



# ELCHC Development Committee Meeting Amended (2) Agenda Packet

Thursday, August 8, 2024 at 3:00 pm

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

<https://us06web.zoom.us/j/89063123368?pwd=hXaE0hThdOWw6K3bs1HZPDlipAyKsb.1>

Meeting ID: 890 6312 3368

Passcode: 674930



## ELCHC Development Committee Meeting Amended (2) Agenda Packet

Thursday, August 8, 2024

### I. CALL TO ORDER

S. Robinson

- A. Roll Call/Quorum Verification
- B. Approval of Minutes from July 10, 2024, Development Committee Meeting - 3

### II. PUBLIC COMMENT

S. Robinson

*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 time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.*

### III. DISCUSSION ITEMS

A. Fraga

- A. Resource Development & Community Relations Impact Report - 6
- B. Department Updates
- C. Host Committee Updates
- D. Education of Young Children 2024 Summit

### IV. CEO REPORT

F. Hicks

- A. Proposed Bylaw Revisions - 18
- B. Provider Visits
- C. Finance Workshops
- D. Year to Date Enrollment Report - 38

### V. ANNOUNCEMENTS

S. Robinson

- A. Next, meeting of the Development Committee will be virtual - September 11, 2024

### VI. ADJOURNMENT

S. Robinson



Wednesday, July 10, 2024, at 3:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

## MEETING ATTENDANCE

**Facilitator:** Dr. Shawn Robinson, Chair

### Committee Members Present:

Dr. Shawn Robinson, Derek Zitko\*, Dianne Jacob\*, Dr. Stephe Holmquist

### Committee Members Absent:

Dr. Jodi Marshall

### ELCHC Staff:

Kiyana Scott\*, Alison Fraga, Abigail Perez, Dr. Fred Hicks, Yander Tovar, Dennis Herbert

### Other Attendees:

Paul Quinn

*\*Indicates attendance via Zoom meeting platform.*

## CALL TO ORDER

### Quorum Verification

Noting a quorum had been established, Chair Robinson called the meeting to order at 3:02 pm.

## Approval of Minutes from June 12, 2024, Development Committee Meeting

*Dr. Stephe Holmquist made a motion to approve the June 12, 2024, Development Committee Meeting Minutes. Derek Zitko made a second. The motion carried unanimously.*

## PUBLIC COMMENT I

There was no Public Comment.

## DISCUSSION ITEMS

### A. Resource Development Department Updates

Alison Fraga, Chief Development Officer, stated that the new fiscal year began on July 1st, and the Resource Development team is working on a year-end update for the August 7th Development Committee meeting. Mrs. Fraga noted that the Resource Development team met all the department fiscal year balance scorecard goals.

### B. New Board Attorney



Dr. Shawn Robinson announced the new board attorney from Saxon, Gilmore & Carraway law firm, Paul Quinn. Mr. Quinn provided a brief introduction of himself.

**C. Host Committee Updates**

Abigail Perez, Director of Community Relations & Impact, updated the Development Committee on the host committee meeting held on June 20th, with 4 members present and 4 members absent. During the Host Committee meeting, the summit guest list was reviewed, and the next meeting is scheduled for the end of July to review and discuss any key partners who have not yet RSVP'd for the Education of Young Children Summit.

**D. Education of Young Children 2024 Summit**

Mrs. Fraga provided the following updates to the Development Committee:

- Ten (10) sponsors have been secured for the event, including six (6) new sponsors and four currently recruiting, totaling \$17,000. A meeting with TECO, a sponsor from last year, is scheduled for the week of July 15th.
- Ninety (90) of the 175 seats are already filled, including ten (10) members of the Early Learning Coalition of Hillsborough County (ELCHC) Board of Directors and nine (9) elected officials from various county commissions, the clerk of court, and local and state offices.
- The event panel has been finalized: Bemetra Simmons (President/CEO, Tampa Bay Partnership), Makayla Buchanan (Director of Early Learning, Florida Chamber Foundation), Bob Rohrlack (President and CEO of The Tampa Bay Chamber), Superintendent Van Ayers (Hillsborough County Public Schools), and Chad Loar (Regional President, PNC Bank).

Mrs. Fraga shared that the team met with Makayla Buchanan on July 10th to develop questions for the panelists and will discuss a complete list of questions, including topics for table discussions, at the next Development Committee meeting.

Mrs. Fraga also noted that the invitation has been revised to include the names and headshots of the panelists. The Florida Chamber and Tampa Bay Partnership will distribute this updated invitation through their email lists.

**E. Summit Attendee – Call-to-Action & Menu of Ways Business Community Can Support Early Childhood Education**

The Development Committee and ELCHC staff discussed a call to action for an upcoming event, highlighting that the Florida Chamber of Commerce will have the childcare tax credit available by September for guests. Dr. Hicks advised against overwhelming attendees with detailed data on the number of children served by the ELCHC in Voluntary Prekindergarten (VPK) and School Readiness (SR). Instead, the committee plans to provide handouts with key points for employers. Dr. Robinson suggested including a comment/suggestion sheet for guests.

An advisory committee of business leaders, educators, and caregivers was proposed by Dr. Stephe Holmquist to promote early childhood education in Hillsborough County.

**F. Key Information Takeaways for Summit Attendees to be Our Champions**

Dr. Robinson noted that the Human Resource toolkit, which includes booklets and flyers for employees regarding SR and other community resources, distributed at last year's summit, will be given out again at this summit.

**ADJOURNMENT**

*Citing no further business, Dr. Stephie Holmquist made a motion to adjourn the meeting at 3:31 pm. Derek Zitko made a second. The motion carried unanimously.*

Read and approved by: \_\_\_\_\_  
*Derek Zitko, Secretary*                      *Date*

