



ELCHC Finance Committee Meeting Amended Agenda Packet

Monday, June 3, 2024

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

<https://us06web.zoom.us/j/86785451750?pwd=Wkw0UjNVY04zWmxkT2NLYXVySVVjdz09>

Meeting ID: 867 8545 1750

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ELCHC Finance Committee Meeting Amended Agenda Packet

Monday, June 3, 2024

I. CALL TO ORDER

Michelle
Zieziula, Chair

- A. Roll call/Quorum Verification
- B. Approval of Minutes for March 26, 2024 Regular Meeting - 3

II. PUBLIC COMMENT I

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. All public comment in Public Comment I must pertain to an item on the approved agenda

III. CONSENT AGENDA

M. Zieziula

- A. Allocation of funds for classroom materials - 7
- B. Allocation of funds for customer relationship management system - 9
- C. Allocation of funds for inclusion support services - 13
- D. Approval of allocated funds for Just Right Reader - 43
- E. Approval of allocated funds for Microsoft licenses and support - 47

IV. ACTION ITEMS

G. Meyer

- A. Recommended FY25 Budget - 53
- B. Recommended FY 2024-2025 Schedule of Finance Committee meetings - 63

V. FINANCE REPORT

G. Meyer

- A. Financials Budget to Actual through April 30, 2024 - 67
- B. Division of Early Learning 2023-2024 Financial Monitoring Report - 69

VI. CEO REPORT

Dr. Hicks

- A. ARPA Wrap-Up - 83
- B. Children's Summit 2024 Update
- C. Provider Visits
- D. Retreat Plans
- E. Board Recruitment Update

VII. ANNOUNCEMENT

M. Zieziula

- A. Next, ELCHC Finance Committee meeting-August 2024

VIII. ADJOURNMENT

M. Zieziula

Tuesday, March 26, 2024, at 3:00 pm
Hybrid Meeting
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Michelle Zieziula, Chair

Committee Members Present:

Michelle Zieziula*, Allison Nguyen and Annette Eberhart

Committee Members Absent:

Dr. Jacquelyn Jenkins

ELCH Board Members Present:

None.

ELCHC Staff:

Gary Meyer, Yarima Hernandez Tamayo*, Dr. Fred Hicks, Kiyana Scott*, Nancy Will, Alison Fraga

Other Attendees:

Frazier Carraway, Erik Zubal, Sue Gaon, Robin Ingles, and Dennis Hebert

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Michelle Zieziula called the meeting to order at 3:06 pm.

Michelle Zieziula called for a motion to approve the February 5, 2024, regular Finance Committee meeting minutes. Allison Nguyen made a motion. Annette Eberhard made a second. The motion carried unanimously.

PUBLIC COMMENT

No, public comment.

CONSENT AGENDA

Allocation of funds for summer boost educational board game

Allocation of funds for intergenerational reading through volunteers

Michelle Zieziula called for a motion to approve the consent agenda as presented. Allison Nguyen made a motion. Annette Eberhard made a second. The motion carried unanimously.

ACTION ITEMS

Draft MSL Audited Financials for the Fiscal Years ended June 30, 2023, and 2022

Gary Meyer, Chief Financial Officer introduced Jeff Goolsby,

Mr. Goolsby reported that the audit was clean with official reports being standard with no edits to language, or modifications. Mr. Goolsby highlighted the following for the compliance audit for the grants that were tested.

1. One major federal cluster and one state program were tested.
2. No material weaknesses or significant deficiencies in internal controls
3. Grants were in Compliance

Mr. Goolsby continued his reporting as included in the agenda packet with a summary on page two of the packet distributed to committee members and all those in attendance. Mr. Goolsby shared with the committee that his firm was also audited, and it was a clean audit.

Mr. Goolsby also discussed the new accounting pronouncement that led to recording the right-of-use lease asset and liability. He reported that Early Learning Coalition of Hillsborough County (ELCHC) staff was used to the maximum as noted by the low increase in the management and general expense numbers audited.

Mr. Goolsby reviewed trends in early childhood education as presented in the agenda packet as well as ratio analysis. Mr. Goolsby shared with the committee that the coalition is using all the funds for the purposes and mission of the organization.

Chief Financial Officer, Gary Meyer thanked Mr. Goolsby and his team for all their work in conducting the ELCHC's audit.

Dr. Fred Hicks, Chief Executive Officer stated that the coalition would continue to be responsible for every single tax dollar granted for the services and operation of the ELCHC. Dr. Hicks also recognized Gary's team for a job well done and Mr. Meyer for his strong leadership.

Michelle Zieziula, Chair of the Finance Committee called for a motion to approve the draft MSL Audited Financials for the Fiscal Years ended June 30, 2023, and 2022.

Allison Nguyen made a motion to approve the draft MSL audited financials for the fiscal years ended June 30, 2023, and 2022. Annette Eberhart seconded the motion. The motion carried unanimously.

CEO REPORT

Dr. Frederick, Hicks CEO ELCHC gave reports on the following:

ARPA Update

Dr. Hicks reported that ARPA dollars were coming to an end at the end of the current fiscal year ending June 30, 2024. Dr. Hicks shared that the provider community had received messaging and would continue to see messaging about ARPA dollars sunseting. Dr. Hicks spoke about the financial challenges ahead and noted staff was working hard to find other means to continue to provide services to the provider community as they educate and care for the youngest learners in Hillsborough County.

Legislative Update

Dr. Hicks shared with the committee that there are eight different bills related to early education on the governor's desk. Dr. Hicks shared a couple of wins for early education including provider rate increases, and funds for summer VPK programs.

Children's Summit 2024 Update

Dr. Hicks shared the tentative date for the 2024 Children's Summit as September 12, 2024. Dr. Hicks also shared the main goal of the summit was to continue to educate business leaders in the community on the mission and purpose of the coalition and their role in supporting the future workforce through early education.

Teacher's Night Out (TNO) 2024

Dr. Hicks shared the theme of this year's Teacher's Night Out was "An Out of this World Experience". Dr. Hicks also noted that sponsorship packages were available for those interested in supporting providers through this teacher appreciation event. Dr. Hicks noted that the sponsorship packet was sent out via e-mail to all ELCHC Board of Directors and was also posted on the ELCHC website.

Provider Site Visits

Dr. Hicks shared some great experiences on his most recent center visits with owners, directors, teachers, and kids.

ADJOURNMENT

Citing no further business, Allison Nguyen made a motion to adjourn the meeting at 4:01 pm. Annette Eberhart made a second. The motion carried unanimously.

Read and approved by: _____ Date: _____

Derek Zitko, ELCHC Board of Directors Secretary

Board of Director Finance Committee

June 3, 2024

ACTION

ITEM III.A.

ISSUE: Approval of allocation of funds for Hillsborough Infant & Toddler Initiative (HITI) classroom materials (**contract renewal**)

FISCAL IMPACT: Not to exceed \$90,000

FUNDING SOURCE: Florida Department of Education, Division of Early Learning, School Readiness Quality funds

RECOMMENDED ACTION: Approval of allocation of FY25 funds to Discount School Supply for classroom materials not to exceed \$90,000

NARRATIVE:

Vendor Present at the Meeting: Shannon Harding, MA, Discount School Supply/Really Good Stuff Central/North Florida Account Manager.

Brief History: Early Learning Coalitions are required to offer programming targeted for children birth to 3 years old. The Early Learning Coalition of Hillsborough County meets this requirement through the Hillsborough Infant and Toddler Initiative (HITI). The Early Learning Coalition of Hillsborough County contracts yearly with a vendor to be the supplier of infant and toddler materials for the Hillsborough Infant & Toddler Initiative (HITI).

Product and Services: The Early Learning Coalition of Hillsborough County is seeking approval to extend the current year contract with Discount School Supply for classroom enhancements in FY25. The contract benefits include a 20% discount on all eligible items, free delivery, and support staff to facilitate the placement of orders, product substitutions and back-ordered items.

Purpose: HITI seeks to increase families' access to quality infant toddler care by encouraging participating providers to open new spaces for children birth to 3 years old and/or improve the environments in existing classrooms. The ELCHC contract extension with the vendor will provide the means to obtain the materials, furnishings, and equipment to facilitate the environmental improvements in the most cost-effective manner.

Contract Performance: We have a current year contract with Discount School Supply, and they have met all contract performance metrics and deliverables for FY24. Materials have been of quality and delivered timely.

Procurement: We issued an RFP for these services last summer, and Discount School Supply was the winning bid out of four respondents. The Finance Committee approved the FY24 contract not to exceed \$130,000. We are asking the Committee to approve extending the FY24 contract an additional year. Discount School Supply is offering the same pricing and discounts.

Budget Impact: Not to exceed \$90,000 for FY25.

Board of Director Finance Committee
June 3, 2024

ACTION

ITEM III.B.

ISSUE:	Approval of allocation of funds for customer relationship management system (contract renewal)
FISCAL IMPACT:	Not to exceed \$96,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning School Readiness and VPK quality and administrative funds
RECOMMENDED ACTION:	Approve an allocation of funds to WebAuthor.com LLC not to exceed \$96,000

Vendor Representative Present at Meeting: Perry Borman, Director of Client Solutions, WebAuthor.com LLC.

Product or Service: Webauthor.com provides the ELCHC with a Software as a Service web tool that allows ELCHC to interact with their external stakeholders, primarily providers and referring agencies.

Brief History: This tool is currently the standard for the Early Learning Coalitions across the State and was initially implemented in Hillsborough in 2021.

Purpose: This tool significantly automates the communication processes by integrating workflows. In addition, it has increased security while reducing error rates and paper forms.

Contract Performance: This provider has met or exceeded the guidelines for data security. The tool has meet performance objectives and standards.

Outcome: The WebAuthor tool has allowed ELCHC the ability to automate many key processes such as the referral process, American Rescue Plan Act (ARPA) distributions, and a variety of additional services.

Procurement: The ELCHC originally procured these services through an RFP in the summer of 2023. WebAuthor was awarded the contract after Finance Committee approval. WebAuthor.com LLC has continued to provide services that have

consistently met or exceeded the stated guidelines, and we would like to renew this contract for 2024-25, not to exceed \$96,000.

Budget Impact: Not to exceed \$96,000.



April 30, 2024

Rick Rampersad
Chief Information Officer
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King, Jr. Blvd.
Suite 100
Tampa, FL 33619

Dear Rick:

Given that the current contract between ELC of Hillsborough and Webauthor expires on June 30, 2024, this note confirms that the billing rate will remain the same for the period July 1, 2024 – June 30, 2025 (\$96,000 for the 12-month period payable monthly).

Sincerely,

A handwritten signature in black ink, appearing to read "Perry Borman". The signature is fluid and cursive.

Perry Borman
Director, Client Solutions
Webauthor.com, LLC
561-629-3491



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

AMENDMENT 1

THIS AMENDMENT, is made and entered into between the Hillsborough County School Readiness Coalition, Inc. d/ b/a Early Learning Coalition of Hillsborough County, hereinafter referred to as the "Coalition" and Webauthor.com LLC, hereinafter referred to as the "Contractor", amends the contract for Customer Relationship Management Services, dated November 1, 2023. The purpose of this amendment is to:

Extend the term from July 1 2024 through June 30, 2025.

Section E. Compensation & Payment: The total price will not exceed the originally noted \$96,000.00

This amendment shall be effective on July 1, 2024.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment and all its attachments are hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this one page amendment to be executed by their officials thereunto duly authorized.

Early Learning Coalition of Hillsborough County

By: _____

By: **Dr. Frederick Hicks, Chief Executive Officer**

Date: 5/7/2024

Date: _____

ACTION

ITEM III.C.

ISSUE:	Approval of allocation of funds for inclusion support services
FISCAL IMPACT:	Not to exceed \$80,000 per year for each of the three years ended June 30, 2025, 2026, and 2027.
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning School Readiness Quality Funding
RECOMMENDED ACTION:	Approval of allocation of funds to Early Childhood Council not to exceed \$80,000 per year for each of the three years ended June 30, 2025, 2026, and 2027.

NARRATIVE:

Vendor Representative Present at Meeting: Greg Van Pelt, Program Director, Early Childhood Council (ECC).

Product or Service: ECC will provide training for 15 School Readiness classrooms to increase the availability of inclusion focused providers, focusing on providers already receiving a special needs rate for children with an IEP (Individualized Education Plan) or IFSP (Individualized Family Services Plan for child younger than 3).

Brief History: We are completing our third year of the partnership between the Early Learning Coalition of Hillsborough County (ELCHC) and ECC to provide inclusion support services with the model of training inclusion focused providers.

Purpose: The goal of this work is to increase the number of providers able to provide inclusion services, and subsequently increase the number of children with unique abilities in the care of these providers.

Contract Performance: This contractor has consistently met contractual benchmarks.

Outcome: Contract Agreements and audits are measured to ensure that contract outcomes are being met. As part of the annual subrecipient monitoring, the ELCHC's Program Quality Assurance Manager evaluated the work of the Early Childhood Council administering the Inclusion Support program to 15 classrooms in

Hillsborough County. The evaluation shows positive results, supported by the analysis of the results of pre- and post-BPIECEs of each classroom. BPIECE, or Best Practices in Inclusive Early Childhood Education, is a self-assessment tool developed for early learning practitioners. The ECC self-assessments showed a trend towards higher ratings during post-assessment in all areas of inclusive practices. Another positive indicator of the work performed by ECC was the teacher’s Gains Score, reflecting most teachers showing high gains after each training (more than 88% of the training results came in at the 80th percentile or above while 75% of the result are in the 90th percentile or above).

Procurement: We launched an RFP that we posted on our website and MyFlorida Marketplace for 15 calendar days. We received three responses. A three-person scoring team scored all three proposals, and ECC was the highest-rated proposal, scoring 12.15 points out of a possible 15.00 points.

