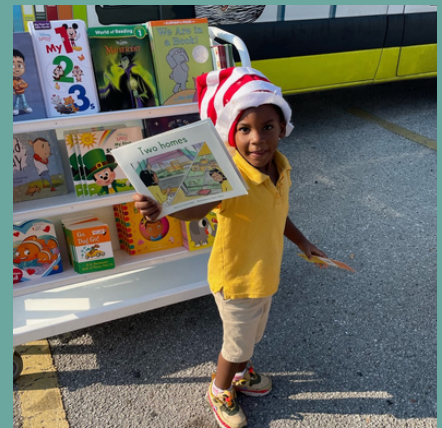
GOALS FOR 2024

- Accomplish a financial milestone by paying off our mortgage on our current office space in Ybor.
- Enhance our operational efficiency and capacity by renovating our current office space to enhance our capacity through creating book delivery receiving, sorting and storage areas.
- Continue to build our overall volunteer support in all aspects of operations (sorting, inventory, book fair activities, other community outreach).
- Increase frequency of outreach activities by engaging Seniors in Service at select partner schools to bring readers into classrooms on a monthly basis.
- Increase parent engagement by working with Feeding Tampa Bay to supply new children's books in school food pantries at two partner schools.
- Continue to refine and improve our administration and financial infrastructure to properly maintain our current programming and continually improve our efficiency.
- Increase our exposure and reach by launching a new website and brand refresh through partnership with The Strategy School.
- Refine and improve our programming through the continued use and improvement of an online client portal to ensure timely program feedback.
- Continue to grow our partner and donor relationships in order to acquire the in-kind and financial support we need to cover our operational costs.
- Focus on impactful Board training and development to ensure the proper implementation of our Strategic Plan and long term development.

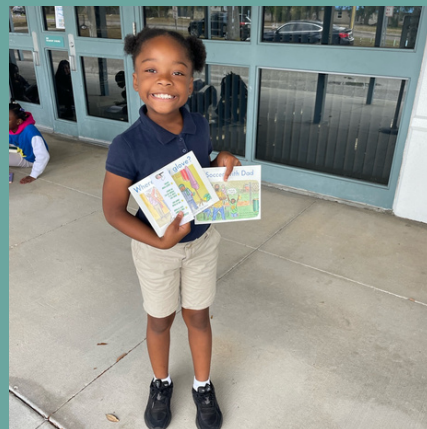
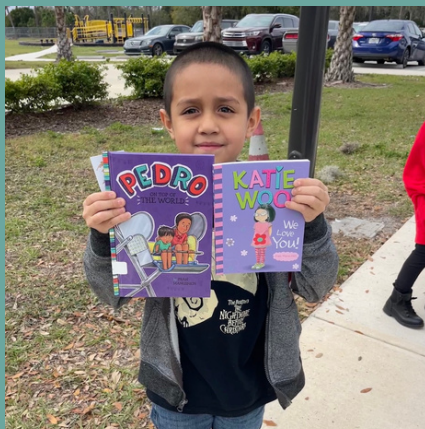




Books, smiles, lifelong readers.



Made possible by supporters like you.



Thank you.

www.bessthebookbus.org / +1 813 545 6321 / bessthebookbus@gmail.com

Board of Director Meeting
February 26, 2024

ACTION

ITEM IV. J.

ISSUE:	Approval of allocation of funds for family learning partnership
FISCAL IMPACT:	Not to exceed \$100,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning American Rescue Plan Act Discretionary Funding
RECOMMENDED ACTION:	Approval of allocation of funds to Reach Out and Read not to exceed \$100,000

NARRATIVE:

Vendor Representative Present at Meeting: Natalia Coletti, Director of Child Health Initiatives, Family Learning Partnership and Reach Out and Read Florida.

Product or Service: We intend to contract with Reach Out and Read (ROR) to serve Hillsborough County. ROR gives young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. ROR's evidence-based model promotes positive, language-rich interactions and shared reading between parents/caregivers and their young children from birth to 5 years old. ROR's model is implemented through pediatric primary care, which has unparalleled access to children in the critical early months and years of a child's life and achieves change through the established parent-provider relationship.

Brief History: Reach Out and Read was founded in 1989 at Boston City Hospital (now Boston Medical Center) by a group of pediatricians who recognized the profound significance of early childhood in setting the stage for achievement. ROR founders hypothesized that pediatric providers could empower parents as teachers for their young children by providing early literacy guidance during checkups and making reading aloud a "doctor-recommended" activity. The program rapidly expanded across Massachusetts and the country, and by 2001, there were programs in every state, Washington, D.C., and Puerto Rico. Today, ROR serves 4.2 million children nationwide through a network of more than 40,000 medical providers at 6,100 sites.

Purpose: The purpose of this initiative is to improve literacy in children across Hillsborough County through the trust built with pediatricians and parents.

Contract Performance: This is the first year contracting with Reach Out and Read, so we have no past contract performance to report.

Outcome: ROR will measure our success by the following metrics:

1. Well-Child Visits: ROR will serve children and their families at approximately 20,000 well-child visits (which will include the distribution of approximately 20,000 books) in Hillsborough County. Books will be high-quality, age and primary-language appropriate.
2. Provider Training Compliance: 75%+ provider training rates for ROR's CME-accredited model at the site level for participating sites.
3. Progress Report Completion: 100% completion rate of our semi-annual progress reports for the sites in Hillsborough County. ROR progress reports detail the number of children participating in the program, the number of books distributed in a six-month period, the demographics of the patient population served, and other quality assurance measures. ROR staff review Progress Reports in order to provide targeted support to sites and follow up on any questions or concerns.
4. Site Quality Classification (SQC): The most accurate assessment of Reach Out and Read program quality is through the use of the SQC. The SQC evaluates 14 elements that, together, contribute to high-quality delivery of the Reach Out and Read model. The SQC will be completed annually, either in-person or virtually, for each Reach Out and Read site. ROR conducts supplementary training sessions and strategizes with medical providers about meeting best practices.
5. The Medical Provider Survey is completed annually by providers. This is a self-assessment tool through which they describe their interaction with our model. Physicians assess specific interactions with our program—for instance, whether they use our books as developmental surveillance tools, how often they model interactive read-aloud techniques to parents, and how frequently they encourage talking and singing with young children, in addition to reading.
6. Active participation in The Early Learning Coalition of Hillsborough County meetings and community outreach activities.

Budget Impact: This is a contract with a budget not to exceed \$100,000. ROR currently serves 10,000 of the 20,000 Hillsborough children noted above. The \$100,000 budget is for the 10,000 child expansion at \$10 per child. As an additional benefit, Family Learning Partnership is prepared to match the funding with a \$40,000 commitment in FY 24, from Elevance Health in Hillsborough County.

Procurement: The Division of Early Learning (DEL) is reviewing this Single Source procurement, and we are awaiting their approval. After DEL approval, we will public notice the Single Source procurement. No RFP was issued for this work.



**FAMILY LEARNING
PARTNERSHIP**

**Reach Out and Read
Program Implementation Proposal
February 13, 2024**

Presented to:
Early Learning Coalition of Hillsborough County

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Organization Overview

Reach Out and Read (ROR) gives young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. ROR purposely allows only one affiliate to operate within a geographic area; in this case, the only affiliate we authorize in your area is the Miami-Dade Family Learning Partnership. We are strengthening relationships by building moments that matter for children and their families through the power of reading together. We envision a world where every child is read to every day. Our evidence-based model promotes positive, language-rich interactions and shared reading between parents/caregivers and their young children from birth to 5 years old. These interactions support the early relationships that are the foundation for healthy development and long-term health and well-being. Our model is implemented through pediatric primary care, which has unparalleled access to children in the critical early months and years of a child's life and achieves change through the established parent-provider relationship.

Our work is to ensure that pediatric primary care clinics and clinicians are equipped to deliver our model with fidelity and effectiveness for the diverse range of families and children we serve. Our strategies are to strengthen our impact through integrating the ROR model into pediatric care as a standard of care. We will deepen our impact by positioning ROR as a critical player in a cross-sector framework that brings together support from medical clinics and surrounding communities to offer universal and individualized support for the foundational early relationships that define the trajectory of a young child's life.

History

Reach Out and Read was founded in 1989 at Boston City Hospital (now Boston Medical Center) by a group of pediatricians who recognized the profound significance of early childhood in setting the stage for achievement.

Our founders hypothesized that pediatric providers could empower parents as teachers for their young children by providing early literacy guidance during checkups and making reading aloud a “doctor-recommended” activity. The program rapidly expanded across Massachusetts and the country, and by 2001, there were programs in every state, Washington, D.C., and Puerto Rico. Today, we serve 4.2 million children nationwide through a network of more than 40,000 medical providers at 6,100 sites.

Awards/Endorsements

Note: A full list of awards and endorsements can be found on our [website](#)

Reach Out and Read is the only national early literacy organization endorsed by the American Academy of Pediatrics (AAP) for both literacy development and the prevention of toxic stress.

Our model has been endorsed by the American Academy of Pediatrics (AAP) for both literacy development and the prevention of toxic stress. We are also endorsed by the Pediatric Nurse Practitioner Association (NAPNAP) and allied with the American Academy of Family Physicians (AAFP).

Other awards, endorsements and recognitions include: the 2013 American Hospital Association Award of Honor to recognize an exemplary contribution to the health and well-being of the people through leadership on a major health policy or social initiative; the 2013 David M. Rubenstein Prize from the Library

of Congress for its groundbreaking advancement of literacy; and the 2014 Carle Angel Honor for its tireless promotion of early literacy and school readiness.

In a significant milestone, the AAP in 2014 published a [policy statement](#) which, for the first time ever, formally recommends that pediatric providers incorporate both books and advice about reading into every well-child visit through kindergarten, referencing Reach Out and Read as an effective intervention.

In 2021, the AAP released a [policy statement](#) outlining the latest research showing the significance of safe, stable, and nurturing relationships as a protective buffer against the biological harms of toxic stress on children – as well as a key toward building resilience. When children feel connected and supported in the early years, they are more likely to become healthy, competent, and educated citizens later in life.

The policy statement outlines evidence demonstrating that the trajectory of a young child’s life is shaped by exposure to positive childhood experiences. Critically, the policy moves away from a primarily problem-based model that focuses on a child’s past adverse experiences and instead presents a positive, strengths-based approach that fosters solutions at the family, community, and societal levels. This approach has been at the core of the Reach Out and Read intervention since its inception.

Furthermore, the statement recommends a science-based public health framework built on a foundation of universal promotion of relational health that includes support of positive parenting styles, developmentally appropriate play, and shared reading, with Reach Out and Read specifically named.

What Makes the Program Unique

Reach Out and Read has a 33-year history and is distinguished as the only national early literacy intervention that works through the pediatric healthcare system. This approach has several advantages. First, it offers the most universal platform for reaching pre-school age children. Partnering with pediatric healthcare providers allows Reach Out and Read to be a rare intervention that operates on a national scale (all 50 states and the District of Columbia). More than 33,000 Reach Out and Read providers served 4.2 million children and distributed 6.6 million books last year.

Reach Out and Read leverages the power, influence, and access of routine pediatric care to share the benefits of reading aloud with families with young children. Pediatric care offers an almost universal platform for reaching families with young children. Children regularly see their medical providers for well-child visits more than a dozen times from birth through age five. And almost all families bring their child for well-child visits; more than 90% of children through age five. Further, pediatric providers are an established resource for parents. When reading is doctor-recommended, families respond.

Project Impact

This Reach Out and Read project will support our ongoing work with participating clinics in Hillsborough County, so we can expand the model to serve all children beginning at birth, provide extensive technical assistance and training to program staff, and ensure that clinics have a book distribution rate of at least 85% across all sites to achieve high fidelity of the program model.

At this time, we have five active medical sites in Hillsborough County that incorporate Reach Out and Read into their well-child visits:

Reach Out and Read Site Name	Address
Ruskin Health Center / Suncoast Community Health Centers	2814 14th Ave SE Ruskin, FL 33570
University of South Florida / Health Park Pediatrics	5802 N. 30th Street, Building B Tampa, FL 33610
University of South Florida / Dept. of Pediatrics	17 Davis Blvd., Suite 100 Tampa, FL 33606
Suncoast Community Health Centers / Pediatrics	801 East Baker Street Plant City, FL 33563
USF Internal Medicine / Pediatrics	17 Davis Blvd., Suite 200 Tampa, FL 33606

At these sites, medical providers serve an average of 19,842 well-child visits per year:

Reach Out and Read Site Name	Total Well-Child Visits (birth-5 years) Annually
Ruskin Health Center / Suncoast Community Health Centers	1,796
University of South Florida / HealthPark Pediatrics	4,952
University of South Florida / Dept. of Pediatrics	6,484
Suncoast Community Health Centers / Pediatrics	2,810
USF Internal Medicine / Pediatrics	3,800
Total:	19,842

With the new site expansion, we expect to serve between 20,000 and 25,000 well-child visits annually at five new additional sites.

Evaluation/Measurement Tools

This funding will be used for program support to continue to increase the fidelity of our program delivery in Hillsborough County and maximize outcomes for our children and families. Consistently providing 100% of the new book need (at 85% percent of distribution rate); provide more robust site support, site evaluation and assessment, and technical assistance; and closing the provider training gaps for these sites will continue to transform the sites in Hillsborough County into higher performing Reach Out and Read program sites.

We will measure our success by the following metrics:

1. **Well-Child Visits:** We will serve children and their families at approximately 20,000 well-child visits (which will include the distribution of approximately 20,000 books) in Hillsborough County. Books will be high-quality, age and primary-language appropriate.
2. **Provider Training Compliance:** 75%+ provider training rates for our CME-accredited model at the site level for participating sites.
3. **Progress Report Completion:** 100% completion rate of our semi-annual progress reports for the sites in Hillsborough County. Our progress reports detail the number of children participating in the program, the number of books distributed in a six-month period, the demographics of the patient population served, and other quality assurance measures. Our staff review Progress Reports in order to provide targeted support to sites and follow up on any questions or concerns.
4. **Site Quality Classification (SQC):** The most accurate assessment of Reach Out and Read program quality is through the use of the SQC. The SQC evaluates 14 elements that, together, contribute to high-quality delivery of the Reach Out and Read model. The SQC will be completed annually, either in-person or virtually, for each Reach Out and Read site. We conduct supplementary training sessions and strategize with medical providers about meeting best practices.
5. **The Medical Provider Survey** is completed annually by providers. This is a self- assessment tool through which they describe their interaction with our model. Physicians assess specific interactions with our program—for instance, whether they use our books as developmental surveillance tools, how often they model interactive read-aloud techniques to parents, and how frequently they encourage talking and singing with young children, in addition to reading.
6. **Active participation** in The Early Learning Coalition of Hillsborough County meetings and community outreach activities.

We know from our evidence base that Reach Out and Read delivers results for families when it is implemented in accordance with our model. Therefore, we are committed to regular program evaluation so that we can target areas for improvement to enhance program quality.

Reach Out and Read program staff use evaluation results to ensure program quality and fidelity to our evidence-based model. When program quality challenges are identified, program staff work with clinic staff to develop and implement a plan to improve program outcomes.

Agreement

Agreement: March 1, 2024 through TBD

Fee for Service: The payment schedule will consist of (4) installments, commencing upon the execution of the contract.

Payment 1	At Contract Execution	\$25,000 Logistical support, new site start-up and training for providers and staff
Payment 2	TBD	\$25,000 Logistical supports
Payment 3	TBD	\$25,000 Program Reports submitted to National Center for existing sites. New site applications are approved and the sites are implementing program
Payment 4	TBD	\$25,000 Report finalized of the work completed, evaluation provided by Dr. Tyson Barker, Institute for Child Success

On-going book support up to \$150,000 investment from The Early Learning Coalition of Hillsborough County as in-kind.

Family Learning Partnership will match up to \$40,000 in Hillsborough County through a partnership with Elevance Health. This will cover approximately 5,000 well-child visits.

ELCHC BOARD OF DIRECTORS MEETING

February 26, 2024

ACTION

ITEM V.A.

ISSUE:

**Elected Provider Representative to the ELCHC Board of Directors Results
(Private & Faith-Based)**

NARRATIVE:

The election results of the private-for-profit childcare provider and faith-based is attached. The new private-for-profit childcare provider representative is Annette Eberhart and faith-based provider representative is Amanda Jae. The results of the election will be ratified at the February 26, 2024, Board of Directors meeting.

(4-attachments)

(4 attachments)

Faith Based Providers As of 12.5.2023 at 3:00pm

Name of Provider	Number of Votes
Denise Finnerty	5
Amanda Jae	45
Sharon Miller	40
Isabela Schlabach	30

Private for Profit Providers As of 12.5.2023 at 3:00pm

Name of Provider	Number of Votes
Cynthia Brown	9
Marie Hammond	36
Elma Taghizadeh	13
Rubina Tariq	14
Annette Eberhart	37

WELCOME TO THE CHILDCARE PROVIDER REPRESENTATIVE VOTING PROCESS

Welcome to the Childcare Provider Nomination Process for the Board of Directors!

- All
- Faith-based
- Private



Cynthia Brown

Brown, Cynthia E. Db a Palm River Early Child Development Family Child Care | Owner | Private

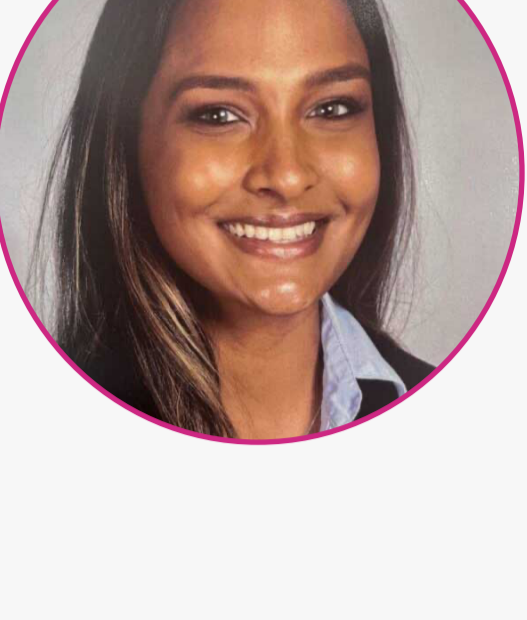
I'm a very active and always used my skills to help people and encourage them and also used strategic-thinking professional with more than 15 years' experience in employment services in the non-profit and higher education sectors. Highly skilled at relationship building with clients and across organizations and teams; exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders. Well-versed in all phases of recruitment and hiring, including defining job roles, assessing needed skills and qualifications, and evaluating candidates. Experienced at managing projects from the requirements gathering/need identification phase through to completion.

Denise Finnerty

Bridges Preschool at WELC | Director | Faith-based

I carry quality skills, a few being, strategic thinking. I am able to review my strategies to identify possible vulnerabilities, such as a potential takeover, availability of large cash balances and under-performing divisions. I am able to hold effective commutations, take constructive criticism, and become a team player in decision making.

Over the past two year I have help organize functions for Wesley United Methodist Church and helped with events for their Children's Ministry. I am an active Board Member with Bridges Preschool as Director. Over the past 10 years I have helped organize functions for Non-Denominational churches across Tampa Bay and Trinidad & Tobago.



Marie Hammond

Shining Stars Preschool Academy Inc. | Director/Owner | Private

My name is Marie Hammond. I am the Owner and Director of Shining Stars Preschool Academy, Inc. in Brandon. We have been licensed to provide for children ages one to twelve years old for 28 years and accredited for 18 of those years. We average 30-50% School Readiness students and 2-4 VPK classes each year. I received my Bachelor of Science Degree in Educational Studies and Leadership with a concentration in Early Education in 2017 and look forward to beginning a Master of Science in Early Education program next month.

Early Education is my passion, therefore I always have a lot of ideas and input in regard to the different programs that surround early educators. I am involved day to day with all aspects of operating a quality learning environment. I would love an opportunity to connect with and communicate on behalf of our early educator community here in Hillsborough County by serving on the Coalition Board.

As a hands-on Owner and Director of a preschool for the past 28 years, I have much experience with School Readiness and VPK programs as well as the Child Care Food Program, Incentives, TEACH, Child Care Licensing and CLASS Assessments. I am familiar with all programs used for Early Education administration and yet still know what it is like to step into the classroom.

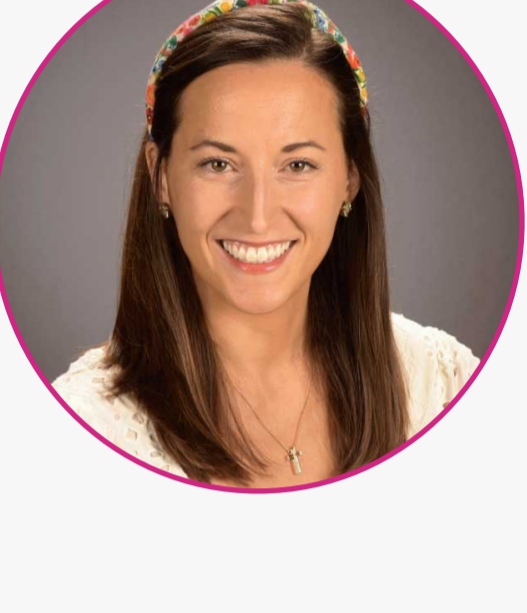
Amanda Jae

PCM Day School | Day School Director | Faith-based

As a Childcare Facility Director since 2016 and Faith-Based Provider Representative since 2020, I feel I have exhibited the following professional skills in the Tampa Community: positive and constructive communication, time management, budget development, decision making while under pressure and community building. I also feel that the insight brought by being a director in the field has been invaluable to the decision making when it comes to the needs and goals of providers in Hillsborough County.

Since joining the board of directors in 2020, I continue to have a passion for working with young children and their families! I graduated from the University of Florida (Go Gators!) with a Bachelors of Arts Degree and graduated from the University of South Florida (Go Bulls!) with a Masters of Arts in Teaching Degree. I worked for seven years in Hillsborough County Public Schools teaching Pre-K and First Grade students at Cork Elementary in Plant City as well as the charter school Trinity School for Children in Seminole Heights. My family and I are members at Palma Ceia Methodist Church and I accepted my current position as the church's Day School Director in June of 2016. The church and school are located in South Tampa and I live in Ballast Point with my spouse and two daughters.

As the current Faith-Based Provider, I not only experienced the changes that came with COVID-19 as a director but I was a voice for providers when it came to ways to support the changing needs of children and early childhood educators of Hillsborough County. As chair of the Service Delivery and Efficiency, we have continued to build the relationship between ELCHC and providers. I am proud of the work of Dr. Hicks and the ELCHC Team when it comes to their devotion, listening and support of early learning providers in both the family home and childcare facility setting. I would welcome the opportunity to continue with the ELCHC Board of Directors as the Faith-Based Representative. My focus would continue to advocate for the needs of children and providers in Hillsborough County and Florida. By meeting and exceeding the needs of our youngest learners, we can create lasting skills that will stay with our students through their lifetime living in our great state of Florida. Thank you!



Sharon Miller

King's Kids Christian Academy of Tampa, Inc. | Executive Director | Faith-based

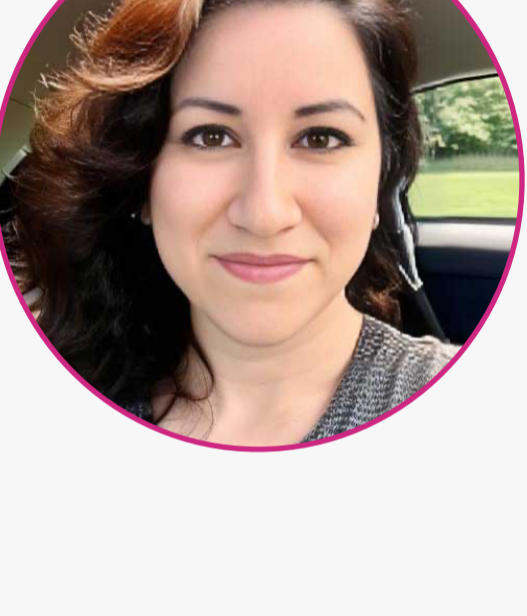
I am a collaborative change agent who has developed a skill set that leaves organizations better off than what I find them. An individual who is able to identify skills sets and resources that will enhance an organizations' existence and perpetuity. A team builder, who is comfortable with taking team members out of their comfort zone. Finally, a leader with a proven track record of increasing a team's leadership development via a collaborative approach.

Elma Taghizadeh

Panda Hugs Academy | Owner/VP | Private

I am honored to step into the spotlight today, not as an educator or advocate from the early childhood education sector, but as a childcare center owner deeply committed to the mission and vision of the Early Learning and Childcare Coalition (ELCHC). I would like to take this opportunity to introduce myself, share my passion for our mission, and articulate my earnest desire to serve on the Coalition Board. My journey in early childhood education began with a simple dream – to provide a nurturing, safe, and enriching environment for young children to learn and grow. This aspiration led me to acquire Panda Hugs Academy and Tanglewood Learning center, a place where countless young minds have taken their first steps towards a lifetime of learning. Over the years, this endeavor has not only been my profession but also my passion.