DRAFT



# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

# A bold vision for a bright future.



# From early beginnings to lifelong success.

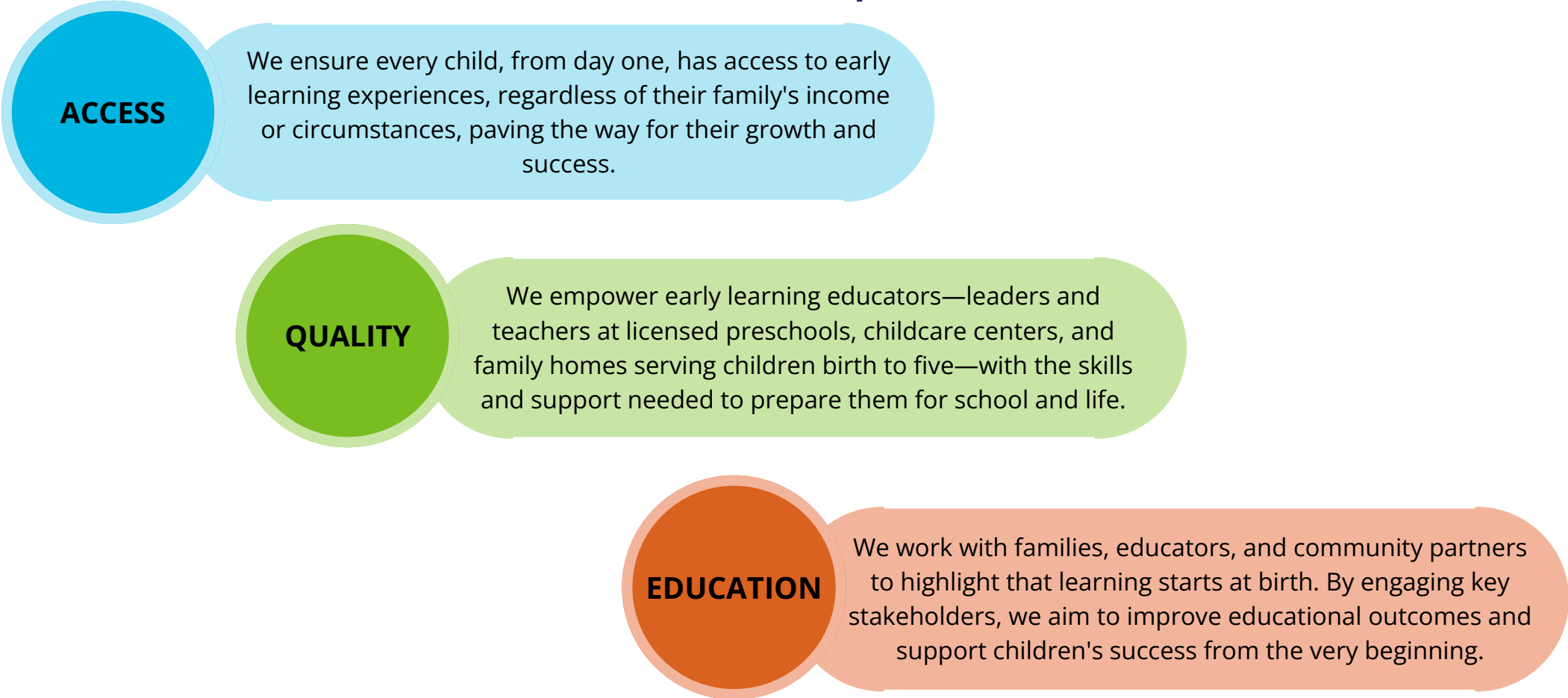
**Our mission:**

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

**Our vision:**

A thriving community where every child has what they need to succeed from the moment they are born.

**Our mission priorities are:**



# Reaching thousands, raising millions, connecting communities.

The Resource Development Department has **achieved remarkable success this year, meeting and exceeding all our fiscal year 2023-2024 goals**. Through dedicated outreach events, we reached thousands of individuals, secured substantial local funding, and significantly increased website visitors. Our team's relentless efforts have strengthened our community connections and advanced our mission of early learning excellence.

Key Performance Indicators (KPIs)	Target	Actual	Stretch	Percentage Achieved
Total outreach events hosted or participated in by the ELCHC	60	<b>103</b>	75	<b>171.7%</b>
Total individuals reached through ELCHC hosted Events	900	<b>5,184</b>	1,000	<b>575.9%</b>
Total Local Funds Received	\$2,100,000	<b>\$2,186,957.90</b>	\$2,300,000	<b>104.1%</b>
Total Website Visitors	200,000	<b>210,893</b>	250,000	<b>105.5%</b>

*NOTE: KPI data sourced from the Balanced Scorecard and tracked by the MIS Department, verified for accuracy as of July 1, 2024.*



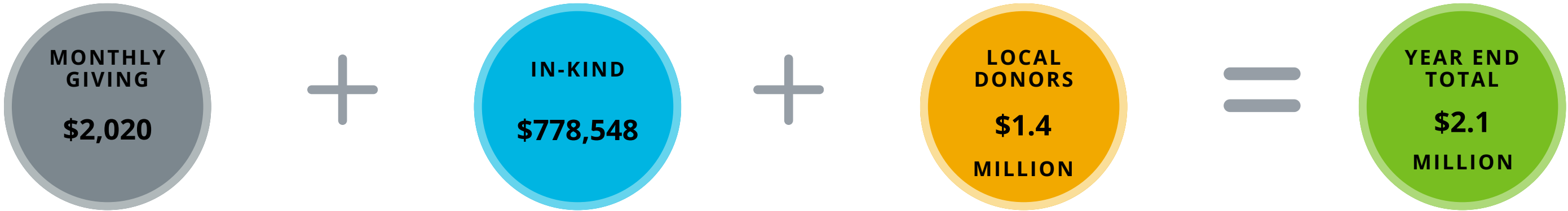


# Investing boldly in early education.

This year, our community came together in an unprecedented way to support early childhood education, raising an incredible \$2.1 million in local funds. Local businesses, passionate individuals, and dedicated volunteers united with a shared vision: **to provide every child with the best start in life.**

This remarkable achievement not only highlights the generosity of Hillsborough County but also underscores the collective commitment to nurturing our youngest learners.

### Local Funds Raised



*NOTE: Data for local funds raised tracked through ELCHC's donor base system and contract records.*



# Impactful Results from Local Funding

## Increased ACCESS to early learning experiences

### School Readiness Match Funding

- Targeted Support:
  - Served 4,007 unduplicated children, birth to 12 years old from households with incomes at or below 200% of the Federal Poverty Level (FPL).
- Support for Families:
  - Eased Costs: Reduced the financial burden of childcare, enabling parents and caregivers to re-enter the workforce or continue their education.
  - Enhanced Access: Improved early learning opportunities for children in economically constrained situations.

## Improved QUALITY of early learning education

### iSpy Tampa Bay Program

- Professional Development:
  - 70 teachers received 330 hours of focused training on Science and STEM during the 23-24 year.
- Communities of Practice:
  - Teachers engaged in quarterly sessions to share experiences and learn from peers.
- Support for Educators:
  - Enhanced teachers' expertise in Science and STEM, leading to improved educational outcomes.
  - Fostered a collaborative learning environment among educators, promoting ongoing professional growth.