Rater	<i>1 - Bright Idea Consulting, LLC</i>	<i>2 - Early Childhood Council</i>	<i>3-Adapt & Transform Behavior</i>
Rater #1	2.85	3.85	4.25
Rater #2	2.60	4.60	3.40
Rater #3	2.70	3.70	4.05
	8.15	12.15	11.70

Budget Impact: We are currently requesting approval of \$80,000 for each of the three years ending June 30, 2025, 2026, and 2027.

Early Childhood Council of Hillsborough County, Inc. (ECC) response to:
Early Learning Coalition of Hillsborough County
Request for Proposals: Inclusion Support Services

Attention: 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

Proposal

1. Organizational information

a. Bidder name: Early Childhood Council of Hillsborough County, Inc.

b. Address:

- Physical Address: 306 North Knights Avenue, Brandon, FL 33510
- Mailing Address: PO Box 130449, Tampa, FL 33681

c. Email: Greg VanPelt: gregvanpelt@ecctampabay.org

d. Phone, and preferred method of contact: Greg VanPelt: 813-486-6405. Preferred method of contact is email as primary and phone as secondary.

e. Indicate, if appropriate, if the firm is a small or Certified Minority Business Enterprise (CMBE include certificate with RFP): Not Applicable

f. Name where you maintain office(s): Our office location is at the physical address described in item “b” above. This is located at the FDLRS complex at McLane Middle School in Brandon, Florida.

2. Detailed Scope of Work Items:

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

Hillsborough County has shown a need for increased inclusive childcare classrooms capacity to support children with various complex medical, developmental and social emotional challenges. Families continue to reach out for childcare options that can make accommodations and adaptations to meet their child's individual needs while not being excluded from daily childcare activities and routines. Access to a quality, stable and consistent early education setting is vital to families being able to maintain full time employment or complete their own education programs. The following scope of work aims to build the capacity for increased inclusive childcare classrooms in Hillsborough County through a time limited cohort approach.

The Early Childhood Council of Hillsborough County's Inclusion Support Services program proposes to engage 15 early education classrooms per contract year with the initial contract year starting July 2024 and ending June 2025. Classrooms will be engaged for the purposes of increasing inclusive childcare classroom capacity in Hillsborough County. Inclusion Support Services will host 2 cohorts, each lasting 6 months and led by a contracted Inclusion Specialist. Providers will have an opportunity to request to participate in a cohort through a process developed and coordinated by the Early Learning Coalition of Hillsborough County. Service delivery will consist of on-site coaching/consultation, professional development, and resource information. Classrooms will be assisted to identify needed infrastructure and other supplies to support a safe and developmentally appropriate inclusive classroom setting. At the conclusion of the cohort, providers will have completed a full cycle of coaching/consultation, attended a minimum 4 inclusion trainings, and received a community resource directory. Successful completion will result in a certificate of completion, recognition of being an inclusive classroom and receipt of supportive materials and resources.

Summary of Key Activities and Services:

- Dedicated Inclusion Specialist with the Early Childhood Council of Hillsborough County's (ECC) Inclusion Support Services contract through the Early Learning Coalition of Hillsborough County (ELCHC).
- Engage 15 classrooms annually through a time limited cohort approach with classrooms identified by the ELCHC.
- Provide 2 cohorts annually with each cohort lasting approximately 6 months.
- Each participating classroom will receive a minimum of 6 onsite visits during the cohort period. Additional support can be provided virtually by phone and email.
- Offer 4 professional development events during each cohort.
- Engage in scheduled meetings and communication with ELCHC contract representatives for evaluation of services, program updates, problem solving, and service adjustments.
- Issue Certificate of Completion to participants upon completion of each cohort.

- Provide participant and classroom information to the ELCHC for purposes of teacher stipends, confirmation of the receipt of inclusive classroom supplies, and confirmation of implementation of inclusive classroom supplies.

Provided services and supports to each cohort:

- Engage in contact with identified Center Directors and provide an overview of the cohort process, scope of work, and expectations.
- Develop and provide a resource binder that can be used by classrooms to help engage and support families. The resource binder is provided to Center Directors at the beginning of the cohort so that it can be referenced and utilized throughout the cohort period.
- Conduct an initial site based classroom observation for each cohort classroom.
- Provide in person (at least 6 onsite) and virtual (email, phone) coaching, consultation, information, resources, and other supports to teachers and Center Directors during each cohort period.
- Identify children with behavioral concerns and support the classroom teacher by providing information about appropriate community resources (including connecting to a behavior specialist with the ELCHC if appropriate). Assist the teacher with developing and implementing strategies during the time involved with the classroom cohort.
- Provide information and resources to teachers along with strategies and ideas that support family engagement and involvement.
- Coordinate and facilitate small group professional development: CARA's Kit, IDEA, Trauma Informed Care, and Sensory Processing. Professional development activities are held after hours and/or on weekends to support teacher participation. Time, day, and location planning is developed in collaboration between the ECC and cohort participants.

Data and Measurement:

- Best Practices in Inclusive Early Childhood Education (BPIECE) – baseline and post.
- Professional Development Plan implementation with ongoing coaching.

b. Biography or resume of key personnel involved in service delivery: The core program staff include Kim Wiley, Inclusion Program Manager and Adrienne Bovan, contracted Inclusion Specialist/Coach. Blandine Anis provides contracted support to help with professional development coordination. Resumes for core program staff are included in Attachment 1.

c. List of prior related work. The ECC's Inclusion Support Services Program has a history of providing Inclusion Support Services to early education providers in Hillsborough County through funding sources that include the Early Learning Coalition of Hillsborough County (over 15 years), Children's Board of Hillsborough County (over 15 years), and United Way Suncoast (2 years). Each of these contracts has slightly different scopes of service and program structures but have contributed to the ECC's longstanding and successful history of supporting young children and professionals through the lens of Inclusion and the activities of coaching, consultation, and

professional development. The ECC's Inclusion Support Services Program collaboratively developed and finetuned the current inclusive classroom cohort model in partnership with the ELCHC and has successfully implemented this approach for the past 2 years. Attachment 2 references feedback from cohort classroom participants.

d. Proposed fee for providing services, including details of how fee amount was derived (number of hours, hourly rate, cost of materials, etc.). Your fee should be inclusive of administrative and travel expenses and not require direct reimbursement of these expenses. You should provide an annual fee for each of the three years ending June 2025, 2026, and 2027. The proposed fee structure is included in detail as part of the provided budget/narrative (Attachment 3) and is briefly summarized below:

- July 2024 to June 2025: \$80,000
- July 2025 to June 2026: \$80,000
- July 2026 to June 2027: \$80,000

e. Agreement that you will enter into a standard ELCHC subrecipient contract (see Exhibit A). The ECC agrees to enter into a standard ELCHC subrecipient contract as shown in Exhibit A in the request for proposal. The ECC is familiar with executing a standard ELCHC subrecipient contract.

ATTACHMENT I:

Resumes of key program staff/personnel



Kimberly Wiley

Program Manager,
Inclusion Support Services

Tampa, FL, United States

8134779469

kwiley@ecctampabay.org

Key Skills

Develops Positive Relationship 

Leadership Skills 

Driven 

Organized 

Dedicated and results-driven Program Manager with a strong background in child development and implementing inclusive support services for diverse populations. Skilled in creating and managing programs that promote inclusion, developmental growth, diversity, and equity. Adept at leading teams, collaborating with leadership, and developing strategic initiatives to foster an inclusive environment. Proven track record of improving access to services, advocating for children and families, and leading successful programs in the non-profit community. Passionate about creating a more inclusive environment for all children and committed to making a positive impact through innovative programs and services.

Professional Experience

Early Childhood Council July 2024 -
Program Manager, Inclusion Support Services

- Provide managerial services for the Inclusion Support Services Program and supervision for 5 FTE and 5 Consultants
- Work with early education providers in childcare centers to support a model of Inclusion where all children have access to a positive early childcare experiences
- Supervise the Inclusion Team as they provide support, training, coaching and technical support to childcare providers in our community and parents/caregivers in the home environment
- Collaborate with the Inclusion Team to provide children with developmental and/or social-emotional concerns support to maintain an inclusive placement.
- Support families through relationship focused parent education curriculum in the form of Smart Start and Family Engagement Services
- Support contract deliverables through planning, monitoring data, and data reporting

Early Childhood Council May 2017 - July 2022
Program Manager, Developmental Screening Program

Education

Florida State University, Tallahassee, FL
Bachelors of Science in Child Development
August 1990 - April 1994

Florida State University, Tallahassee, FL
Masters of Science in Infant, Child & Adolescent Development
May 1994 - December 1995

Certifications

- ASQ-3 Train the Trainer August 2016
Brooks Publishing
- ASQ:SE-2 Train the Trainer August 2016
Brooks Publishing

References

available upon request

Adrienne Michelle Bovan **BS-SLP**

Professional License Commonwealth of Virginia
Early Childhood Special Education
License #: CP-0631343
Effective June 30, 2028

Objective Innovative early childhood special education / inclusion instructor and primary support teacher seeking position in special education, administrative designation, inclusion, staff development, child development or related field where demonstrated skills in creating Individualized Education Programs (IEPs) and teaching academics, collaboration, classroom management, developmental curriculum, language and individual instruction to children with will be successfully applied.

Education

Ongoing Professional Training:

- First Aid & CPR certified present
- CLASS certified observer 2/2019
- Building Blocks of Education: Learning Through Play Certification 03/2019
- Behavior is Learning Course (ODU) 06/2018
- Child Abuse and Neglect Training 06/2018
- Childcare & Early Childhood Sensory Processing 03/2018
- Dyslexia Training 05/2018
- First Aid / CPR Certification 9/2008-9/2015
- Council for Professional Recognition (CDA) Advisor 2010-2015
- Virginia Autism Council Supporting Strategies Training 09/10
- Virginia State Reading Association (VSRA) 03/10
- Virginia Staff Development Council's Coaching Academy 12/09
- CLASS Observation Training & Observer Cert. 9/09, 10/09, 10/2014
- SCPS Teacher Mentor Program Training 9/08 & 9/2013
- Creative Curriculum Ongoing Training 8/08, 9/08, 1/09, 11/09, 09/10- 2015
- Read Aloud Virginia (literacy within the pre-K and K curriculum) 05/08
- Developmental Indicators for the Assessment of Learning (DIAL-3) training 2007
- Al's Pal's trainer Certification (children making healthy choices): 10/07 & 10/13
- Applied Behavior Analysis (ABA) Training: 4/07
- Beckman Oral Motor Assessment and Intervention Certification: 11/06
- Spanish for Educators Training: 5/06
- Batelle Developmental Inventory Assessment tool training 1/05
- Aligning preschool Curriculum to Standards of Learning Training: 10/05
- DIR Model Training: 3/05
- Bureau of Education and Research (B.E.R.) Behavioral Intervention Training: 3/05
- Division for Early Childhood (DEC) Young Children with Special Needs Families: 9/03
- American Sign Language Virginia School for the Deaf & Blind, Hampton, VA: 9/99-5/02
- Treatment & Education of Autistic & Related Communication (TEACCH) Training: 4&5/02
- Handle With Care (HWC) 3/02
- The Autism Program of Virginia (TAP-VA) Training: 1/02
- Council for Exceptional Children (CEC) Member: 10/01
- South Eastern Cooperative Educational Programs (SECEP), Autism Training: 7/01
- Managing Aggressive Behavior (MAB) Training: 2/01 & 2/02
- National Autism Convention Training & Conference: 11/00, 11/01, 11/02
- Picture Exchange Communication System (PECS) Training: 10/00

B.S., Speech Language Pathology and Audiology

(Minor: Early Childhood Special Education), Old Dominion University, Norfolk, VA 2000

Continuing education coursework toward Masters Degree in Education Administration, Shenandoah University, Leesburg, VA and Virginia Commonwealth University Richmond, VA 8/05-2014

- Completed Assessment course for Early Childhood, birth to six as well as additional master level credits

**Professional
experience**

Inclusion Coach

07/2022-present Early Childhood Council of Hillsborough County Inc.

- Inclusion Specialist and Inclusion Coach for Inclusion Grant partnership with Early Childhood Council of Hillsborough County and the Early Learning Coalition of Hillsborough County. Providing technical Assistance, Inclusion training and coaching in childcare facilities and with in-home childcare providers. I conduct quarterly training programs with staff and providers to enhance their ability to adapt classroom practices and activities for all children. Childcare providers also work through classroom management, behavior management and inclusion strategies to engage and assist all students.

Preschool Office Manager

10/2020-07/2022

Office manager for a preschool program that serves children 1 year through 4 yr old VPK. Assisting families in facility touring, registration, intake, and classroom placement. I also assist students in the classroom as well as support teachers in the preschool environment. Support to include behavior management, classroom management, and positive behavior supports. Supervise building activity, daily program management tasks and staff scheduling needs.

Technical Assistance Specialist

11/2018-06/2019 Smart Beginnings Rappahannock Area (SBRA) / Virginia Quality

- Technical Assistant Specialist for Smart Beginnings (SBRA) worked on behalf of Virginia Quality program to provide on-site coaching in private and public childcare classrooms. Coaching included development, support, implementation, and progress monitoring for each sites Quality Improvement Program (QIP). Also developed and provided staff training for early childhood programs in: CLASS Observation tool, Intentional Teaching Strategies, Behavior Management, classroom set-up and management, Sensory Integration and many other site-based needs.
- Supported Early Childhood professionals through credentialing process and the Child Development Associate (CDA) process and certification.
- Implemented NAEYC accreditation process with Center Directors.
- Implemented formal literacy curriculum through a grant partnership with Virginia Early Childhood Foundation. Trained Early Childhood Staff to conduct PALS PreK Assessments and implement Early Literacy Curriculum.