As the owner and operator of Panda Hugs Academy, I have had the privilege of witnessing the transformative impact that quality early learning and childcare can have on children and families. Each day, I see the joy on the faces of children as they explore, discover, and develop crucial skills that will shape their futures. I witness the relief and confidence that parents gain from knowing their children are in a supportive and stimulating environment. These experiences have solidified my belief in the profound importance of accessible, high-quality early learning and childcare services for all. My involvement in the ELCHC stems from a desire to expand the positive impact of early childhood education beyond the walls of my childcare center. I am deeply committed to ensuring that every child in our community has access to the same opportunities and resources, regardless of their socio-economic background. By serving on the Coalition Board, I believe I can contribute in meaningful ways to the realization of this vision.



Rubina Tariq

Bright Stars Childcare & Early Learning Center LLC | Director/Owner | Private

My name is Rubina Tariq. Currently I am running a Childcare center in Tampa. I have a Masters in educational Leadership and in science. I worked as a principal in one of the K-12 school in Broward County for 21 years. In my educational profession, I Assisted academic counsellor to prepare students for college interviews, dual enrollment and monitor other academic activities. Supervised more than 80 teachers and staff members. Monitored the academic performance of teachers and students. Facilitated the implementation of professional learning communities. Organized, planned, and implemented System Parent Academy. Tracked students' progress and provided individual feedback. Monitored assignment and tests designed to gauge proficiency.

I would like to share and expand on my extensive experience in the field of education by obtaining a position as a board member at Early Learning Coalition of Hillsborough County that will utilize my administrative experience and teaching knowledge to better prepare young students for strong foundation in their early childhood stages.

Isabela Schlabach

Small Blessings Preschool | Director | Faith-based

Financial Expertise: with a background in finance, accounting, or financial management I can provide valuable insights into budgeting, financial planning, and fiscal responsibility.

Strategic Goals: experienced in strategic planning and organizational development can assist in setting long-term planning, defining a clear mission and vision, and ensuring that the organization's strategies align with its mission.

Experience in leadership roles, can provide valuable insights into effective leadership development, and organizational management.

Experience working in the nonprofit sector, can provide valuable insights into the unique challenges and opportunities faced by nonprofit organizations.



Annette Eberhart

Kidds R Us Family Childcare | Owner/Director | Private

My name is Annette Eberhart. I am writing this letter to express my strong desire to be considered for the provider representative board member position in this esteemed organization. Having closely followed the accomplishments and strategic vision of the board, my skills, experience, and passion align perfectly with the goals and values of this organization.

With over ten years of professional experience in early childhood education, I have gained extensive knowledge and expertise in leadership. Throughout my career, I have consistently demonstrated a solid commitment to driving growth, fostering innovation, and making strategic decisions that positively impact organizations. Moreover, my experience working in diverse teams and leading successful projects has equipped me with the necessary skills to collaborate and communicate with fellow board members effectively.

As a board member, I am enthusiastic about contributing my unique perspective and insights to the decision-making process. Strong leadership combined with diverse backgrounds and expertise leads to the most effective governance. My vision for the organization is to foster an environment that encourages creativity, embraces new technologies, and prioritizes sustainable practices. By leveraging my experience and skills, I am confident I can add value to the board and support the organization in achieving its long-term objectives.

I am inspired by the vital work undertaken by this organization, and I am eager to make a meaningful contribution as a board member. My dedication, strategic mindset and commitment to excellence make me a strong candidate for this position. It would be an honor to serve alongside esteemed board members and contribute to the continued success of this organization.

Thank you for considering my application. I look forward to discussing my qualifications further and proving my commitment to the organization.

Voting is now closed.

Voting Period

Voting closed on Tuesday, December 5, 2023, at 3:00 pm EST.

Important Information

Only votes received within the specified dates and times will be counted as cast.



6302 E. Dr. Martin Luther King, Jr., Blvd.
Suite 100 Tampa, FL 33619
(813) 515-2340

Hours of Operation
Mon-Fri: 8:00 AM – 5:00 PM
Sat-Sun: Closed.

Child Care Resource & Referral (CCR&R) services provided by the Early Learning Coalition of Hillsborough County are available to all families residing within Hillsborough County. We are committed to ensuring that every family has access to resources, information, and support to find high-quality child care options that meet their specific needs.

Funding Generously Provided by the Following Funders:



Proudly Celebrating Our Achievements:



Provider Representative Election

NOMINATION Process

1. Seats eligible for nominations are (1) Private for Profit and (1) Faith Based provider representatives.
2. 4 year terms for each seat
3. To be eligible for election, the provider must be in good standing with VPK or School Readiness contract (verified by ELCHC Staff)
4. Nominations opened on Tuesday, October 3rd. All nominations were received electronically through the ELCHC website.
5. 5 private for profit, and 4 faith-based nominations have been received
 - a. With the help of Wingard, a nomination form was created through the ELCHC website.
 - b. Each nomination is coded by an entry ID number and user IP address.
 - c. Communications via Provider notes went out to the provider community on October 3rd and October 9th. One last communication goes out on October 23rd, before nominations close.
 - d. Social media posts on October 4th and October 12th. We will push one last post out on October 19th.
 - e. Nominations close on October 24th at 3:00 p.m.

VOTING

1. Providers eligible for voting are in good standing with VPK and/or SR contracts.
2. Voting opens on November 14th at 3:00 pm and ends on December 5th at 3:00 pm.
 - a. With the help of Wingard, the voting page will be posted on the ELCHC website, and will include nominee's personal statements and headshots
 - b. Communications about voting will be sent to providers via Provider Notes on November 6th, November 20th, and December 4th.
 - c. Required fields to cast vote, name, job title, name childcare site and provider ID number.
 - d. The nominee with the most votes wins for each seat
3. Election results are announced at the Governance Committee meeting on Monday, January 29th
4. Election results ratified by the Board of Directors on Monday, February 26, 2024
5. New Directors will receive orientation before their first official board meeting, which will be on April 15th.

Board of Director Meeting
February 26, 2024

ACTION

ITEM V.B.

ISSUE:	Approval of allocation of funds for child language development system
FISCAL IMPACT:	Not to exceed \$399,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning American Rescue Plan Act Discretionary Funding
RECOMMENDED ACTION:	Approval of allocation of funds to LENA Grow not to exceed \$399,000

NARRATIVE:

Vendor Representative Present at Meeting: Joanna Airall, Partner Development Specialist.

Product or Service: We intend to contract with LENA Grow for \$399,000 for their evidence-based solution to boosting language and literacy development, accelerating social-emotional development, and improving classroom quality. This fee will pay for 30 children in year 1, 54 children in year 2, and 64 children in year 3 at \$2,700 per child per year and include room materials, devices, clothing, software processing, curriculum, resources, and support at \$1,500 per child per year and third-party instructional coaching at \$1,200 per child per year. It also includes an implementation fee comprising system wide set-up, remote training, software configuration, technical assistance, and coach materials for up to three coaches.

Brief History: The LENA System™ is the only validated tool for automatically measuring adult word counts, conversational turn counts (a proxy for serve and return interaction), child vocalization counts, and other metrics associated with the child's natural language environment. LENA has already impacted more than 6,000 children and 1,400 early childhood educators in Florida through existing partnerships, including those with the Early Learning Coalitions of Polk, Escambia, Orange, Pasco and Hernando, Sarasota, and Lake Counties.

Purpose: The purpose of this initiative is to enhance language development for children with unique abilities.

Contract Performance: This is the first year contracting with LENA Grow, so we have no past contract performance to report.

Outcome: To improve Star Early Literacy assessment scores and CLASS scores.

Research & Data: ELCHC intends to utilize the rich data gathered from the LENA devices to explore improving language development for children with limited speech, those with normal speech development, and instructions for teachers who communicate with children ages 0 to 5. LENA Research Foundation delves into the concept of conversational turns and their crucial role in early childhood development. It highlights how conversational turns, defined as instances where a child vocalizes and receives a response from an adult or another child, serve as a fundamental indicator of language exposure and development. The page emphasizes the significance of maximizing conversational turns in nurturing language skills, noting its correlation with later academic success and social-emotional development. It offers insights into the importance of fostering rich language environments and provides practical strategies for caregivers to enhance conversational turns in interactions with children, ultimately aiming to support language acquisition and overall developmental outcomes. For more information see: Conversational Turns (lena.org)

Budget Impact: This is a contract with a budget not to exceed \$399,000.

Procurement: The Division of Early Learning (DEL) is reviewing this Single Source procurement, and we are awaiting their approval. After DEL approval, we will public notice the Single Source procurement. No RFP was issued for this work.



Early Learning Coalition of Hillsborough County

LENA Grow is unique among the professional development opportunities available for infant, toddler, and preschool educators. The program focuses on a single, straightforward, **evidence-based solution to boosting language and literacy development, accelerating social-emotional development, and improving classroom quality.**

That solution: Empowering early childhood educators to enhance classroom language environments and truly connect with each and every child in their care.



What LENA Grow Does

There are a lot of things **LENA Grow does**:

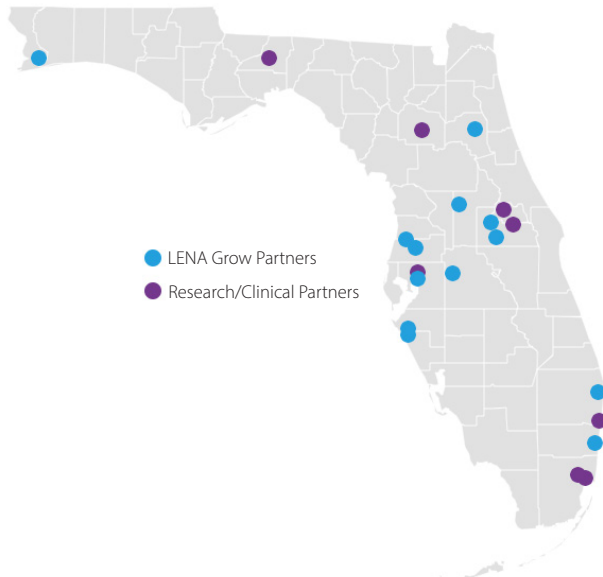
- It draws on LENA's widely validated "talk pedometer" technology.
- It delivers empowering, data-driven coaching that improves outcomes for children and teachers.
- It increases CLASS® scores across all domains.
- It increases teacher job satisfaction, confidence, and retention.
- It aligns with and enhances a wide range of tools, including CLASS®, TS GOLD®, and [FSU's 10 Components of Quality Infant & Toddler Care](#).

There are also a few things LENA Grow **doesn't do**:

- It doesn't put any extra burdens on teachers.
- It doesn't presume that teachers are doing anything wrong. Rather, it recognizes their strengths and builds on them.
- It doesn't expect teachers to sit in front of a screen and learn passively. Rather, it involves them as active participants in their own professional growth.



Proudly Partnering With Florida Communities



LENA has already impacted more than 6,000 children and 1,400 early childhood educators in Florida through our existing partnerships, including those with the **Early Learning Coalitions of:**

- Polk County
- Escambia County
- Orange County
- Pasco and Hernando Counties
- Sarasota County
- Lake County



Explore our interactive map of current LENA Grow partners at lena.org/where-are-lena-programs/!

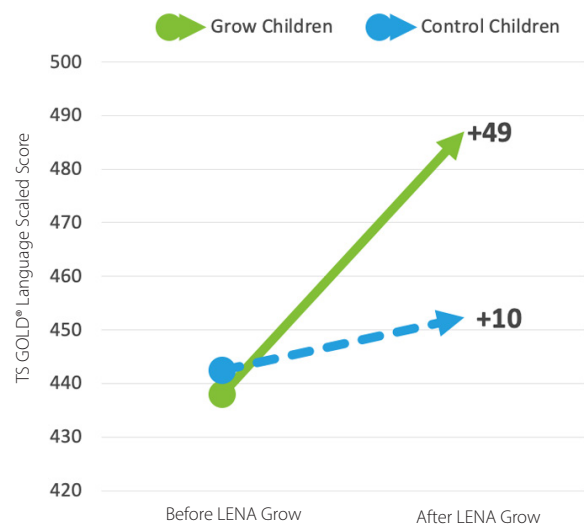
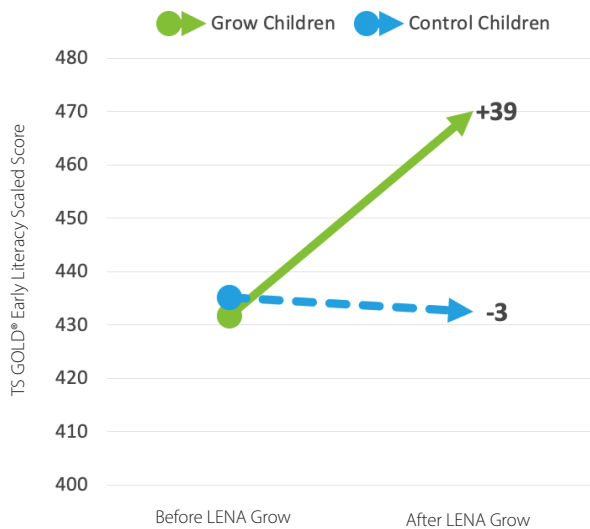
Early Literacy Is in LENA's DNA

LENA is a **national nonprofit** that was founded in 2004 by the late Terry Paul and his wife, Judi. Terry and Judi were entrepreneurs, having **founded Renaissance Learning** prior to LENA. They pioneered such reading, math, and testing products as the Star Assessments, which are used in 70,000 schools in the United States and more than 50 countries worldwide. **LENA is the culmination of Terry and Judi's vision for boosting school readiness** widely and equitably.



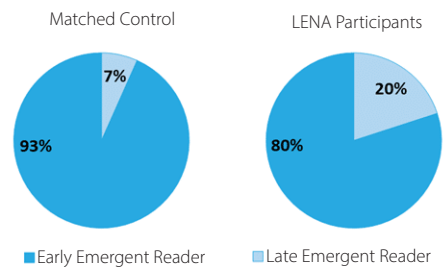
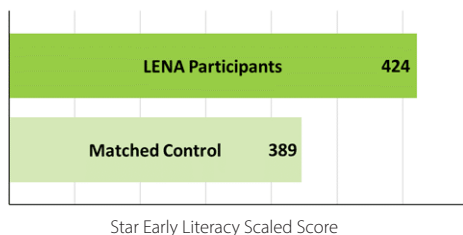
Improved TS GOLD® Scores

In an independent comparison group study, **children who participated in LENA Grow showed statistically significant increases in TS GOLD® literacy and language scaled scores** when compared to their control counterparts. The study was conducted by the SproutFive Center for Early Childhood Innovation in Columbus, Ohio.



Improved Star Early Literacy Scores

In a longitudinal evaluation conducted at Huntsville City Schools, Ala., **children who participated in LENA programs demonstrated significantly higher Star Early Literacy assessment scores** two years later, compared to children who did not participate in LENA, demonstrating a boost in kindergarten readiness.



Improved CLASS® Scores

Moving the needle on CLASS® scores is no easy feat. However, there's growing evidence that LENA Grow does just that — especially within the domain of Instructional Support, where high scores are particularly difficult to achieve.

ELC of Sarasota County

Pre-K classrooms experienced **significant increases in all three CLASS® domains**.

Classrooms **increased significantly in the dimensions under the Instructional Support domain**: +14% on Concept Development, +14% on Quality of Feedback, and +13% on Language Modeling.

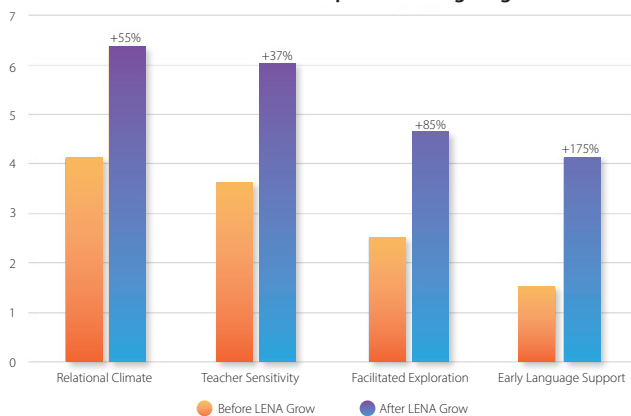
Age group: Pre-K
CLASS® Domain: Instructional Support



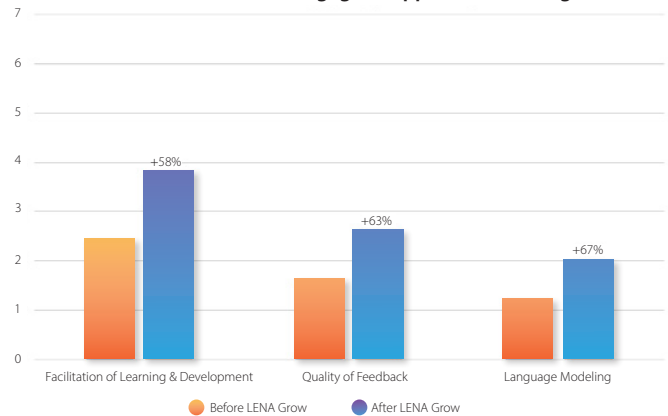
ELC of Escambia County

Infant classroom **Responsive Caregiving composite scores increased by 80%**, from 2.94 to 5.28. Toddler classroom **Engaged Support for Learning composite scores increased by 62%**, from 1.73 to 2.80.

Age group: Infant
CLASS® Domain: Responsive Caregiving



Age group: Toddler
CLASS® Domain: Engaged Support for Learning



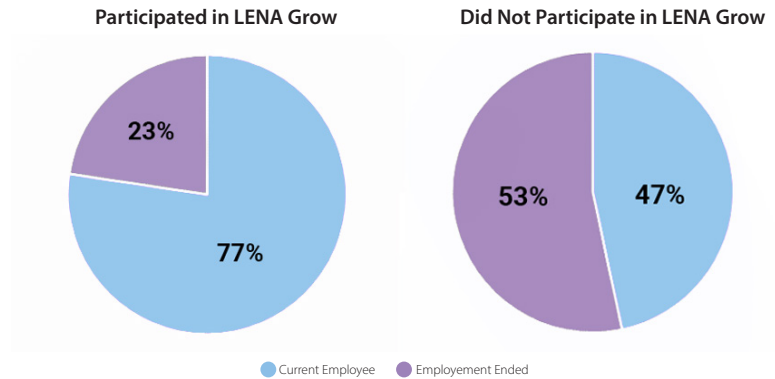
Improved Teacher Retention and Job Satisfaction

When it comes to retaining early education professionals, no organization, school, or child care center has been immune to the effects of the nationwide child care crisis. **There's strong evidence to suggest that LENA Grow has a beneficial impact on teacher retention.**

Keeping Teachers in the Profession

In Memphis, Tenn., well-established community organization Porter-Leath has experienced an increase in employee turnover in recent years.

Analyzing a sample of 88 teachers, researchers found that **teachers who participated in LENA Grow were more than twice as likely to stay in their roles** as those who did not.



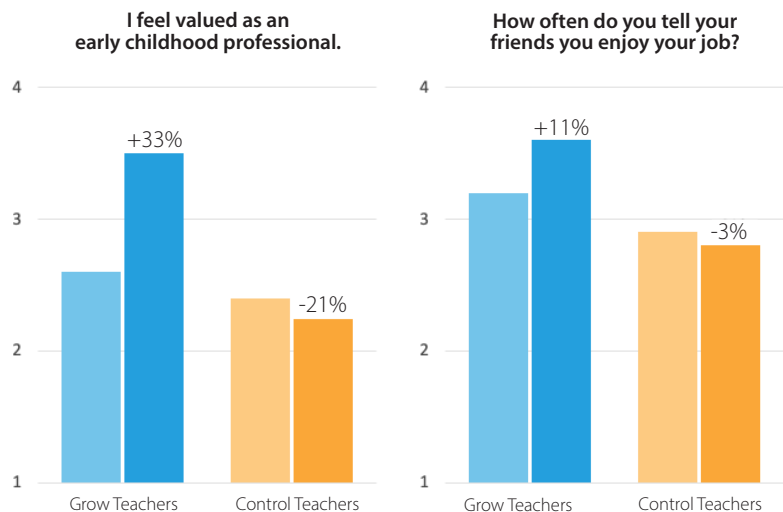
Teachers consistently note on the end-of-the-cohort survey that they have a higher job satisfaction after completing the training, which assists with our teacher retention.

— Kelley Corbin, Vice President of Early Childhood Services at Porter-Leath in Memphis, Tenn.

Making Teachers Feel Valued

At AppleTree Schools in Washington, D.C., **teachers who completed LENA Grow reported feeling significantly more valued as early childhood professionals**, while, over the same period, Control group teachers indicated they felt significantly less valued.

Teachers also reported feeling confident that they were **on the cutting edge of the workforce** and knew more than other teachers about child development.



The LENA Grow Reflective Feedback Cycle

The LENA Grow program uses data from LENA’s “talk pedometer” technology, weekly coaching sessions, and easy-to-use materials to help teachers build more talk into daily classroom activities.

The key to the program’s effectiveness is using a practice-based approach to help teachers increase the number of “conversational turns” they have with each child in the classroom.

Conversational turns are back-and-forth alternations between an adult and a child. LENA technology counts a turn when an adult speaks and a child follows, or vice versa, with no more than five seconds in between.

Following best principles of adult learning, the LENA Grow feedback cycle provides educators with opportunities to:

- Objectively measure talk in their classroom each week.
- Reflect on their own talk data and each child's experience.
- Set individualized goals and learn strategies to help achieve them.
- Practice the strategies in their classroom.



- 1. LENA Day:** During a LENA Day, children wear the LENA device, so that teachers’ interactive talk can be captured and measured. Data from this day is turned into a LENA report that is shared during the coaching session, enabling teachers to reflect on their practice and classroom equity.
- 2. Coaching and feedback:** Coaches use a strengths-based approach to ask questions and learn more about the teachers’ experience. Then, teachers review the objective data from their own LENA Day. Reports show how much talk and interaction each child received, enabling teachers to reflect on their progress and set a clear goal for their next LENA Day. Coaches also introduce and model strategies that help increase talk during daily classroom routines.
- 3. Put it into practice:** These are the days between the coaching session and the next LENA Day. On these days, teachers practice what they’ve learned and work toward achieving their goal so that they will show measurable improvement on their next LENA Day.

Built-In Family Engagement

LENA Grow's built-in family engagement resources make it easier for teachers, coaches, and center directors to build partnerships with families that **strengthen the school-home connection**. Over three quarters of the teachers who participate in LENA Grow say that the program increased their communication with parents.

Resources are available in both print and digital formats, with Spanish and English versions for all, including:

- Letters to families describing each part of the program sequence.
- Handouts with early talk strategies for families to use at home.
- Personalized individual child reports.
- Easy-to-share social media posts.



Let's Connect!

With the upcoming ARPA funding, now is the time to **leverage LENA Grow to improve outcomes for your children and teachers**. I'd love the opportunity to talk more about how we can support your highest areas of need.



Joanna Airall
Partner Development Specialist

✉ joannaairall@lena.org
☎ 303.441.9040

Set up a meeting!



Sole Source Letter

August 14, 2023

To Whom It May Concern:

As of this date, the LENA System™ is the only validated tool for automatically measuring adult word counts, conversational turn counts (a proxy for serve and return interaction), child vocalization counts, and other metrics associated with the child's natural language environment. It is used in a wide variety of research studies around the world and has been integrated into programs focused on improving interactive talk between parents/caregivers/teachers and children.

The patented and proprietary LENA System comprises: the specially-designed recording device; acoustically-designed clothing to properly hold the recorder; LENA software that offloads, uploads, and/or processes the audio data; and LENA Online™, the cloud-based data and reporting system. The LENA System has been integrated into the proprietary LENA Start®, LENA Grow™, and LENA Home™ adult learning (professional development) programs delivering objective feedback on the natural language environment and coaching tips to parents/caregivers and teachers. This feedback has unique advantages: comprising a sequence of full day of objective data versus short-duration snippets and is specific to each child (because the child wears their device). LENA SP™ is a proprietary configuration of LENA Online designed to meet the needs of researchers and other language professionals.

The LENA Foundation is a 501(c)(3) public charity based in Colorado and is the sole source provider of the LENA System, LENA Start, LENA Grow, LENA Home, and LENA SP. LENA Foundation sells and distributes all LENA products as reflected on the then internally-published price list. All products are sold at the same price level under the Foundation's standard or other comparable terms and conditions to all educational institutions, not-for-profit, and for-profit organizations. Volume discounts are offered to all customers.

Sincerely,



Stephen M. Hannon
President and CEO

LENA SOC 2 Type II Report

Conditions of Use:

You may use this document to evaluate entering into an agreement, or renewing an existing agreement, to use LENA's products or services. You may distribute this document within your organization on an as-needed basis. You may not distribute this document, or any portion thereof, to anyone outside of your organization or anyone who does not need it. Any other use or distribution is prohibited.

How To Open the Report:

The report is an attachment to this document.

1. Click on the paperclip icon to the left of this document if using Adobe Acrobat Reader. If using a different reader, use the functionality to view attachments.
2. Double click the file you would like to open.