## Advanced EDUCATION of children and families

### iSpy Tampa Bay Program

- Access to Major Attractions:
  - Provided 751 children aged 3-5 and their families with visits to Tampa's major educational sites, including the Glazer Children's Museum, Zoo Tampa, and the Florida Aquarium.
- Educational Benefits:
  - Expanded vocabulary and exposed children to new experiences and concepts, enriching their learning and development.
- Impact on Development:
  - Assessment Results: Of the 751 children, 523 were assessed, and 82% showed improvement in language and communication, cognitive development, and general knowledge domains.



# Local & In-kind Funders

## Local

Children’s Board of Hillsborough County  
 Publix Supermarket Charities  
 Board of County Commissioners  
 Baker and Emily Mayfield Foundation  
 Rays Baseball Foundation  
 Conn Memorial Foundation

Suncoast Credit Union  
 United Way Suncoast  
 The Spurlino Foundation  
 Community Foundation of Tampa Bay  
 University of Florida - Lastinger  
 City of Tampa

## In-kind

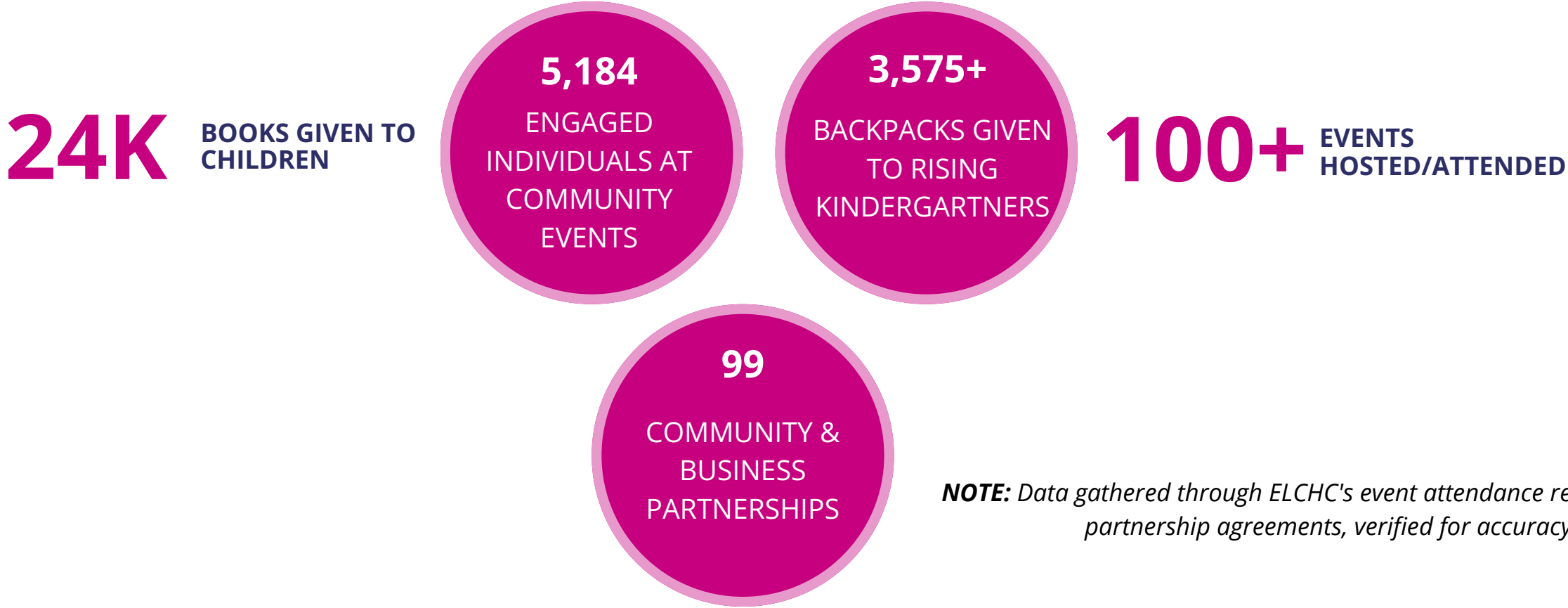
Zoo Tampa  
 The Florida Aquarium  
 Glazer Children’s Museum  
 MOSI

Google Ad Grants  
 ClearChannel Outdoor  
 WEDU PBS  
 Beasley Media Group



# Our impact knows no boundaries.

ELCHC has ignited a spark of change in Hillsborough County, transforming the landscape of early childhood development. Through a multifaceted approach that blends dynamic community engagement with essential support services, **we've empowered families, strengthened partnerships, and elevated early learning opportunities.** Our commitment to fostering a love of play, literacy, and parental involvement has created a ripple effect of positive outcomes, building a stronger foundation for the community's youngest members. By providing access to critical resources, hosting engaging events, and advocating for the importance of early childhood education, ELCHC has positioned itself as a leading force in shaping brighter futures for children and families in Hillsborough County.



***NOTE:** Data gathered through ELCHC's event attendance records, procurement records, and partnership agreements, verified for accuracy as of July 26, 2024.*



## Impactful Results from Community Outreach

### Increased ACCESS to early learning experiences

#### The Power of PLAY & Early Literacy Project

- Day of Play:
  - Our Day of Play events drew over 300 families to each gathering, emphasizing the vital role of play in early childhood development. Partnerships with over 20 community organizations provided families additional resources and enriched the experience.
- Free Library Book Stands:
  - Implemented at local community partners to provide easy access to books for children and families.
- Bess the Book Bus Partnership:
  - Collaborated with ELCHC to bring a mobile library to 10 local childcare programs.

### Improved QUALITY of early learning education

#### On My Way to Kindergarten & Teacher's Night Out

- On My Way to Kindergarten (OMWTK):
  - The OMWTK program supported children ages 3-5 in their transition from preschool to kindergarten by providing families and teachers with essential tools and resources. Key features included engaging community events, book distributions to inspire a love of reading, and ready-to-use classroom kits for teachers.
- Teacher's Night Out:
  - Over 200 educators connected, recharged, and shared best practices at our May 4th event, fostering a supportive community and providing valuable resources.

### Advanced EDUCATION of children and families

#### Advocacy for Early Childhood Education & Development

- Comprehensive Family Support:
  - Provided child care resource and referral services to all Hillsborough County families.
- Collaborated with social service agencies, public school representatives, local funders, legislative leaders, and military organizations.
- Education of Young Children Summit
  - Held on September 21, 2023.
  - Brought together thought leaders and experts to discuss the importance of early childhood education.
  - Highlighted ELCHC's commitment to advancing education and improving outcomes for young children.



# Transforming the way we connect with our community.

## 204K NEW WEBSITE USERS

The ELCHC website has been transformed to better serve families, community members, and childcare providers, leading to a 17.5% rise in new visitors from the previous fiscal year 2022-2023.