Assistant Director and Disabilities Coordinator

7/2011-7/2015 Stafford County Public Schools Head Start and Early Head Start Program Stafford, VA

- Assistant Director for the Early Childhood Head Start and Early Head Start Preschool Programs providing comprehensive services for education, nutrition, family resources, disability resources, health and parent involvement. Provided direct contact and collaboration for teachers and students to manage educational as well as classroom needs. Supervised and evaluated teaching staff as well as some administrative staff. Organized student testing and screening protocols and data reports. Conducted classroom observations using Head Start, CLASS and other observation tools as well as provided direct feedback and hands on assistance with classroom strategies. Participated and facilitated Policy council meetings and contact with parents and teachers. Worked directly with staff to utilize Teaching Strategies

GOLD as well as Creative Curriculum materials and data to improve teaching strategies as well as student performance. Developed and provided training for staff to include classroom management, behavior management, positive behavior supports, sensory strategies, etc. Participated in management team meetings and supported school wide programming, building plans, facilities coordination, and regularly stood in for the Director in her absence. Participated in county wide crisis and safety training with the County Sheriffs office as well as managing aggressive behavior training and drill trainings. Participated in SCPS Assistant Principal monthly meetings and training. Attended numerous Head Start region training and conferences to include classroom strategies, teacher observation tools, data collection and system program software (Child Plus, Raptor, curriculum, STAR, CLASS, etc.)

- As the Disabilities Coordinator I scheduled and facilitated weekly meetings to include RTI, IEP, 504 plans, Child Study, disabilities team, as well as parent contact meetings. Participated in SCPS Spec. Ed Designee monthly meetings as well as ECSE trainings. Conducted classroom observations for teachers as well as with students. Worked closely with spec ed as well as general education teachers to facilitate educational progress and support. Provided family support and advocacy for current students as well as students transitioning into elementary schools and collaborated with receiving schools. Developed behavior modification plans with support staff to meet the needs of individual students as well as at the classroom level.

Case Manager/Instructor

9/07-9/08 & 9/09-6/2011 Stafford County Public Schools Headstart Inclusion Program Stafford, VA

- Early Childhood Head Start Preschool Inclusion Program for children with developmental delays, communication disorders, multiple disabilities, autism, etc. Direct teacher's assistants in providing individualized teaching to children with disabilities as well as non-disabled students. Working collaboratively with special education supervisor to assess developmental delays at the educational level and determine instructional course for entire Headstart population. Determine educational needs of the children as well as classroom interventions and ideas for the teaching staff. Determine and put into place behavior management strategies with educational staff as well as families. Work in home with families in collaboration with social workers as well as family service workers. Work collaboratively with general education staff as well as Speech Pathologist in full inclusion classroom to develop curriculum related plans, activities, and assessments.
- Primary Support Teacher (PST) collaborate with, support, and coach Head Start teachers and staff in instructional programming, classroom management, classroom environment set up, ESL instruction, RTI training and support, technical assistance, etc. Provide professional development training in areas of need for instructional staff. Support staff with technical needs and training to use technology in the classroom.
- CDA advisor assisted with the application process and portfolio preparation for 8 teacher's assistants. Certified through the Council for Professional Development to observe teachers as part of requirement for licensure.

8/08-8/09 Stafford County Public Schools

- Early Childhood Special Education / Peer Model Preschool Program for children with developmental delays, communication disorders, multiple disabilities, autism, etc. Direct teacher's assistants in providing individualized teaching to children with disabilities. Assess developmental delays at the educational level and determine instructional course. Determine educational needs of the child as well as the needs of the family within the natural environment. Routinely create documents using Microsoft Word, Microsoft Excel, Microsoft Access, Boardmaker, web pages, Microsoft Power Point presentations, etc. Use materials and assistive technology to adapt educational environment as well as home environment for students with disabilities. Conduct home visits with families. Also recently developed, coordinated and participated in a combined Literacy and Numeracy professional development training for Pre-K – K teachers. Participated in the mentoring program and all aspects of teaching, lesson planning, behavior modification, and curriculum.

7/02-6/08 Stafford County Public Schools/Widewater Elem./Park Ridge Elem. Stafford, VA

- Early Childhood Special Education / Peer Model Preschool Program for children with developmental delays, communication disorders, multiple disabilities, autism, etc.

- Nominated for teacher of the year in 2006.
- Received the Extra Mile award in 2007 & 2009 from parents of students with disabilities.
- Served as Social Committee chairperson and School Improvement Committee member.

Child Find Coordinator

6/03-9/03 Stafford County Public Schools Child Find Stafford, VA

- Coordinated and directed summer early intervention program for Stafford Child Find Office. Scheduled screenings and evaluations with families for children ages 3-4 who were new to the program or to the area. Facilitated transition from early intervention agencies. Conduct screenings using the DIAL-3 as well as developmental evaluations using the Batelle and PEP-R assessment tools. Served as Administrative Designee for Eligibility of students with disabilities for services as well as developed and conducted IEPs with team facilitation. Worked as a collaborative team with early childhood educators, speech therapists, OT, PT, etc.

Case Manager/ Instructor

8/99-6/02 The Virginia School for the Deaf, Blind and Multi-Disabled, Hampton, VA

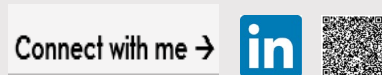
- Diagnosed individual, group, and program needs and selected appropriate materials and resources to match the abilities and needs of all students. Created IEPs in Omniform program and modified required course of instruction to make relevant for all students. Identified specific performance expectations and documented student learning gains using appropriate assessment instruments. Implemented behavior strategies that foster a safe and positive environment for all students and staff. Programmed the Gemini augmentative communication device for classroom use in teaching non-verbal students to communicate. Gained proficiency in communicating with American Sign Language.

Available: Appropriate Notice

CONTACT

PHONE:
239-383-2211

EMAIL:
Blandineanis@gmail.com



EDUCATION

The University of Tampa

Bachelor of Arts: Applied Sociology
August 2010 – December 2014

Lorenzo Walker Technical College

Medical Assistant Diploma
Awarded May 2010

LANGUAGES

Haitian Creole (*Read, Speak, and Write*)

English (*Read, Speak, and Write*)

French (*Read and Speak*)

CERTIFICATIONS

FL Association for Mental Health	2021
Communication Touchpoints	2011
Essential Tools for Positive Behaviors	2015
ASQ- Trainer	2024& 2017
ASQ SE-Trainer	2024& 2017
Program Profile- P3	2017
School Transitions	2017
Father's Engagement	2017
Safe Baby Certified Trainer	2017
Baby Matters Certified Instructor	2019

*Complete List of certifications earned,
along with explanation of each available
upon request

BLANDINE ANIS

CHILD/FAMILY SUPPORT COORDINATOR

WORK EXPERIENCE

Independent Contractor- Early learning Coalition (Hillsborough County)-2023-present

- Technical assistance, support, through quarterly classes targeting childcare classrooms with the goal of helping to support inclusive classrooms in Hillsborough County through ECC's contract with the Early Learning Coalition of Hillsborough County.

Intake Coordinator- Early Childhood Council (Hillsborough County)

February 2020 – Present

- Process incoming referrals.
- Maintain Inclusion services database.
- Communicate with childcare centers and community partners within Hillsborough County.
- Develop and implement plans for children and professional development as needed.
- Document observations, progress notes, and other required information related to a referral.
- Develop and maintain positive relationships with childcare centers in the community.
- Attend community, and training meetings related to Inclusion Services and the Early Childhood Council

TESOL Teacher – VipKids (Online Virtual Setting)

October 2019–November 2020

- Certified ESL teacher.
- Facilitate online classes with children locate in China.
- Taught reading, writing, and speaking English to international students.

Parent As Teachers – Champions for Childrens (Tampa, Florida)

July 2015 – November 2019

- Maintained average of 30 cases loads, children ages 0-5 years old
- Completed monthly home visit with active cases.
- Organized and managed community outreach projects
- Educating families on resources available for their child(ren)
- Analyzed screenings and assessments to uncover support needs.
- Completion of routine ASQ and ASQ SE assessments

Internship – Layla's House (Tampa, Florida)

September 2014 – December 2014

- Performed general duties to support staff.
- Monitored children during activities
- Provided support to parents

Internship- Dr. Harris Private Family Walk-In Clinic (Naples, Florida)

2009– 2010

- Assisted medical staff and maintained patient care as a Medical Assistant Intern.
- Managed new patient files, taking vitals, performing EKG's and drawing blood.

Explanation of Certifications

IMH (Infant Mental Health) Endorsed

Florida Association for Infant Mental Health

- Level two endorsement for culturally sensitive, relationship-focused practice promoting infant and early childhood mental health.
- Infant family associate

ASQ and ASQSE Certified train the trainer instructor

- **Age Stage Questionnaire**
- Developmental checkup using a family focused approach.

ASQ SE (Age Stage Questionnaire Social Emotional)

- Age Stage Questionnaire
- Social Emotional Assessment tool

Communication Touchpoints

- Used a communication method for strengthen parent-child relationships through discussion and observation to better understand transiting throughout a child's development.

Essential Tools for Positive Behaviors

- Utilizing evidence-based approaches to alter challenging behavior.

International/Community Outreach

- Supporting families and children in the southeast of Haiti countryside to gain needed essentials yearly.
- Organize school materials, clothing, and other essentials.
- Newborn needs such as: blankets, clothing, and breast-feeding support.

"Safe Baby" Certified Trainer

- Instruct parents and caregivers on safe care for babies, to prevent infant mortality.
- 1st "Safe Baby" class instructing on preventing the most common, preventable deaths in children.

"Baby Matters" Certified Instructor

- Provided once a month prenatal class for upcoming parents at Brandon Regional Hospital.
- Touched on Attachment building, prenatal care 0-6 months early developmental topics.

Program Profile- P3

- Positive parenting overview, to enhance positive learning environment, discipline, realistic expectations and coaching.

School Transitions

- Early care and supporting learning experience.

Father's Engagement

- Implicating ideas to gain more involvement from fathers within the home.
- Assisting Fathers with having healthier involvement in their child(rens) life.

ATTACHMENT II

Cohort participant letters



3905 E Regnas Ae
Tampa, FL 33604
813-914-9543

04/10/2024

To whom it may concern:

My name is Aleta Ford and I'm the director at Two Steps Ahead Early Learning Center, LLC located in Tampa FL. Our childcare facility is in the 33604-zip code and serve infants and toddlers. Most of our teachers reside in the community and have experienced the same trauma as the children. Being a part of the Inclusion Cohort Group is vital because it offers support to our staff and families.

During our partnership with the program, we have been provided with training, technical assistance, and coaching which is vital to the community of which we serve. Attending these training equip us with the tools to support the children within our community who has developmental and/ or social emotional concerns and helps us with regulation of our own minds. Being a part of this cohort also allows us to provide information and services to the parents who need support within their home for their child/children.

Keeping the program going will allows us to keep offering appropriate accommodation and support to our infants and toddlers with disabilities or delays in our childcare center.

Kind regards,
Aleta Ford

Best Friends for Kidz Learning Laboratory

408 E Lumsden Rd
Brandon, FL 33511
(813) 473-2331
flowers@bffkidz.com

April 10, 2024

Dear Members of the Early Childhood Council,

I am writing to express my wholehearted support for the continuation of funding for the grant that aids Early Childhood preschools and their teachers in supporting inclusion and children with special needs. The training and support offered through this grant, at no cost and with incentives, have proven to be invaluable resources for educators in our community.

The materials provided as part of this grant have become a significant asset in the classroom, benefiting both teachers and students alike. The impact of these resources on creating inclusive environments and meeting the diverse needs of all children cannot be overstated.

It is evident that programs like this are crucial in promoting equality and ensuring that every child receives the support they deserve. The ability to share these resources with more teachers will only serve to strengthen our commitment to inclusive education and provide greater opportunities for children with special needs to thrive.

I urge the Early Childhood Council to continue funding this grant to empower more educators, enhance classroom practices, and ultimately, make a positive difference in the lives of all children. Together, we can work towards a more inclusive and supportive educational landscape for our young learners.

Thank you for your dedication to early childhood education and for considering the importance of sustaining this impactful grant program.

Warm Regards
Amanda Danielle Flowers
Owner
Best Friends for Kidz Learning Laboratory

Heavenly Angels
1502 Heather Ave.
Tampa FL 33612
813-439-0909

To Whom It May Concern:

4-10-24

My name is Cynthia Chipp and I have been a part of Ms. Adrienne's program for a year now, and it has helped me and my children so much. I will love to see this program stay in place because the children and parents and myself as well as gain so much from this program. Also, the training that is offered to the provider whether in person or zoom has helped me to look at how to do things a little differently in the classroom. And the children just love the new materials that we received. I have told other providers to look into become apart of it

Sincerely,

Cynthia Chipp

Judy Morris

Hand In Hand Family Childcare Home

6406 1n 43rd St.

Tampa Fl 33610

April
12,2024
4:31 PM

Thank you for all your help and technical support material and working with the kids.
thank you very much for work with one of my special one She always was so happy to
see you. Thank you again if I had to do it over again, I would.

Judy Morris

813-988-5300

Annette Eberhart

Owner / Directorad

Kidd's R Us FCC

April 9, 2024

To whom it May Concern,

I am writing to express my gratitude for your past support and request your continued sponsorship of the inclusion support training program for early educators. Adrienne Bovan has been very helpful and supportive during this learning process. As an advocate for inclusive education, I recognize the critical role she plays in assisting educators in fostering an environment where every child receives the support, they need to be successful.

This training program stands out from others as it is designed to empower early educators with the unique knowledge, skills, and resources necessary to create inclusive learning environments. In these environments, all children, regardless of their abilities or backgrounds, feel valued and supported. During the training, my staff and I achieved guidance and insight into adapting teaching methods to accommodate diverse learning styles, abilities, and cultural backgrounds.

Your sponsorship enables us to provide educators with access to invaluable resources, including professional development opportunities, curriculum materials, and specialized training sessions. This support enhances the quality of education.

This experience supports my team's current efforts and invests in the future of inclusive education.

I would be honored to have Adrenne's continued support as a mentor so that we can continue our mission to promote inclusive education.