Program Pricing

Early Learning Coalition of Hillsborough County

LENA Grow Program Fees			
Year 1			
Item	Price	Quantity	Total
LENA Grow Fee <i>Includes room materials, devices, clothing, software processing, curriculum, resources, and support. (Also includes implementation fee comprising system wide set-up, remote training, software configuration, technical assistance, and coach materials for up to three coaches.)</i>	\$1,500	30	\$222,000
OPTIONAL: Third-party instructional coaching services.	\$1,200	30	\$177,600
Year 2			
LENA Grow Fee <i>Includes room materials, devices, clothing, software processing, curriculum, resources, and support. (Also includes implementation fee comprising system wide set-up, remote training, software configuration, technical assistance, and coach materials for up to three coaches.)</i>	\$1,500	54	\$0
OPTIONAL: Third-party instructional coaching services.	\$1,200	54	\$0
Year 3			
LENA Grow Fee <i>Includes room materials, devices, clothing, software processing, curriculum, resources, and support. (Also includes implementation fee comprising system wide set-up, remote training, software configuration, technical assistance, and coach materials for up to 3 coaches.)</i>	\$1,500	64	\$0
OPTIONAL: Third-party instructional coaching services.	\$1,200	64	\$0



For more information, contact:
303-441-9085 | info@lena.org | www.LENA.org

ELCHC BOARD OF DIRECTORS MEETING
February 26, 2024

ACTION

ITEM V.C.

ISSUE:

CEO EVALUATION RESULTS FOR MERIT INCREASE

NARRATIVE:

Dr. Fred Hicks, CEO ELCHC merit increase CEO evaluation results and supporting documentation.

(12 attachments)

CEO EVALUATION
February, 2024

	<u>Judgment</u>							<u>Total</u>	<u>Average</u>
	<u>Strategic</u>	<u>Account-</u>	<u>Decision-</u>	<u>Resource</u>	<u>Respon-</u>	<u>Communi-</u>			
	<u>Leadership</u>	<u>Admin.</u>	<u>ability</u>	<u>Making</u>	<u>Mgmt.</u>	<u>siveness</u>	<u>cation</u>		
Rater 1	3	3	3	3	3	2	3	20	2.86
Rater 2	3	3	3	3	3	3	3	21	3.00
Rater 3	3	3	2	3	3	3	3	20	2.86
Rater 4	3	3	3	3	N/O	3	3	18	3.00
Rater 5	3	3	3	3	3	3	3	21	3.00
Rater 6	3	2	2	2	2	2	3	16	2.29
Rater 7	2	2	3	2	2	3	2	16	2.29
Rater 8	3	2	3	3	2	3	3	19	2.71
Rater 9	3	3	N/O	N/O	3	3	3	15	3.00
Rater 10	2	3	3	3	2	3	3	19	2.71
Rater 11	3	3	2	2	2	2	2	16	2.29
Rater 12	3	3	3	3	3	3	3	21	3.00
Rater 13	3	3	3	3	3	3	3	21	3.00
Rater 14	3	3	3	3	2	3	3	20	2.86
Rater 15	3	3	3	3	3	3	3	21	3.00
Average									2.79



Dr. Hicks Notable Accomplishments
11/14/22 to 11/13/23

Provider Relations	<p>Conducted an average of 7 one-on-one visits with providers each month = 10% of those contracted.</p> <p>Worked to distill concerns regarding racial insensitivities</p> <p>Recorded 12 video testimonies from provider directors and owners regarding priorities and childcare industry needs for advocacy testimonials.</p>
Quality	<p>Launched 42 quality initiatives using ARPA funding to improve quality at our provider centers and family child care homes, providing curriculum, classroom materials, training, coaching and supports, including subsidies for teacher medical and mental health benefits.</p>
Access	<p>Cleared the Waitlist of over 1000 families</p> <p>Served 9800+ Children in Voluntary Pre-K with close to 70% assess ready for Kindergarten</p> <p>Served 13,000+ Children in School Readiness</p>
Education	<p>Participated in 13+ TV news stories, press, and radio interviews to discuss early education and raise ELCHS awareness.</p> <p>Participate and Presented at: CBHC Community Meetings, Listening Session w/parents of children with Unique Abilities, Hillsborough Fatherhood Alliance, Thrive by 5 Regional Planning Meetings, Safe Sleep CEO Roundtable and more.</p>
Funding	<p>Maintained \$230 Million Budget</p> <p>Received \$56K from Baker Mayfield Foundation</p> <p>Raised \$21,000 from Education of Young Children Summit 2023</p> <p>Received \$33M in ARPA Discretionary Funding</p> <p>Clean Independent Audit</p>
Advocacy	<p>Met every member of the Hillsborough Elected Delegation in House and Senate</p> <p>Met Speaker of the House, Attended the Hillsborough Legislative Delegation Mtg.</p> <p>Influenced approval of \$100M recurring Statewide School Readiness Base Funding</p> <p>Influenced approval of \$137/VPK Child</p> <p>Influence separate appropriation for Summer boost (Vetoed)-</p> <p>Influenced \$6.1M toward Summer Literacy in Dept. of Edu. Budget</p>
Recognition	<p>Platinum Award Recipient Thrive by Five</p> <p>2023 Family Friendly Business Award</p>
Other	<p>4 Pending Litigation concerns were settled.</p> <p>Held the 2023 Early Education of Young Children Summit to educate business leaders regarding the importance of early education and brain development.</p> <p>Serve on the Agency for Early Learning Coalitions Legislative Committee</p>

DR. HICKS ELCHC BOD UPDATES

Volume 1 / Issue 1

MEET/GREET, DAY OF PLAY, & DR. MARTIN LUTHER KING PARADE

The ELC hosted a **Day of Play** for families in January along with a ELCHC BOD and ELC Staff **Meet and Greet** meeting at the ELC HQ building. The Day of Play event witnessed over 80 families in attendance and the Meet and Greet was attended by 8 members of the BOD and the board attorney. The ELC also gave out over 1,500 books during the **MLK 2023 Parade**.

THE FIRST 45 DAYS

- ✓ Met one-on-one with all the members of the ELC BOD
- ✓ Visited with over 20 providers including those who harbored concerns.
- ✓ Met with DEL Chancellor Matt Mears
- ✓ Met County Commissioner Cepeda
- ✓ Toured Florida's Capitol Hill with Board Chair
- ✓ Met in person with FL Reps: Valdez & Alvarez.
- ✓ Met in person with FL Senator Burgess
- ✓ Introduced to US Representative Kathy Castor
- ✓ Sunset the routine closure of ELC offices on 3rd Friday of the Month
- ✓ [Tampa Bay Today Radio](#), [OP-ED](#), [Tampa Bay Business Journal](#)
- ✓ [People to Watch in 2023](#)
- ✓ Met business leaders at various [Inner Circle](#) events.
- ✓ Attended Community Alliance Meeting
- ✓ Met countless child dignitaries in Hillsborough.
- ✓ Attended 2022 Non-Profit Leadership Conference
- ✓ Read a Holiday Book at a Family Childcare Home
- ✓ Visited Wimauma Enterprising Latinas
- ✓ Met Marni Fuente, Early Literacy Matters
- ✓ Met with Saleema Bennett at Career Source
- ✓ Met with Chef Crowder, Conn Foundation
- ✓ Met with Bemetra Simmons, Tampa Bay Partnership
- ✓ Met with Stephen Brocato, Florida Blue
- ✓ Met with Michael Mallory, HCPS Chief of Staff (student ids)
- ✓ Attended MLK TOBA Breakfast
- ✓ Met with Terri Balliet, Children's Network of Hillsborough
- ✓ Met with Ed Stephens of the Early Childhood Council
- ✓ Met Dr. Atwater of Hillsborough County Community College
- ✓ Met Marlene Spalten, Hillsborough Community Foundation
- ✓ Met Attorney Charbel Barakat & His Wife Dr. Daira Maria
- ✓ Virtually Attended FL House Pre-K Appropriations Committee Meetings
- ✓ Relocated to Sun City here in Hillsborough County
- ✓ Successfully enrolled children at Sumner High & Shields Middle School



Source ELCHC.org

LEGAL MATTERS

Q: What's the Update Regarding the Mr. Gendrett EEOC Claim?

A: The EEOC issued its dismissal and right to sue letter. Next steps are under review with legal counsel.

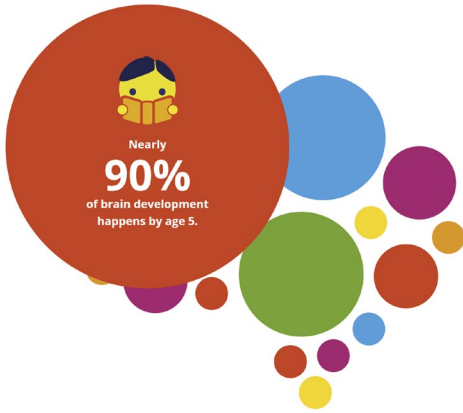
Q: What is the update regarding the Mrs. Gamson Matter?

A: This matter has been settled under the advice of legal.

Q: What is the update regarding the Ms. Rudolf Matter?

A: This matter has concluded with recommendations from legal.

“Collaboration is necessary to prepare our children for kindergarten.”



Source *ELCHC.org*

2023 ELC CHILDREN'S SUMMIT

The development team is coordinating a venue and date for the 2023 ELC Children's Summit. More to come.

BY THE NUMBERS

Currently the ELC is serving over 10,100 Voluntary Pre-kindergarten Children and over 13,500 School Readiness Children. Childcare Provider teachers, directors, & owners have received millions in [Worldclass Workforce](#) and incentive initiatives. The American Rescue Plan Act ([ARPA](#)) allocations are as follows between 7/1/2022 and 1/30/2022:

ARPA Phase 1	\$26,702,397.26
ARPA Phase 2	\$29,658,275.43

SUMMER BOOST¹ SPECIAL APPROPRIATION

Working with the Association of Early Learning Coalitions (ALEC), Florida Representative Valdes, and potentially Florida Senator Burgess and Florida Representative Alvares, the ELC is asking for funding for the 2023 ELC Summer Boost. As the application process moves forward, the leadership will ask for BOD for additional support, direction, and collaboration to ensure success. Currently the ask is for just over \$2M.

UP NEXT

I will attend multiple community events which will include several standing community summits, early care and education system of care meetings, 2023 Children's Week in Tallahassee, and statewide early learning and education workshops. March I will attend the Early Childhood Conference Spring Luncheon.

Contact Me

Early Learning Coalition of Hillsborough County

6302 E. Dr Martin Luther King Jr. Blvd
Suite 100
Tampa FL, 33619
813.515.2340 ext. 212
fhicks@elchc.org
www.elchc.org

¹ Summer Boost is an attempt to ensure that those children deemed not ready for school receive an intensive summer math and literacy immersion while sharing expert teaching pedagogy between childcare family and centers. Further, the Summer Boost prevents the occurrence of summer academic slide. For more read: [Children Lose Up To 40% Of Learning Over Summer Break - So Imagine What Lockdown Will Do \(forbes.com\)](#) & [Families, Schools, and Summer Learning | The Elementary School Journal: Vol 106, No 2 \(uchicago.edu\)](#)

DR. HICKS ELCHC BOD UPDATES

Volume I, Issue 2

CHILDREN'S WEEK, HILLSBOROUGH DAY, TEACHER'S NIGHT OUT, SAVE THE DATE

The Association of Early Learning Coalitions hosted attendance at the [2023 Tallahassee Legislative Children's Week](#). The 2023 Hillsborough Day witnessed an [invasion on the state capital](#), Dr. Hicks was present. Save the date for the 2023 Children's Business Summit of September 21, 2023, [Protico Café](#), from 12:00 p.m. to 1:30 p.m. Reminder, the 2023 [Teacher's Night Out](#) is May 12, 2023 at the Glazer Children's Museum

DAYYS 46 TO 90

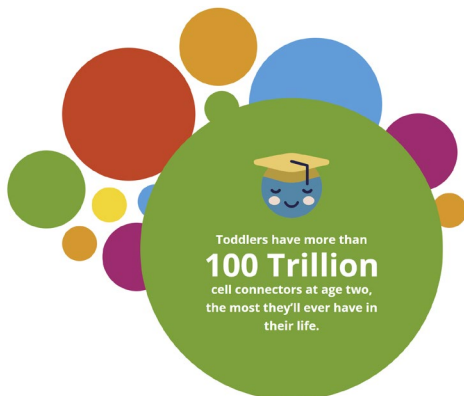
- ✓ Met in person with the ELC of Polk's CEO
- ✓ Visited with over 10 Childcare Providers
- ✓ Met with DEL Chancellor Cari Miller
- ✓ Attend Hillsborough Day in Tallahassee
- ✓ Attend the Governor's Lunch
- ✓ Attend the State of the Region Luncheon
- ✓ Toured Florida's Capitol Hill During Children's Week
- ✓ Met in person with FL Reps: Valdez & Alvarez.
- ✓ Met in person with FL Senator Jay Collins
- ✓ Met with Chair Patel and Matt Mitchell of YMCA
- ✓ Met with Andrew Vives, Financial Advisor
- ✓ Panelist for Emerging Leaders of Tampa Bay
- ✓ Panelist at Education Discussion at Roland Park K-8 Magnet School
- ✓ iSpy Media Day at Little House Kinder Learning Center
- ✓ [Great Day Interview Live](#), [Radio Interview What's Good in Tampa](#),
- ✓ Appeared live on the [Morning Blend TV \(April\)](#)
- ✓ Engage potential Board Member Dr. Daira Avila.
- ✓ Engage potential Board Member Derek Zitko
- ✓ Professional Development Executive Coaching Session I
- ✓ Hired a Director of Provider Support
- ✓ Hired a Director of Family Services
- ✓ Met with Dr. Stacy Hahn, School Board Member
- ✓ Visited Liz Gutierrez Enterprising Latinas
- ✓ Met with Dean Rolle, College of Education, USF
- ✓ Attend PreK-12 Appropriations Hearing
- ✓ Met with Addison Davis Hillsborough School District
- ✓ Visit Kings Kids with Commissioner Myers
- ✓ Attend Children's Week Dinner and Award Banquet
- ✓ Attend TBBJ Power Breakfast
- ✓ iSpy Morning Blend Live Interview
- ✓ Spent 1/2 of my second 45 days in the building working to increase collaboration with staff and directors

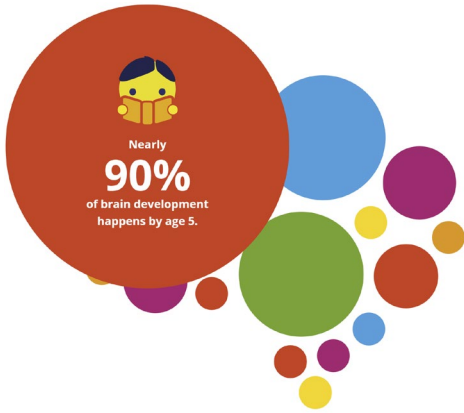
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Q: What's the Update Regarding Mr. Gendrett's EEOC Claim?

A: Mr. Gendrett has exercised his right to sue after the EEOC's decision not to move forward with this case. Our legal council is addressing this concern.

"Collaboration is necessary to prepare our children for kindergarten."





Source *ELCHC.org*

2023 ELC CHILDREN’S SUMMIT

2023 ELC Children’s Summit “Save the Date” is set for September 21, 2023, Protico Café, from 11:30 a.m. to 1:30 p.m.

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UP NEXT

I will attend the YMCA NAYDO conference as a guest of the Hillsborough YMCA delegation in Houston, the ELC Day of Play on April 15, 2023, at Jackson Springs, the Frameworks Head and Heart Luncheon, AELC Bainum Grant Advocacy Fellowship Meeting in Tallahassee in May, and Teacher’s Night Out on May 12, 2023.

Contact Me

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DR. HICKS ELCHC BOD UPDATES

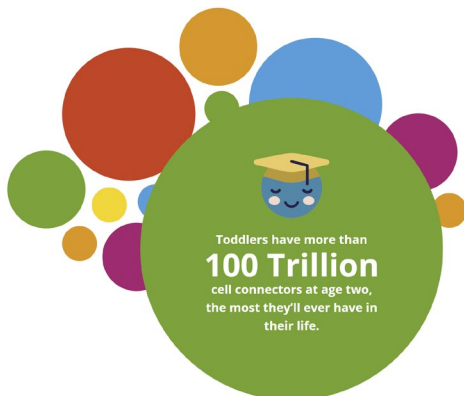
Volume I, Issue 3

DAYS 136 TO 225

42ND NAYDO CONFERENCE, DCF TRANSITION, SAVE THE DATE, & DAY OF PLAY

The YMCA hosted my attendance at [the 42nd NAYDO](#) conference in Texas. Effective July 1, 2023, all licensing functions for Hillsborough County are now being performed by the Department of Children and Families (DCF). Save the date for the 2023 Children's Business Summit of September 21, 2023, [Protico Café](#), from 11:30 a.m. to 1:30 p.m. Reminder, the next day of play is Oct. 7, 2023, at the [Desoto Park](#)

- ✓ Attended the TBBJ Power Breakfast April 3rd w/ [Andrew Koenig](#)
- ✓ Visited with over 12 Childcare Providers
- ✓ Met with leadership of Metropolitan Ministries w/ [Tim Marks](#)
- ✓ Attend Excellence in Education Brunch hosted by [FLAEYC](#).
- ✓ Met with Mayor Jane Castor
- ✓ Toured [PBS regarding family engagement](#)
- ✓ Met in person with Congresswoman [Kathy Castro](#)
- ✓ Met in person with CEO of the [Glazer Children's Museum: Sarah Cole](#).
- ✓ In Attendance at the [Shelter from the Storm Bridge Builders](#) luncheon.
- ✓ Met with the Hillsborough Guardian Ad-Litem.
- ✓ In Attendance at the [Frameworks Head & Heart Luncheon](#).
- ✓ Attended 3 learning sessions of Bainum Grant Advocacy Fellowship.
- ✓ Attended 4 On-Boarding Coaching sessions.
- ✓ Attended the viewing for a fallen childcare hero: Prayers.
- ✓ In attendance at the [Light the Way Soiree](#)
- ✓ Appeared live on the [Morning Blend TV \(April\)](#)
- ✓ Met in person with [Dean Anthony Rolle](#).
- ✓ Met in person with [Allison Chase](#), the Able Trust
- ✓ Met in person with Marni Fuente, of [QEES](#)
- ✓ Hired a Director of Provider Support
- ✓ Met in person with Nick Glover: [VP of Advocacy for the Chamber](#)
- ✓ In attendance at the ALEC Annual Meeting
- ✓ TV: [Great Day Live, Fox 13, Morning Blend-Brain Building Summer](#)
- ✓ Press Print: [Summer Teaching](#)
- ✓ Met with Dean Rolle, College of Education, USF
- ✓ Met in person with BOD [candidate Gino Casanova](#)
- ✓ Update meeting with Chair Patel
- ✓ In (late) attendance with Kids to watch chair Patel throw out the 1st pitch
- ✓ Attend Children's Week Dinner and Award Banquet
- ✓ In Attendance at Backpack Hero Event
- ✓ [News Channel 8](#): Cost of diapers continues to climb, gripping families of all income brackets.
- ✓ Spent 1/2 of my last 45 days in the building working to increase synergy with staff, ALEC, and Sr. Leadership!



Source [ELCHC.org](#)

LEGAL MATTERS

Q: What's the Update Regarding Mr. Gendrett's EEOC Claim?

A: Mr. Gendrett has exercised his right to sue after the EEOC's decision not to move forward with his case. Our insurance legal council is addressing this concern.

"Collaboration is necessary to prepare our children for kindergarten."

2023 ELC CHILDREN’S SUMMIT

2023 ELC Children’s Summit “Save the Date” is set for September 21, 2023, Protico Café, from 11:30 a.m. to 1:30 p.m. The Keynote speaker is [Mark Wilson](#) of the Florida Chamber of Commerce. Also speaking is [Bemetra Simmons](#) of the Tampa Bay Partnership.

BY THE NUMBERS

Summer Voluntary Pre-kindergarten (VPK) closed for FY 22-23. The new VPK fiscal year launches on August 10. Currently we are serving 13,400 School Readiness (SR) children. Childcare Provider teachers, directors, & owners have received millions in [Worldclass Workforce](#) and incentive initiatives. The American Rescue Plan Act ([ARPA](#)) allocations are as follows between 7/1/2022 and 6/30/2023:

ARPA Phase 1	\$29,552,386.61
ARPA Phase 2	\$78,383,415.37

7/1/2023 to 6/30/2024

ARPA Phase 3	Amount not yet determined.
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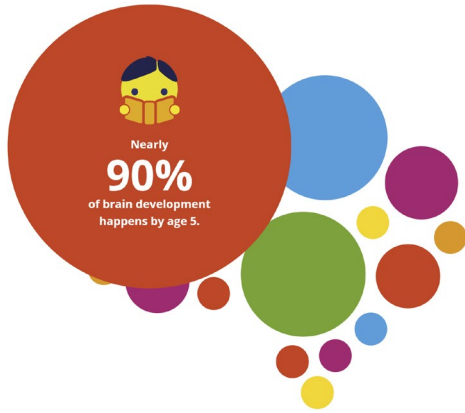
SUMMER BOOST¹ SPECIAL APPROPRIATION

Our 2023 Summer Boost initiative was vetoed. We have learned from our advocacy journey and look forward to future attempts.

UP NEXT

In August and September 2023, I will conduct legislative advocacy visits with Chair Patel to the local offices of our State’s elected officials. These visits will provide necessary opportunities for elected officials to visit centers, answer questions regarding our 2024 legislative goals, and witness first hand the challenges some of our childcare professionals face.

On or before August 15, 2023, the childcare provider input survey will be released to gather feedback regarding the 3rd round of American Rescue Plan Act (ARPA) funding. In addition, the ELCHC will conduct listening sessions to garner additional ideas from childcare and family providers regarding our portion of the \$315M remaining (ARPA) funds provided through the 2023 General Appropriations Act, [Section 53](#).



Source [ELCHC.org](#)

Contact Me

Early Learning Coalition of Hillsborough County
6302 E. Dr Martin Luther King Jr. Blvd
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Tampa FL, 33619
813.515.2340 ext. 212
fhicks@elchc.org
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DR. HICKS ELCHC BOD UPDATES

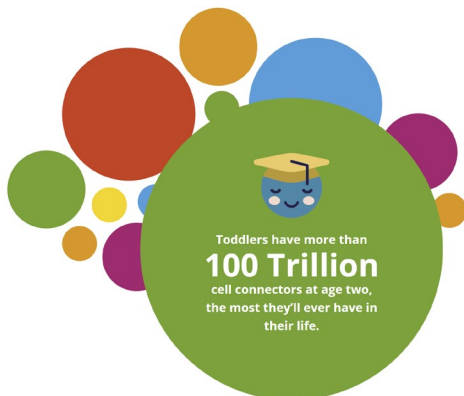
Volume I, Issue 3

DAYS 136 TO 225

42ND NAYDO CONFERENCE, DCF TRANSITION, SAVE THE DATE, & DAY OF PLAY

The YMCA hosted my attendance at [the 42nd NAYDO](#) conference in Texas. Effective July 1, 2023, all licensing functions for Hillsborough County are now being performed by the Department of Children and Families (DCF). Save the date for the 2023 Children's Business Summit of September 21, 2023, [Protico Café](#), from 11:30 a.m. to 1:30 p.m. Reminder, the next day of play is Oct. 7, 2023, at the [Desoto Park](#)

- ✓ Attended the TBBJ Power Breakfast April 3rd w/ [Andrew Koenig](#)
- ✓ Visited with over 12 Childcare Providers
- ✓ Met with leadership of Metropolitan Ministries w/ [Tim Marks](#)
- ✓ Attend Excellence in Education Brunch hosted by [FLAEYC](#).
- ✓ Met with Mayor Jane Castor
- ✓ Toured [PBS regarding family engagement](#)
- ✓ Met in person with Congresswoman [Kathy Castro](#)
- ✓ Met in person with CEO of the [Glazer Children's Museum: Sarah Cole](#).
- ✓ In Attendance at the [Shelter from the Storm Bridge Builders](#) luncheon.
- ✓ Met with the Hillsborough Guardian Ad-Litem.
- ✓ In Attendance at the [Frameworks Head & Heart Luncheon](#).
- ✓ Attended 3 learning sessions of Bainum Grant Advocacy Fellowship.
- ✓ Attended 4 On-Boarding Coaching sessions.
- ✓ Attended the viewing for a fallen childcare hero: Prayers.
- ✓ In attendance at the [Light the Way Soiree](#)
- ✓ Appeared live on the [Morning Blend TV \(April\)](#)
- ✓ Met in person with [Dean Anthony Rolle](#).
- ✓ Met in person with [Allison Chase](#), the Able Trust
- ✓ Met in person with Marni Fuente, of [QEES](#)
- ✓ Hired a Director of Provider Support
- ✓ Met in person with Nick Glover: [VP of Advocacy for the Chamber](#)
- ✓ In attendance at the ALEC Annual Meeting
- ✓ TV: [Great Day Live, Fox 13, Morning Blend-Brain Building Summer](#)
- ✓ Press Print: [Summer Teaching](#)
- ✓ Met with Dean Rolle, College of Education, USF
- ✓ Met in person with BOD [candidate Gino Casanova](#)
- ✓ Update meeting with Chair Patel
- ✓ In (late) attendance with Kids to watch chair Patel throw out the 1st pitch
- ✓ Attend Children's Week Dinner and Award Banquet
- ✓ In Attendance at Backpack Hero Event
- ✓ [News Channel 8](#): Cost of diapers continues to climb, gripping families of all income brackets.
- ✓ Spent 1/2 of my last 45 days in the building working to increase synergy with staff, ALEC, and Sr. Leadership!