## 10K SOCIAL MEDIA FOLLOWERS & 16M+ IMPRESSIONS

ELCHC leveraged social media and multimedia campaigns to transform community engagement. This yielded impressive results: 948 posts, 10,576 followers, 23,529 engagements, and a staggering 16,000,000+ impressions. By sharing authentic stories, engaging visuals, and interactive content across Instagram, Facebook, TikTok, and other platforms ELCHC not only raised awareness but also inspired action, leading to increased enrollment in vital programs like School Readiness and Voluntary Prekindergarten.

## IMPROVED EMAIL COMMUNICATIONS

ELCHC's email communications have experienced substantial growth, marked by a 2% increase in click-through rates and a 12.12% rise in open rates from fiscal year 2022-2023. This success reflects our enhanced ability to engage families, providers, and the community. Our monthly and quarterly newsletters, boasting a combined 29.55% increase in email newsletter sign-ups, now effectively educate stakeholders on early childhood education and keep them informed about crucial updates and the impact of ELCHC initiatives



**NOTE:** The data presented in this section was collected through Google Analytics, Sprout Social, ELCHC Website, and various vendor dashboards, ensuring a comprehensive and accurate reflection of ELCHC's digital presence and engagement.



# Impactful Results from Digital Engagement

## Increased ACCESS to early learning experiences

### Online Resources for Families

- Continually Evolving Website:
  - Provided families with easy access to ELCHC resources and additional community resources.
- Program Information:
  - Included details about key programs such as School Readiness and Voluntary Prekindergarten.
- Support for Families:
  - Centralized Information: Offered a one-stop platform for finding resources and information about early learning programs.
  - Enhanced Accessibility: Ensured families could easily access support and resources to aid their children's educational development.

## Improved QUALITY of early learning education

### Professional Development

- Website User Experience:
  - Streamlined access to training sessions and program information.
  - Enhanced resource availability for families and educators.
- Support for Educators:
  - Enabled grant applications directly through the website with ARPA funding.
  - Increased financial support for program enhancements.

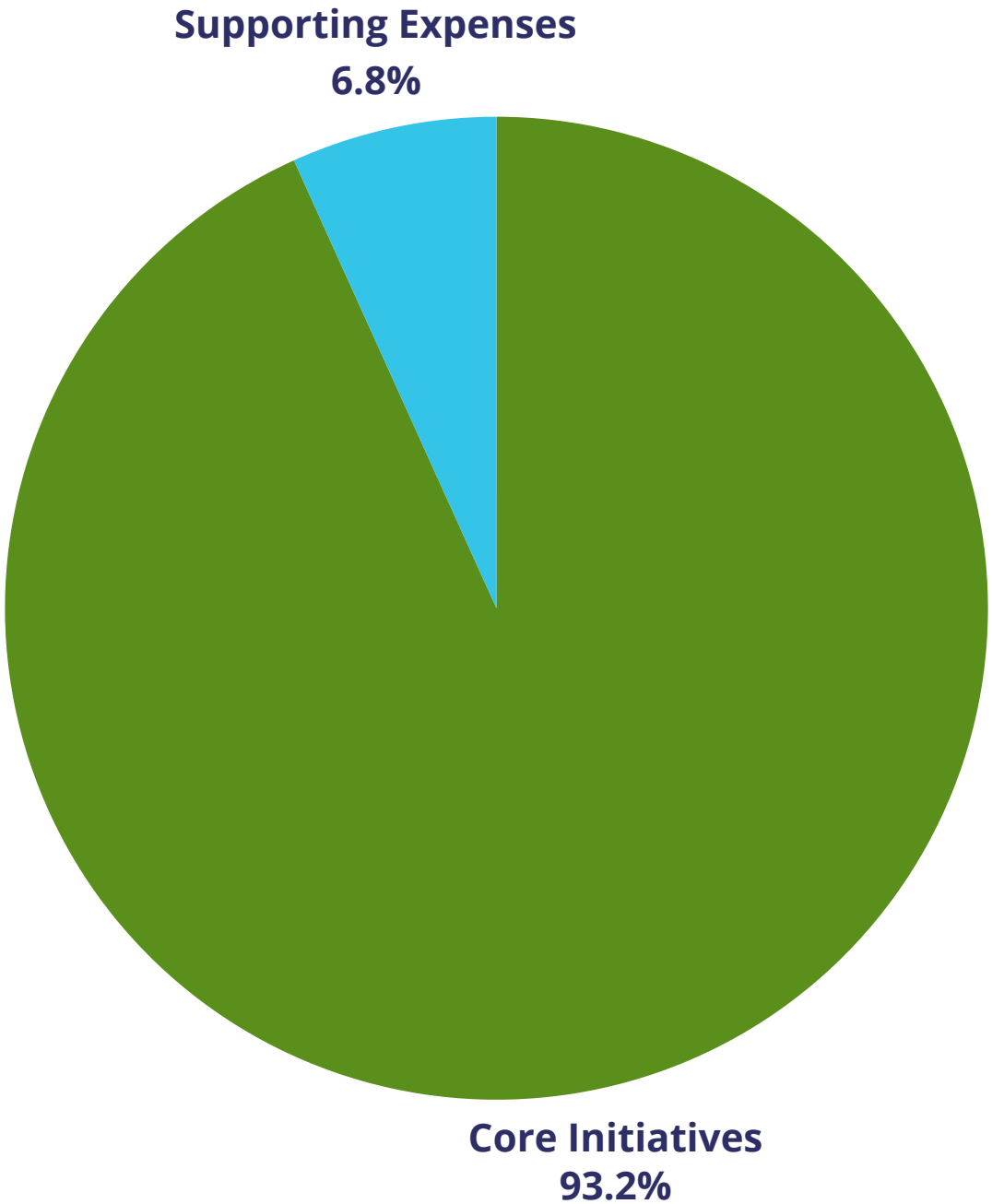
## Advanced EDUCATION of children and families

### Expanded Outreach and Engagement through Digital Media

- Increased Social Media Following:
  - Achieved a significant increase in followers, amplifying our reach and impact in advocating for early childhood education.
- Newsletter Subscribers on the Rise:
  - Our email newsletters have seen substantial growth. The Family Bulletin Newsletter led with a 43.55% increase, followed by Provider Notes at 29.25%. The ELCHC Community Newsletter also grew by 15.86%.
- Production of Animated Shorts:
  - Released two new animated shorts showcasing ELCHC as a comprehensive resource for families. These brief clips highlighted our support services for early child development.



# Budget breakdown at a glance.



## CORE INITIATIVES

We maximized our impact on early learning and community support by strategically allocating 93.24% of our budget to core initiatives. Our investment in Consumer Education (books, outreach, promotional and print collateral), Digital Marketing & Website Management, Events, and Classroom & Training Materials directly fueled program effectiveness and reached families where they are.