Sincerely,

Annette Eberhart

Kids Club Early Learning Center LLC

608 N Alexander St

Plant City, FL 33563

813-752-6446

Jaimekidsclub@gmail.com

04/10/2024

This letter comes regarding Adrienne Bovan and the Inclusion Grant Program.

Before I had met Adrienne, I thought that I was doing everything I could to support my children in an inclusive way in the classroom. Boy, was I mistaken! Adrienne came to our building, she spent time in the classrooms, watched the children with behaviors and provided the materials to help the children and the teacher in the classroom.

Not only did we receive the highest quality materials, but there was also enough for the entire classroom. The children automatically started utilizing the materials in a positive way.

Adrienne was always there for full support. Not only would she deliver the materials, she would counsel and provide training opportunities to the teachers and explain how the items would benefit the children in the classroom.

The grant opened our minds to a new way of helping our children with behaviors and the use materials to aid in a classroom. Since the inclusion grant the teachers have fully utilized the materials and have done their own research to learn more about inclusion and how to implement it in their classrooms.

In closing I believe that the Inclusion Grant provides a long-lasting foundation for the schools to provide quality care for ALL children.

Everlasting Regards

Jaime Bogdan

Director

Yani Playland

4926 El Dorado Dr
Tampa, FL 33615

[\(813\) 488-1510](tel:(813)488-1510)

April 9, 2024

Hello this is Yaniet Ricardo, Yani Playland Daycare owner. By this letter I want to express how grateful we are about to be part of Inclusion and Expansion Grant. All trainings and Ms. Adrienne Bovan helping us each week in our site, has been Epic and a Huge difference from our beginning with her till now. In my opinion this program is key to success in our daily mission to receive Children with Special Disabilities or Behavioral Disorders. Ms Adrienne gave me advice also she gave me material and resources to improve our children learning etc. We are another satisfied program and we would like continue with this program for next year. Our mission is to impact children lives and Community in a positive way.

Thank you!

Sincerely,

Yaniet A Ricardo

Yani Playland Owner



April 12, 2024

To Whom It May Concern,

I am writing this letter on behalf of the entire Kid's Community College® preschool staff to express my sincere gratitude for the exceptional support provided by The Early Childhood Council of Hillsborough County during the Inclusion Grant trainings.

We received an enormous number of resources in the form of materials, training, and one-on-one coaching. The guidance, patience, and encouragement have played a pivotal role in helping rebuild our team post COVID, navigate with challenging behaviors and recognizing and appreciating differences.

We are very grateful for all the support. I am confident that many schools could benefit from the work and commitment of Adrienne Bovan and the entire team at The Early Childhood Council of Hillsborough County.

Sincerely,

A handwritten signature in cursive script that reads 'Vandrese Williams'.

Vandrese Williams, Owner/Operator/Director
Kid's Community College® Riverview South Campus
An Independently Owned & Operated Franchise

Attachment III:

Proposed program budget and narratives for FY24-25, FY25-26, and FY26-27

Inclusion Support Services: Inclusive Classrooms with ELCHC	ELCHC
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REVENUES:

Early Learning Coalition of Hillsborough (ELCHC)	80,000	Funding allocation for FY24-25 (July 2024 to June 2025)
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EXPENDITURES:

Salaries

List each Position Name and Title with a Narrative

Program Manager	6,800	10% of Program Manager Time for contract management, program development, provider and funder meetings and supervision of the Inclusion Specialist. Salary is calculated at \$68,000 X .1
Subtotal Salaries	6,800	

Fringe Benefits

FICA	520	FICA is calculated at .0765 X Salary.
Unemployment Compensation	1	State unemployment tax is calculated at \$7000 X .001 X .1 FTEs.
Workers' Compensation	105	Worker's Compensation is contracted through Florida Insurance Trust and has been calculated at a base rate of .0154 X Salary.
Health/Life Insurance	810	The ECC covers up to 90% of employee cost for Health, Vision, Dental and Life Insurance which is estimated at \$750 per person. \$750 X 12 months X .1FTEs X .9.
Retirement	100	The ECC offers an employee retirement plan and matches employee contributions at a rate of 50% up to 3% of their employee contribution.
Subtotal Fringe Benefits	1,536	

Contractual Services

62,820	ELCHC supported Inclusion Specialist (Independent Contractor). Provides training, consultation, coaching, resources, information, and other supports to cohort classrooms. Conducts site based and virtual visits, and small group professional development. \$36 per hour X 1,745 hours = \$62,820
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Subtotal Contractual Services

62,820

Occupancy Costs

Building Lease/Rent	-	
Janitorial Expense	-	
Telephone	-	
Internet	-	
Utilities	-	
Subtotal Occupancy Costs	-	

Inclusion Support Services: Inclusive Classrooms with ELCHC	ELCHC
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Other Operating Costs

Local Travel (Mileage)	-	
Training/Conference Expense & Travel	100	Professional Development for Inclusion Specialist
Rent & Lease/Equipment		
Insurance	84	Non-Owned Auto, General Liability and Commercial Property including year end taxes is estimated at \$480 per person annually. \$480 X .1 FTEs = \$48 Professional Liability Insurance is estimated at \$355 per person annually. \$355 X .1 FTE = \$36
Printing & Copying	243	Allocation towards printing and copying that includes supporting the agency printing and copying lease, DEX imaging, and other 3rd party printing to support program printing needs for cohort trainings.
Office Supplies	80	Office materials to do business with professional participants, childcare providers, children and families such as pens, pencils, notepads, paper, envelopes, organizers, calendars, paper clips and client / participant files. This is calculated at \$25 per FTE X .1 FTEs X 12 months = \$30. This line includes a \$50 allocation to support the supply needs of the contracted Inclusion Specialist.
Training Supplies	1,067	Training Materials to support Inclusive Classroom Cohorts includes: Cara's Kit Booklets for teachers in training cohorts to support Creating Adaptations for Routines and Activities (CARA's Kit) training: 20 booklets (1 per classroom) at \$30 per booklet + \$42 for shipping through the Division for Early Childhood = \$642 Sensory Processing Kits for teachers in trainings cohorts to support Sensory Processing training: 15 kits estimated at \$25 per kit purchased with supplies purchased through Amazon = \$375 Training Folders: 120 folders is estimated at \$50

Subtotal Other Operating Costs	1,574	
Total All Direct Service Expenses	72,730	
Administrative/Indirect Cost	7,270	Administrative and indirect costs to cover contracted services budgeted at 10% of direct costs. This includes Human Resources, Payroll, Accounting, Information Technology, Executive leadership and other non-reimbursed administrative supports and supplies.
Total Program Budget	80,000	

Inclusion Support Services: Inclusive Classrooms with ELCHC	ELCHC
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REVENUES:

Early Learning Coalition of Hillsborough (ELCHC)	80,000	Funding allocation for FY25-26 (July 2025 to June 2026).
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EXPENDITURES:

Salaries

List each Position Name and Title with a Narrative

Program Manager	6,800	10% of Program Manager Time for contract management, program development, provider and funder meetings and supervision of the Inclusion Specialist. Salary is calculated at \$68,000 X .1
Subtotal Salaries	6,800	

Fringe Benefits

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Unemployment Compensation	1	State unemployment tax is calculated at \$7000 X .001 X .1 FTEs.
Workers' Compensation	105	Worker's Compensation is contracted through Florida Insurance Trust and has been calculated at a base rate of .0154 X Salary.
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Retirement	100	The ECC offers an employee retirement plan and matches employee contributions at a rate of 50% up to 3% of their employee contribution.
Subtotal Fringe Benefits	1,536	

Contractual Services

	62,820	ELCHC supported Inclusion Specialist (Independent Contractor). Provides training, consultation, coaching, resources, information, and other supports to cohort classrooms. Conducts site based and virtual visits, and small group professional development. \$36 per hour X 1,745 hours = \$62,820
Subtotal Contractual Services	62,820	

Occupancy Costs

Building Lease/Rent	-	
Janitorial Expense	-	
Telephone	-	
Internet	-	
Utilities	-	
Subtotal Occupancy Costs	-	

Inclusion Support Services: Inclusive Classrooms with ELCHC	ELCHC
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Other Operating Costs

Local Travel (Mileage)	-	
Training/Conference Expense & Travel	100	Professional Development for Inclusion Specialist
Insurance	84	Non-Owned Auto, General Liability and Commercial Property including year end taxes is estimated at \$480 per person annually. \$480 X .1 FTEs = \$48 Professional Liability Insurance is estimated at \$355 per person annually. \$355 X .1 FTE = \$36
Printing & Copying	243	Allocation towards printing and copying that includes supporting the agency printing and copying lease, DEX imaging, and other 3rd party printing to support program printing needs for cohort trainings.
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Subtotal Other Operating Costs	1,574	
Total All Direct Service Expenses	72,730	
Administrative/Indirect Cost	7,270	Administrative and indirect costs to cover contracted services budgeted at 10% of direct costs. This includes Human Resources, Payroll, Accounting, Information Technology, Executive leadership and other non-reimbursed administrative supports and supplies.
Total Program Budget	80,000	

Inclusion Support Services: Inclusive Classrooms with ELCHC	ELCHC
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REVENUES:

Early Learning Coalition of Hillsborough (ELCHC)	80,000	Funding allocation for FY26-27 (July 2026 to June 2027).
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EXPENDITURES:

Salaries

List each Position Name and Title with a Narrative

Program Manager	6,800	10% of Program Manager Time for contract management, program development, provider and funder meetings and supervision of the Inclusion Specialist. Salary is calculated at \$68,000 X .1
Subtotal Salaries	6,800	

Fringe Benefits

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Unemployment Compensation	1	State unemployment tax is calculated at \$7000 X .001 X .1 FTEs.
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Retirement	100	The ECC offers an employee retirement plan and matches employee contributions at a rate of 50% up to 3% of their employee contribution.
Subtotal Fringe Benefits	1,536	

Contractual Services

62,820	ELCHC supported Inclusion Specialist (Independent Contractor). Provides training, consultation, coaching, resources, information, and other supports to cohort classrooms. Conducts site based and virtual visits, and small group professional development. \$36 per hour X 1,745 hours = \$62,820
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Subtotal Contractual Services

62,820

Occupancy Costs

Building Lease/Rent	-	
Janitorial Expense	-	
Telephone	-	
Internet	-	
Utilities	-	
Subtotal Occupancy Costs	-	

Inclusion Support Services: Inclusive Classrooms with ELCHC	ELCHC
--	--------------

Other Operating Costs

Local Travel (Mileage)	-	
Training/Conference Expense & Travel	100	Professional Development for Inclusion Specialist
Insurance	84	Non-Owned Auto, General Liability and Commercial Property including year end taxes is estimated at \$480 per person annually. \$480 X .1 FTEs = \$48 Professional Liability Insurance is estimated at \$355 per person annually. \$355 X .1 FTE = \$36
Postage		
Printing & Copying	243	Allocation towards printing and copying that includes supporting the agency printing and copying lease, DEX imaging, and other 3rd party printing to support program printing needs for cohort trainings.
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Subtotal Other Operating Costs	1,574	
Total All Direct Service Expenses	72,730	
Administrative/Indirect Cost	7,270	Administrative and indirect costs to cover contracted services budgeted at 10% of direct costs. This includes Human Resources, Payroll, Accounting, Information Technology, Executive leadership and other non-reimbursed administrative supports and supplies.
Total Program Budget	80,000	

ACTION

ITEM.III.D.

ISSUE: Approval of allocation of funds for decodable books
FISCAL IMPACT: Not to exceed \$60,000
FUNDING SOURCE: Florida Department of Education, Division of Early Learning
American Rescue Plan Act Discretionary Grant funds
RECOMMENDED ACTION: Approval of allocation of funds to Just Right Reader

NARRATIVE:

Vendor Representative Present at Meeting: Pam McAuley, Vice President of Partnerships, Just Right Reader.

Product or Service: Just Right Reader Decodable Books and Take-Home Decodables are a sole source product, manufactured, sold and distributed exclusively by Just Right Reader. Aligned directly with the Science of Reading, the decodable texts include a unique set of attributes including a QR Code on the back of each book directing the reader to an instructional phonics lesson video taught by a literacy expert. The QR code is a passport to literacy support that bridges the gap between classroom and at home learning.

They provide content that is representative of all kids in America’s schools doing things kids do for kids to see themselves depicted in stories and gain a greater sense of community and belonging. They offer the digital phonics lessons in English and Spanish. They are based on the Science of Reading and follow the research of learning, reading, and how to build strong foundational skills in the core areas of reading with high quality evidence-based materials.

Brief History: Just Right Reader was founded by a school principal, and their curriculum is highly regarded in the early education landscape. They currently are being used in the following school districts: Hillsborough County Schools, Pinellas County Schools, Pasco County Schools, Duval County Schools, Orange County Public Schools, Martin County Schools, DeSoto County Schools, Hardee County Schools, Broward County Schools, Clay County Schools, Okaloosa County Schools, Levy County Schools, Seminole County Schools, and Okeechobee County Schools.

Purpose: To add to the diversity of curriculum in the infant/toddler and summer boost programs, we have identified the quality materials produced in English and Spanish by Just Right Reader.

Contract Performance: This is a new contractor. Thus, no prior contract performance information is available.

Outcome: We expect to see improvement in the post-assessment of the summer boost children, compared to the pre-assessment.

Procurement: We have received approval from the Division of Early Learning to proceed with this procurement as Single Source per Florida Statute.

Budget Impact: We are currently requesting approval of \$60,000.