Source [ELCHC.org](#)

LEGAL MATTERS

Q: What's the Update Regarding Mr. Gendrett's EEOC Claim?

A: Mr. Gendrett has exercised his right to sue after the EEOC's decision not to move forward with his case. Our insurance legal council is addressing this concern.

"Collaboration is necessary to prepare our children for kindergarten."

2023 ELC CHILDREN’S SUMMIT

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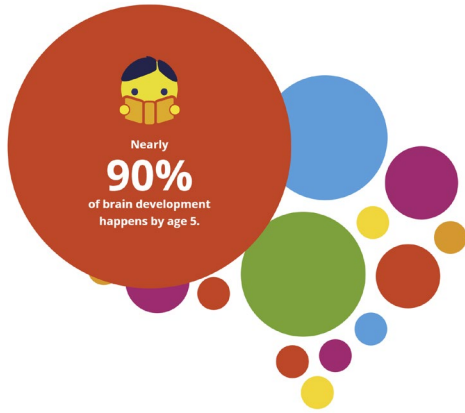
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DR. HICKS ELCHC BOD UPDATES

Volume I, Issue 4

DAYS 225 TO END OF YEAR ONE

2022-23 ANNUAL REPORT, DRAFT COMMUNITY NEEDS ASSESSMENT, BOD STRATEGIC PLANNING RETREAT IN 2024

Find the 22-23 Annual Report [here](#). We have received a draft community needs assessment report regarding the needs of our community. We anticipate a final version before the year ends which we'll prepare an executive summary and publish a report for the public. The 2024 BOD strategic planning retreat will incorporate information shared in the community needs assessment.

- ✓ Successfully hired a replacement [Director of HR](#)
- ✓ Presentation at the Community Alliance
- ✓ Attended the ALEC Fellowship
- ✓ Read on the 1st Day of School at Belmont Elementary
- ✓ Met with Dr. Bob Rohrlack, CEO, Tampa Chamber of Commerce
- ✓ Met with FL House Rep. [Traci Koster](#)
- ✓ Attended the Recognition Breakfast for FL House [Rep. Susan Valdes](#)
- ✓ Attended the [Hillsborough Legislative Delegation](#) Mtg.
- ✓ Virtual Meeting with [Rep. Linda Chaney's](#) Aide: Tristan S.
- ✓ Held a Listening Session at Castles of Imagination W/Parents
- ✓ Met Chair Patel and FL Senator [Danny Burgess](#)
- ✓ Met with FL House Speaker [Paul Renner](#)
- ✓ Met Chair Patel and [Rep. Karen Pittman](#)
- ✓ Held the 1st Education of Young Children Summit
- ✓ Attended 3 Chamber of Commerce Policy Advisory Committee Mtgs.
- ✓ Attended CEO Experience hosted by USF.
- ✓ Attended the Thrive-by-Five Tampa Regional Planning Mtgs.
- ✓ Visited 7 childcare providers and family homes.
- ✓ Attended 3 Children's Board Mtgs.
- ✓ Met one-on-one with Jose Colindres from the [Brink Foundation](#)
- ✓ Met one-on-one with Liz Kennedy
- ✓ Met Chair Patel and HCPS [Superintendent Van Ayres](#)
- ✓ Attended the TBBW Philanthropist of the Year Awards
- ✓ Attended the Built to Thrive Virtual Summit/Children's Movement
- ✓ Met with Lindsay Carson, CEO of ELC Pinellas
- ✓ Attended the Infant Safe Sleep CEO Roundtable
- ✓ Attended the HCC Brandon Campus President's Advisory Council
- ✓ Attended the Hillsborough Fatherhood Alliance Mtg.
- ✓ Attended the [Helios Edu. Foundation's Adv. Black Stu. Success](#) Mtg.
- ✓ Received the Thrive by Five Family Friendly Bus. Award for ELC
- ✓ Attended the weeklong ELC Statewide Training Camp
- ✓ Attended two ALEC Board Mtgs.
- ✓ Convened 3 conversations regarding children with Special Needs
- ✓ Held a Mini-Internal Leadership Planning Retreat
- ✓ Met with Stephen Brocato, FL Blue regarding healthcare for teachers.
- ✓ Press and Media: [News Channel 8 Online](#) & [Tampa Bay Times](#) & [Fox 13](#) & [WFLA On-Line](#)



Source [ELCHC.org](#)

LEGAL MATTERS

Q: Are there any pending legal matters regarding ELCHC?

A: There are no pending legal matters facing ELCHC.

“Collaboration is necessary to prepare our children for kindergarten.”

2023 ELC CHILDREN'S SUMMIT FOLLOW-UP

2023 ELC Education of Young Childrens Summit occurred on September 21, 2023, at the Protico Café, from 11:30 a.m. to 1:30 p.m. There are active steps to move forward with comments gathered from the tabletop discussions, company insights, and the BOD Development Committee recommendations.

BY THE NUMBERS

23-24 Voluntary Pre-kindergarten (VPK) has launched and we currently have 9,700+ students enrolled. ELC will launch a campaign to enroll more VPK students this in Dec. 2023. Currently we are serving 12,200+ School Readiness (SR) children, 1000 fewer than same time last year. Childcare Provider teachers, directors, & owners have received millions in [Worldclass Workforce](#) and insentive initiatives. The American Rescue Plan Act ([ARPA](#)) allocations are as follows between 7/1/2023 to 6/30/2024.

ARPA Discretionary \$33 Million-RFPs close in Nov. 2023¹

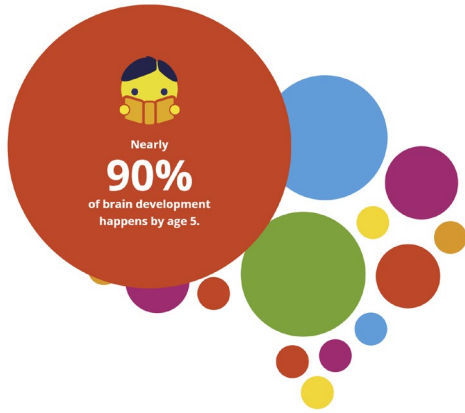
SUMMER BOOST² SPECIAL APPROPRIATION

Our 2024 Summer Boost initiative was vetoed; however, Summer Boost will occur during the Summer of 2024 utilizing American Rescue Plan Act Discretionary funding. Futher, thanks to conversations in Tallahassee, the Summer Boost concept now lives in the Department of Education (DOE) budget funded at \$6M annually.

UP NEXT

In December 2023, I will conduct legislative advocacy visits with with our State's elected officials during the 24 session. Two bipartisan bills impact parent eligibility for school readiness. We seek direct support from members in the Hillsborough delegation.

The ELC is exploring the expansion of childcare access for families through an application for the federally funded Early Head Start (EHS) program. EHS assists children ages 0-3 in childcare, literacy, numercy, healthcare, education, special services for kids with special needs, behavior, food, & transportation. Providers benefit with accreditation assistance, teacher salaries, reimbursements, & resources.



Source [ELCHC.org](#)

Contact Me

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ELCHC BOARD OF DIRECTORS MEETING
February 26, 2024

EXECUTIVE

VI.A.

ISSUE: **Executive Committee Report**

NARRATIVE:

The Executive Committee met on February 19, 2024, to review and discuss the following items:

- February 26, 2024, Draft Board of Directors Annual Meeting Agenda

- Committee Reports
 - Governance Committee
 - Finance Committee
 - Service Delivery & Efficiency Committee
 - Development Committee
 - Legislative Committee
 - Provider Review Committee

- CEO Report

BOARD OF DIRECTORS REGULAR MEETING
February 26, 2024

Governance

ITEM VI.B.

ISSUE: Governance Committee Report

NARRATIVE: The Governance Committee met on January 29, 2024, to review and discuss:

- Review of Elected Provider Representatives to the ELCHC Board of Directors Results (Private & Faith-based)
 - Amanda Jae (Faith-based Provider) Re-elected
 - Annette Eberhart (Private for profit Provider)
- CEO Report
 - CEO Evaluation
 - Hillsborough Day 2024 Recap
- Discussion items from September 2023 Governance Committee Meeting
 - Provider Representation on the Board of Directors
 - Board of Directors attendance
- The next Governance Committee meeting is scheduled for March 25, 2024.

(4-Attachments)

Faith Based Providers As of 12.5.2023 at 3:00pm

Name of Provider	Number of Votes
Denise Finnerty	5
Amanda Jae	45
Sharon Miller	40
Isabela Schlabach	30

Private for Profit Providers As of 12.5.2023 at 3:00pm

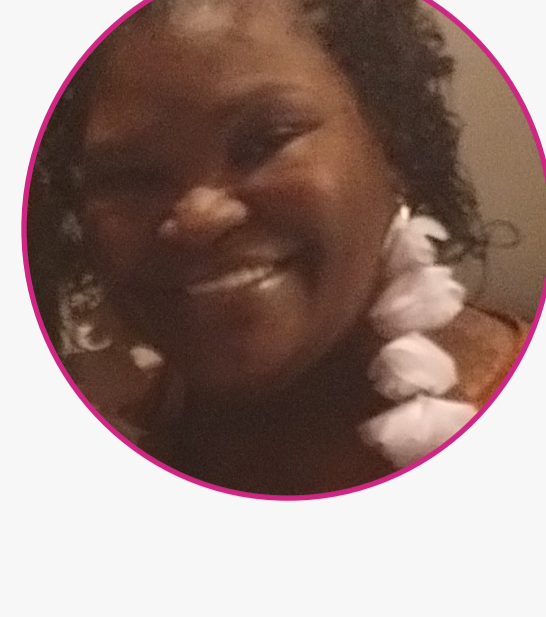
Name of Provider	Number of Votes
Cynthia Brown	9
Marie Hammond	36
Elma Taghizadeh	13
Rubina Tariq	14
Annette Eberhart	37

CHILDCARE PROVIDER REPRESENTATIVE VOTING PROCESS

Welcome to the Childcare Provider Nomination Process for the Board of Directors!



- All
- Faith-based
- Private



Cynthia Brown

Brown, Cynthia E. Db a Palm River Early Child Development Family Child Care | Owner | Private

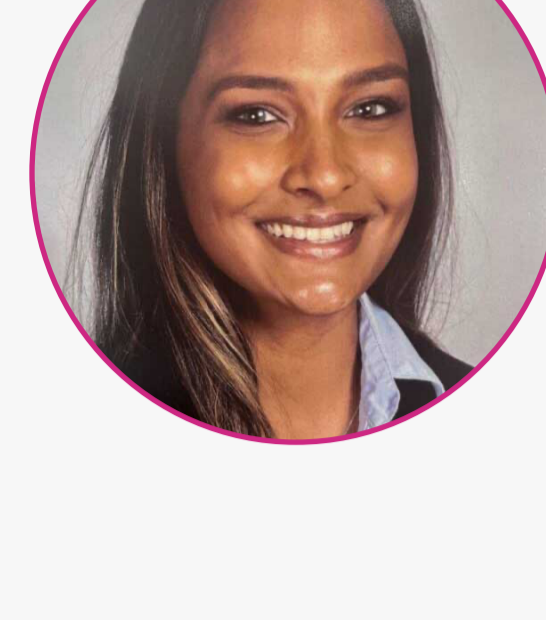
I'm a very active and always used my skills to help people and encourage them and also used strategic-thinking professional with more than 15 years' experience in employment services in the non-profit and higher education sectors. Highly skilled at relationship building with clients and across organizations and teams; exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders. Well-versed in all phases of recruitment and hiring, including defining job roles, assessing needed skills and qualifications, and evaluating candidates. Experienced at managing projects from the requirements gathering/need identification phase through to completion.

Denise Finnerty

Bridges Preschool at WELC | Director | Faith-based

I carry quality skills, a few being, strategic thinking. I am able to review my strategies to identify possible vulnerabilities, such as a potential takeover, availability of large cash balances and under-performing divisions. I am able to hold effective commutations, take constructive criticism, and become a team player in decision making.

Over the past two year I have help organize functions for Wesley United Methodist Church and helped with events for their Children's Ministry. I am an active Board Member with Bridges Preschool as Director. Over the past 10 years I have helped organize functions for Non-Denominational churches across Tampa Bay and Trinidad & Tobago.



Marie Hammond

Shining Stars Preschool Academy Inc. | Director/Owner | Private

My name is Marie Hammond. I am the Owner and Director of Shining Stars Preschool Academy, Inc. in Brandon. We have been licensed to provide for children ages one to twelve years old for 28 years and accredited for 18 of those years. We average 30-50% School Readiness students and 2-4 VPK classes each year. I received my Bachelor of Science Degree in Educational Studies and Leadership with a concentration in Early Education in 2017 and look forward to beginning a Master of Science in Early Education program next month.

Early Education is my passion, therefore I always have a lot of ideas and input in regard to the different programs that surround early educators. I am involved day to day with all aspects of operating a quality learning environment. I would love an opportunity to connect with and communicate on behalf of our early educator community here in Hillsborough County by serving on the Coalition Board.

As a hands-on Owner and Director of a preschool for the past 28 years, I have much experience with School Readiness and VPK programs as well as the Child Care Food Program, Incentives, TEACH, Child Care Licensing and CLASS Assessments. I am familiar with all programs used for Early Education administration and yet still know what it is like to step into the classroom.

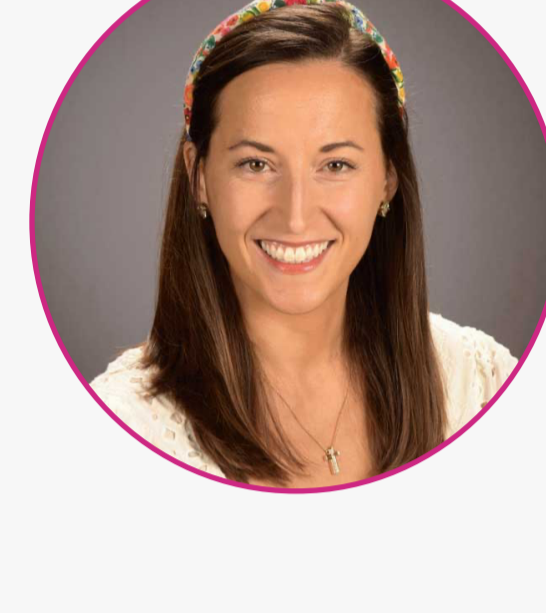
Amanda Jae

PCM Day School | Day School Director | Faith-based

As a Childcare Facility Director since 2016 and Faith-Based Provider Representative since 2020, I feel I have exhibited the following professional skills in the Tampa Community: positive and constructive communication, time management, budget development, decision making while under pressure and community building. I also feel that the insight brought by being a director in the field has been invaluable to the decision making when it comes to the needs and goals of providers in Hillsborough County.

Since joining the board of directors in 2020, I continue to have a passion for working with young children and their families! I graduated from the University of Florida (Go Gators!) with a Bachelors of Arts Degree and graduated from the University of South Florida (Go Bulls!) with a Masters of Arts in Teaching Degree. I worked for seven years in Hillsborough County Public Schools teaching Pre-K and First Grade students at Cork Elementary in Plant City as well as the charter school Trinity School for Children in Seminole Heights. My family and I are members at Palma Ceia Methodist Church and I accepted my current position as the church's Day School Director in June of 2016. The church and school are located in South Tampa and I live in Ballast Point with my spouse and two daughters.

As the current Faith-Based Provider, I not only experienced the changes that came with COVID-19 as a director but I was a voice for providers when it came to ways to support the changing needs of children and early childhood educators of Hillsborough County. As chair of the Service Delivery and Efficiency, we have continued to build the relationship between ELCHC and providers. I am proud of the work of Dr. Hicks and the ELCHC Team when it comes to their devotion, listening and support of early learning providers in both the family home and childcare facility setting. I would welcome the opportunity to continue with the ELCHC Board of Directors as the Faith-Based Representative. My focus would continue to advocate for the needs of children and providers in Hillsborough County and Florida. By meeting and exceeding the needs of our youngest learners, we can create lasting skills that will stay with our students through their lifetime living in our great state of Florida. Thank you!



Sharon Miller

King's Kids Christian Academy of Tampa, Inc. | Executive Director | Faith-based

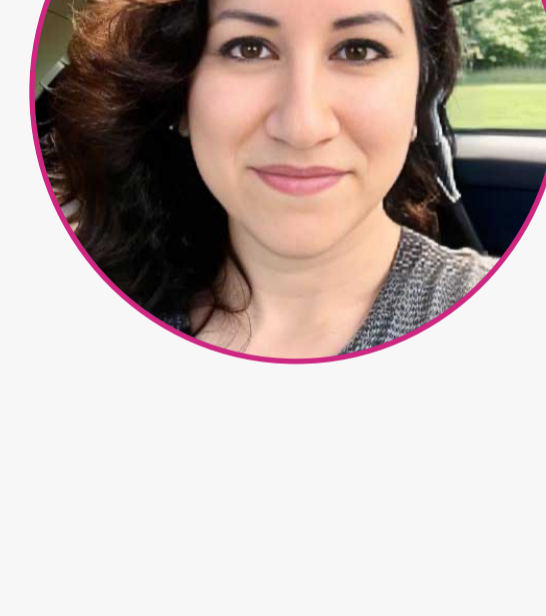
I am a collaborative change agent who has developed a skill set that leaves organizations better off than what I find them. An individual who is able to identify skills sets and resources that will enhance an organizations' existence and perpetuity. A team builder, who is comfortable with taking team members out of their comfort zone. Finally, a leader with a proven track record of increasing a team's leadership development via a collaborative approach.

Elma Taghizadeh

Panda Hugs Academy | Owner/VP | Private

I am honored to step into the spotlight today, not as an educator or advocate from the early childhood education sector, but as a childcare center owner deeply committed to the mission and vision of the Early Learning and Childcare Coalition (ELCHC). I would like to take this opportunity to introduce myself, share my passion for our mission, and articulate my earnest desire to serve on the Coalition Board. My journey in early childhood education began with a simple dream – to provide a nurturing, safe, and enriching environment for young children to learn and grow. This aspiration led me to acquire Panda Hugs Academy and Tanglewood Learning center, a place where countless young minds have taken their first steps towards a lifetime of learning. Over the years, this endeavor has not only been my profession but also my passion.

As the owner and operator of Panda Hugs Academy, I have had the privilege of witnessing the transformative impact that quality early learning and childcare can have on children and families. Each day, I see the joy on the faces of children as they explore, discover, and develop crucial skills that will shape their futures. I witness the relief and confidence that parents gain from knowing their children are in a supportive and stimulating environment. These experiences have solidified my belief in the profound importance of accessible, high-quality early learning and childcare services for all. My involvement in the ELCHC stems from a desire to expand the positive impact of early childhood education beyond the walls of my childcare center. I am deeply committed to ensuring that every child in our community has access to the same opportunities and resources, regardless of their socio-economic background. By serving on the Coalition Board, I believe I can contribute in meaningful ways to the realization of this vision.



Rubina Tariq

Bright Stars Childcare & Early Learning Center LLC | Director/Owner | Private

My name is Rubina Tariq. Currently I am running a Childcare center in Tampa. I have a Masters in educational Leadership and in science. I worked as a principal in one of the K-12 school in Broward County for 21 years. In my educational profession, I Assisted academic counsellor to prepare students for college interviews, dual enrollment and monitor other academic activities. Supervised more than 80 teachers and staff members.

Monitored the academic performance of teachers and students. Facilitated the implementation of professional learning communities. Organized, planned, and implemented System Parent Academy. Tracked students' progress and provided individual feedback. Monitored assignment and tests designed to gauge proficiency.

I would like to share and expand my extensive experience in the field of education by obtaining a position as a board member at Early Learning Coalition of Hillsborough County that will utilize my administrative experience and teaching knowledge to better prepare young students for strong foundation in their early childhood stages.

Isabela Schlabach

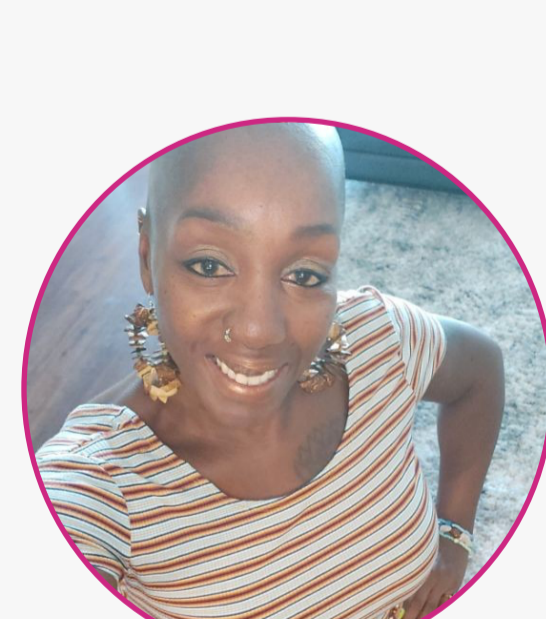
Small Blessings Preschool | Director | Faith-based

Financial Expertise: with a background in finance, accounting, or financial management I can provide valuable insights into budgeting, financial planning, and fiscal responsibility.

Strategic Goals: experienced in strategic planning and organizational development can assist in setting long-term planning, defining a clear mission and vision, and ensuring that the organization's strategies align with its mission.

Experience in leadership roles, can provide valuable insights into effective leadership development, and organizational management.

Experience working in the nonprofit sector, can provide valuable insights into the unique challenges and opportunities faced by nonprofit organizations.



Annette Eberhart

Kidds R Us Family Childcare | Owner/Director | Private

My name is Annette Eberhart. I am writing this letter to express my strong desire to be considered for the provider representative board member position in this esteemed organization. Having closely followed the accomplishments and strategic vision of the board, my skills, experience, and passion align perfectly with the goals and values of this organization.

With over ten years of professional experience in early childhood education, I have gained extensive knowledge and expertise in leadership. Throughout my career, I have consistently demonstrated a solid commitment to driving growth, fostering innovation, and making strategic decisions that positively impact organizations. Moreover, my experience working in diverse teams and leading successful projects has equipped me with the necessary skills to collaborate and communicate with fellow board members effectively.

As a board member, I am enthusiastic about contributing my unique perspective and insights to the decision-making process. Strong leadership combined with diverse backgrounds and expertise leads to the most effective governance. My vision for the organization is to foster an environment that encourages creativity, embraces new technologies, and prioritizes sustainable practices. By leveraging my experience and skills, I am confident I can add value to the board and support the organization in achieving its long-term objectives.

I am inspired by the vital work undertaken by this organization, and I am eager to make a meaningful contribution as a board member. My dedication, strategic mindset and commitment to excellence make me a strong candidate for this position. It would be an honor to serve alongside esteemed board members and contribute to the continued success of this organization.

Thank you for considering my application. I look forward to discussing my qualifications further and proving my commitment to the organization.

Voting is now closed.

Voting Period

Voting closed on Tuesday, December 5, 2023, at 3:00 pm EST.

Important Information

Only votes received within the specified dates and times will be counted as cast.



6302 E. Dr. Martin Luther King, Jr., Blvd.
Suite 100 Tampa, FL 33619
(813) 515-2340

Hours of Operation
Mon-Fri: 8:00 AM – 5:00 PM
Sat-Sun: Closed.

Child Care Resource & Referral (CCR&R) services provided by the Early Learning Coalition of Hillsborough County are available to all families residing within Hillsborough County. We are committed to ensuring that every family has access to resources, information, and support to find high-quality child care options that meet their specific needs.

Funding Generously Provided by the Following Funders:



Proudly Celebrating Our Achievements:



Provider Representative Election

NOMINATION Process

1. Seats eligible for nominations are (1) Private for Profit and (1) Faith Based provider representatives.
2. 4 year terms for each seat
3. To be eligible for election, the provider must be in good standing with VPK or School Readiness contract (verified by ELCHC Staff)
4. Nominations opened on Tuesday, October 3rd. All nominations were received electronically through the ELCHC website.
5. 5 private for profit, and 4 faith-based nominations have been received
 - a. With the help of Wingard, a nomination form was created through the ELCHC website.
 - b. Each nomination is coded by an entry ID number and user IP address.
 - c. Communications via Provider notes went out to the provider community on October 3rd and October 9th. One last communication goes out on October 23rd, before nominations close.
 - d. Social media posts on October 4th and October 12th. We will push one last post out on October 19th.
 - e. Nominations close on October 24th at 3:00 p.m.