## SUPPORTING EXPENSES

The remaining 6.76% of the budget was prudently invested in Supporting Expenses such as staff development, office supplies, and operational costs. These essential expenditures ensured efficient program delivery and a strong foundation for future growth.

**NOTE:** Percentages may fluctuate based on final financial reporting. Supporting expenses represent a broad category and include, but are not limited to, the items listed above.





# Working together for greater impact - meet our team.



ELCHC DEVELOPMENT COMMITTEE MEETING  
August 8, 2024

CEO REPORT

IV. A.

ISSUE: Proposed Bylaw Revisions

---

NARRATIVE:

- Addition of verbiage to determine eligibility to serve on the board of directors
    - Article II  
Board of Directors  
Section 2. (a) Membership, Number and Classes  
Addition of the line- "Each and every Director must either live OR work in Hillsborough County"
  
  - Addition of a Designated Director
    - Article II  
Board of Directors  
Section 2. (d) Designated Director Class  
m. The Sheriff of Hillsborough County, or his or her permanent designee.
  
  - Addition of Standing Committee-the Communications/Outreach Committee;  
Addition of minimum number of committee meetings per year and absence policy
    - Article 5  
Committees  
Section 2. Standing Committees of the Board  
Addition of the Communications/Outreach Committee  
Addition of the definition and purpose of the Communications/Outreach Committee
  
  - Various changes regarding capitalization, grammar and punctuation, none of which constitute change to the substance of the bylaws.
- 

(19 pgs. attached)

BYLAWS  
OF  
HILLSBOROUGH COUNTY SCHOOL READINESS COALITION,  
INC.  
D/B/A  
Early Learning Coalition of Hillsborough County, Inc.

**TABLE OF CONTENTS**

<b>ARTICLE I</b>	<b>ORGANIZATION</b>	<b>4</b>
Section 1.	Name	4
Section 2.	Objectives	4
Section 3.	Principal Office	4
Section 4.	Members	4
Section 5.	Government in the Sunshine	4
<b>ARTICLE II</b>	<b>BOARD OF DIRECTORS</b>	<b>4</b>
Section 1.	Powers	4
Section 2.	Membership, Number, Class, Voting Rights, Selection & Terms of Office	5
Section 3.	Vacancies	6
Section 4.	Removal of Directors	7
<b>ARTICLE III</b>	<b>MEETINGS OF THE BOARD OF DIRECTORS</b>	<b>7</b>
Section 1.	Place of and public Access to Meetings	7
Section 2.	Annual Meeting	7
Section 3.	Regular Meetings	7
Section 4.	Special Meetings	7
Section 5.	Action at a Meeting; Quorum and Required Vote	8
Section 6.	Rules of Procedure	8
Section 7.	Fees and Compensation	8
Section 8.	Code of Ethics	8
<b>ARTICLE IV</b>	<b>OFFICERS</b>	<b>8</b>
Section 1.	Officers	8
Section 2.	Nomination and Election	9
Section 3.	Removal and Resignation	9
Section 4.	Chair of the Board	9
Section 5.	Vice Chair	9
Section 6.	Chief Executive Officer	9
Section 7.	Secretary	10
Section 8.	Treasurer	10
<b>ARTICLE V</b>	<b>COMMITTEES</b>	<b>10</b>
Section 1.	Committees	10
Section 2.	Standing Committees of the Board	11
Section 3.	Special Committees	12
Section 4.	Term of Office	12
Section 5.	Quorum; Meetings	12
Section 6.	Vacancies	12
Section 7.	Conflict of Interest	13

<b>ARTICLE VI</b>	<b>INDEMNIFICATION AND INSURANCE</b>	<b>13</b>
Section 1.	Right of Indemnity	13
Section 2.	Approval of Indemnity	13
Section 3.	Insurance	13
<b>ARTICLE VII</b>	<b>GENERAL PROVISIONS</b>	<b>13</b>
Section 1.	Voting Shares	13
Section 2.	Check, Drafts, Etc.	13
Section 3.	Inspection of Corporate Records	14
Section 4.	Endorsement of Documents; Contracts	14
Section 5.	Conflict of Interest and Related Party Transactions	14
Section 6.	Dissolution	14
Section 7.	Fiscal Year	15
<b>ARTICLE VIII</b>	<b>AMENDMENTS</b>	<b>15</b>
Section 1.	Amendment	15
Section 2.	Record of Amendments	16

**BYLAWS  
OF  
THE HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**

ARTICLE I

Organization

Section 1. Name. The name of this Corporation is Hillsborough County School Readiness, Coalition Inc. (the "Corporation") and shall conduct business as The Early Learning Coalition of Hillsborough County as registered pursuant to the Fictitious Name Act, 865.09 F.S. with the Division of Corporations, Florida Department of State.

Section 2. Objectives. The Corporation has been formed to coordinate and improve the quality and delivery of school readiness, voluntary pre-kindergarten and out-of-school time services for the children and families of Hillsborough County, Florida.

Section 3. Principal Office. The principal office of the Corporation shall be fixed and located by the Board of Directors of the Corporation at any place within the County of Hillsborough, State of Florida. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another in the County of Hillsborough.

Section 4. Members. The Corporation shall have no "members" as that term is defined in 617.01401(12) Florida Statutes.

Section 5. Government-in-the-Sunshine Law. The Corporation is committed to ensuring that the deliberations of its Board of Directors are conducted ~~openly~~openly, and the actions of the Board are taken openly in accordance with the Government-in-the Sunshine Law, Chapter 286 of the Florida Statutes. Accordingly in the event of a conflict between a provision of these Bylaws and a section of the Government-in-the-Sunshine Law, the Government-in-the- Sunshine Law shall control.

ARTICLE II

BOARD OF DIRECTORS

Section 1. Powers. Subject to the limitation of the Articles of Incorporation and other provisions of these Bylaws, and the laws of the State of Florida, all corporate

powers shall be exercised by, or under the authority of, and the business and affairs of the Corporation shall be controlled by the Board of Directors (sometimes referred to herein as the "Board").

Section 2. Membership, Number, Class, Voting Rights, Selection and Terms of Office.

(a) Membership, Number and Classes: The Board of Directors shall number at least fifteen (15) but not more than thirty (30) and shall be divided into three (3) classes: Appointed Directors, Designated Directors, and Elected Directors. Each and every Director must either live OR work in Hillsborough County.

(b) Selection and Terms of Office:

- Appointed Directors shall serve a maximum of two consecutive terms as long as they hold the office so designated.
- Designated Directors shall serve as directors as long as they hold the offices so designated.
- Elected Directors shall serve four (4) year terms. Elected Directors are eligible for re-election. However, no elected Director may serve more than two consecutive four-year terms.