Just Right Reader

2024 Early Learning Coalition of Hillsborough County - Summer Boost - THs and Board Books

Early Learning Coalition of Hillsborough County

6800 North Dale Mabry Highway, 158
Tampa, FL 33614
United States

Gary Meyer

gmeyer@elchc.org
(813) 906-2942

Reference: 20240503-152700458

Quote created: May 3, 2024

Quote expires: June 17, 2024

Quote created by: Pam McAuley

VP of Partnerships

pam@justrightreader.com

(813) 928-4083

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
Board Books, 0-12 Months Library Board Books, 0-12 Months, 12 books & 24 videos	L012LBBE	50	\$87.00	\$4,350.00
Board Books, 12-24 Months Library Board Books, 12-24 Months, 12 books, 24 videos	L1324LBBE	50	\$87.00	\$4,350.00
Board Books, 0-12 Months Library, Spanish Board Books, 0-12 Months, 12 books & 24 videos, Spanish	L012LBBS	50	\$87.00	\$4,350.00
Board Books, 12-24 Months Library, Spanish Board Books, 12-24 Months, 12 books, 24 videos, Spanish	L1324LBBS	50	\$87.00	\$4,350.00

Item & Description	SKU	Quantity	Unit Price	Total
Pre-Emergent Take-Home Decodables (ENGLISH) - (5 Rounds) Pre-Emergent Take-Home Decodables - (5 Rounds)	RTD05SAE	100	\$175.00	\$17,500.00
Pre-Emergent Take-Home Decodables - (SPANISH) (5 Rounds) Pre-Emergent Take-Home Decodables - Spanish (5 Rounds)	RTD05SAS	100	\$175.00	\$17,500.00
One-time subtotal				\$52,400.00
Shipping				\$3,668.00 7% fee
Total				\$56,068.00

Questions? Contact me



Pam McAuley
 VP of Partnerships
 pam@justrightreader.com
 (813) 928-4083

Just Right Reader
 5473 Blair Road
 Suite 100 PMB 98000
 Dallas, TX 75231
 United States

Board of Director Finance Committee
June 3, 2024

ACTION

ITEM III.E.

ISSUE:	Approve allocation of funds for Microsoft licensing and support (contract renewal)
FISCAL IMPACT:	\$95,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning School Readiness and VPK quality and administrative funds
RECOMMENDED ACTION:	Approve an allocation of funds to Protected Trust, LLC not to exceed \$95,000

Vendor Representative Present at Meeting: Bill Sands, Business and Product Development, Protected Trust, LLC.

Product or Service: Protected Trust, LLC is a Microsoft Tier 1 Cloud Solutions Provider that provides all Microsoft licensing, security architecture services and Microsoft tenant support for ELCHC.

Brief History: Protected Trust, LLC has partnered with ELCHC since 2021 to provide the aforementioned services.

Contract Performance: This provider has met or exceeded the guidelines for data security. In addition, the provider has met performance expectations and deliverables on a timely basis.

Outcome: The Microsoft services are the core computing services utilized by the ELCHC and allow the ELCHC to maintain its business operations.

Procurement: The ELCHC issued an RFP last fall and awarded the contract to Protected Trust after approved by the Finance Committee. Protected Trust has continued to provide services that have consistently met or exceeded the stated guidelines, and we would like to renew this contract for 2024-25, not to exceed \$95,000.

Budget Impact: This is an annual contract, not to exceed \$95,000, and funds will be allocated from Florida Department of Education, Division of Early Learning School Readiness and VPK quality and administrative funds.

Early Learning Coalition of Hillsborough County - Microsoft 365 & Related Services Annual Renewal

Early Learning Coalition of Hillsborough County

6302 E. Dr. Martin Luther King, Jr., Suite 100
 Tampa, FL 33614
 United States

Rick Rampersad
 rrampersad@elchc.org
 8134166320

Reference: 20240503-105948989

Quote created: May 3, 2024

Quote expires: June 2, 2024

Quote created by: Bill Sands

bsands@protectedtrust.com

+18638774181

Comments from Bill Sands

Products & Services

Item & Description	Quantity	Unit Price	Total
TrustCare Consulting and Professional Services - Monthly Consulting and Professional Services for Intune, Autopilot & Defender for Endpoint · Administrative consulting support for Intune, Autopilot & Defender for Endpoint. Client is responsible for deploying, managing, updating and monitoring the environment. Managed Modern Workplace, Managed Modern Desktop and Professional Implementation Services are available as separate product/services, if Client wishes to have Protected Trust deploy, manage, update and monitor the environment. · Includes up to 2 hours of consulting time each month. Unused hours do not roll forward. Protected Trust will be reasonably flexible in this regard.	1	\$500.00 / month	\$500.00 / month

Item & Description	Quantity	Unit Price	Total
Barracuda Cloud Archiving Includes Cloud Archiving Service (CAS) - 30-day money back guarantee. - Client must cancel within the first 30 days if they do not wish to continue forward with the subscription. - Annual agreement auto renews at the end of each year unless cancelled in writing 30 days prior to the end of the term.	218	\$2.50 / month	\$545.00 / month
Barracuda Cloud-to-Cloud Backup Protect Emails and Files from Accidental or Malicious Deletion. Fast Recovery. - 30-day money back guarantee. - Client must cancel within the first 30 days if they do not wish to continue forward with the subscription. - Annual agreement auto renews at the end of each year unless cancelled in writing 30 days prior to the end of the term.	215	\$2.80 / month	\$602.00 / month
Power Automate per user plan (Nonprofit Staff Pricing) Power Automate per user plan (Nonprofit Staff Pricing)	1	\$3.80 / month	\$3.80 / month
Power BI Pro (Non-Profit Pricing) A cloud-based business analytics service that enables anyone to visualize and analyze data with greater speed, efficiency, and understanding. Power BI Pro provides extended data source support, data capacity, team collaboration and admin capabilities.	19	\$3.60 / month	\$68.40 / month
Microsoft 365 E3 (Non-Profit Pricing) Office 365 E3, Enterprise Mobility + Security E3, and Windows 10/11 Enterprise E3. This per-user licensed suite of products offers users best-in-class productivity across devices while providing IT security and control.	190	\$10.80 / month	\$2,052.00 / month
Microsoft 365 E5 Security (Nonprofit Staff Pricing) Add-On: Microsoft 365 E5 Security (Nonprofit Staff Pricing)	182	\$4.80 / month	\$873.60 / month
Office 365 E1 (Nonprofit Staff Pricing) Office 365 E1 (Nonprofit Staff Pricing)	36	\$2.50 / month	\$90.00 / month
Visio Plan 2 (Nonprofit Staff Pricing) Visio Plan 2 (Nonprofit Staff Pricing)	13	\$6.00 / month	\$78.00 / month

Item & Description	Quantity	Unit Price	Total
Project Plan 3 (Nonprofit Staff Pricing) Project Plan 3 (Nonprofit Staff Pricing)	1	\$12.00 / month	\$12.00 / month
Microsoft Teams Rooms Pro (Nonprofit Staff Pricing) Microsoft Teams Rooms Pro (Nonprofit Staff Pricing)	3	\$10.00 / month	\$30.00 / month
TrustCare Microsoft 365 E3 Includes support for the Microsoft 365, Office 365, Windows 10 Enterprise and Enterprise Mobility Suite products and features. Includes Concierge Support, Enhanced SLAs, Dedicated Account Manager, and Billing Support. Visit the following link for details: https://hubs.ly/H0J9Btr0	190	\$4.50 / month	\$855.00 / month
TrustCare Office 365 E1 Includes support for the Microsoft 365, Office 365, Windows 10 Enterprise and Enterprise Mobility Suite products and features. Includes Concierge Support, Enhanced SLAs, Dedicated Account Manager, and Billing Support. Visit the following link for details: https://hubs.ly/H0J9Btr0	36	\$2.50 / month	\$90.00 / month
Azure Cloud Services (Estimate) Azure Cloud Services - Prices are estimates and are not intended as actual price quotes. Billing is based on actual usage.	1	\$170.78 / month	\$170.78 / month
Monthly subtotal			\$5,970.58
Total			\$5,970.58

Purchase terms

This Order is a Service Attachment to Client's existing Master Service Agreement. This Order has a one (1) year Term. Sales tax may be applicable depending on tax exemptions and your location.

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me



Bill Sands

bsands@protectedtrust.com

+18638774181

Protected Trust

PO BOX 111

Winter Haven, FL 33882

US



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

AMENDMENT 1

THIS AMENDMENT, is made and entered into between the Hillsborough County School Readiness Coalition, Inc. d/ b/a Early Learning Coalition of Hillsborough County, hereinafter referred to as the "Coalition" and Protected Trust, LLC, hereinafter referred to as the "Contractor", amends the contract for Microsoft Services dated November 21, 2023. The purpose of this amendment is to:

Extend the term from July 1 2024 through June 30, 2025.

Section E. Compensation & Payment: The total price will not exceed the originally noted \$95,000.00

This amendment shall be effective on July 1, 2024.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment and all its attachments are hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this one page amendment to be executed by their officials thereunto duly authorized.

Early Learning Coalition of Hillsborough County

By: _____

By: **Dr. Frederick Hicks, Chief Executive Officer**

Date: _____

Date: _____

FY25 Budget Memo

How does our budget map to the Three Pillars of our strategy?

3 PILLARS	ACCESS	QUALITY	EDUCATION
FY25	65%	5%	30%
FY24	64%	4%	32%
FY23	57%	5%	38%
24-25 Y/Y	2%	1%	-2%
23-24 Y/Y	7%	-1%	-6%

FISCAL YEAR 2024 - 2025			
ACCESS	QUALITY	EDUCATION	
School Readiness	\$ 64,375,359	INCENTIVES and T.E.A.C.H.	\$ 500,000
ALICE > 150	\$ 1,441,000	Professional Development	\$ 87,050
		Performance Incentive Differentials	\$ 247,000
		Infant/Toddler	\$ 151,493
		Special Needs/ Inclusion	\$ 676,543
Other	\$ 8,563,912	Other	\$ 3,843,529
TOTAL	\$ 74,380,271	TOTAL	\$ 5,505,615
		VPK	\$ 30,375,310
		Child Care Resource and Referral	\$ 1,749,504
		3 to 5 Initiative	\$ 338,000
		Community Partnerships	\$ 190,000
		Other	\$ 1,293,600
		TOTAL	\$ 33,946,414
		Total Budget FY25	\$ 113,832,301

FISCAL YEAR 2023 - 2024			
ACCESS	QUALITY	EDUCATION	
School Readiness	\$ 67,456,238	INCENTIVES and T.E.A.C.H.	\$ 580,375
ALICE > 150	\$ 1,251,770	Professional Development	\$ 200,000
		Workforce (Recruit/Upskill/Retain)	\$ 474,500
		Performance Incentive Differentials	\$ 150,000
		Infant/Toddler	\$ 411,248
		Special Needs/ Inclusion	\$ 3,331,038
Other	\$ 7,490,767	Other	\$ 500,525
TOTAL	\$ 76,198,775	TOTAL	\$ 5,147,161
		VPK	\$ 34,210,805
		Child Care Resource and Referral	\$ 2,338,007
		3 to 5 Initiative	\$ 432,000
		Community Partnerships	\$ 748,000
		Other	\$ 500,525
		TOTAL	\$ 38,229,338
		Total Budget FY24	\$ 119,575,274

FISCAL YEAR 2022 - 2023			
ACCESS	QUALITY	EDUCATION	
School Readiness	\$ 61,464,566	INCENTIVES and T.E.A.C.H.	\$ 900,000
ALICE > 150	\$ 1,873,109	Professional Development	\$ 628,100
		Workforce (Recruit/Upskill/Retain)	\$ -
		Performance Incentive Differentials	\$ 220,800
		Infant/Toddler	\$ 145,400
		Special Needs/ Inclusion	\$ 189,562
Other	\$ 4,925,469	Other	\$ 4,341,104
TOTAL	\$ 68,263,144	TOTAL	\$ 6,424,966
		VPK	\$ 41,560,023
		Child Care Resource and Referral	\$ 1,277,235
		3 to 5 Initiative	\$ 550,000
		Community Partnerships	\$ 438,000
		Other	\$ 1,229,152
		TOTAL	\$ 45,054,410
		Total Budget FY23	\$ 119,742,520

Note that ARPA and CRSSA amounts have been removed to make the analysis comparable over the three year period. Also, decreases in VPK are due to the phase out of the \$15 per hour wage supplement paid to teachers.

For details of the FY25 budget by Pillar, see [Appendix](#)

What environmental impacts are informing our strategy and budget?

A. Program Initiatives and Education: Stacey Francois, Director, Program Initiatives and Education

With the elimination of American Rescue Plan Act (ARPA) funds, monetary constraints will impact our initiatives. However, we remain committed to prioritizing quality programming despite the funding challenges and will focus on delivering high quality professional development, with partnership of the Resource Development department to secure additional funding for programs such as HITI (Hillsborough Infant Toddler Initiative), iSpy Tampa Bay and Literacy All Year (LAY). The implementation of a new Learning Management System (LMS) will offer self-paced coursework and establish school/program memberships through the Institute of Early Childhood Professionals (IECP). Our focus remains on improving educational outcomes in School Readiness (SR) and in low-performing VPK (Voluntary Pre-Kindergarten) sites. The new LMS will allow us to provide small intensive virtual cohorts and Communities of Practice (CoP) and introduce self-paced learning modules. Also, despite the challenge posed by the growing number of both SRPA and VPK observations, we persistently strive to meet the Division of Early Learning (DEL) requirements within their deadlines.

B. Provider Supports: Casie Haines, Director, Provider Supports

We are seeing a more positive community view of our provider supports. We plan to actively onboard many new providers in FY25, providing consistent guidance and support. The ever-changing landscape of implementing new Federal and State Rules can be challenging.

C. Family Services: Sabrina Ruiz, Director, Family Services

We will continue our push to grow VPK and School Readiness enrollment numbers. The efforts to restructure the Family Services team will further support streamlined processes for waitlist, initial enrollments, redeterminations, and support for children with special needs. The content shared in our monthly Family Bulletin will keep with the mission of supporting early learning, Kindergarten readiness, and practical at-home engagement activities.