VOTING

1. Providers eligible for voting are in good standing with VPK and/or SR contracts.
2. Voting opens on November 14th at 3:00 pm and ends on December 5th at 3:00 pm.
 - a. With the help of Wingard, the voting page will be posted on the ELCHC website, and will include nominee's personal statements and headshots
 - b. Communications about voting will be sent to providers via Provider Notes on November 6th, November 20th, and December 4th.
 - c. Required fields to cast vote, name, job title, name childcare site and provider ID number.
 - d. The nominee with the most votes wins for each seat
3. Election results are announced at the Governance Committee meeting on Monday, January 29th
4. Election results ratified by the Board of Directors on Monday, February 26, 2024
5. New Directors will receive orientation before their first official board meeting, which will be on April 15th.

BOARD OF DIRECTORS REGULAR Meeting
February 26, 2024

Finance

ITEM VI.C.

ISSUE: Finance Committee Report

NARRATIVE: The Finance Committee met on February 5, 2024, to review, discuss and approve:

- The approval of allocation of funds for family and provider training
- Finance Report budget to actual through December 31, 2023
- CEO Report
- Next meeting of the Finance Committee is scheduled for March 27, 2024 at 3:00 pm.

(30-Attachments)



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual
December 31, 2023

	YTD Actual	YTD Revised Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
Program Revenue								
School Readiness	36,197,724	37,945,471	(1,747,747)	-4.6%	74,989,680	80,438,248	(5,448,567)	-6.8%
School Readiness Match - DEL	748,504	840,882	(92,378)	-11.0%	1,126,233	1,251,770	(125,537)	-10.0%
School Readiness - Local Funders:								
Children's Board HC	700,770	700,770	-	0.0%	700,770	700,770	-	0.0%
Hillsborough County BOCC	29,947	276,000	(246,053)	-89.1%	276,000	276,000	-	0.0%
Metro Ministries (Children's Board)	12,941	10,211	2,730	26.7%	75,000	75,000	-	0.0%
City of Tampa	40,263	75,000	(34,737)	-46.3%	124,756	150,000	(25,244)	-16.8%
United Way (Quality Initiative)	48,292	35,000	13,292	38.0%	63,292	50,000	13,292	26.6%
School Readiness - Local Funders	833,788	1,096,981	(263,193)	-24.0%	1,241,393	1,251,770	100.8%	0.0%
Total School Readiness Revenue	37,780,016	39,883,334	(2,103,319)	-5.3%	77,357,306	82,941,788	107.2%	0.0%
Other Local Funders:								
Conn Foundation	20,229	5,593	14,636	261.7%	20,229	58,000	(37,771)	-65.1%
Spurlino Foundation	40,000	50,000	(10,000)	-20.0%	40,000	50,000	(10,000)	-20.0%
SR Program Income (IECP memberships)	7,287	18,002	(10,715)	-59.5%	19,285	30,000	(10,715)	-35.7%
HELN (Hillsborough Early Learning Network)	5,632	5,632	-	0.0%	5,632	37,000	(31,368)	-84.8%
ELFL (Early Learning Florida)	21,250	21,250	-	0.0%	21,250	100,000	(78,750)	-78.8%
Lastinger Project	100,000	100,000	-	0.0%	200,000	200,000	-	0.0%
Misc. Donations	79,077	16,753	62,324	372.0%	95,830	273,000	(177,170)	-64.9%
Other Local Funders	273,475	217,230	56,245	25.9%	402,226	748,000	(345,774)	-46.2%
Total School Readiness Revenue and Local Revenue	38,053,491	40,100,565	(2,047,074)	-5.1%	77,759,533	83,689,788	(5,930,255)	-7.1%
Program Expenses								
School Readiness								
Direct Services	29,606,733	30,892,903	1,286,170	4.2%	60,941,211	65,729,468	(4,788,257)	-7.3%
School Readiness Match - DEL	748,504	840,882	92,378	11.0%	1,126,233	1,251,770	(125,537)	-10.0%
School Readiness - Local Funders	783,759	1,187,185	403,426	34.0%	1,266,637	1,201,770	64,867	5.4%
General Contributions and Gifts	273,475	217,230	(56,245)	-25.9%	402,226	475,000	(72,774)	-15.3%
Total Direct Services	31,412,472	33,138,201	1,725,729	5.2%	63,736,307	68,658,008	(4,921,701)	-7.2%
Personnel	5,063,494	5,133,579	70,085	1.4%	10,505,656	11,255,381	(749,724)	-6.7%
Staff Development	14,731	53,875	39,143	72.7%	48,606	80,749	(32,143)	-39.8%
Professional Services	317,161	425,542	108,381	25.5%	763,273	791,150	(27,877)	-3.5%
Occupancy	286,694	276,695	(9,998)	-3.6%	563,389	553,390	9,998	1.8%
Postage, Freight and Delivery	3,537	26,309	22,772	86.6%	31,047	53,685	(22,638)	-42.2%
Rentals	3,367	3,719	352	9.5%	7,087	7,439	(352)	-4.7%
Supplies	26,194	58,804	32,610	55.5%	141,698	174,308	(32,610)	-18.7%
Communications	16,243	18,596	2,353	12.7%	34,839	37,193	(2,353)	-6.3%
Insurance	6,546	47,189	40,643	86.1%	53,789	94,433	(40,643)	-43.0%
Tangible Personal Property	3,543	77,185	73,642	95.4%	106,928	170,570	(63,642)	-37.3%
Quality	293,451	450,333	156,882	34.8%	681,276	777,700	(96,424)	-12.4%
Travel	22,687	18,708	(3,979)	-21.3%	65,832	59,793	6,039	10.1%
Other Operating	129,995	149,947	19,951	13.3%	228,806	184,990	43,816	23.7%
Other Operating Expenses	1,124,149	1,606,903	482,754	30.0%	2,726,569	2,985,399	(258,830)	-8.7%
ELCHC Operating	6,187,643	6,740,482	552,839	8.2%	13,232,225	14,240,780	(1,008,555)	-7.1%
ECC	26,019	37,500	11,481	30.6%	71,500	71,500	-	0.0%
Inclusion Cost	122,500	122,500	-	0.0%	245,000	245,000	-	0.0%
Scholarships and Other	32,305	61,882	29,577	47.8%	474,500	474,500	-	0.0%
Total School Readiness & Other Expenses	37,780,939	40,100,565	2,319,626	5.8%	77,759,533	83,689,788	(5,930,255)	-7.1%
SR Change in Net Assets	272,552	-	(272,552)	100.0%	-	-	-	0.0%

GOALS									
< 5.00 %	School Readiness - Admin	3.0%	4.1%	-1.0%	-25.4%	3.7%	3.9%	-0.1%	-3.5%
> 4.00 %	School Readiness - Quality	7.9%	7.9%	0.0%	0.2%	8.3%	7.9%	0.4%	5.1%
< 22.00 %	School Readiness - Non-Direct	18.7%	20.1%	-1.4%	-6.8%	20.0%	19.3%	0.8%	4.0%
> 78.00 %	School Readiness - Direct	81.3%	79.9%	1.4%	1.7%	80.0%	80.7%	-0.8%	-0.9%



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual
December 31, 2023

	YTD Actual	YTD Revised Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
VPK Revenue								
Voluntary Pre-Kindergarten	14,382,772	16,247,698	(1,864,926)	-11.5%	31,642,426	35,882,846	(4,240,420)	-11.8%
Total VPK Revenue	14,382,772	16,247,698	(1,864,926)	-11.5%	31,642,426	35,882,846	(4,240,420)	-11.8%
Voluntary Pre-Kindergarten								
Direct Services	13,851,788	15,465,071	1,613,283	10.4%	30,234,281	34,210,805	(3,976,525)	-11.6%
Personnel	406,773	663,527	256,755	38.7%	1,081,384	1,381,574	(300,190)	-21.7%
Staff Development	2,311	13,063	10,752	82.3%	10,374	28,126	(17,752)	-63.1%
Professional Services	70,761	38,453	(32,307)	-84.0%	176,754	137,162	39,592	28.9%
Occupancy	21,684	21,305	(380)	-1.8%	42,989	42,610	380	0.9%
Postage, Freight and Delivery	276	3,941	3,664	93.0%	4,517	8,316	(3,799)	-45.7%
Rentals	255	281	26	9.1%	536	561	(26)	-4.6%
Supplies	1,330	2,446	1,116	45.6%	4,576	5,692	(1,116)	-19.6%
Communications	1,380	1,404	24	1.7%	2,784	2,807	(24)	-0.8%
Insurance	556	11,797	11,241	95.3%	12,367	23,608	(11,241)	-47.6%
Tangible Personal Property	261	6,315	6,053	95.9%	5,876	11,930	(6,053)	-50.7%
Quality	90	-	(90)	100.0%	1,390	1,300	90	6.9%
Travel	6,078	3,254	(2,824)	-86.8%	9,331	6,507	2,824	43.4%
Other Operating	4,803	16,841	12,038	71.5%	55,268	21,848	33,420	153.0%
Other Operating Expenses	109,786	119,099	9,314	7.8%	326,762	290,467	36,295	12.5%
ELCHC Operating	516,558	782,627	266,069	34.0%	1,408,146	1,672,041	(263,896)	-15.8%
Total Voluntary Pre-Kindergarten	14,368,346	16,247,698	2,417,495	15%	31,642,426	35,882,846	(4,240,420)	-12%
VPK Change in Net Assets	14,426	-	(14,426)	100.0%	-	-	-	0.0%
GOALS								
< 4.00 % VPK - Admin	2.9%	3.6%	-0.7%	-18.7%	3.6%	3.8%	-0.3%	0.0%
ARPA Revenue								
ARPA Revenue	7,624,584	7,604,351	20,233	0.3%	42,716,155	3,811,953	38,904,202	1020.6%
Total ARPA Revenue	7,624,584	7,604,351	20,233	0.3%	42,716,155	3,811,953	38,904,202	1020.6%
American Rescue Plan Act (ARPA)								
Direct Services	7,052,399	6,629,749	(422,650)	-6.4%	17,527,576	2,533,322	14,994,253	591.9%
ELCHC Operating	572,185	974,602	402,416	41.3%	25,188,580	1,278,631	23,909,948	1870.0%
Total American Rescue Plan Act (ARPA)	7,624,584	7,604,351	(20,233)	0%	42,716,155	3,811,953	38,904,202	1021%
ARPA Change in Net Assets	-	-	-	0.0%	-	-	-	0.0%
Total Revenue	60,060,847	63,952,614	(3,891,766)	-6.1%	152,118,114	123,384,587	28,733,527	23.3%
Total Expenses	59,773,870	63,952,614	(4,178,744)	-6.5%	152,118,114	123,384,587	28,733,527	23.3%
Change in Net Assets	286,978	-	286,978	100.0%	-	-	-	0.0%

Lower School Readiness enrollments lead to deobligation to DEL

1

Deobligation of funds (give back to DEL)

November 2023	\$1.7 million
Forecast 2024	<u>\$6.8 million</u>

Total \$8.5 million

Final Notice of Award (NOA) was larger than the budget, so the total Deobligation number is larger than the budget variance of \$5.4 million.

2

Enrollments (# of children)

Revised Budget	14,300 (after 2 nd NOA)
Approved Budget	13,500
Forecast	12,613

Change from Approved Budget (887)

% Change from Approved Budget (7%)

3

Reasons for lower enrollments

1. Parents are over income. Legislators are addressing the financial eligibility cliff.
2. Parents are finding market rate differentials too high to afford.

4

What are we doing to increase enrollments?

Clearing the wait list completely every week.

TO:

**Hillsborough Early
Learning Coalition**

DATE:

1/30/2024

Bertelsen Education has been asked to provide a detailed proposal, including total costs, for four cohorts of training focused on improving Renaissance scores. This would include two teacher focused cohorts and two administrative staff cohorts.

These cohorts include the services described below and are priced as follows:

- \$5,000 for customized training creation focused on teachers (8 weeks, 10 training hours, 3 live sessions)
- \$5,000 for customized training creation focused on directors (8 weeks, 10 training hours, 3 live sessions)
- \$4,000 to onboard cohorts (\$1,000 x 4 cohorts)
- \$8,000 cohort content delivery (\$2,000 x 4 cohorts)

*Cohort: up to 20 participants

Total: \$22,000 -

- \$10,000 due upon completion of content creation (estimated completion February 28, 2024)
- \$4,000 due upon completion of registering participants for cohorts and delivering the first session. (estimated completion by March 20, 2024)
- \$8,000 due upon completion of the cohort. (estimated completion by May 20, 2024)

The projected timeline of this project is that the cohorts would start in March and complete training before May 20th.


The terms of this proposal are negotiable and we are happy to engage in discussions to make sure this offering meets the needs of the teachers, directors, and ELC.

Quote prepared by:

Jill Bertelsen

Chief Operations Officer

 jill@bertelseneducation.com

 208-696-2567

 28748 Emmett Rd.
Caldwell ID 83607

BERTELSEN EDUCATION
28748 Emmett Road
Caldwell, ID 83607
(208)-696-2567
jill@bertelseneducation.com

3 January 2024

To Whom It May Concern:

This letter is to confirm that the combined Asynchronous and Live Early Literacy Improvement Cohort Training Model is a sole source product, manufactured, sold and distributed exclusively by Bertelsen Education LLC.

No division of Bertelsen Education, nor any other company, licenses a similar or competing product. Licensed content must be purchased directly by institutions from Bertelsen Education through negotiation with executive leadership at the email listed above. There are no agents or dealers authorized to represent this product.

While other vendors create content like training offered by Bertelsen Education, those vendors, to our knowledge, do not offer a combined asynchronous and live coaching cohort model covering this specific subject matter. Additionally, the content itself is sole source in that the trainings are each conducted by a professional in their field exclusively for Bertelsen Education.

To the best of our knowledge, there are no other like services or products that would meet the needs of the Early Learning Coalition of Hillsborough County.

If you have any concerns or would like more information, do not hesitate to call or email me at any time.

Sincerely,
Jill Bertelsen

CEO
Bertelsen Education

ATTACHMENT: BERTELSON EDUCATION LLC
PROCUREMENT #1: PARENT TRAINING CONTRACT
ALREADY EXECUTED ON 1/9/2024, FOR REFERENCE PURPOSES



Hillsborough County School Readiness Coalition, Inc.

D/B/A

Early Learning Coalition of Hillsborough County

Contracting With

Bertelsen Education LLC

For

Parent Training

THIS AGREEMENT is made and entered into as of January 8, 2024, (the "Effective Date") by and between the Hillsborough County School Readiness Coalition, Inc. DBA the Early Learning Coalition of Hillsborough County, with offices at 6302 E. Dr. MLK Jr. Blvd, Suite 100, Tampa, Florida, 33619 ("COALITION") at date of contract execution, and Bertelsen Education LLC with offices at 28748 Emmett Road, Caldwell, ID 83607 ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

A. Effective Term

The term of this Contract shall commence on January 8, 2024 or the date on which the Contract has been signed by the last party required to sign it, whichever is later ("Effective Date"), and shall conclude on June 30, 2024 ("Term").

B. Purpose

This AGREEMENT defines the professional services provided by the CONTRACTOR. The CONTRACTOR shall provide its professional services, as specified in the Scope of Work.

C. Scope of Work

The CONTRACTOR will provide the following:

COALITION hereby retains the services of CONTRACTOR for parent training in accordance with the Proposal submitted by the CONTRACTOR to the COALITION on November 17, 2023 (the "Proposal"), a copy of which is attached hereto as Exhibit A and the terms of which are expressly incorporated herein by reference.

CONTRACTOR shall:

- Provide COALITION with 6 months of unlimited digital access to a 10 parenting course bundle in English
- Provide COALITION with 6 months of unlimited digital access to a 5 parenting course bundle in Spanish
- Provide COALITION with customized landing pages and enrollment materials for both English and Spanish pathways
- Provide COALITION with 2 usage reports
- Provide marketing materials to COALITION for distribution
- Attend and participate in a 4 hour live promotional activity at the "Day of Play" live event
- Gather and report relevant demographic information from product users

COALITION shall:

- Advertise the parenting resources widely throughout the COALITION and its community
- Pay invoices per the terms of this agreement
- Work collaboratively to offer support services to users
- Respond promptly to inquiries from CONTRACTOR

D. Due Date

The CONTRACTOR agrees to be available and shall finish services by June 30, 2024.

E. Compensation & Payment

1. The total price for all the work set forth in the Agreement shall not exceed \$32,995.
2. When both parties have signed this AGREEMENT, and after CONTRACTOR has delivered goods or services, the COALITION agrees to make a payment upon receipt of a properly payable invoice which has been approved by COALITION management. CONTRACTOR will invoice \$30,995 for payment due on January 31, 2024 and \$2,000 for payment due on February 29, 2024. All goods and/or services are subject to final approval by a representative of COALITION prior to payment.
3. The COALITION shall make payment within thirty (30) calendar days of receipt of invoice.

F. Indemnification

The CONTRACTOR agrees to be liable for and to indemnify the COALITION against all claims, suits, judgment, or damages, including court costs and attorney’s fees, arising out of the negligent or intentional acts or omissions of the CONTRACTOR, or arising out of the violation of any copyright law by the CONTRACTOR in the course of the performance of this AGREEMENT. In no event shall the CONTRACTOR be liable for or have any obligation to defend the COALITION against such claims, suits, judgment, or damages, including costs and attorney’s fees, arising out of the sole negligent acts of the COALITION.

G. Insurance and Risk Mitigation

The CONTRACTOR shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the AGREEMENT and any renewal(s) or extension(s) of it. By execution of this agreement, the CONTRACTOR accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the CONTRACTOR and the clients to be served under the agreement.

1. Commercial General Liability
 - a. Each Occurrence \$1,000,000
 - b. Personal Injury \$1,000,000
 - c. General Aggregate \$3,000,000
 - d. Products & Completed Operations \$3,000,000
 - e. Damage to Rented Premises \$1,000,000
2. Automobile Liability
 - a. Combined Single Limit \$1,000,000
3. Worker’s Compensation & Employers’ Liability (E.L.)
 - a. E.L. Each Accident \$1,000,000
 - b. E.L. Disease-Each Employee \$1,000,000
 - c. E.L. Disease-Policy Limit \$1,000,000
4. Professional Errors and Omissions \$1,000,000

The CONTRACTOR will have and continuously maintain all other types of insurance as required by law. In the event that any of the coverage described above is canceled by the insurer for any reason, the CONTRACTOR shall immediately notify the COALITION of such cancellation and shall obtain replacement coverage acceptable to the COALITION and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage. All insurance policies shall

be with insurers qualified and doing business in Florida. The COALITION shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.

H. Proprietary and Confidential Information

1. CONTRACTOR agrees to hold in trust and confidence any confidential and proprietary information or data relating to COALITION business and shall not disseminate or disclose such information to any individual or entity, except CONTRACTOR's employees or subcontractor's performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the COALITION.
2. With respect to any confidential information, the CONTRACTOR's obligations of nondisclosure set forth above shall continue to apply to such information for as long after this Agreement expires or terminate, as such information remains confidential.
3. An item will not be considered confidential information of the COALITION if it is:
 - a. In the public domain prior to disclosure to the CONTRACTOR or subsequent to such disclosure but through no fault of the CONTRACTOR; or
 - b. Obtained from a third party not subject to a duty of confidentiality.
4. The CONTRACTOR agrees that any computer programs, software, documentation, copyrightable work, discoveries, improvements, or other deliverables (hereinafter "Work") developed by the CONTRACTOR solely, or with others, resulting from the performance of CONTRACTOR's responsibilities and obligations pursuant to this Agreement are property of the COALITION. If for any reason the Work would not be considered a work made for hire under applicable law, for the consideration included herein, CONTRACTOR does hereby sell, assign, and transfer to the COALITION its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. CONTRACTOR agrees to provide whatever assistance is necessary for the CONTRACTOR to preserve its commercial interest including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

I. E-Verify

1. The CONTRACTOR shall provide the COALITION within ninety (90) days of the effective date of this Agreement a copy of the "Edit Company Profile" screen indicating the enrollment in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

J. CONTRACTOR Information

1. Independent CONTRACTOR Status: CONTRACTOR agrees that the relationship between CONTRACTOR and the COALITION is that of an independent CONTRACTOR for employment tax purposes. CONTRACTOR shall be solely responsible for self-

employment, income or any other taxes relating to payments under this agreement including those of any employees.

2. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION's duty to perform under the terms of this Agreement that the CONTRACTOR will be in compliance with all applicable laws and regulations of the state and federal government.

K. Public Records Law Compliance, Access and Confidentiality

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COA, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.
3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.
5. COALITION shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

L. Remedies

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

M. Nonperformance and Financial Remedies

If CONTRACTOR fails to perform in accordance with this Contract, COALITION will apply financial consequences as described in accordance with §§ 287.058(1)(h), 215.971(1)(c), Fla. Stat. (2023). The

foregoing does not limit additional financial consequences, which may include but are not limited to withholding funds, withholding payments until deficiency is corrected, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent permitted, or termination of the agreement. Any payment made in reliance on the CONTRACTOR'S evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to COALITION as an overpayment to the extent of such error.

N. Representations and Warranties

The CONTRACTOR will make no representations, warranties, or commitments binding the COALITION without its prior consent. The CONTRACTOR will hold no authority to speak as a spokesperson for, or to act or represent themselves as an agent of the COALITION.

O. Debarment and Suspensions Disclosures

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

P. Termination Clause

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITION's expenses for additional managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.
3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITION's interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
 - a. Stop work under the agreement on the date of and to the extent specified in the notice.
 - b. Complete performance of the work not terminated by COALITION.
 - c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.

- d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
- e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

Q. Force Majeure

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.
2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

R. Equal Employment Opportunity

The CONTRACTOR is and has been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

S. No Assignment

Neither this **AGREEMENT** nor any of the rights, interests or obligations hereunder shall be assignable by the CONTRACTOR without the prior written consent of the COALITION.

T. Change Orders

Any change in the details of scope of work or the fee schedule shall require a written amendment to this Agreement (a "Change Order"). Each Change Order shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Change Order will become effective upon the execution of the Change Order by both parties, and the Change Order will specify the period of time within which CONTRACTOR must implement the changes. Both parties agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order. No Change Order shall become effective unless and until it is signed by both parties hereto.

U. Procurement of Recovered Materials

1. Pursuant to 2 CFR §§200.3017, *Procurement by States*, and 200.322, *Procurement of recovered materials*, CONTRACTOR will comply with the following requirements of Section 6002 of the Solid Waste Disposal Act.

- a. Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
 - b. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
 - c. Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpk-program>. The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-service>.
2. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, CONTRACTOR shall procure items designated in the Environmental Protection Agency (EPA) guidelines at 40 CFR Part 247 which contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition unless CONTRACTOR determines such items:
- a. Are not reasonably available in a reasonable period of time;
 - b. Fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or
 - c. Are only available at an unreasonable price.

Paragraph 2. of this clause shall apply to items purchased under this agreement where:

1. CONTRACTOR purchases in excess of \$10,000 of the item under this agreement; or
2. During the preceding Federal fiscal year, CONTRACTOR: (i) purchased any amount of the items for use under a contract funded with federal appropriations and was with a federal agency or a state agency or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

V. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification attached hereto. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3)."

W. Clean Air Act and the Federal Water Pollution Control Act

1. Clean Air Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 4401 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands

and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

2. Federal Water Pollution Control Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

X. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
2. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements, or other construction activities.
3. The COALITION, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The COALITION shall report all suspected or reported violations to DEL.

Y. Davis-Bacon Act, as amended (40 U.S.C. 276a, et. Seq.)

When federal program legislation requires, all construction contracts of more than \$2,000, the recipient's and subrecipient's award shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

1. Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
2. Contractors shall be required to pay wages not less than once a week.
3. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination.

4. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules, and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) I, 3, 5, 6 and 7.


Z. Contract Work Hours and Safety Standards (40 U.S.C. 3701 et seq.)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous, or dangerous conditions or surroundings.
3. These requirements do not apply to purchase of supplies or materials or articles ordinarily available on the open market or contracts for transportation services.

AA. Agreement

This agreement constitutes the complete AGREEMENT between the School Readiness COALITION of Hillsborough County/dba The Early Learning COALITION of Hillsborough County and CONTRACTOR. Only an instrument of writing signed by both parties can modify its terms and conditions. A waiver of a breach of any of the provisions of this AGREEMENT shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This AGREEMENT shall be binding upon the parties hereto and their respective representatives. The laws of the State of Florida shall govern this AGREEMENT. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.


IN WITNESS WHEREOF, the parties hereto have signed this AGREEMENT as of the date first set forth above.



CONTRACTOR
Justin Bertelsen
Managing Partner
Bertelsen Education LLC

1/8/2024

Date



COALITION
Dr. Frederick Hicks
Chief Executive Officer
Hillsborough County School Readiness
Coalition, Inc. d/b/a Early Learning Coalition of
Hillsborough County

01/09/2024

Date

Response to RFQ: ARPA FAMILY SERVICES PARENT TRAINING INITIATIVE

Bertelsen Education

Early Learning Coalition of Hillsborough County

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Executive Summary:

Bertelsen Education is uniquely suited to address the parental education needs of the Early Learning Coalition of Hillsborough County by offering live parenting workshops and self-paced courses through a mobile app on a consistent basis until June 1 of 2024. Hillsborough County Early Learning Coalition's goal of providing education services to help build and support Florida communities aligns with the mission of Bertelsen Education to provide affordable education to caretakers, parents, and all who work with children.