(c) Appointed Director Class: The authorized number of Appointed Directors shall be three (3). All vacancies in the class of Appointed Directors, including, without limitation, vacancies caused by expiration of term, resignation or removal, shall be filled by the Governor of the State of Florida as follows:

1) The Chair shall be appointed by the Governor

2) Two (2) private sector business members shall be appointed by the Governor.

In the absence of a governor-appointed Chair, the Commissioner of Education may appoint an interim Chair from the current early learning coalition board membership. (F.S. 1002.83). In the absence of an appointed interim, the Vice-Chair shall serve as interim Chair.

(d) Designated Director Class: Designated Directors shall number twelve-thirteen (13) and shall include the following:

- a. A department of Children and Families regional administrator or his or her permanent designee who is authorized to make decisions on behalf of the department.
- b. District superintendent of schools or his or her permanent designee who is authorized to make decisions on behalf of the district.
- c. A local workforce development board executive director or his or her permanent designee.
- d. County health department director or his or her designee.
- e. A children's services council or juvenile welfare board chair or executive director, if applicable.
- f. A department of Children & Families child care regulation representative or an agency head of a local licensing agency as defined in s. 402.302, where applicable.
- g. A president of a Florida College System institution or his or her permanent designee.
- h. One Member appointed by the board of county commissioners or the governing board of a municipality.
- i. A Head Start director.
- j. A representative of private for-profit child care providers, including private for-profit family day care homes.
- k. Representative of faith-based child care providers.
- l. Representative of programs for children with disabilities under the Federal Individuals with Disabilities Education Act.
- m. The Sheriff of Hillsborough County, or his or her permanent designee.

Formatted: Character scale: 100%

- (e) Elected Director Class: Elected Directors shall not exceed ~~fifteen~~fourteen (14). All vacancies in this class of Elected Directors, including, without limitation, vacancies caused by expiration of term, resignation or removal, shall be elected by a majority of the Board then in office. The Elected Directors shall, at all times, be representatives of private sector business, either for-profit or nonprofit, who do not have, nor whose relatives as defined in s.112.3143 F.S. have, a substantial financial interest in the design or delivery of Voluntary Prekindergarten Education programs, School Readiness programs, or out-of-school-time programs.

Section 3. Vacancies.

- (a) A vacancy or vacancies in the Board shall be deemed to exist (i) in case of



the death, resignation, or removal of any Director or (ii) if the authorized number of Directors is increased.

- (b) Any Director may resign effective upon giving written notice to the Chair, the Chief Executive Officer, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If a Director resigns by giving notice specifying that such resignation shall be effective at a future time, a successor may be elected or designated before such time to take office when the resignation becomes effective.
- (c) No reduction in the number of Directors shall have the effect of removing any Director prior to the expiration of his or her term of office.
- (d) When a vacancy occurs in an appointed Director position, the coalition must advertise the vacancy.

Section 4. Removal of Directors. Any member of the Board of this Corporation may be removed from office, with or without cause, by the person or persons authorized to elect or designate the Director in Section 2 (d) - (e) of this Article II.

ARTICLE III  
Meetings of the Board of Directors

Section 1. Place of and Public Access to Meetings. All meetings of the Board of Directors shall be held at the principal business office of the Corporation or at such other place within the County of Hillsborough as may be designated from time to time by resolution of the Board of Directors, or in the notice of said meeting. All meetings of the Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the Board.

Section 2. Annual Meeting. The annual meeting of the Board of Directors shall be the regular meeting of the Board held during the fourth quarter of the fiscal year. The officers of the Corporation shall be elected at this meeting.

Section 3. Regular Meetings. The Board of Directors shall meet on the date established by the Board of Directors by resolution. The Board shall meet at least four (4) times during each fiscal year.

Section 4 Special Meetings. Special meetings of the Board of Directors for any purpose or purposes shall be called at any time by the Chair of the Board, the Chief Executive Officer, the Secretary, or by any two (2) directors of the Corporation. Special meetings of the Board of Directors shall be held upon at least two (2) calendar days' prior notice. Notice may be given

orally, by first-class mail, by facsimile, electronic mail, or other electronic means, or by personal delivery to each director at such director's address as is shown upon the records of the Corporation for purposes of notice. Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission to the recipient. Oral notice shall be deemed to have been given at the time it is communicated, in person or by telephone, to the recipient or to a person at the office of the recipient who the person giving notice has reason to believe will promptly communicate it to the recipient. A notice or waiver of notice shall specify the purpose of any special meeting of the Board of Directors.

Section 5. Action at a Meeting: Quorum and Required Vote. Presence of a majority of Directors at a meeting of the Board of Directors constitutes a quorum for the transaction of business. A Director may send a representative to a meeting, but that representative does not count towards the quorum requirement and does not have voting privileges. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Board of Directors. Board members attending by phone or other electronic means may be counted towards the quorum requirement.

Section 6. Rules of Procedure. All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order. Nothing in Robert's Rules of Order shall supersede any right or requirement of the Articles of Incorporation or these Bylaws.

Section 7. Fees and Compensation. The Board of Directors shall serve without compensation for their services as directors; however, the Appointed Board Chair or Appointed Vice-Chair may be reimbursed for travel and related expenses to attend State meetings per guidance from the Florida Department of Education Division of Early Learning.

Section 8. Each Board member is subject to Florida Statutes ss. [112.313](#), [112.3135](#), and [112.3143](#). For purposes of s. [112.3143](#)(3)(a) F.S., each voting board member is a local public officer who must abstain from voting when a voting conflict exists.

#### ARTICLE IV Officers

Section 1. Officers. The officers of the Corporation shall be a Chair of the Board, a Vice Chair, a Secretary, and a Treasurer and other officers as the Board of Directors may elect. All

officers of the Corporation must also be Directors of the Corporation. The removal or resignation of a Director who is an officer of the Corporation shall be deemed a resignation by such person from all offices held.

Section 2. Nomination and Election. The officers of the Corporation, other than the Chair shall be elected annually by the Board of Directors at its annual meeting. Each officer so elected shall hold office for a one-year term or until he or she shall resign, shall be removed or otherwise disqualified to serve. At any regular or special meetings of the Board of Directors, the Board of Directors may fill a vacancy caused by the death, resignation, removal or disqualification of any officer. Officers may be elected to serve additional terms at the discretion of the Board.

Section 3. Removal and Resignation. Any officer may be removed, either with or without cause, by the Board of Directors, at any regular or special meeting thereof. Any officer may resign at any time by giving written notice to the Chair of the Board, the Chief Executive Officer, or the Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4. Chair of the Board. The Chair of the Board shall preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board of Directors or prescribed by the Bylaws.