D. Resource Development and Community Relations: Alison Fraga, Chief Development Officer and Abigail Perez, Director, Impact & Community Relations

With key milestones achieved, including the solidification of our brand identity, refined messaging, establishment of essential tools like our website, and robust project plans for impactful outreach events such as the Summit and Day of Play, our focus now shifts towards optimizing our communication channels across teams and a focused effort around designing fundraising strategies that will enhance program development.

This transition signifies a pivotal moment in our organizational journey, where we leverage past successes to propel us towards greater financial stability and operational efficacy. By standardizing our

communication tools and fortifying our fundraising endeavors, we position ourselves not only to sustain current momentum but also to expand our impact in the communities we serve.

E. Information Systems (IS): Rick Rampersad, Chief Information Officer

Launching off the gains made in last fiscal year, we continue to focus on cybersecurity (system monitor/threat prevention, user training and continued testing). In addition, our development team will be initiating a system-wide project to identify data points and enhance reporting capabilities. We see AI/Automation technologies on the horizon and are closely monitoring from security and operational perspectives.

F. Human Resources: Clarence Thompkins, Director, Human Resources

The Human Resource Department is committed to building on the previous year's progress by enhancing career pathways, formal training programs, coaching, and equity across all programs. The approach to enhance the Coalition's internal learning initiatives will be closely connected to the organization's goals and requirements. Improved coaching, performance management systems, and comprehensive total reward strategies will enhance employee engagement and continuous feedback. Additionally, compliance efforts will continue throughout the department and organization.

G. Finance: Gary Meyer, Chief Financial Officer

We have a new opportunity to serve families in the 150% to 215% of Federal Poverty Level range through the new School Readiness Plus program. Finance will need to play a lead role in implementing this new program, as well as to continue working closely with operations and marketing and communications to increase base School Readiness enrollments. To offset decreases in SR Match commitments from prior years, Finance is working with new funding partners. The AELC has sought out ELCHC as one of several Coalitions to participate in work groups to improve Division of Early Learning (DEL) Finance processes and improve federal and state compliance. After our success in reducing DEL fiscal monitoring findings to only one, down from 8 three years ago, Finance continues to make compliance a priority.

FY25 Budget Compared to FY24 Budget and FY24 Forecast

Revenues

School Readiness budgeted revenue of \$78.8M is comparable to the FY24 budget of \$80.4M and slightly higher than the FY24 forecast of \$75.9M due to a 7% average provider rate increase and the SR Plus program allocation. The FY25 budget includes a \$3.0M assumption of an allocation for the SR Plus program, which allows for the funding of families that would otherwise have dropped off of the eligibility cliff upon redetermination. Instead, SR Plus allows us to fund families between 150% of Federal Poverty Level and 215% of Federal Poverty Level. We do not receive Initial Notice of Awards (NOA) for FY25 until July, 2024, so this budget is based on our best information to date rather than a firm NOA. This funding pays for an average of 13,500 children throughout the year.

School Readiness Match – DEL revenue of \$1.1M is similar to the prior year amount of \$1.3M.

School Readiness Local Funders & Other Local Funder detail:

- a) Children’s Board HC funds of \$1M are for childcare slots for families 200% and below Federal Poverty Level.
- b) Hillsborough County BOCC funds of \$276K are for childcare slots for families 200% and below Federal Poverty Level.
- c) Metro Ministries (Children’s Board) funds of \$40K are for childcare slots for homeless children age 9 to 12 years old.
- d) City of Tampa funds of \$125K are for childcare slots for families 200% and below Federal Poverty Level.
- e) United Way (Quality Initiative) funds of \$35K are for professional development opportunities/stipends to childcare teachers to improve quality of childcare services.
- f) Conn Foundation funds of \$30K are for kindergarten readiness and kindergarten transition supports for children from Southshore childcare centers.
- g) Spurlino Foundation funds of \$40K are for the Coalition’s unrestricted use.
- h) Program Income (training, IECF membership) of \$20K funds provider supports, including conference scholarships.
- i) Misc Donations of \$100K is a budget for currently unnamed donations sought as part of the Coalition’s fundraising plan.

The University of Florida Lastinger Center’s three-year contract with ELCHC has concluded on June 30, 2024, with no renewal, along with the associated Hillsborough Early Learning Network (HELN) and Early Learning Florida (ELFL) professional development stipend programs.

VPK budgeted revenue of \$32.2M has decreased from the prior year amount of \$35.9M, with the reduction related to the VPK \$15 per hour Wage Incentive program discontinued in August of 2023. This funding pays for an average of 10,000 children at the increased School Year Base Student Allocation (BSA) of \$3,029 and increased Summer BSA of \$2,586.

Expenses

1. School Readiness direct service expenses (expenses to pay providers for child care) are budgeted at \$65.8M, or 80.8% of School Readiness revenues. This percentage is consistent with the FY24 budgeted percentage of 80.7%.

The next section describes budgeted categories by expense type for combined School Readiness and VPK found on the last page of the financials in Appendix A.

2. Personnel expenses of \$13.3M have increased by \$215K from the prior year. We are projecting a 4% merit increase, with employees contributing 1% of their salary towards higher medical insurance payroll deductions. Our medical insurance renewal came back with a 10% increase due to a significant rise in claims over the past year.

3. Staff Development expense is \$87K compared to \$109K budgeted last year with a FY24 forecast of \$79K. Details are as follows for FY24 expenditures:

- a) Conferences (PACES, AELC, NAEYC, FLAEYC, One Goal, InSync, SECA) - \$54K
- b) HR trainings - \$20K
- c) Staff Tuition Reimbursement - \$13K; the ELCHC's policy pays staff up to \$1,000 per year to further their education.

4. Professional Services expense is \$1.1M compared \$1.3M budgeted last year with a FY24 forecast of \$1.4M. Details are as follows for FY24 expenditures:

- a) Information Technology Services - \$236K
 - a. Roebuck Technologies for managed services
 - b. Mercury Works for system development
 - c. LearnWorld (Learning Management System) Consultant
 - d. MIP and Microix for finance systems
- b) Hillsborough County Public School Contract for inclusion support services - \$245K
- c) Contractors for CLASS Observations - \$121K
- d) Early Childhood Council Inclusion Supports - \$80K
- e) Legal Services - \$77K
- f) Building Maintenance - \$75K
- g) VPK Targeted Trainings - \$51K
- h) Communications and Website Updates - \$45K
- i) Printing Services - \$42K
- j) Payroll and Human Resources Information System - \$39K
- k) Auditing and Tax Services - \$38K
- l) Wage Analysis Survey - \$30K

5. Occupancy expense is \$613K, compared to \$596K budgeted last year with a FY24 forecast of \$611K. Details are as follows for FY25 expenditures:

- a) Rent for Suites 100 and 105 - \$590K
- b) Facilities services (Janitorial services, off-site file storage/shredding) - \$23K

6. Postage, Freight and Delivery expense is \$11K, compared to \$62K budgeted last year with a FY24 forecast of \$19K. Fewer initiatives requiring postage or freight are planned for FY25 as American Rescue Plan Act initiatives cease.

7. Rentals expense is \$12K, compared to \$8K budgeted last year with a FY24 forecast of \$7K. The budget allows for more community partner and provider interaction in FY25.

8. Supplies expense is \$78K, compared to \$180K budgeted last year with a FY24 forecast of \$106K. The reduction is related to the end of American Rescue Plan Act funding.

9. Communication expense is \$40K, compared to \$40K budgeted last year with a FY24 forecast of \$41K. This is our primary and backup provider for internet services, hot spot, and devices using a cellular carrier.

10. Insurance expense is \$124K, compared to \$118K budgeted last year with a FY24 forecast of \$108K. The budget provides for a conservative 10% increase in property and casualty on January 1. The forecast is low due to lower-than-budgeted workers compensation experience; it is unknown whether is lower amount will continue next year.

11. Tangible Personal Property expense is \$11K, compared to \$193K budgeted last year with a FY24 forecast of \$225K. The FY24 forecast depicts the effects of the Technology refresh for staff within FY24 and prevents the need for large expenditures in FY25. Details are as follows for FY25 expenditures:

- a) Monitors
- b) Computer peripherals (Docking Stations, Mice, Keyboards, etc)

12. Quality expense is \$1.7M compared to \$2M budgeted last year with a FY24 forecast of \$778K. Budget details are as follows:

- a) INCENTIVE\$, our teacher professional development stipend program - \$640K
- b) Outreach / Awareness - \$509K
- c) Grants / Scholarships and Other Education Opportunities for Providers – \$243K
- d) iSPY Expenses- \$114K
- e) HITI (Hillsborough Infant Toddler Initiative) - \$85K
- f) OMW2K (On My Way to Kindergarten) - \$50K
- g) Training Materials - \$36K

13. Travel expense is \$96K compared to \$66K budgeted last year with a FY24 forecast of \$81K. The increase is related to a higher number of provider visits and observations stemming from new DEL requirements and initiatives to provide enhanced support to providers.

14. Other Operating Expenses are budgeted at \$488K, compared to \$217K budgeted last year with a forecast of \$318K. Details are as follows for FY24 expenditures:

- a) Application Software, Licenses and Support - \$304K
 - a. Protected Trust, part of our IT security services
 - b. Sentinel One, part of our IT security services
 - c. LobbyCentral, our system to manage families coming to our lobby
 - d. Tableau, our Division of Early Learning-mandated reporting platform
 - e. Knowbe4, our cybersecurity training system for all employees
 - f. Zoom, our videoconferencing platform
 - g. Ahoy, our telecommunications system
 - h. Bluejean, part of our provider database suite
 - i. Adobe, our document management system
- b) Web Service/hosting, support, backup services & maintenance - \$96K
- c) Dues and Subscriptions - \$51K
- d) Miscellaneous - \$28K
- e) Taxes, Licenses and Fees - \$5K
- f) Community Relations - \$2.5K
- g) Bank Fees - \$1K

Appendix A:



FY25 Proposed Budget

	FY25 Budget	FY24 Forecast	\$ Variance	% Variance	FY24 Budget
Program Revenue					
School Readiness	78,843,157	75,897,260	2,945,897	3.9%	80,438,248
School Readiness Match - DEL	1,126,233	1,126,233	-	0.0%	1,251,770
School Readiness - Local Funders:					
Children's Board HC	1,000,000	700,770	299,230	42.7%	700,770
Hillsborough County BOCC	276,000	276,000	-	0.0%	276,000
Metro Ministries (Children's Board)	40,000	45,895	(5,895)	-12.8%	75,000
City of Tampa	125,000	124,756	244	0.2%	150,000
United Way		1,575	(1,575)	-100.0%	-
United Way (Quality Initiative)	35,000	48,292	(13,292)	-27.5%	50,000
School Readiness - Local Funders	1,476,000	1,197,287	278,713	23.3%	1,251,770
Total School Readiness Revenue	81,445,390	78,220,780	3,224,610	4.1%	82,941,788

Other Local Funders:					
Conn Foundation	30,000	22,996	7,004	30%	58,000
Spurlino Foundation	40,000	40,000	-	0%	50,000
SR Program Income (training, IECP memberships)	20,000	15,051	4,949	33%	30,000
HELN (Hillsborough Early Learning Network)	-	5,632	(5,632)	-100%	37,000
ELFL (Early Learning Florida)	-	21,250	(21,250)	-100%	100,000
Lastinger Project	-	200,000	(200,000)	-100%	200,000
Misc. Donations	100,000	88,543	11,457	13%	273,000
Other Local Funders	190,000	393,472	(203,472)	-52%	748,000
Total School Readiness Revenue and Local Revenue	81,635,390	78,614,252	3,021,138	4%	83,689,788

Program Expenses

School Readiness					
Direct Services	63,159,126	61,803,193	1,355,933	2.2%	65,729,468
School Readiness Match - DEL	1,126,233	1,126,233	-	0.0%	1,251,770
School Readiness - Local Funders	1,457,695	1,223,162	234,533	19.2%	1,201,770
General Contributions and Gifts	90,000	393,472	(303,472)	-77.1%	475,000
Total Direct Services	65,833,054	64,546,060	1,286,994	2.0%	68,658,008
ELCHC Operating	15,230,336	13,259,622	1,970,714	14.9%	14,240,780
ECC	80,000	80,000	-	0.0%	71,500
Inclusion Cost	245,000	245,000	-	0.0%	245,000
Scholarships and Other	247,000	483,570	(236,570)	-48.9%	474,500
Total School Readiness & Other Expenses	81,635,390	78,614,252	3,021,138	3.8%	83,689,788

SR Change in Net Assets	-	-	-	0.0%	-
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GOALS

< 5.00 %	School Readiness - Admin	3.3%	3.7%	-0.4%	-10.9%	3.9%
> 4.00 %	School Readiness - Quality	8.8%	8.1%	0.7%	9.1%	7.9%
< 22.00%	School Readiness - Non-Direct	19.2%	19.7%	-0.5%	-2.6%	19.3%
> 78.00 %	School Readiness - Direct	80.8%	80.3%	0.5%	0.6%	80.7%

	FY25 Budget	FY24 Forecast	\$ Variance	% Variance	FY24 Budget
VPK Revenue					
Voluntary Pre-Kindergarten	32,196,911	30,712,026	1,484,885	4.8%	35,882,846
Total VPK Revenue	32,196,911	30,712,026	1,484,885	4.8%	35,882,846
VPK Change in Net Assets					
	-	-	-	0.0%	-
GOALS					
< 5.00 % VPK - Admin (FY25 Target Change)	5.0%	2.7%	2.3%	84.1%	3.3%
American Rescue Plan Act - Discretionary Funding					
ARPA	-	40,611,986	(40,611,986)	-1065.4%	3,811,953
Total ARPA Revenue	-	40,611,986	(40,611,986)	-1065.4%	3,811,953
ARPA Change in Net Assets					
	-	-	-	0.0%	-
Total Revenue	113,832,301	149,938,264	(36,105,964)	-24.1%	123,384,588
Total Expenses	113,832,301	149,938,264	(36,105,964)	-24.1%	123,384,588
Change in Net Assets	-	-	-	0.0%	-
ELCHC Expenditure Categories					
	FY25 Budget	<i>Proforma*</i> FY24 Forecast	\$ Variance	% Variance	FY24 Budget
Personnel	13,307,067	13,049,355	257,712	2.0%	13,092,138
Staff Development	87,050	79,017	8,033	10.2%	108,875
Professional Services	1,079,680	1,420,143	(340,463)	-24.0%	1,297,658
Occupancy	613,300	610,898	2,402	0.4%	596,000
Postage, Freight and Delivery	11,350	19,083	(7,733)	-40.5%	62,000
Rentals	11,500	7,463	4,037	54.1%	8,000
Supplies	78,250	105,871	(27,621)	-26.1%	180,000
Communications	40,000	40,714	(714)	-1.8%	40,000
Insurance	123,905	107,584	16,321	15.2%	118,041
Tangible Personal Property	10,750	225,264	(214,514)	-95.2%	192,500
Quality	1,677,286	777,882	899,404	115.6%	2,003,500
Travel	95,665	80,546	15,119	18.8%	66,300
Other Operating	488,134	317,781	170,352	53.6%	217,440
Other Operating Expenses	4,316,870	3,792,246	524,624	13.8%	4,890,315
Total ELCHC Operating Expenses	17,623,936	16,841,601	782,336	4.6%	17,982,452

* A proforma created to meticulously eliminate all expenditures associated with ARPA funding.