Before turning to professional development, Bertelsen Education was founded as a parent education company. The COO founded the company while trying to improve the sleep of her own son and wanted to share what she had learned to other parents. 5 years later, Bertelsen Education is now a professional development company, but has continued to maintain a library of parenting courses designed to support parents and caregivers in creating continuity of care. To say that parenting is right up our ally is an understatement.

Our understanding is that the Coalition is looking for a vendor to supply parental education training services in the context of live and virtual trainings through June of 2024. These presentations should:

- Be offered virtually or in-person, but in a format that is accessible to working and otherwise busy parents
- Meet the needs of parents and families in Hillsborough county
- Relate to subjects including, but not limited to, health and wellness, communication and literacy, child development, financial literacy, milestones, parent empowerment, and STEAM/STEM topics.
- Be priced under \$34,999

Bertelsen Education meets all of these requirements while offering additional flexibility and benefits, including:

- A comprehensive list of over 30 courses addressing the topics desired by the Coalition
- Offering an ever-growing library of content in both English and Spanish
- Employing highly qualified instructors
- Offering marketing and implementation tools to help promote the trainings within the coalition

Our team is confident that we can meet the demands of the Coalition and support the organization in building communities by offering parents high-quality and effective training. A complete outline of our services, staff qualifications, and pricing follow.

Organizational Information:

Bidder name: Bertelsen Education LLC

Address: 28748 Emmett Road, Caldwell, ID 83607

Email: jill@bertelseneducation.com

Phone: (208) 696-2567

Preferred method of contact: Email

Name where you maintain office(s): Caldwell, ID

Description of Proposed Services:

To support the diverse scheduling and learning preference needs of busy parents, Bertelsen Education proposes a combination of live-virtual events hosted on Zoom and unlimited access to asynchronous parenting courses that parents can access with a phone or computer. This combination of services will meet the needs of the most parents in terms of schedule and learning preference without negotiating the quality of the training.

The following table outlines our recommended combination of live-virtual workshops and mobile training via computer or phone.

Note that this package can be adjusted to include more or less of any service

Name	Deliverable Description	Cost Per Deliverable	# of Deliverables to be Provided	Total
Service 1: Virtual Workshop Sessions	One-hour trainings hosted by a parenting expert with Q&A time	\$500 per training	22 trainings	\$11,000
Service 2: Asynchronous Parenting Courses	10 asynchronous parenting courses for unlimited users to access for 6 months via phone or computer	\$20,000 per bundle	1 parenting course bundle with 10 courses	\$20,000
Service 3: Asynchronous Parenting Courses in Spanish	Any of the ten asynchronous parenting courses in Spanish	\$1,999 per course	2 parenting courses in Spanish	\$3,998
Service 4: Marketing Kit	Promotional videos, digital flyers and brochures, and tutorials	\$0	1 kit	\$0
				TOTAL: \$34,998

A more detailed breakdown of services and the specific courses that would be included in each service follows.

Service 1: Virtual Workshop Sessions:

\$500 per session with unlimited users

Parents would be invited to join a parenting expert on a weekly 1-hour Zoom meeting where they would receive a brief training and then participate in question-and-answer sessions. These workshops would stand independent of one another and not require any preparation, meaning they would be easily accessible for busy parents. We propose these trainings be held Thursday evenings from 8-9 PM EST.

The Coalition could choose the subjects of these trainings from the following list of topics:

Workshop Title:	Description:
Mental health for children	Learn tools for teaching mindfulness to children. Practice mindfulness activities you can use with your children at home.
Physical Activity in Children	Explore how to encourage your children of various ages to be more physically active.
Teaching Self-Regulation and Self- Esteem	Learn how to teach self- esteem and self-regulation when you work with your children of all ages.
Finance: Budgeting everyday finances	Create a personalized budget based off your family needs. Learn to know what expenses are essential and how to track expenses with different free tools.
Finance: Protecting from hardship	Learn the importance of creating a one-month emergency fund and what to prepare before eliminating debt.
Picky Eaters and Nutrition	Are you having a hard time getting your child to eat anything? Learn what kinds of foods your child needs on a regular basis and leave with tips and tricks on how to get your child to eat them.
Importance of Literacy	Learn the importance of literacy in child development and create a plan to encourage literacy within your home.
Toddler Tantrums: Behavior Management	Learn how to reduce tantrums and know what to do in the situations when your little one is about to lose control. You will learn tools to aid your child in successfully integrating their emotions.

Managing Parental Burnout	Deepen your life satisfaction while preparing to face everyday challenges. Learn techniques to manage the stresses of parenting.
Having Hard Conversations with children	In today's world, children must navigate problems like divorce, racism, illness, etc. and the feelings and behaviors they cause. Knowing these problems are not going away, learn how to help children learn to talk about and cope with these problems.
Potty Training 101	Ditch Diapers successfully with this easy method! Learn to potty train and leave with multiple tools on how to motivate children without using a sticker chart.
Bonding through Sign	Learn how to build attachment through sign language. Understand the positives of signing, and leave knowing basics sign you can use right away!
Sleep Coaching 101	This is made for parents with children at least 4 months old all the way to 4 years old. Learn to set up successful bedtimes, naptimes, soothing techniques, and what the sleep needs are for each age group.
Newborn sleep basics: Safe Sleep	Come and learn from a Certified Gentle Sleep Coach how to set up sleep routines that will help your newborn get longer stretches of sleep. You will also learn how to create a safe sleep setting. This is made for soon to be parents or parents with babies under 6 months old.
Child Development 0-24 months	You will be able to identify cognitive, physical and social-emotional milestones for children 0-24 months old.
Child Development 2-5 years old	You will be able to identify cognitive, physical and social-emotional milestones for children 2-5 years old.
Emotional Coaching	This workshop gives you the tools you need to help children learn to manage and react to their emotions in a healthy positive way.

Service 2: Asynchronous Parenting Course Bundle

\$20,000 for 10 courses for 6 months access with unlimited users

To support parents who are either unable to attend a standing meeting or who are nervous about participating in a group setting, asynchronous parenting courses would be made available via a mobile app or web browser for parents to participate in.

Parents would simply need to download the Bertelsen Education mobile app or visit www.bertelseneducation.com from a phone or computer and enter a coupon code unique to the ELC to gain access to the courses. Each course can be started and stopped as needed by parents and contains engaging video content and learning activities. There are 10 courses available in English and additional courses can be translated into Spanish (see service 3). An unlimited number of families would have access to these courses for the entire term of the contract.

The courses cover ten specific subjects:

Workshop Title:	Description:
Managing Parental Burnout	Deepen your life satisfaction while preparing to face everyday challenges. Learn techniques to manage the stresses of parenting.
Car Seats	Learn how to properly install backward-facing car seats, forward-facing car seats, and booster seats from Nurse Practitioners who have 3 kids of their own.
Sleep Coaching 101	Help your baby (and the family) get the sleep they need. Learn sleep coaching methods from a Certified Gentle Sleep consultant.
Newborn Sleep Basics	Increase your attachment with your infant and help their development. Quality sleep = quality development.
Bonding through Sign	Learn how to build attachment through sign language, the positives of signing, and leave knowing basic signs you can use right away!
Emotional Coaching	This workshop gives you the tools you need to help children learn to manage and react to their emotions in a healthy positive way.

Toddler Tantrums: Behavior Management	Learn how to reduce tantrums and know what to do in the situations when your little one is about to lose control. You will learn tools on how to aid your child in successfully integrating their emotions.
Developmental Concerns: What to look for and what to do	Learn some of the basic signs that could indicate a developmental delay and how to respond with confidence.
Child Development 0-12 Months	Learn how children develop in the first 12 months of life.
Potty Training 101	Ditch Diapers successfully with this easy method! Learn to potty train and leave with multiple tools on how to motivate children without using a sticker chart.

Any of the workshop courses could be included as self-paced courses for an additional charge

Service 3: Asynchronous Parenting Courses in Spanish

\$1,999 per course

To serve more parents within the Coalition, any of the asynchronous parenting courses outlined in service 2 can be translated into Spanish and accessed in the same way as English courses. The Coalition can choose from any of the 10 courses outlined in service 2 to be offered in Spanish.

Parents would simply need to download the Bertelsen Education mobile app or visit www.bertelseneducation.com from a phone or computer and enter a coupon code unique to the ELC to gain access to the courses. Each course can be started and stopped as needed by parents and contains engaging video content and learning activities.

Service 4: Marketing Kit

Included in costs.

To support the Coalition in advertising these services and to make onboarding parents as simple as possible, digital marketing materials and onboarding guides would be included with the services selected by the coalition. This could include digital versions of brochures, video tutorials, flyers, and email templates.

Trainer Qualifications:

At Bertelsen Education, we hire instructors who have at least a bachelor's degree, professional certification, or comparable work experience in a field relevant to their course subject. Asynchronous instructors are only allowed to create content in their specific areas of expertise. Each course is peer reviewed annually and prior to publication. These courses are housed as self-paced content on www.bertelseneducation.com.

In the case of a live training directed toward parents, Jill Bertelsen will conduct the training. Jill has a bachelor's degree in Marriage and Family Studies as well as various certifications including safe sleep and potty training. Jill has worked as a parent coach for the last five years and is an expert instructor. Jill is also the instructor in many of the asynchronous courses as well. Jill's complete resume is attached in Appendix A.

Proposed Fees & Billing Methodology:

Note that this package can be adjusted to include more or less of any service

Name	Deliverable Description	Cost Per Deliverable	# of Deliverables to be Provided	Total
Service 1: Virtual Workshop Sessions	One-hour trainings hosted by a parenting expert with Q&A time	\$500 per training	22 trainings	\$11,000
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Service 4: Marketing Kit	Promotional videos, digital flyers and brochures, and tutorials	\$0	1 kit	\$0
				TOTAL: \$34,998

The total fees can be paid out all at once or monthly, depending on the coalition's preference. The fees will be requested through an invoice which will be sent to the contract manager. If the Coalition would opt to pay monthly, a 30% deposit of the total contract would be required before trainings began to secure dates and front-pay trainers.

Agreement to Enter into Standard ELCHC Contract:

Should we be chosen to fulfill the contract, Bertelsen Education would enter into the ELCHC General Contract.

Conclusion:

Our goal is to help caregivers and parents offer the best care possible through education. We are confident in our ability to provide high-quality training that can help benefactors of the Coalition.

If you have any questions or would like to discuss our courses, pricing, or qualifications, please contact us and we will be happy to discuss the matter further.

Appendix A: Instructor Resume

Jill Bertelsen

(208)-696-2567 | bertelsenjill@gmail.com | www.bertelseneducation.com

Education:

Brigham Young University Idaho: **Bachelor of Science - Marriage and Family Studies** *April 2019*
Boise State University: Venture College – **Start-up Incubator** *January 2020 - April 2020*

Experience:

Founder/Owner

Bertelsen Education

- Competed and won the 2020 Idaho Entrepreneurship Challenge
- Found, hired, and supervised over 20 different individual contractors to create content
- Developed curriculum and taught online and live classes to individuals and groups
- Mentored hundreds of parents through in person and online one on one consultations in potty training and sleep coaching techniques to increase harmony in families
- Tracked, analyzed, and organized financial information to ensure accurate accounting
- Trained daycare providers in multiple states on a variety of topics such as safe sleep for infants

Project Manager

Gentle Sleep Solutions: College Station, Texas

April 2019 to Present

- Lead up and coming women entrepreneurs to becoming certified in Child sleep
- Helped women founders set up their own family businesses by providing firsthand expertise
- Communicated effectively with upcoming professionals to problem solve barriers in their way
- Collaborated with leadership team and reported directly to the CEO in deciding how to further build the brand, business, and to increase profits

Relationship Educator

Brigham Young University -Idaho: Rexburg, Idaho

January 2018 - April 2018

- Created original curriculum on healthy dating relationships
- Planned and facilitated workshops over 10 weeks of original curriculum
- Implemented in person marketing and social media to get over 100 students to workshops

1st & 2nd Grade English Teacher

International Language Program: Weihai, China

September 2016 to November 2016

- Served as an instructor for elementary children teaching English as a second language
- Crafted daily individualized language plans
- Interfaced with parents to build relationships between the school and the program
- Participated in teaching workshops to critique other teachers' instructional methods

Volunteer Representative

The Church of Jesus Christ of Latter-Day Saints: San Antonio, Texas

June 2014 to December 2015

- Started a deaf community outreach program in Austin, Texas
- Directed the teaching of American Sign Language to over ten other representatives
- Represented organization to over 5,000 deaf people at the "Deaf Nation Expo" in 2015
- Tutored other volunteers in ASL to ensure quality of language skills and effective pedagogy

BOARD OF DIRECTORS REGULAR MEETING
February 26, 2024

**Service Delivery &
Efficiency**

ITEM VI.E.

ISSUE: **Service Delivery & Efficiency Committee Report**

NARRATIVE: The Service Delivery & Efficiency Committee met on February 1, 2024, to review and discuss:

- Upcoming Events for Providers and the Community: Day of Play at Rowlett Park on February 3, 2024 from 10 am-12:00 pm
- Voluntary Prekindergarten (VPK) STAR PM1 Compliance Conversation
- School Readiness Progressive Enforcement Procedures Updates
- CEO Report
- The next meeting of the Service Delivery & Efficiency Committee is scheduled for April 4, 2024.

BOARD OF DIRECTORS REGULAR MEETING
February 26, 2024

Development

ITEM VI.E.

ISSUE: Development Committee Report

NARRATIVE: The Development Committee on January 22, 2024, to review and discuss:

- Resource Development Department Updates
- Education of Young Children Summit
 - Future Events
 - Budget
 - Table Discussion Feedback
- The next meeting of the Development Committee will be held on April 1, 2024 at 3:00 pm.

BOARD OF DIRECTORS REGULAR MEETING
February 26, 2024

LEGISLATIVE

ITEM VI.F.

ISSUE: Legislative Committee Report

NARRATIVE: The Legislative Committee met on October 26, 2023:

- Legislative Priorities
- Travel and dates for Tallahassee for spring 2024 session
- Hillsborough Day Plans

(4-Attachments)

Faith Based Providers As of 12.5.2023 at 3:00pm

Name of Provider	Number of Votes
Denise Finnerty	5
Amanda Jae	45
Sharon Miller	40
Isabela Schlabach	30

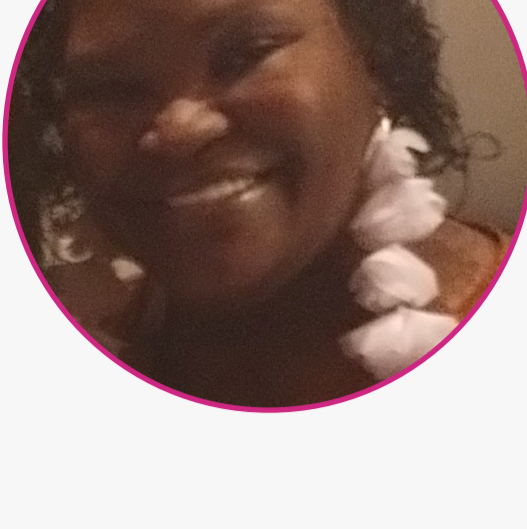
Private for Profit Providers As of 12.5.2023 at 3:00pm

Name of Provider	Number of Votes
Cynthia Brown	9
Marie Hammond	36
Elma Taghizadeh	13
Rubina Tariq	14
Annette Eberhart	37

CHILD CARE PROVIDER REPRESENTATIVE VOTING PROCESS

Welcome to the Childcare Provider Nomination Process for the Board of Directors!

- All
- Faith-based
- Private



Cynthia Brown

Brown, Cynthia E. Dba Palm River Early Child Development Family Child Care | Owner | Private

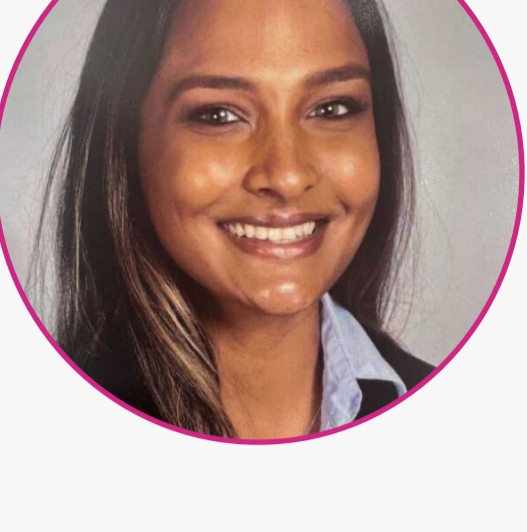
I'm a very active and always used my skills to help people and encourage them and also used strategic-thinking professional with more than 15 years' experience in employment services in the non-profit and higher education sectors. Highly skilled at relationship building with clients and across organizations and teams; exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders. Well-versed in all phases of recruitment and hiring, including defining job roles, assessing needed skills and qualifications, and evaluating candidates. Experienced at managing projects from the requirements gathering/need identification phase through to completion.

Denise Finnerty

Bridges Preschool at WELC | Director | Faith-based

I carry quality skills, a few being, strategic thinking. I am able to review my strategies to identify possible vulnerabilities, such as a potential takeover, availability of large cash balances and under-performing divisions. I am able to hold effective commutations, take constructive criticism, and become a team player in decision making.

Over the past two year I have help organize functions for Wesley United Methodist Church and helped with events for their Children's Ministry. I am an active Board Member with Bridges Preschool as Director. Over the past 10 years I have helped organize functions for Non-Denominational churches across Tampa Bay and Trinidad & Tobago.



Marie Hammond

Shining Stars Preschool Academy Inc. | Director/Owner | Private

My name is Marie Hammond. I am the Owner and Director of Shining Stars Preschool Academy, Inc. in Brandon. We have been licensed to provide for children ages one to twelve years old for 28 years and accredited for 18 of those years. We average 30-50% School Readiness students and 2-4 VPK classes each year. I received my Bachelor of Science Degree in Educational Studies and Leadership with a concentration in Early Education in 2017 and look forward to beginning a Master of Science in Early Education program next month.

Early Education is my passion, therefore I always have a lot of ideas and input in regard to the different programs that surround early educators. I am involved day to day with all aspects of operating a quality learning environment. I would love an opportunity to connect with and communicate on behalf of our early educator community here in Hillsborough County by serving on the Coalition Board.

As a hands-on Owner and Director of a preschool for the past 28 years, I have much experience with School Readiness and VPK programs as well as the Child Care Food Program, Incentives, TEACH, Child Care Licensing and CLASS Assessments. I am familiar with all programs used for Early Education administration and yet still know what it is like to step into the classroom.

Amanda Jae

PCM Day School | Day School Director | Faith-based

As a Childcare Facility Director since 2016 and Faith-Based Provider Representative since 2020, I feel I have exhibited the following professional skills in the Tampa Community: positive and constructive communication, time management, budget development, decision making while under pressure and community building. I also feel that the insight brought by being a director in the field has been invaluable to the decision making when it comes to the needs and goals of providers in Hillsborough County.

Since joining the board of directors in 2020, I continue to have a passion for working with young children and their families! I graduated from the University of Florida (Go Gators!) with a Bachelors of Arts Degree and graduated from the University of South Florida (Go Bulls!) with a Masters of Arts in Teaching Degree. I worked for seven years in Hillsborough County Public Schools teaching Pre-K and First Grade students at Cork Elementary in Plant City as well as the charter school Trinity School for Children in Seminole Heights. My family and I are members at Palma Ceia Methodist Church and I accepted my current position as the church's Day School Director in June of 2016. The church and school are located in South Tampa and I live in Ballast Point with my spouse and two daughters.

As the current Faith-Based Provider, I not only experienced the changes that came with COVID-19 as a director but I was a voice for providers when it came to ways to support the changing needs of children and early childhood educators of Hillsborough County. As chair of the Service Delivery and Efficiency, we have continued to build the relationship between ELCHC and providers. I am proud of the work of Dr. Hicks and the ELCHC Team when it comes to their devotion, listening and support of early learning providers in both the family home and childcare facility setting. I would welcome the opportunity to continue with the ELCHC Board of Directors as the Faith-Based Representative. My focus would continue to advocate for the needs of children and providers in Hillsborough County and Florida. By meeting and exceeding the needs of our youngest learners, we can create lasting skills that will stay with our students through their lifetime living in our great state of Florida. Thank you!



Sharon Miller

King's Kids Christian Academy of Tampa, Inc. | Executive Director | Faith-based

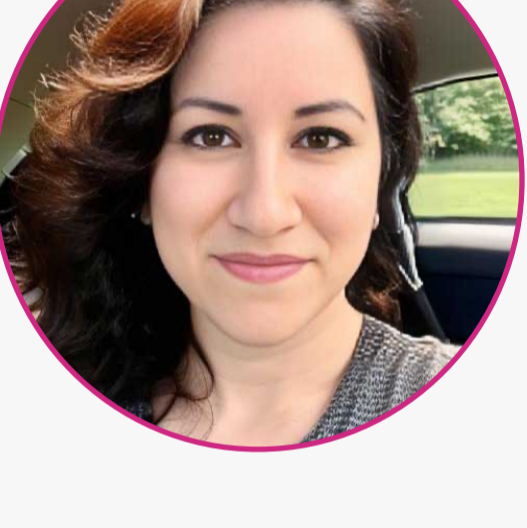
I am a collaborative change agent who has developed a skill set that leaves organizations better off than what I find them. An individual who is able to identify skills sets and resources that will enhance an organizations' existence and perpetuity. A team builder, who is comfortable with taking team members out of their comfort zone. Finally, a leader with a proven track record of increasing a team's leadership development via a collaborative approach.

Elma Taghizadeh

Panda Hugs Academy | Owner/VP | Private

I am honored to step into the spotlight today, not as an educator or advocate from the early childhood education sector, but as a childcare center owner deeply committed to the mission and vision of the Early Learning and Childcare Coalition (ELCHC). I would like to take this opportunity to introduce myself, share my passion for our mission, and articulate my earnest desire to serve on the Coalition Board. My journey in early childhood education began with a simple dream – to provide a nurturing, safe, and enriching environment for young children to learn and grow. This aspiration led me to acquire Panda Hugs Academy and Tanglewood Learning center, a place where countless young minds have taken their first steps towards a lifetime of learning. Over the years, this endeavor has not only been my profession but also my passion.

As the owner and operator of Panda Hugs Academy, I have had the privilege of witnessing the transformative impact that quality early learning and childcare can have on children and families. Each day, I see the joy on the faces of children as they explore, discover, and develop crucial skills that will shape their futures. I witness the relief and confidence that parents gain from knowing their children are in a supportive and stimulating environment. These experiences have solidified my belief in the profound importance of accessible, high-quality early learning and childcare services for all. My involvement in the ELCHC stems from a desire to expand the positive impact of early childhood education beyond the walls of my childcare center. I am deeply committed to ensuring that every child in our community has access to the same opportunities and resources, regardless of their socio-economic background. By serving on the Coalition Board, I believe I can contribute in meaningful ways to the realization of this vision.



Rubina Tariq

Bright Stars Childcare & Early Learning Center LLC | Director/Owner | Private

My name is Rubina Tariq. Currently I am running a Childcare center in Tampa. I have a Masters in educational Leadership and in science. I worked as a principal in one of the K-12 school in Broward County for 21 years. In my educational profession, I Assisted academic counsellor to prepare students for college interviews, dual enrollment and monitor other academic activities. Supervised more than 80 teachers and staff members. Monitored the academic performance of teachers and students. Facilitated the implementation of professional learning communities. Organized, planned, and implemented System Parent Academy. Tracked students' progress and provided individual feedback. Monitored assignment and tests designed to gauge proficiency.

I would like to share and expand on my extensive experience in the field of education by obtaining a position as a board member at Early Learning Coalition of Hillsborough County that will utilize my administrative experience and teaching knowledge to better prepare young students for strong foundation in their early childhood stages.

Isabela Schlabach

Small Blessings Preschool | Director | Faith-based

Financial Expertise: with a background in finance, accounting, or financial management I can provide valuable insights into budgeting, financial planning, and fiscal responsibility.

Strategic Planning: experienced in strategic planning and organizational development can assist in setting long-term goals, defining a clear mission and vision, and ensuring that the organization's strategies align with its mission.

Experience in leadership roles, can provide valuable insights into effective leadership development, and organizational management.

Experience working in the nonprofit sector, can provide valuable insights into the unique challenges and opportunities faced by nonprofit organizations.



Annette Eberhart

Kidds R Us Family Childcare | Owner/Director | Private

My name is Annette Eberhart. I am writing this letter to express my strong desire to be considered for the provider representative board member position in this esteemed organization. Having closely followed the accomplishments and strategic vision of the board, my skills, experience, and passion align perfectly with the goals and values of this organization.

With over ten years of professional experience in early childhood education, I have gained extensive knowledge and expertise in leadership. Throughout my career, I have consistently demonstrated a solid commitment to driving growth, fostering innovation, and making strategic decisions that positively impact organizations. Moreover, my experience working in diverse teams and leading successful projects has equipped me with the necessary skills to collaborate and communicate with fellow board members effectively.