Section 5. Vice Chair. In the absence of the Chair, the Vice Chair will exercise the duties of the Chair and shall perform such other duties as may be from time to time required by the Chair or by the Board of Directors.

Section 6. Chief Executive Officer. The Chief Executive Officer, subject to the control of the Board of Directors, shall have general supervision, direction and control of the business and affairs of the Corporation and shall have the general powers and duties of management usually vested in the office of the Chief Executive Officer of a corporation. The Chief Executive Officer shall have the necessary authority and responsibility to operate the Corporation and all of its activities and departments, subject only to such policies as may be issued by the Board of Directors or any of its Committees to which ~~it~~ the Board has delegated powers for such action. The Chief Executive Officer shall act as a duly authorized representative of

the Board of Directors in all matters in which the Board of Directors has not formally designated some other person to act.

Section 7. Secretary. The Secretary shall record or cause to be recorded, and shall keep or cause to be kept, at the principal business office or such other place as the Board of Directors may order, an electronic copy of minutes that include actions taken at all meetings of the Board, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given and the names of those present at Board meetings. The Secretary shall give, or cause to be given, notice of all the meetings of the Board of Directors required by the Bylaws or by law to be given, and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

Section 8. Treasurer. The Treasurer shall keep and maintain, or cause to be maintained, adequate and correct accounts of the properties and business transaction of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The Treasurer shall submit a statement of accounts on a quarterly basis at meetings of the Board of Directors and shall make reports as the Board of Directors may require. The Treasurer shall cause to be deposited or shall cause to be disbursed in accordance with procedures approved by the Board of Directors all monies and other valuables in the name and to the credit of the Corporation and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

ARTICLE V  
Committees

Section 1. Committees.

- (a) The Board of Directors may, by resolution adopted by a majority of the Directors then in office, provided that a quorum is present, establish one or more committees. Members of all committees shall be appointed by the Board of Directors. Committees are of two kinds, those having legal authority to act for the Corporation, known as Standing Committees of the Board, and Special Committees, that do not have legal authority. Members of all committees shall serve at the pleasure of the Board.
- (b) The Board of Directors shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless these Bylaws, The Board or

such committee shall otherwise provide, the regular and special meetings and other actions of any committee shall be governed by the provisions of Article V applicable to meetings and actions of the Board of Directors. Each committee of the Board shall keep regular minutes of its proceedings and shall report the same to the Board from time to time, as the Board of Directors may require.

Section 2. Standing Committees of the Board. Only ~~D~~irectors may be appointed to Standing committees of the Board. Each Standing committee of the Board shall consist of three (3) or more Directors. The Board may designate one or more Directors as alternate members of any such committee, who may replace any absent member at any meeting of the committee. Standing Committees of the Board include the Executive Committee, Finance Committee, Governance Committee, the Communications/Outreach Committee and Service Delivery & Efficiency Committee. Standing Committees shall meet no fewer than FOUR (4) times a year and Members are expected to attend each meeting. Each Member shall be entitled to one excused absence per year.

Executive Committee: The Executive Committee is made up of the Officers of the ~~Board; Board~~ and Chairs of the Standing Committees of the Board. The Executive Committee may act on behalf of the Board between regular Board meetings except they are not permitted to do the following: amend the articles or bylaws; dissolve the corporation; dismiss or elect new Board members or officers; hire or fire the chief executive; enter into major contracts or sue another entity; change a board approved budget in excess of their existing authority; or adopt or eliminate major programs.

Finance Committee: The role of the Finance Committee is to recommend policies that protect the organization's assets, review the annual budget, monitor financial reports prepared by staff, oversee the annual audit(s), govern the management of investments, make recommendations to the full Board for approval, and work to make sure the organization is in good financial health. Membership shall consist of board members appointed by the Board Chair with at least one (1) member being a financial expert (CPA or related certification, current/former CEO or CFO).

Governance Committee: The Governance Committee has the responsibility of recommending action items to the full Board that relate to: Board By-Laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the Chief Executive Officer evaluation process ~~(each~~ early learning coalition shall complete an annual evaluation of the early learning coalition's executive director or chief executive office on forms adopted by DEL), and Chief Executive Officer communication with Board and Florida Department of Education Division of Early

Learning (DEL). Membership shall consist of board members appointed by the Board Chair.

Service Delivery & Efficiency Committee: Membership shall consist of Board members appointed by the Board Chair. The Committee has the responsibility of reviewing, analyzing, and overseeing Coalition programs and recommending action items to the full Board that relateto: Coalition expenditures related to services and quality, program evaluation and improvement, contract compliance, and provider effectiveness. The Committee shall collect data, information, and comments from providers in support of its mission to provide supportive and quality services as well as disseminate such information to the full Board as is relevant.

Communications/Outreach Committee: Membership shall consist of Board members appointed by the Board Chair. This Committee shall be responsible for strategic oversight of communication of the Organization's mission to various stakeholders including donors, the Board and the general public. This committee will provide governance concerning communications, to assure consistency and alignment with the organization's brand, and outreach efforts to foster community engagement and support.

Section 3. Special Committees. The Board of Directors may form one or more committees, in addition to the Standing Committees of the Board, from time to time, to assist in the gathering of information, performance of tasks, or other duties related to the general performance and attainment of the purposes of the Corporation. Each such committee shall establish its rules for the conduct of its affairs, shall establish its duties and purposes, and shall perform such other duties as the Board may prescribe from time to time. Each of these committees will include a Committee Chair or Co-chair. The role of any special committee is to bring forth recommendations to the full Board for consideration.

Section 4. Term of Office. The chair and each member of a standing committee shall serve until the next election of directors and until his or her successor is appointed, or until such committee is terminated, or until he or she is removed, resigns or otherwise ceases to qualify as a member of the committee. The chair and each member of a special committee shall serve for the life of the committee unless they are removed, resign, or cease to qualify as members of such committee.

Section 5. Quorum Meetings. Each committee shall meet as often as necessary to perform its duties, at such times and places as directed by its chairman or by the Board of Directors and in compliance with the Government-in-the Sunshine Law. A majority of the members of a committee shall constitute a quorum. Members attending by phone or other electronic means may be counted towards the quorum requirement. The act of a majority of the members present at the meeting at which a quorum is present shall be the act of the committee. Each committee of the Board shall keep accurate minutes of its meetings, the



chair designating a secretary of the committee for this purpose and shall make periodic reports and recommendation to the Board of Directors.

Section 6. Vacancies. Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments.