Appendix B:

	<i>Access</i>	<i>Quality</i>	<i>Education</i>	<i>Total</i>
Revenue				
Federal & State	72,922,576	5,505,615	33,756,414	112,184,606
Local Funders	1,457,695		190,000	1,647,695
Total Revenue	74,380,271	5,505,615	33,946,414	113,832,301
Direct Services	65,833,054	-	30,375,310	96,208,364
Personnel	7,466,608	3,055,834	2,784,625	13,307,067
Staff Development	32,906	31,350	22,794	87,050
Professional Services	288,586	628,535	162,559	1,079,680
Occupancy	285,962	133,114	194,224	613,300
Postage, Freight and Delivery	7,662	-	3,688	11,350
Rentals	4,642	3,693	3,165	11,500
Supplies	25,421	37,058	15,770	78,250
Communications	24,425	6,375	9,200	40,000
Insurance	82,359	-	41,545	123,905
Tangible Personal Property	4,405	1,878	4,468	10,750
Quality	202	1,507,527	169,557	1,677,286
Travel	68,283	-	27,382	95,665
Other Operating	255,757	100,251	132,125	488,134
Other Operating Expenses	1,080,609	2,449,781	786,479	4,316,870
ELCHC Operating	8,547,217	5,505,615	3,571,104	17,623,936
Total Expenses	74,380,271	5,505,615	33,946,414	113,832,301
Change in Net Assets	-	-	-	-

FY 2024-2025 MEETING SCHEDULE

FINANCE COMMITTEE MEETING SCHEDULE

Monday, August 05, 2024

Monday, September 30, 2024

Monday, February 03, 2025

Monday, March 24, 2025

Monday, June 03, 2025

All meetings of the Early Learning Coalition of Hillsborough County Finance Committee are held at **3:00 pm** until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at www.elchc.org Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340.*



FY 2023-2024 MEETING SCHEDULE

GOVERNANCE COMMITTEE MEETING SCHEDULE

Monday, July 31, 2023

Monday, September 25, 2023

Monday, January 29, 2024

Monday, March 25, 2024

Monday, May 20, 2024

All meetings of the Early Learning Coalition of Hillsborough County Governance Committee are held at **3:00 pm** until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at www.elchc.org. Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340.*



FY 2023-2024 MEETING SCHEDULE

EXECUTIVE COMMITTEE MEETING SCHEDULE

Monday, August 14, 2023

Monday, October 09, 2023

Monday, February 12, 2024

Monday, April 08, 2024

Monday, June 10, 2024

All meetings of the Early Learning Coalition of Hillsborough County Executive Committee are held at **3:00 pm** until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at www.elchc.org. Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340.*





FY 2023-2024 MEETING SCHEDULE

SERVICE DELIVERY & EFFICIENCY COMMITTEE MEETING SCHEDULE

Thursday, July 20, 2023

Thursday, September 21, 2023

Thursday, January 25, 2024

Thursday, March 28, 2024

Thursday, June 06, 2024

All meetings of the Early Learning Coalition of Hillsborough County Service Delivery & Efficiency Committee are held at **3:00 pm** until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at www.elchc.org. Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340.*





EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual
April 30, 2024

	YTD Actual	YTD Original Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
Program Revenue								
School Readiness	63,115,500	68,069,211	(4,953,711)	-7.3%	76,603,607	80,438,248	(3,834,641)	-4.8%
School Readiness Match - DEL	1,198,715	1,071,560	127,155	11.9%	1,462,818	1,251,770	211,048	16.9%
School Readiness - Local Funders:								
Children's Board HC	700,770	700,770	-	0.0%	700,770	700,770	-	0.0%
Hillsborough County BOCC	151,156	276,000	(124,844)	-45.2%	276,000	276,000	-	0.0%
Metro Ministries (Children's Board)	25,902	42,603	(16,701)	-39.2%	40,000	75,000	(35,000)	-46.7%
City of Tampa	136,536	124,756	11,780	9.4%	136,536	150,000	(13,464)	-9.0%
United Way (Quality Initiative)	48,292	35,000	13,292	38.0%	48,292	50,000	(1,708)	-3.4%
School Readiness - Local Funders	1,064,231	1,179,129	(114,898)	-9.7%	1,203,172	1,251,770	104.0%	0.0%
Total School Readiness Revenue	65,378,445	70,319,900	(4,941,455)	-7.0%	79,269,597	82,941,788	104.6%	0.0%
Other Local Funders:								
Conn Foundation	20,229	9,177	11,052	120.4%	22,052	58,000	(35,948)	-62.0%
Spurlino Foundation	40,000	50,000	(10,000)	-20.0%	40,000	50,000	(10,000)	-20.0%
SR Program Income (IECP memberships)	19,840	29,405	(9,564)	-32.5%	20,436	30,000	(9,565)	-31.9%
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	166,667	166,667	-	0.0%	200,000	200,000	-	0.0%
Misc. Donations	120,863	83,388	37,475	44.9%	126,018	273,000	(146,982)	-53.8%
Other Local Funders	394,481	365,519	28,962	7.9%	435,387	748,000	(312,613)	-41.8%
Total School Readiness Revenue and Local Revenue	65,772,926	70,685,419	(4,912,493)	-6.9%	79,704,985	83,689,788	(3,984,803)	-4.8%

Program Expenses								
School Readiness								
Direct Services	52,018,865	56,546,347	4,527,482	8.0%	62,467,341	65,729,468	3,262,127	5.0%
School Readiness Match - DEL	1,198,715	1,071,560	(127,155)	-11.9%	1,462,818	1,251,770	(211,048)	-16.9%
School Readiness - Local Funders	1,266,488	1,307,743	41,255	3.2%	1,430,789	1,201,770	(229,019)	-19.1%
General Contributions and Gifts	394,481	365,519	(28,962)	-7.9%	435,387	475,000	39,613	8.3%
Total Direct Services	54,878,549	59,291,169	4,412,620	7.4%	65,796,335	68,658,008	2,861,673	4.2%
Personnel	8,649,887	8,690,533	40,646	0.5%	10,322,284	11,255,381	933,097	8.3%
Staff Development	34,045	72,437	38,392	53.0%	77,357	80,749	3,392	4.2%
Professional Services	595,582	716,863	121,281	16.9%	880,534	791,150	(89,384)	-11.3%
Occupancy	470,753	461,159	(9,595)	-2.1%	562,985	553,390	(9,595)	-1.7%
Postage, Freight and Delivery	3,891	44,757	40,866	91.3%	12,953	53,685	40,731	75.9%
Rentals	5,535	6,199	664	10.7%	6,774	7,439	664	8.9%
Supplies	48,746	96,064	47,318	49.3%	110,740	174,308	63,568	36.5%
Communications	31,489	30,994	(496)	-1.6%	37,688	37,193	(496)	-1.3%
Insurance	71,725	78,649	6,924	8.8%	87,508	94,433	6,924	7.3%
Tangible Personal Property	186,129	126,775	(59,354)	-46.8%	373,109	170,570	(202,539)	-118.7%
Quality	157,915	519,667	361,751	69.6%	302,949	777,700	474,751	61.0%
Travel	41,704	38,429	(3,275)	-8.5%	72,930	59,793	(13,137)	-22.0%
Other Operating	205,996	203,592	(2,403)	-1.2%	249,931	184,990	(64,940)	-35.1%
Other Operating Expenses	1,853,510	2,395,585	542,075	22.6%	2,775,458	2,985,399	(209,941)	-7.0%
ELCHC Operating	10,503,397	11,086,118	582,721	5.3%	13,097,742	14,240,780	723,156	5.1%
ECC	51,819	62,500	10,681	17.1%	80,217	71,500	(8,717)	-12.2%
Inclusion Cost	183,750	183,750	-	0.0%	245,000	245,000	-	0.0%
Scholarships and Other	41,820	61,882	20,062	32.4%	485,690	474,500	(11,190)	-2.4%
Total School Readiness & Other Expenses	65,659,335	70,685,419	5,026,084	7.1%	79,704,985	83,689,788	3,564,921	4.3%

SR Change in Net Assets	113,591	-	(113,591)	100.0%	-	-	-	0.0%
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GOALS									
< 5.00 %	School Readiness - Admin	3.2%	3.8%	-0.6%	-15.4%	3.6%	3.9%	-0.3%	-6.7%
> 4.00 %	School Readiness - Quality	7.3%	6.9%	0.4%	5.5%	8.0%	7.9%	0.1%	1.3%
< 22.00 %	School Readiness - Non-Direct	18.3%	18.4%	-0.1%	-0.6%	19.3%	19.3%	0.1%	0.4%
> 78.00 %	School Readiness - Direct	81.7%	81.6%	0.1%	0.1%	80.7%	80.7%	-0.1%	-0.1%



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual
April 30, 2024

	YTD Actual	YTD Original Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
VPK Revenue								
Voluntary Pre-Kindergarten	26,939,308	29,217,488	(2,278,181)	-7.8%	31,052,871	35,882,846	(4,829,975)	-13.5%
Total VPK Revenue	26,939,308	29,217,488	(2,278,181)	-7.8%	31,052,871	35,882,846	(4,829,975)	-13.5%
Voluntary Pre-Kindergarten								
Direct Services	25,806,285	27,944,973	2,138,687	7.7%	29,529,157	34,210,805	4,681,648	13.7%
Personnel	817,363	1,081,069	263,706	24.4%	1,063,079	1,381,574	318,495	23.1%
Staff Development	5,584	17,501	11,917	68.1%	11,209	28,126	16,917	60.1%
Professional Services	148,976	67,846	(81,131)	-119.6%	246,467	137,162	(109,305)	-79.7%
Occupancy	41,731	35,508	(6,223)	-17.5%	48,833	42,610	(6,223)	-14.6%
Postage, Freight and Delivery	327	6,534	6,208	95.0%	1,973	8,316	6,342	76.3%
Rentals	489	468	(22)	-4.6%	583	561	(22)	-3.8%
Supplies	2,519	5,143	2,624	51.0%	3,067	5,692	2,624	46.1%
Communications	2,996	2,340	(656)	-28.0%	3,463	2,807	(656)	-23.4%
Insurance	10,435	19,662	9,228	46.9%	14,380	23,608	9,228	39.1%
Tangible Personal Property	20,968	10,058	(10,910)	-108.5%	36,655	11,930	(24,725)	-207.3%
Quality	5,810	-	(5,810)	100.0%	7,110	1,300	(5,810)	-446.9%
Travel	16,931	5,358	(11,573)	-216.0%	18,080	6,507	(11,573)	-177.8%
Other Operating	22,537	21,029	(1,508)	-7.2%	68,814	21,848	(46,966)	-215.0%
Other Operating Expenses	279,303	191,447	(87,856)	-45.9%	460,636	290,467	(170,168)	-58.6%
ELCHC Operating	1,096,666	1,272,516	175,850	13.8%	1,523,714	1,672,041	148,327	8.9%
Total Voluntary Pre-Kindergarten	26,902,951	29,217,488	2,579,053	9%	31,052,871	35,882,846	4,829,975	13%
VPK Change in Net Assets	36,357	-	(36,357)	100.0%	-	-	-	0.0%
GOALS								
< 4.00 % VPK - Admin	3.2%	3.3%	-0.1%	-4.0%	3.9%	3.8%	0.0%	0.0%
ARPA Revenue								
ARPA Revenue	24,717,642	23,772,475	945,167	4.0%	42,405,835	3,811,953	38,593,882	1012.4%
Total ARPA Revenue	24,717,642	23,772,475	945,167	4.0%	42,405,835	3,811,953	38,593,882	1012.4%
American Rescue Plan Act (ARPA)								
Direct Services	18,516,945	9,045,063	(9,471,882)	-104.7%	18,410,220	2,533,322	(15,876,898)	-626.7%
ELCHC Operating	6,200,697	14,727,412	8,526,715	57.9%	23,995,615	1,278,631	(22,716,984)	-1776.7%
Total American Rescue Plan Act (ARPA)	24,717,642	23,772,475	(945,167)	-4%	42,405,835	3,811,953	(38,593,882)	-1012%
ARPA Change in Net Assets	-	-	-	0.0%	-	-	-	0.0%
Total Revenue	117,429,877	123,675,383	(6,245,506)	-5.0%	153,163,691	123,384,587	29,779,104	24.1%
Total Expenses	117,279,929	123,675,383	(6,395,454)	-5.2%	153,163,691	123,384,587	29,779,104	24.1%
Change in Net Assets	149,948	-	149,948	100.0%	-	-	-	0.0%

**Independent Accountants' Report on
Financial Compliance Advisory Services**

**Early Learning Coalition of Hillsborough County, Inc.
(ELC 19)**

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

**Independent Accountants’ Report on
Financial Compliance Advisory Services
Early Learning Coalition of Hillsborough County, Inc. (ELC 19)
2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023**

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November 3, 2023

State of Florida Department of Education
Division of Early Learning
Tallahassee, Florida

We have performed specific financial compliance consulting services as described in the Florida Department of Education Division of Early Learning's 2023-24 Onsite Financial Monitoring Tool for the Early Learning Coalition of Hillsborough County, Inc. (ELC 19 or the ELC). These services were contracted by the Division of Early Learning (DEL) to comply with its oversight and monitoring responsibilities as outlined in applicable federal regulations and state statutes:

- 45 Code of Federal Regulations (CFR) § 75.342(a), USDHHS, *Monitoring and reporting program performance*,
- 2 CFR § 200.329(a), *Monitoring and reporting program performance*,
- 2 CFR § 200.332(d), *Requirements for pass-through entities*, and
- Chapter 1002.82(2)(s), Florida Statutes (F.S.), *Dept. of Education; powers and duties*.