As a board member, I am enthusiastic about contributing my unique perspective and insights to the decision-making process. Strong leadership combined with diverse backgrounds and expertise leads to the most effective governance. My vision for the organization is to foster an environment that encourages creativity, embraces new technologies, and prioritizes sustainable practices. By leveraging my experience and skills, I am confident I can add value to the board and support the organization in achieving its long-term objectives.

I am inspired by the vital work undertaken by this organization, and I am eager to make a meaningful contribution as a board member. My dedication, strategic mindset and commitment to excellence make me a strong candidate for this position. It would be an honor to serve alongside esteemed board members and contribute to the continued success of this organization.

Thank you for considering my application. I look forward to discussing my qualifications further and proving my commitment to the organization.

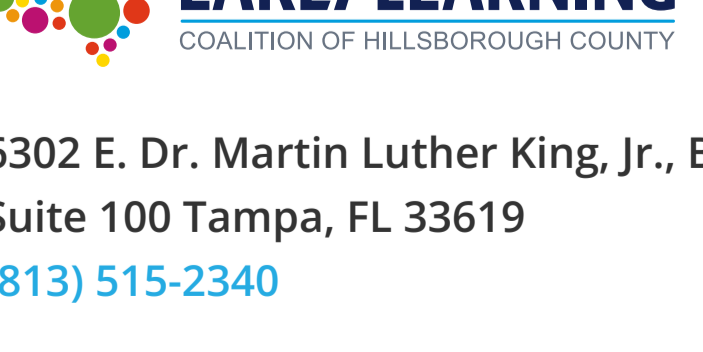
Voting is now closed.

Voting Period

Voting closed on Tuesday, December 5, 2023, at 3:00 pm EST.

Important Information

Only votes received within the specified dates and times will be counted as cast.



6302 E. Dr. Martin Luther King, Jr., Blvd.
Suite 100 Tampa, FL 33619
(813) 515-2340

Hours of Operation
Mon-Fri: 8:00 AM – 5:00 PM
Sat-Sun: Closed.

Child Care Resource & Referral (CCR&R) services provided by the Early Learning Coalition of Hillsborough County are available to all families residing within Hillsborough County. We are committed to ensuring that every family has access to resources, information, and support to find high-quality child care options that meet their specific needs.

Funding Generously Provided by the Following Funders:



Proudly Celebrating Our Achievements:



Provider Representative Election

NOMINATION Process

1. Seats eligible for nominations are (1) Private for Profit and (1) Faith Based provider representatives.
2. 4 year terms for each seat
3. To be eligible for election, the provider must be in good standing with VPK or School Readiness contract (verified by ELCHC Staff)
4. Nominations opened on Tuesday, October 3rd. All nominations were received electronically through the ELCHC website.
5. 5 private for profit, and 4 faith-based nominations have been received
 - a. With the help of Wingard, a nomination form was created through the ELCHC website.
 - b. Each nomination is coded by an entry ID number and user IP address.
 - c. Communications via Provider notes went out to the provider community on October 3rd and October 9th. One last communication goes out on October 23rd, before nominations close.
 - d. Social media posts on October 4th and October 12th. We will push one last post out on October 19th.
 - e. Nominations close on October 24th at 3:00 p.m.

VOTING

1. Providers eligible for voting are in good standing with VPK and/or SR contracts.
2. Voting opens on November 14th at 3:00 pm and ends on December 5th at 3:00 pm.
 - a. With the help of Wingard, the voting page will be posted on the ELCHC website, and will include nominee's personal statements and headshots
 - b. Communications about voting will be sent to providers via Provider Notes on November 6th, November 20th, and December 4th.
 - c. Required fields to cast vote, name, job title, name childcare site and provider ID number.
 - d. The nominee with the most votes wins for each seat
3. Election results are announced at the Governance Committee meeting on Monday, January 29th
4. Election results ratified by the Board of Directors on Monday, February 26, 2024
5. New Directors will receive orientation before their first official board meeting, which will be on April 15th.

BOARD OF DIRECTORS REGULAR MEETING
February 26, 2024

PROVIDER REVIEW HEARING COMMITTEE

ITEM VI.G.

ISSUE: Provider Review Hearing Committee Report

NARRATIVE: The Provider Review Hearing Committee met on January 22, 2024, to review and discuss:

- Childcare of Brandon vs Early Learning Coalition of Hillsborough County
- The Provider Review Hearing Committee is an ad hoc committee. No future committee meeting is scheduled to date.

BOARD OF DIRECTORS REGULAR Meeting
February 26, 2024

Finance

ITEM VII. A.

ISSUE: **Finance Report**

NARRATIVE: Attached are the FY 2023 Financials through December 31, 2023, Budget to Actual. Gary Meyer, Chief Financial Officer, will report.

(2-Attachments)



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual
December 31, 2023

	YTD Actual	YTD Revised Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
Program Revenue								
School Readiness	36,197,724	37,945,471	(1,747,747)	-4.6%	74,989,680	80,438,248	(5,448,567)	-6.8%
School Readiness Match - DEL	748,504	840,882	(92,378)	-11.0%	1,126,233	1,251,770	(125,537)	-10.0%
School Readiness - Local Funders:								
Children's Board HC	700,770	700,770	-	0.0%	700,770	700,770	-	0.0%
Hillsborough County BOCC	29,947	276,000	(246,053)	-89.1%	276,000	276,000	-	0.0%
Metro Ministries (Children's Board)	12,941	10,211	2,730	26.7%	75,000	75,000	-	0.0%
City of Tampa	40,263	75,000	(34,737)	-46.3%	124,756	150,000	(25,244)	-16.8%
United Way (Quality Initiative)	48,292	35,000	13,292	38.0%	63,292	50,000	13,292	26.6%
School Readiness - Local Funders	833,788	1,096,981	(263,193)	-24.0%	1,241,393	1,251,770	100.8%	0.0%
Total School Readiness Revenue	37,780,016	39,883,334	(2,103,319)	-5.3%	77,357,306	82,941,788	107.2%	0.0%
Other Local Funders:								
Conn Foundation	20,229	5,593	14,636	261.7%	20,229	58,000	(37,771)	-65.1%
Spurlino Foundation	40,000	50,000	(10,000)	-20.0%	40,000	50,000	(10,000)	-20.0%
SR Program Income (IECP memberships)	7,287	18,002	(10,715)	-59.5%	19,285	30,000	(10,715)	-35.7%
HELN (Hillsborough Early Learning Network)	5,632	5,632	-	0.0%	5,632	37,000	(31,368)	-84.8%
ELFL (Early Learning Florida)	21,250	21,250	-	0.0%	21,250	100,000	(78,750)	-78.8%
Lastinger Project	100,000	100,000	-	0.0%	200,000	200,000	-	0.0%
Misc. Donations	79,077	16,753	62,324	372.0%	95,830	273,000	(177,170)	-64.9%
Other Local Funders	273,475	217,230	56,245	25.9%	402,226	748,000	(345,774)	-46.2%
Total School Readiness Revenue and Local Revenue	38,053,491	40,100,565	(2,047,074)	-5.1%	77,759,533	83,689,788	(5,930,255)	-7.1%
Program Expenses								
School Readiness								
Direct Services	29,606,733	30,892,903	1,286,170	4.2%	60,941,211	65,729,468	(4,788,257)	-7.3%
School Readiness Match - DEL	748,504	840,882	92,378	11.0%	1,126,233	1,251,770	(125,537)	-10.0%
School Readiness - Local Funders	783,759	1,187,185	403,426	34.0%	1,266,637	1,201,770	64,867	5.4%
General Contributions and Gifts	273,475	217,230	(56,245)	-25.9%	402,226	475,000	(72,774)	-15.3%
Total Direct Services	31,412,472	33,138,201	1,725,729	5.2%	63,736,307	68,658,008	(4,921,701)	-7.2%
Personnel	5,063,494	5,133,579	70,085	1.4%	10,505,656	11,255,381	(749,724)	-6.7%
Staff Development	14,731	53,875	39,143	72.7%	48,606	80,749	(32,143)	-39.8%
Professional Services	317,161	425,542	108,381	25.5%	763,273	791,150	(27,877)	-3.5%
Occupancy	286,694	276,695	(9,998)	-3.6%	563,389	553,390	9,998	1.8%
Postage, Freight and Delivery	3,537	26,309	22,772	86.6%	31,047	53,685	(22,638)	-42.2%
Rentals	3,367	3,719	352	9.5%	7,087	7,439	(352)	-4.7%
Supplies	26,194	58,804	32,610	55.5%	141,698	174,308	(32,610)	-18.7%
Communications	16,243	18,596	2,353	12.7%	34,839	37,193	(2,353)	-6.3%
Insurance	6,546	47,189	40,643	86.1%	53,789	94,433	(40,643)	-43.0%
Tangible Personal Property	3,543	77,185	73,642	95.4%	106,928	170,570	(63,642)	-37.3%
Quality	293,451	450,333	156,882	34.8%	681,276	777,700	(96,424)	-12.4%
Travel	22,687	18,708	(3,979)	-21.3%	65,832	59,793	6,039	10.1%
Other Operating	129,995	149,947	19,951	13.3%	228,806	184,990	43,816	23.7%
Other Operating Expenses	1,124,149	1,606,903	482,754	30.0%	2,726,569	2,985,399	(258,830)	-8.7%
ELCHC Operating	6,187,643	6,740,482	552,839	8.2%	13,232,225	14,240,780	(1,008,555)	-7.1%
ECC	26,019	37,500	11,481	30.6%	71,500	71,500	-	0.0%
Inclusion Cost	122,500	122,500	-	0.0%	245,000	245,000	-	0.0%
Scholarships and Other	32,305	61,882	29,577	47.8%	474,500	474,500	-	0.0%
Total School Readiness & Other Expenses	37,780,939	40,100,565	2,319,626	5.8%	77,759,533	83,689,788	(5,930,255)	-7.1%
SR Change in Net Assets	272,552	-	(272,552)	100.0%	-	-	-	0.0%

GOALS									
< 5.00 %	School Readiness - Admin	3.0%	4.1%	-1.0%	-25.4%	3.7%	3.9%	-0.1%	-3.5%
> 4.00 %	School Readiness - Quality	7.9%	7.9%	0.0%	0.2%	8.3%	7.9%	0.4%	5.1%
< 22.00 %	School Readiness - Non-Direct	18.7%	20.1%	-1.4%	-6.8%	20.0%	19.3%	0.8%	4.0%
> 78.00 %	School Readiness - Direct	81.3%	79.9%	1.4%	1.7%	80.0%	80.7%	-0.8%	-0.9%



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual
December 31, 2023

	YTD Actual	YTD Revised Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
VPK Revenue								
Voluntary Pre-Kindergarten	14,382,772	16,247,698	(1,864,926)	-11.5%	31,642,426	35,882,846	(4,240,420)	-11.8%
Total VPK Revenue	14,382,772	16,247,698	(1,864,926)	-11.5%	31,642,426	35,882,846	(4,240,420)	-11.8%
Voluntary Pre-Kindergarten								
Direct Services	13,851,788	15,465,071	1,613,283	10.4%	30,234,281	34,210,805	(3,976,525)	-11.6%
Personnel	406,773	663,527	256,755	38.7%	1,081,384	1,381,574	(300,190)	-21.7%
Staff Development	2,311	13,063	10,752	82.3%	10,374	28,126	(17,752)	-63.1%
Professional Services	70,761	38,453	(32,307)	-84.0%	176,754	137,162	39,592	28.9%
Occupancy	21,684	21,305	(380)	-1.8%	42,989	42,610	380	0.9%
Postage, Freight and Delivery	276	3,941	3,664	93.0%	4,517	8,316	(3,799)	-45.7%
Rentals	255	281	26	9.1%	536	561	(26)	-4.6%
Supplies	1,330	2,446	1,116	45.6%	4,576	5,692	(1,116)	-19.6%
Communications	1,380	1,404	24	1.7%	2,784	2,807	(24)	-0.8%
Insurance	556	11,797	11,241	95.3%	12,367	23,608	(11,241)	-47.6%
Tangible Personal Property	261	6,315	6,053	95.9%	5,876	11,930	(6,053)	-50.7%
Quality	90	-	(90)	100.0%	1,390	1,300	90	6.9%
Travel	6,078	3,254	(2,824)	-86.8%	9,331	6,507	2,824	43.4%
Other Operating	4,803	16,841	12,038	71.5%	55,268	21,848	33,420	153.0%
Other Operating Expenses	109,786	119,099	9,314	7.8%	326,762	290,467	36,295	12.5%
ELCHC Operating	516,558	782,627	266,069	34.0%	1,408,146	1,672,041	(263,896)	-15.8%
Total Voluntary Pre-Kindergarten	14,368,346	16,247,698	2,417,495	15%	31,642,426	35,882,846	(4,240,420)	-12%
VPK Change in Net Assets	14,426	-	(14,426)	100.0%	-	-	-	0.0%
GOALS								
< 4.00 % VPK - Admin	2.9%	3.6%	-0.7%	-18.7%	3.6%	3.8%	-0.3%	0.0%
ARPA Revenue								
ARPA Revenue	7,624,584	7,604,351	20,233	0.3%	42,716,155	3,811,953	38,904,202	1020.6%
Total ARPA Revenue	7,624,584	7,604,351	20,233	0.3%	42,716,155	3,811,953	38,904,202	1020.6%
American Rescue Plan Act (ARPA)								
Direct Services	7,052,399	6,629,749	(422,650)	-6.4%	17,527,576	2,533,322	14,994,253	591.9%
ELCHC Operating	572,185	974,602	402,416	41.3%	25,188,580	1,278,631	23,909,948	1870.0%
Total American Rescue Plan Act (ARPA)	7,624,584	7,604,351	(20,233)	0%	42,716,155	3,811,953	38,904,202	1021%
ARPA Change in Net Assets	-	-	-	0.0%	-	-	-	0.0%
Total Revenue	60,060,847	63,952,614	(3,891,766)	-6.1%	152,118,114	123,384,587	28,733,527	23.3%
Total Expenses	59,773,870	63,952,614	(4,178,744)	-6.5%	152,118,114	123,384,587	28,733,527	23.3%
Change in Net Assets	286,978	-	286,978	100.0%	-	-	-	0.0%



CEO Report

February 2024



PROGRAM EVALUATION PLANS



- Two Research Coordinators (RFQ Closes Thursday February 22nd)
- University Oversight and Research
- Common Format: Surveys & Focus Groups
- Delivery of Findings to Community, BOD, and Stakeholders
- Use Results for Grants and Other Funding

Read to Succeed: A Community-Based Early Literacy Movement

Primary Partners: Early Learning Coalition of Hillsborough County (ELCHC), Community Foundation of Hillsborough County (CFHC), Children’s Board of Hillsborough County (CBHC), United Way Suncoast (UWS), Healthy Start Coalition of Hillsborough County (HSCHC), Hillsborough County Public Schools (HCPS), Early Learning Childcare Providers and Family Homes in Hillsborough County, Hillsborough Education Foundation (HEF), Helios Education Foundation, Hillsborough Community College (HCC), Hillsborough Literacy Council (HLC), Bess the Book Bus, The Home Instruction for Parents of Preschool Youngsters (HIPPY), and Seniors in Service.

Prepared by

Early Learning Coalition of Hillsborough County

February 2024

Introduction

Over the last decade, the reading scores of United States students have shown notable trends when compared to those of developed nations like China and Japan. Examining the Program for International Student Assessment (PISA) results in 2018, China's average reading score was 555, significantly higher than the Organization for Economic Cooperation and Development (OECD) average of 487 and the United States' average of 505. Japan's score was closely aligned with the United States, at 504. Several trends and patterns from the data provided by the National Assessment of Educational Progress (NAEP) indicate that in 2022, the mean reading scores of fourth-grade children in the United States were 3 points below those recorded in 2019. The fall was observed across different percentiles, with the most notable decreases observed among students who performed at the bottom end of the distribution (10th and 25th percentiles). Nevertheless, there was no noteworthy alteration in scores among the most accomplished pupils at the 90th percentile (NAEP, 2022). The United States has experienced a relative stagnation in reading scores over the past years. This stagnation contrasts with improvements or higher consistent performance in some other countries. When comparing the ratings from 2022 to those from 1992, we observe a combination of different patterns. In 2022, the reading score for fourth-grade pupils at the 10th percentile shown a decline when compared to the scores recorded in 1992. Conversely, pupils who performed better, specifically those at the 75th and 90th percentiles, achieved greater scores in 2022 compared to 1992.

Globally, the U.S. reading scores were higher than 30 countries' systems and equal to 15 of them in a study of 58 participating education systems. However, 12 systems scored higher (PISA, 2018; PISA, 2022) Only 16% of American 4th graders performed at the advanced level in reading, which is below the percentage in countries like Singapore, Ireland, and the Russian Federation. Digital reading is new with new generations. The U.S. students performed well on the *electronic progress in international reading literacy study* (ePIRLS)¹, a digital literacy test, but this performance was not exceptional compared to top-performing education systems like Singapore's. In the United States, the difference in reading scores between high-performing (90th percentile) and low-performing (10th percentile) students was significant, indicating a wide disparity in student performance.

The U.S. faces significant challenges in raising reading scores to match or surpass those of leading nations like China and Japan. Addressing educational inequality, enhancing teacher training, and fostering a culture of reading are key to improving future reading levels.

Florida Focus

The current state of children's reading levels in Florida presents a concerning picture, as highlighted by recent statistics and educational reforms. In 2022, only about 25% of third graders in Florida public schools demonstrated proficiency in reading, scoring a 4 or 5 on the state's crucial reading exam. This figure represents a decline from previous years and indicates stagnation in reading achievements since 2015. The proficiency levels varied significantly across different school districts, with some reporting as high as 51% proficiency while others as low as 4%². This variation points to underlying disparities in educational outcomes across the state. Notably, the impact of COVID-19 and the shift to at-

¹ ePIRLS is a performance-based assessment of students' ability to read and learn online with school-based assignments in science and social studies. For more see: [PIRLS 2021 - PIRLS 2021](#)

² For more: [New law doles out \\$158 million to school districts to up math, reading scores \(floridapolitics.com\)](#)

home learning contributed to these challenges, as observed in districts like Hillsborough County, where 23% of third graders were proficient, below the state average. The statistics underscore the critical need for targeted interventions and strategies to enhance reading skills among students.

In response to these challenges, Florida has initiated legislative measures to address the lagging reading and math scores. A new law, signed into law in 2023, allocates \$158 million to assist in this endeavor. This legislation mandates that schools identify students in kindergarten through fourth grade with substantial deficiencies in mathematics or signs of dyscalculia and develop individualized plans to address these issues. Additionally, the law expands requirements for parental notification in cases of students exhibiting characteristics of dyslexia. The measures follow the results from the National Assessment of Educational Progress (NAEP), which revealed that in 2022, 39% of fourth graders and 29% of eighth graders in Florida were performing at or above the NAEP proficiency levels in reading³. These efforts represent a concerted attempt by the state to improve foundational educational skills, particularly in the critical early years of a child's schooling.

Hillsborough County

The reading levels of children in Hillsborough County, Florida, have been a topic of concern, especially considering the challenges posed by the COVID-19 pandemic and changes in testing methodologies. In 2022, the Hillsborough County School District reported that 23% of its third graders achieved a score of 4 or 5 on the Florida Standards Assessments (FSA) reading exam, which is considered proficient. This percentage was slightly lower than the statewide average of 25% proficiency⁴. The pandemic and the transition to at-home learning had a significant impact on these results, as nearly 1,000 more third-grade students were tested in 2022 compared to the previous year, many of whom had experienced disrupted learning due to COVID-19.

Moreover, the broader context in Hillsborough County shows a concerted effort to improve student reading levels. The district has implemented several computer-based products like I-Ready, Achieve3000, and SIPPS (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words) in its classrooms⁵. These efforts are part of a larger strategy to bring more consistency and effectiveness to teaching practices, especially after an audit highlighted the need for more cohesive teaching routines and better alignment with state standards. In the larger Tampa Bay area, about 49% of Hillsborough County's third graders scored at Level 3 or higher on the state's reading test in 2022. This was a slight decrease from 51% the previous year⁶. The test results are critical in identifying areas where students have succeeded and where they require more assistance, particularly in the context of disruptions caused by the pandemic.

Hillsborough County Public Schools witnessed mixed results in their 2022 third grade reading scores. While achievement remained below the state average, positive trends and persistent challenges provide a nuanced picture of student progress.

³ For more: [Florida's state reading results troubling: About 25% of 3rd graders could read 'proficiently' \(floridapolitics.com\)](https://www.floridapolitics.com/story/news/education/2022/03/23/florida-reading-test-2022-25-percent-proficient-3rd-graders/7044244002/)

⁴ For more: [FL's state reading results troubling: About 25 percent of 3rd graders could read 'proficiently' - Florida Phoenix](https://www.phoenix.com/news/education/florida-reading-test-2022-25-percent-proficient-3rd-graders/)

⁵ For more: [Hillsborough schools try consistency to shore up student reading levels \(tampabay.com\)](https://www.tampabay.com/news/education/hillsborough-schools-try-consistency-to-shore-up-student-reading-levels/)

⁶ For more: [53% of Florida third-graders passed the state's reading test this year \(tampabay.com\)](https://www.tampabay.com/news/education/53-percent-of-florida-third-graders-passed-the-states-reading-test-this-year/)

Statistics:

- 23% of Hillsborough County third graders scored proficient on the Florida Standards Assessments (FSA) ELA Reading test, compared to the statewide average of 25% (Florida Department of Education, 2022).
- This translates to 17,256 out of 74,294 third graders demonstrating mastery or proficiency (The 74 Million, 2023).
- Notably, Hillsborough County scored higher than the national average of 19% proficiency reported for fourth grade reading in the 2022 National Assessment of Educational Progress (NAEP) (nationsreportcard.gov, 2022).

Performance and Challenges:

Despite falling short of the state benchmark, Hillsborough County displayed a slight increase in the percentage of proficient readers compared to 2021 (22%) (The 74 million, 2023). This incremental improvement can be attributed to various factors, including targeted interventions and increased access to literacy resources. However, persistent concerns remain. Notably, nearly 77% of Hillsborough County third graders scored below proficiency, highlighting the need for continued efforts to bridge the achievement gap and support struggling readers. The impact of the COVID-19 pandemic on learning disruptions may also play a role in these figures, as outlined in the NAEP Report Card (nationsreportcard.gov, 2022).

It is notable that within Hillsborough County, there are schools that have achieved high reading proficiency levels. For example, schools like Deer Park Elementary, Schwarzkopf Elementary, and Clark Elementary have reported reading proficiency percentages in the range of 73% to 78%⁷, indicating a level of success in their literacy programs.

Moving Forward:

Hillsborough County Public Schools are actively addressing these challenges through initiatives like increased early literacy programs, expanded professional development for teachers, and targeted support for students with reading difficulties (Hillsborough County Public Schools, 2024). Continued monitoring of student progress, alongside a multi-pronged approach that tackles the root causes of low reading scores, will be crucial to ensuring all Hillsborough County third graders reach their full reading potential.

The 2023 Nation's Report Card on US student academic performance found some concerning reading patterns, particularly in Florida compared to the national average. Florida's fourth graders struggled with reading, but they performed slightly above the national average. However, this does not demonstrate reading proficiency. This tendency is concerning since it suggests Florida's youth lack basic academic skills (Florida Phoenix, 2022⁸). National Assessment of Educational Progress (NAEP) statistics showed a countrywide fall in 4th and 8th grader reading and *math* performance. This reduction is due to long-term COVID-19 learning disturbances. These findings are especially striking in Florida, where most

⁷ For more: [Top 10 Best Hillsborough County Public Schools \(2024\) \(publicschoolreview.com\)](https://publicschoolreview.com/top-10-best-hillsborough-county-public-schools-2024/)

⁸ For more: <https://floridaphoenix.com/2022/10/24/nations-report-card-alarming-appalling-losses-in-reading-math-scores-fl-kids-not-proficient/>

eighth graders struggle with reading and *math*. Such patterns show that children struggle to adjust to challenging academic schedules and require focused interventions (National Assessment of Educational Progress, 2022). According to the Nation's Report Card, Florida's pupils face similar reading issues as the nation. To close these educational inequalities and provide all students a chance to succeed, educators, policymakers, and stakeholders must act now.

ELCHC funds [MyOn](#) Reading for pre-k children, book distributions through Barnes and Nobles, [Age of Learning](#) (focused on STEAM, literacy, with social emotional learning) and Lakeshore learning materials (which comes with interactive material) for family engagement. In addition, the books distributed by [Bess the Book Bus](#) throughout Hillsborough, introduces literacy to hard-to-reach neighborhoods. ELCHC intends to work with [Reach Out and Read](#), and [Just Right Reader](#) to facilitate impacting reading proficiency.

Hillsborough County Public Schools will make an announcement regarding their focus on Early Literacy and Literacy in the 2024-2025 school year. Dr. Fred Hicks, CEO of ELCHC, challenges other partners to align our collective efforts regarding literacy in support of the Hillsborough County Public Schools' literacy programming.