These advisory services were conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. DEL is solely responsible for the sufficiency of the procedures performed. Consequently, we make no representation regarding the sufficiency of the procedures performed, either for the purpose for which this report has been requested or for any other purpose.

On October 30, 2023 through November 3, 2023, we visited the Early Learning Coalition of Hillsborough County (ELC 19) and performed financial compliance consulting services as summarized in DEL's 2023-24 Onsite Financial Monitoring Tool for the period August 1, 2022, through July 31, 2023. Detailed descriptions of the procedures performed and our related findings begin on page 6 of this report.

In addition, during this monitoring engagement, we became aware of certain matters that are opportunities for strengthening internal control and/or operating efficiency. We have included these observations in the *Schedule of Observations* section of this report. We recommend DEL review the status of these observations.

These consulting procedures were not designed to express an opinion on the business, operational, and internal control risks associated with the ELC's compliance with the previously described financial management standards as outlined in applicable Office of Management and Budget Uniform Grant Guidance, Code of Federal Regulations, or other state and federal requirements. Accordingly, we do not express such an opinion. Additionally, because of inherent limitations of internal control systems, the procedures performed should not be relied upon to prevent or detect errors or fraud associated with grant related revenues or expenditures. Had we performed additional procedures, other matters might have come to our attention that would have been reported to DEL.

This report is intended solely for the information and use of DEL and DEL's management and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report Period Reviewed: August 1, 2022 – July 31, 2023

Executive Summary

I. Executive Summary

1.0 Findings

We performed financial monitoring procedures based on the testing procedures included in DEL’s 2022-23 Onsite Financial Monitoring Tool, which is available on DEL’s SharePoint Coalition Zone. Contact your SharePoint manager for access to the tools via your local SharePoint website.

Our procedures were performed using firm and professional standards. A summary of the testing categories, or Objectives used during this engagement and the related monitoring results are summarized here.

2023-24 Monitoring Results		
Objectives ⁽¹⁾	Prior Period Findings ⁽²⁾	Current Period Findings
1.0 – Preventive /corrective action plan (PCAP) Implementation	-	-
2.0 – Financial management systems	-	-
3.0 – Internal control environment	-	-
4.0 – Cash management	-	-
5.0 – DEL’s statewide information system ¹	N/A	N/A
6.0 – Prepaid program items	-	-
7.0 – Cost allocation and disbursement testing	1	1
8.0 – Travel	-	-
9.0 – Purchasing	-	-
10.0 – Contracting	-	-
11.0 – Subrecipient monitoring	1	-
TOTAL	2	1

(1) Objective 5.0 – For 2023-24, testing of this objective is not included in the scoped onsite financial monitoring tasks. This objective shown for disclosure purposes only.

(2) Refer to the ELC’s 2022-23 fiscal monitoring report for detailed disclosures of all noted prior period findings.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Executive Summary

Included in the table below is a summary of the results from our review of prior period findings. New findings may occur in the current period if prior period findings, which should have been corrected, remain unresolved.

Status of Prior Period Findings				
Finding	Resolved	Partially Resolved	Unresolved	New Finding
Finding # ELC 19-2022-23-001 Cost Allocation and Disbursement – <i>Incomplete support of timely applying of allocations</i>	X			None
Finding # ELC 19-2022-23-002 Subrecipient Monitoring – <i>Missing required federal processes for subrecipient</i>	X			None

These financial monitoring procedures apply to both the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs. Chapter 1002, F.S. does not provide specific financial monitoring steps for the federally-funded School Readiness program or the state-funded VPK program. The minimum federal standards have been applied to both programs.

The attached Schedule of Findings contains detailed information about current period and prior period findings. Your ELC must submit a preventive/corrective action plan (PCAP) response to DEL within 30 days of receiving this report, if there are current period findings. Contact DEL staff with any questions about the PCAP process.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Executive Summary

2.0 Observations

Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations is provided in the *Schedule of Observations* and is summarized here.

Observations from 2023-24 onsite visit

- **9.0 – Purchasing**
 - Address missing required federal and/or state contract provisions

Items for DEL follow-up

The monitoring team noted no items for follow-up in the current period.

This monitoring report is intended solely for the information and use of DEL and DEL's management and is not intended to be and must not be used by anyone other than these specified parties.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Findings

II. Schedule of Findings

We performed financial monitoring procedures based on the Testing Procedures included in DEL's SharePoint Coalition Zone. Contact your SharePoint manager for access to the tools via your local SharePoint website.

The monitoring procedures performed included tests of details of transactions, file inspections and interviews with the ELC's personnel (1) to determine the status of recommendations from the prior period monitoring visit(s) and (2) to adequately support the current period findings and recommendations. Detailed information for these items is disclosed in the following sections of this report.

1.0 – Preventive/corrective action plan (PCAP) implementation

The current period monitoring procedures were performed to determine if the ELC implemented the required preventive and corrective actions as described in the accepted PCAP from the most recently closed grant program year.

Prior Period Finding # ELC 19-2022-23-001

Cost Allocation and Disbursement – *Incomplete support of timely applying of allocations*

Finding/Condition: During detailed onsite testing, monitor identified five expenditures totaling \$27,889.29 with inadequate written documentation to support the cost allocation effective date applied (i.e., the percentages used to split pooled costs among SR/VPK programs). *Note: monitor noted no instances of errors for the OCA codes used or amounts charged to the SR/VPK programs.*

Status: **Corrective actions resolved.**

Prior Period Finding # ELC 19-2022-23-002

Subrecipient Monitoring – *Missing required federal processes for subrecipient*

Finding/Condition: Monitor noted lack of documentation of subrecipient monitoring and instances of required monitoring activities that were not performed. In relation to this, monitor noted the Coalition's written subrecipient monitoring plan does not include an analysis of subrecipient's single audit results.

Status: **Corrective actions resolved.**

No findings noted in the current period.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Findings

2.0 – Financial management systems

The current period monitoring procedures were performed to gain an understanding of the ELC's financial and operational environments through review of policies and procedures, observation of processes, document inspection and interviews of ELC personnel.

No findings noted in the current period.

3.0 – Internal control environment

The current period monitoring procedures were performed to gain an understanding of the ELC's internal control environment through testing of key internal controls and observation of the ELC's operations to ensure compliance with Federal laws, regulations and grant program compliance requirements.

No findings noted in the current period.

4.0 – Cash management

The current period monitoring procedures were performed to determine if sampled documentation demonstrated appropriate and sufficient cash management procedures are in place and being followed. The processes examined include cash management procedures related to sources of other non-grant revenues.

No findings noted in the current period.

5.0 – DEL's statewide information system reporting and reconciliation – N/A for 2023-24

6.0 – Prepaid program items

The current period monitoring procedures were performed to identify any prepaid program activity for this ELC. If such activity was found, monitoring procedures were applied to determine if all prepaid program items were appropriately safeguarded, managed, tracked and reported.

Based on results obtained from inquiries made to and an inspection of data items provided by ELC personnel, the monitors noted no current year prepaid program item activity.

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7.0 – Cost allocation and disbursement testing

The current period monitoring procedures were performed to determine if sampled disbursements were appropriately incurred and posted within the ELC’s financial records. Sampled items were tested to ensure the activity is allowable, has appropriate approval (including pre-approval from DEL if needed), and meets the period of availability requirements for the grant monies used to fund disbursements. Sampled items are also tested to verify appropriate allocation in accordance with applicable cost principles, grant program compliance requirements and guidance issued by DEL.

Finding # ELC 19-2023-24-001

Cost Allocation and Disbursement – *ARPA applications missing required information*

Finding/Condition: During detailed testing of ARPA transactions, monitor noted the application for one of twelve sampled transactions was missing certain training documentation required for the application.

Description	OCA Code	Effective Date	ARPA Provider	Amount
Child Care	ASRTT	6/23/2023	ASHLEY ANN MARTINEZ	\$600.00
Total				\$600.00

Criteria: DEL Program Guidance 240.21C – *COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers, American Recovery Plan (ARPA) Act Initiatives*; also see DEL’s *ARPA Provider Application Monitoring Tool*.

Cause: Incomplete policies and procedures to ensure completeness of ARPA applications.

Effect: Noncompliance with DEL Program Guidance.

Recommendation(s): The Coalition should complete tasks that include, but are not limited to, the following.

1. Confirm for DEL the results reported here. Testing results indicate one accepted ARPA application with incomplete documentation.
2. Review ARPA applications during the monitoring period to identify other instances where all required information was not obtained prior to accepting an ARPA application.
3. Prepare a summary of all items identified.

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4. Submit results from items #2 and #3 above along with any supporting files to DEL for analysis. Upon review, DEL will provide technical assistance suggestions and instructions on remitting any funds determined to be incurred for unallowable costs (if applicable) and preparing follow-up documentation (as needed).
5. Review Coalition's existing internal controls, policies and procedures related to processing ARPA applications.
6. Update the Coalition's policies, procedures, and internal controls as appropriate.
7. Conduct training to help ensure Coalition staff know about and can follow established or revised internal controls, policies, and procedures.

8.0 – Travel

The current period monitoring procedures were performed to determine if the ELC's sampled travel-related expenditures are paid in accordance with applicable federal/state laws and rules, and ELC-established policies.

No findings noted in the current period.

9.0 – Purchasing

The current period monitoring procedures were performed to determine if the sampled procurement transactions comply with the appropriate federal or state procurement laws, as well as the ELC's procurement policies.

No findings noted in the current period.

See the *Schedule of Observations* for observations related to this objective.

10.0 – Contracting

The current period monitoring procedures were performed to determine if the sampled contract transactions demonstrate the ELC's contracting processes comply with federal and state requirements, as well as the ELC's own contracting policies.

No findings noted in the current period.

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11.0 – Subrecipient monitoring

The current period monitoring procedures were performed to identify any subrecipient activity for this ELC. If such activity was found, monitoring procedures were applied to determine if the ELC's disclosure requirements and subrecipient monitoring activities comply with federal grant program requirements, state laws and the ELC's own policies and procedures.

Based on results obtained from inquiries made to and an inspection of data items provided by ELC personnel, the monitors noted no current year subrecipient activity.

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Schedule of Observations

III. Schedule of Observations

1.0 Observations from 2023-24 onsite visit

Observation #01

9.0 – Purchasing – *Address missing required federal and/or state contract provisions*

Issue/Background. During this year’s fiscal monitoring activities, monitors noted one or more sampled Coalition transactions (purchase orders, contracts, or other written agreements) omitted contract provisions required for purchases funded with federal/state grant program monies. Similar instances occurred at other entities during this monitoring cycle, and some Coalitions say instructions from a 2022 DEL-issued memo were relied upon and contributed to these errors or omissions. A memo was issued by DEL’s former Chancellor in April 2022 based on requests from ELCs to alleviate the burden of procurement/contracting requirements. However, the memo’s instructions were incorrect for USDHHS CCDF programs, and the memo has unintended consequences that could materially impact the cost allocation structure in place for all ELCs.

Impact on ELC operations and compliance risks/issues identified. For this issue, we noted no instances of impaired operations for the Coalition and no evidence that program services were impacted or delayed. However, the presence of this noncompliance issue (missing required federal/state contract provisions) increases the Coalition’s risks for future operating errors with vendors/contractors, such as miscommunications, disagreements, inability to enforce Coalition rights, increased liability risks and/or the increased need for settlement agreements to obtain the benefits intended from goods/services obtained. These circumstances also increase the Coalition’s risks for potential questioned and/or disallowed costs.

DEL actions and related instructions for subrecipients. To address these circumstances, DEL removed related draft finding(s) from the FY2023-24 final fiscal monitoring reports for all Coalitions for this noncompliance issue. Monitoring reports for impacted Coalitions now include this observation comment for your management team and governing board. Based on current federal/state purchasing rules, related contracts management and administration standards, DEL has the following instructions for all Coalitions.

1. Coalition management and staff should attend DEL training sessions in 2024 on contracts administration, management standards and procurement procedures. **DEL suggests multiple staff from each ELC receive training on these important compliance topics.*
2. Coalition management and staff should coordinate with DEL for specific technical assistance as needed. **DEL suggests contacting our staff if the Coalition has specific*

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purchases that are complicated, infrequent, or unusual in nature planned for FY2023-24 or FY2024-25.

3. Coalition management and staff should review and revise policies related to contracts management, purchasing procedures, and related supporting documentation processes. If left unchanged, current operating practices will result in monitoring findings for this noncompliance issue in future program years.
 - **This report and future DEL trainings provide written notice of FY2023-24 as a final “grace period” from DEL for this noncompliance issue.*
 - **This grace period from DEL will end at the close of this program year (by June 30, 2024).*

2.0 Items for DEL follow-up

The monitoring team noted no items for DEL follow-up in the current period.

CEO REPORT



ARPA Wrap-Up



Children's Summit 2024



Provider Visits



Retreat Plans



Board Recruitment Update