Budget Impact

The values below are *estimates* regarding a collection of literacy related initiatives that may launch with one time ARPA discretionary funding due to expire on June 30, 2024; however, the subscription-based services may provide learning for up to 12 months.

MyOn ⁹	\$30,000
Bess the Book Bus	\$30,000
Lakeshore Learning Materials	\$80,000
Age of Learning ¹⁰	\$2,200,000
Reach Out and Read ¹¹	\$150,000
Just Right Reader ¹²	\$95,000
Program Evaluation ¹³	\$50,000
Intergenerational Reading Partnership ¹⁴	\$100,000
Estimated Total	\$2,735,000

⁹ ELCHC's '23-24 increase commitment to serve more Pre-K learners has reached 350 children.

¹⁰ Includes a dedicated literacy component.

¹¹ Potential for match. Involves books and coaching. Review for Single Source

¹² Will require procurement.

¹³ Review of data collected and coordination for the evaluation must occur with a university to avoid bias.

¹⁴ The partnership with 501c3 Seniors in Service permits intergenerational reading with kids ages 2 to 5.

Program Evaluation

This evaluation program aims to assess how the multiple reading initiatives impact reading levels, in response to concerns raised by data such as those found in the U.S. National Reading Report Card¹⁵. The evaluation of ELCHC funded/supported literacy programs consist of several key components:

1. Baseline Assessment:

- Map/inventory of literacy program offerings in Hillsborough County and the Tampa Bay region. ELCHC intends to partner with Thrive-by-5 run by the Community Foundation of Tampa.
- Collect initial reading and literacy skills data for the children involved.
- Initial Sources: Nation's Reading Report Card, local educational assessments.
- Consenting parents who are willing to participate in a focus group to gauge parent sentiment regarding the importance of reading tied to early brain development.

2. Program Implementation:

- MyOn Reading, Age of Learning, Reach Out and Read, and Just Right Reader provide paths for self-paced literacy education.
- Each of the literacy programs will run for 12 months.

3. Periodic Assessments:

- Regular evaluations (e.g., every 3-6 months) to track progress through the different vendor reports.
- Tools: Standardized reading tests, observational assessments, teacher/parent feedback if we obtain consent and volunteers.

4. Control Group: we aim to randomly track 150 to 200 children.

- A comparable group of children did not participate in the program.
- For assessing the effectiveness relative to standard learning environments.

5. Data Collection:

- Quantitative data: test scores, literacy milestones.
- Qualitative data: behavioral observations, feedback from teachers and parents.

6. Data Analysis:

- Comparative analysis of progress between the program participants and the control group.
- Statistical methods to evaluate significance will be recommended by research coordinators.

7. Long-Term Follow-Up:

- Assess long-term impacts on reading abilities and academic performance through cooperation with parent consent and HCPS.
- Within one year after program completion.

8. Reporting:

¹⁵ For more: <https://www.nationsreportcard.gov/highlights/ltr/2023/>

- Comprehensive reports including methodology, findings, and recommendations from research coordinators or research institutions selected to assist with program evaluation.

9. Compliance with Ethical Standards:

- Ensure the privacy and safety of all participants.
- Approval from relevant educational and ethical boards where applicable.
- Utilize parent consent and Memorandums of Understanding between data stewards.

10. Feedback and Iteration:

- Incorporate feedback to improve the program funding suggestions for future utilization in niche and targeted zip codes within Hillsborough County.
- Plan for iterative assessments to refine approaches if continuation funding is provided or received through grants to expand and extend utilization of the array of tools.

This evaluation program aims to measure the effectiveness of self-paced literacy programs and seeks to contribute valuable insights to educational practices and policies regarding early literacy. The use of control groups, along with a mix of quantitative and qualitative data, will provide a robust understanding of the literacy programs and their collective impact. The inclusion of long-term follow-up is crucial to assess the sustained benefits of early literacy interventions and will require partnerships to obtain consent, data, and consistency in reporting.

Components for Parent Consent Form

Project Title: [Insert Project Title Here]

Purpose: This research project aims to investigate [briefly explain the objectives of the research].

Data Requested: Your child's:

- Reading scores (anonymized)
- Date of birth (year only)
- Race/ethnicity (optional)
- Preferred language
- Zip code (anonymized)
- Gender

Data Use: All information collected will be used solely for research purposes and will be combined with data from other participants to create aggregate reports. No individual child will be identified in the results.

Confidentiality: We take your child's privacy seriously. All data will be stored securely and confidentially. Researchers will not have access to any information that could identify your child.

Your Rights: You have the right to withdraw your child's data from the study at any time, even after you have given your consent. You also have the right to ask questions about the study and how your child's data will be used.

Please read the following carefully:

By signing below, you are indicating that you have read and understood this consent form and agree to allow your child's data to be included in this research study. You are also acknowledging that you have had the opportunity to ask questions and that you have received satisfactory answers.

Child's Name: [Print child's name]

Parent/Guardian Name: [Print your name]

Signature: _____

Date: _____

Contact Information:

If you have any questions about this study, please contact:

[Name of Principal Investigator]

[Email address]

[Phone number]

Additional Notes:

- Include optional demographic information from parents, such as their education level or socioeconomic status.
- This consent form should be reviewed by an Institutional Review Board (IRB) to ensure it meets ethical and legal standards.

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Analysis of Summer Boost

Inquiry by Dr. Frederick L. Hicks

Research Objective

This research aims to examine the impact of summer academic enrichment for children who assess below 60% on their progress monitoring 3 assessment as they enter kindergarten.

Research Argument

This research posits that children who attend summer enrichment will enhance their readiness for kindergarten as measured by a post readiness assessment utilized by the Florida approved VPK assessment (PM3).

Research Questions

Effectiveness of Summer Enrichment Programs:

How effective are summer academic literacy and numeracy enrichment programs in mitigating summer academic loss in pre-kindergarten students?

Long-term Academic Impact:

How do summer literacy and numeracy programs impact the long-term academic achievement and engagement of students, particularly in the critical transition years between summer break and entry into elementary school?

Demographic data should be gathered toward future research and further findings such as race, ethnicity, childcare provider, gender, age, frequency of literacy hours, numeracy hours, parent engagement, reduced screen time¹, qualitative customer satisfaction data.

Introduction

Summer academic programs play a crucial role in mitigating summer learning loss, a phenomenon where students experience a significant decline in knowledge and academic skills during the summer break. A key benefit of these programs is the maintenance of academic skills. According to Cooper, Nye, Charlton, Lindsay, and Greathouse (2018), students, on average, lose one month of academic learning during the summer. This loss is more pronounced in mathematics and reading, areas where continuous practice is essential. Summer programs provide structured learning environments where students can continue to engage with academic content, thus reducing the likelihood of this decay in learning.

Furthermore, summer academic programs offer unique opportunities for enrichment and exposure to new areas of interest not typically covered during the regular school year. Alexander, Entwisle, and Olson (2019) highlight that these programs often include a blend of academic learning with cultural,

¹ Reduced screen time has been positively associated with enhanced reading abilities in children. A study by Hutton et al. (2020) found that children with less exposure to screens exhibited better comprehension and greater interest in reading activities. This suggests a potential benefit of limiting screen time for improving literacy skills in young learners (Hutton, J. S., Dudley, J., Horowitz-Kraus, T., DeWitt, T., & Holland, S. K. (2020). Associations Between Screen-Based Media Use and Brain White Matter Integrity in Preschool-Aged Children. *JAMA Pediatrics*, 174(1), e193869.).

artistic, or scientific exploration, which can foster a more holistic educational experience. This exposure not only keeps students intellectually stimulated but also helps in developing new skills and interests that might influence their future academic and career choices. The variety and depth offered in these programs can be particularly beneficial for students from underprivileged backgrounds, who might not have access to such resources outside of school.

Social and emotional development is another significant benefit of summer academic programs. As per a study by Kim and Quinn (2020), these programs create an environment that promotes social interaction, teamwork, and emotional intelligence. Students engage in collaborative learning, problem-solving, and various group activities, which are crucial for developing interpersonal skills. This aspect is especially vital given the increasing recognition of social and emotional learning as key components of overall educational success. In conclusion, summer academic programs may offer a multifaceted approach to learning that not only combats academic regression but also contributes to the broader development of students.

Methodology

Quantitative research methodology is particularly well-suited for evaluating academic enrichment programs due to its emphasis on objective data collection and statistical analysis. This method allows for the precise measurement of variables such as student performance, attendance, and engagement levels, which are critical indicators of the effectiveness of these programs. For example, Cooper, Charlton, Valentine, and Muhlenbruck (2000) in their meta-analysis highlighted the significance of quantitative measures in assessing the impact of summer learning programs on student outcomes. By employing tools like standardized tests and structured surveys, researchers can gather data that is not only objective but also quantifiable, thereby enabling a clear assessment of the program's effectiveness in enhancing student learning and mitigating summer learning loss. This approach is essential in providing reliable and unbiased results, as noted by Borman, Goetz, and Dowling (2009), who emphasized the value of quantitative methods in educational research for their ability to minimize subjective interpretations and biases.

Another advantage of using quantitative methods in this context is their ability to facilitate comparisons across different programs and populations. As Slavin (2008) notes, quantitative research enables the examination of large sample sizes, making it possible to compare the effectiveness of various summer academic programs. This aspect is particularly valuable for policymakers and educational practitioners who need to make informed decisions about the allocation of resources and the design of programs. Furthermore, the ability to generalize findings to larger populations, a hallmark of quantitative research, is crucial in educational settings. For instance, the work of Kim and Quinn (2013) demonstrated how findings from quantitative studies on summer learning could be applied to broader educational contexts, thereby informing best practices in program design and implementation. This ability to extrapolate findings to larger groups ensures that the insights gained from the research are not only applicable to the specific context studied but can also inform broader educational strategies and policies.

Future Research

These questions elicit information about the success of summer academic enrichment programs, the impact of different program kinds, long-term academic and developmental outcomes, and issues of equity and access.

1. Comparative Analysis of Program Models: What differences in outcomes are observed when comparing various models of summer academic enrichment programs, such as online versus in-

person, structured curriculum versus project-based learning, and teacher-led versus peer-led instruction?

2. Socio-Emotional and Cognitive Development: In what ways do summer academic enrichment programs contribute to the socio-emotional and cognitive development of students, and how do these factors interact with academic outcomes?
3. Equity and Access: How do disparities in access to high-quality summer academic enrichment programs contribute to the widening of the achievement gap, and what strategies can be implemented to ensure equitable access for all students, regardless of socio-economic background?

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Intergenerational Benefits of Reading to Children by Seniors: A Compelling Investment in Literacy

Intergenerational programs that encourage seniors and the elderly to read to children have gained increasing recognition for their myriad benefits. These programs facilitate the bonding between different generations while simultaneously contributing to the cognitive, emotional, and social development of children. The below delves into the intergenerational advantages of reading to children by seniors and the elderly, backed by empirical evidence from recent academic sources.

First and foremost, numerous studies have demonstrated the cognitive benefits of intergenerational reading. Research published in the *Cambridge Journal of Education* (2023) by George Koutsouris et al. highlights how the Silver Stories program, conducted during the Covid-19 pandemic, assessed the educational outcomes of children involved in intergenerational reading activities. Their findings revealed improvements in vocabulary, language skills, and reading comprehension among participating children. Moreover, studies cited in the National Center for Biotechnology Information (NCBI) articles show that intergenerational reading fosters enhanced cognitive stimulation, which is particularly crucial for the cognitive development of young minds.

Second, intergenerational reading programs promote emotional bonding between seniors and children, addressing the social isolation often experienced by older adults. As outlined in the NCBI articles, these interactions boost seniors' emotional well-being by providing them with a sense of purpose and social connection. In return, children benefit from the nurturing environment provided by their elderly counterparts, which fosters emotional intelligence and empathy. This intergenerational bonding can have long-lasting positive effects on the mental health and emotional development of both seniors and children.

Furthermore, the benefits of intergenerational reading extend beyond the emotional and cognitive domains. Seniors and the elderly who engage in these programs often experience improved overall health and well-being. The ElderCare Home Health website emphasizes that such activities enhance seniors' physical and mental health, reducing the risk of depression and cognitive decline. Investors should take note of these holistic health benefits as they have the potential to reduce healthcare costs and improve the quality of life for older adults (Eldercare Home Health Inc, 2023).

In terms of societal advantages, intergenerational reading programs contribute to a stronger sense of community and social cohesion. Femia et al., 2008 underscores how these programs promote positive attitudes towards aging and bridge the generation gap. As investors seek opportunities to make a positive societal impact, supporting initiatives that bring generations together and reduce ageism is a compelling avenue.

Thus, investing in intergenerational reading programs that involve seniors and the elderly reading to children is not only a socially responsible endeavor but also one that offers substantial benefits. Empirical evidence supports the cognitive, emotional, and health advantages of these programs, making them a promising avenue for investors looking to promote intergenerational connections and enhance the well-being of both seniors and children. ELCHC intends to utilize one time funding to spark a nexus between seniors and early literacy toward improving reading in Hillsborough County.

Program Evaluation

This evaluation measures the impact of seniors reading to children ages 2 to 5 in an intergenerational. This evaluation assesses the effectiveness of the program and identifies areas for improvement. Plan components include:

Program Goals and Objectives

Improving children's reading & language skills, fostering social connections, and enhancing seniors' well-being.

Key Metrics and Indicators

Metrics include:

- Children's language development (vocabulary, comprehension)
- Seniors' sense of purpose and well-being
- Frequency and duration of interactions between seniors and children
- Children's enthusiasm for reading
- Improved social interactions among participants.

Data Collection Tools

These might include surveys, interviews, & observations. An identified standardized test is not approved for this evaluation.

Baseline Data Collection

Pre/post baseline data for the above will occur to ensure that data gives informed feedback regarding the impact. This will involve assessing the children's reading skills and the seniors' well-being.

Program Implementation

Upon contract signing, the intergenerational reading program will launch where we will track participation rates, session frequency, and any program modifications.

Ongoing Data Collection

The contract will define the frequency of participant surveys, observations, and assessments of children's language development.

Data Analysis

Analyze the collected data to measure the impact of the program. Statistical methods and qualitative analysis will identify trends and correlations. A comparison of the post-program data to the baseline data to assess changes.

Report Findings

Once the data is gathered, ELCHC will compile the results of our data analysis into a comprehensive report. It will include both quantitative and qualitative findings, along with significant observations and

observable trends. ELCHC will present the impact on children's language and reading development and seniors' well-being.

Interpretation and Recommendations

Data findings will permit ELCHC to draw conclusions about the program's effectiveness. ELCHC will identify strengths and weaknesses of the program based on the evaluation results. ELCHC will provide recommendations for program improvement as necessary.

Disseminate Results

ELCHC will share the evaluation report with stakeholders, including program organizers, seniors, parents, and the wider community. ELCHC will communicate the impact of the intergenerational reading program and its implications for future initiatives.

Improvement

ELCHC's evaluation findings will help to make necessary adjustments to the program and continue monitoring its impact over time. This iterative process will help ensure the program achieves its intended goals effectively.

The above evaluation will provide valuable insights into the impact of seniors reading to children in an intergenerational setting, helping to refine and improve the program for the benefit of all participants.

Parent Satisfaction with Literacy Program Survey

Please rate the following statements on a scale from 1 to 5, with 1 being "Strongly Disagree" and 5 being "Strongly Agree."

1. The intergenerational reading program has improved my child's interest in reading.
 - 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
2. The literacy program has enhanced my child's vocabulary and language skills.
 - 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
3. The program's activities are engaging and age-appropriate for my child.
 - 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
4. I feel that my child is developing a stronger bond with their grandparents or older family members through this program.
 - 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
5. The program effectively encourages my child to express themselves through storytelling and reading activities.
 - 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
6. I find the program's schedule and duration to be convenient for my family's needs.
 - 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)

- 5 (Strongly Agree)
7. The program provides a variety of reading materials suitable for my child's age group.
- 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
8. The program facilitators are knowledgeable and supportive in promoting literacy among children.
- 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
9. I feel that my child's reading and comprehension skills have improved since participating in this program.
- 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
10. The literacy program encourages my child's creativity and imagination.
- 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
11. I would recommend this intergenerational reading program to other parents with children aged 2 to 5 years old.
- 1 (Strongly Disagree)
 - 2 (Disagree)
 - 3 (Neutral)
 - 4 (Agree)
 - 5 (Strongly Agree)
12. Is there any additional feedback or comments you would like to share about your experience with our literacy program? (Open-ended)

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Research regarding services for parents of students with Unique Abilities

Request written by Dr. Frederick L. Hicks

CEO, Early Learning Coalition of Hillsborough County

Research Objectives

This research aims to measure customer satisfaction regarding child services provided from 10 childcare provider centers/homes to children with unique abilities. Children with unique abilities often require tailored educational strategies that recognize their individual learning profiles and potential for growth (Smith & Tyler, 2014).

Research Questions

1. How satisfied are you with the speed of the services provided to enroll your child?
2. How satisfied are you with the overall required paperwork to enroll your child?
3. How satisfied are with the overall support services provided to your child?
4. How satisfied are you with the overall level of staff courtesy while working with your child?
5. How satisfied are you with the level of learning objectives met with your child?
6. How likely are you to recommend this childcare center/family home to others?

Introduction

Historically childcare centers and family homes have utilized two approaches to better serve children with unique abilities. These services have been funded from multiple sources including but not limited to the Children's Board of Hillsborough County and the Early Learning Coalition of Hillsborough County. These services collaboratively produce opportunities for childcare centers and family homes with the ability to better serve children with unique needs. Both approaches rely on a plethora of resources. Both models are described below in brief fashion.

The Pyramid Model is a conceptual framework aimed at providing support for young children who have experienced trauma and adversity, integrating practices backed by developmental theory and attachment research (Fox, Hemmeter, Snyder, Binder, & Clarke, 2011). It lays out a multitiered approach that begins with universal promotion of healthy social and emotional development, followed by prevention practices for those at risk, and intensive interventions for those with significant difficulties (Hemmeter, Ostrosky, & Corso, 2012). The model's effectiveness lies in its foundation of nurturing relationships and stable environments, essential for trauma-impacted children to develop coping and resilience (Chazan-Cohen, Raikes, & Vogel, 2013). By systematically addressing the needs of all children, particularly those with heightened needs, the Pyramid Model is aligned with a trauma-informed approach that promotes emotional literacy, self-regulation, and a positive school climate, supporting children's well-being and readiness to learn (Fox et al., 2011).

Conscious Discipline is a comprehensive emotional intelligence and classroom management system that integrates recent research on brain development, trauma-informed practices, and self-regulation. Developed by Dr. Becky Bailey, an internationally recognized expert in childhood education and developmental psychology, it focuses on creating a safe, connected, problem-solving environment for children (Bailey, 2015). Unlike traditional behavior management strategies, Conscious Discipline is a

relationship-based community model that empowers both educators and children. It incorporates principles and practices for transforming a classroom's social-emotional climate into one that cultivates a sense of belonging and safety, fostering readiness for learning (Bailey, 2001). Research by Cooke et al. (2016) supports the effectiveness of Conscious Discipline in improving children's emotional intelligence and social behavior in early childhood settings, suggesting it as an asset for childcare centers aiming to nurture resilient, empathetic, and self-aware individuals.

Methodology

Qualitative research methodology is particularly well-suited for exploring the nuanced experiences of parents with unique abilities in the context of services guided by the Pyramid Model. This methodology allows for a deeper understanding of parental satisfaction by capturing the complex and subjective realities of these individuals (Creswell & Poth, 2017). In-depth techniques such as interviews, focus groups, and participant observations can be utilized to gather rich, detailed narratives that reflect the lived experiences, emotions, and perceptions of satisfaction from the parents' perspectives. Through thematic analysis, researchers can identify and interpret patterns and meanings within the qualitative data, providing insights into how services based on the Pyramid Model meet the unique needs of these families (Braun & Clarke, 2006).

Furthermore, using a qualitative approach within this context allows for flexibility and responsiveness to the data as it emerges, which is essential when dealing with the diverse and potentially complex circumstances of parents with unique abilities (Patton, 2015). The iterative nature of qualitative research can help to refine the inquiry as participants reveal what aspects of the Pyramid Model-based services are most beneficial or where gaps may exist. This methodology honors the subjective quality of customer satisfaction, respecting the individuality of parental experiences while seeking to improve the efficacy of services. Engaging with the parents in a dialogic process also helps in co-constructing the meaning of satisfaction, ensuring that the findings are grounded in the actual experiences and expectations of those who are navigating parenting with unique abilities (Saldaña, 2015).

Qualitative research methodology provides an in-depth avenue for assessing customer satisfaction among parents with unique abilities who engage with services underpinned by Conscious Discipline. This approach values the subjective and varied experiences of parents, viewing them not just as recipients of services but as individuals with complex emotional and social needs (Merriam & Tisdell, 2015). Through qualitative methods such as in-depth interviews, focus groups, and perhaps most pertinently, narrative inquiry, researchers can delve into the personal stories of these parents. These narratives can reveal the emotional impact and practical effectiveness of Conscious Discipline strategies, highlighting areas of success and the needs that are not yet adequately met. Moreover, qualitative content analysis can be employed to examine service-related documents and communication to interpret and understand the language and messaging that resonates with or alienates these unique parents (Hsieh & Shannon, 2005).

The strength of a qualitative approach lies in its flexibility and its capacity to capture the nuanced feedback that standardized quantitative measures might overlook. When evaluating the satisfaction with Conscious Discipline services, a qualitative methodology allows for the exploration of rich, descriptive data that can elucidate not only the level of satisfaction but also the why and how aspects behind it (Patton, 2015). It can unearth the emotional connections, values, and expectations that parents with unique abilities hold towards the discipline approach, and how these align with their experiences. Furthermore, the interactive nature of qualitative methods such as interviews can also serve as an

intervention, potentially empowering parents by giving voice to their experiences and contributing to service improvements that are closely aligned with their needs and aspirations (Creswell & Poth, 2017).

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February 17, 2024

Ms. Bonnie Wise
Hillsborough County Administrator
Hillsborough County
601 E. Kennedy Blvd.
Tampa, FL 33602

Dear Ms. Wise,

The Hillsborough Board of County Commissioners (BOCC) agenda Item 20397, regarding protocols for nonprofits funded through the (BOCC) passed by a vote of 4 to 3 on February 7, 2024. Six measures were proposed and after discussion¹ these four measures were implemented:

- ✓ All nonprofits must report the most current required filing of IRS 990, to include their executive compensation package, & any familial conflicts to include arm length transactions. Additionally, supply a disclosure identifying all other government funding sources & amounts therein. If the nonprofit operates with any companion entities or owns any subsidiary entities the above or similar financial reporting requirements shall persist through each organization.
- ✓ Implements a sunset period to expire at the beginning of fiscal year '25 for all non-core service nonprofit organizations, & at the same time, directed staff to review & provide a list of well-defined County core services.
- ✓ Restricts all recurring funds of nonprofit organizations & precluded the County Administrator's recommended budget from including new nonprofits or increased funding for an existing nonprofit.
- ✓ Requires all nonprofit organizations to be listed within the nonprofit section of the County budget.

The Early Learning Coalition of Hillsborough County ([ELCHC](http://www.elchc.org)) is funded by BOCC annually for \$276K to provide childcare subsidized vouchers to working parents who are above 150% of the federal poverty level² (FPL). The Florida Division of Early Learning provides a dollar-for-dollar match to provide families above 150% FPL with a total allocation of \$552K. This investment provides childcare to over 1,000 children each year. The Hillsborough County working parents who receive childcare voucher benefits can provide quality childcare to their children while they go to work or attend school full-time. ELCHC relies on match funding from local partners to leverage resources for working parents who face a growing childcare affordability challenge³.

ELCHC has received a Gold Transparency certification from [guidestar.org](http://www.guidestar.org) in 2023. We post our Form 990 and our independent auditor report on our website annually. Here is the link to our most

¹ Agenda: [Final Agenda \(2\).pdf \(hillsboroughcounty.org\)](#), Press See: [In Hillsborough, nonprofits that get government money face new rules \(tampabay.com\)](#)

² See: [Federal Poverty Level \(FPL\) - Glossary | HealthCare.gov](#)

³ See: [How Much Does Child Care Cost? 2024 Cost of Care Survey](#)



recent Form 990 filed with the IRS: [2021-990-Hillsborough-County-School-Readiness-Coalition-Inc-Public-Disclosure-Copy.pdf \(elchc.org\)](#). We also publish the portion of our revenues that go to programs versus management and general costs. Of the total, 97% of our revenues go to programs, and only 3% goes to management and general costs. This low allocation to management and general costs is superior to many other nonprofits. We approve being reviewed annually, accept the current funding levels at \$276,000, and agree to have our nonprofit listed in the County budget. If the County budget allows for an increased allocation to include the \$250,000 allocation that went away last year after Child Care Licensing moved to DCF (for a total of \$526,000), we would greatly appreciate that and could use that increase to serve more families losing care as they fall off the eligibility cliff.

If you or your team require any additional information, feel free to contact me directly so that we can coordinate another alignment meeting. Thank you for your time and consideration regarding this matter and your ongoing dedication to the families and children of Hillsborough County.

Sincerely,

Dr. Frederick L. Hicks, CEO