Section 7. Conflict of Interest. The Board, through a committee designated for that purpose, shall require not less frequently than once a year statements from each director setting forth all business and other affiliations which relate in any way to the business of the Corporation.

ARTICLE VI  
Indemnification and Insurance

Section 1. Right of Indemnity. To the fullest extent permitted by law, this Corporation shall indemnify its directors, officers, employees, and agents, including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any proceedings whether civil, criminal, administrative or investigative, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was acting in such capacity.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification, the Board shall promptly determine whether the applicable standard of conduct has been met and, if so, the Board shall authorize indemnification.

Section 3. Insurance. The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against that liability under the provision of this Article.

ARTICLE VII  
General Provisions

Section 1. Voting Shares. The Corporation may vote any and all shares or memberships held by it in any other corporation by such officer, agent or proxy as the Board of Directors may appoint, or, in the absence of any such appointment, by the Chair, the Chief Executive Officer, the Secretary or the Treasurer. In such case, such officers or any of them similarly may appoint a proxy to vote said shares.

Section 2. Check, Drafts, Etc. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the

Corporation, and any and all securities owned or held by the Corporation requiring signatures for transfer, shall be signed or endorsed by such person or persons and in such manner as from time to time, shall be determined by the Board of Directors.

Section 3. Inspection of Corporate Records. The Corporation shall keep at its principal business office, the originals or copies of its Articles of Incorporation and Bylaws, as amended or otherwise altered to date, certified by its Secretary; written minutes of the meetings of its Board of Directors, and any committees of the Board; its books and records of account; and all other books, records and documents of the Corporation.

Section 4. Endorsement of Documents: Contracts. Any note, mortgage, evidence of indebtedness, contract, conveyance or other instruments in writing, and any assignment or endorsement thereof executed or entered into between the Corporation and any other person, when signed by the Chair, the Chief Executive Officer, the Secretary, or the Treasurer, shall be valid and binding on the Corporation in the absence of actual knowledge on the part of the other person that the signing officer(s) had no authority to execute the same. Any such instrument may be signed by any other officers, agents or employees and in such manner as shall from time to time be determined by the Board of Directors and, unless so authorized by the Board of Directors no other officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 5. Conflict of Interest and Related Party Transactions. The Corporation, through its Board of Directors, shall promulgate, from time to time a written conflict of interest and related party transaction policies, according to the current law then in effect, to be adhered to by its offices, directors, employees, and agents, and which includes guidelines for the resolution of existing or apparent conflicts of interest and/or related party transactions.

Section 6. Dissolution. The Corporation may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote. Upon dissolution or termination of the Corporation, all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to organizations operated exclusively for charitable, and/or educational purposes as shall at the time qualify as an exempt organization under 501(c)(3) of the Internal Revenue Code and/or an instrumentality of a local government.

Section 7. Fiscal Year. The fiscal or business year of the Corporation shall be July 1 through June 30.

ARTICLE VIII  
Amendments

Section 1. Amendment. New bylaws may be adopted, or these Bylaws may be amended, modified or repealed by the Board of Directors of the Corporation; provided, however, that any amendment shall be consistent with the terms set forth in the Agreement between the Corporation and the Florida Department of Education Division of Early Learning. All amendments to the Articles of Incorporation and/or Bylaws will be noticed to the Florida Department of Education Division of Early Learning as an amendment to the Coalition's Plan.

Section 2. Record of Amendments. Any amendment or alteration in these Bylaws shall be forthwith filed with the original Bylaws of the Corporation.

CERTIFICATION OF SECRETARY

I the undersigned do hereby certify:

1. That I am the duly elected and acting secretary of the Hillsborough County School Readiness Coalition Inc. D/B/A Early Learning Coalition of Hillsborough County Inc, a Florida nonprofit corporation; and

2. That the forgoing revised Bylaws, consisting of sixteen (16) pages, exclusive of cover sheet and table of contents, constitute the Bylaws of said corporation as duly adopted the Board of Directors on October 18, 2021.

IN WITNESS WHEREOF, I have executed this Certificate as of this 18<sup>th</sup> day of October 2021.

\_\_\_\_\_  
Dr. Stephanie Holmquist Johnson, Secretary

Record of Amendments:

Amended 09-08-2008	Amended 03-07-2016	Amended 8-8-2016
Amended 11-19-2012	Amended 06-09-2014	Amended: 6-12-17
Amended: 2-12-18	Amended 11-13-2018	Amended 6-17-2019
Amended 10-18-2021		



# Year-to-Date Enrollment Report

## School Readiness (SR) & Voluntary Prekindergarten (VPK)



Total SR Children Enrolled YTD	20,215
# of Unique Abilities Children Enrolled	65
Total # of SR Contracted Providers with SR Enrollments	715
% of SR Providers with Enrollments	89.2%
* Unduplicated cumulative number. <span style="float: right;">Last Updated: 7/9/2024</span>	
Monthly average # of children on the list	859 children per month YTD
Monthly average wait time of approved SR waitlist application	19 days on the wait list YTD



Total VPK Children Enrolled YTD	11,104
Total VPK SIS Children YTD	16
Total # of VPK Contracted Providers with Enrollments	434
% of VPK Providers with Enrollments	94.6%
Last Updated: 7/9/2024	



Last Updated: 7/9/2024

	YR 22-23	YR 23-24
<b>Performance Measure 1</b>		
<b>Completed</b>	9,605	9,310
Intervention	15.2%	15.7%
Urgent Intervention	10.2%	11.2%
<b>Performance Measure 2</b>		
<b>In Progress Now</b>	9,354	9,357
Intervention	10.0%	10.4%
Urgent Intervention	6.2%	7.4%
<b>Performance Measure 3</b>		
-	9,464	9,334
Intervention	7.5%	6.6%
Urgent Intervention	5.6%	6.4%

### VPK FAST PM Benchmark Tracking

**Currently in PM2**  
Last Updated: 7/9/2024



## Definitions of Key Data Points



- **Total SR Children Enrolled YTD:** The unduplicated cumulative number of economically disadvantaged children enrolled in the School Readiness program year-to-date. This includes Match and all local funding.
- **# of Unique Abilities Children Enrolled:** The number of children identified as needing a special needs rate and actively enrolled at a validated special needs provider.
- **Total # of SR Contracted Providers with SR Enrollments:** The overall number of contracted providers participating in the School Readiness program with enrolled children.
- **% of SR Providers with Enrollments:** The percentage of School Readiness providers that have enrolled children, indicating program utilization.



- **Total VPK Children Enrolled YTD:** The total number of children enrolled in the Voluntary Prekindergarten program year-to-date.
- **Total VPK SIS Children YTD:** The total number of therapy sessions provided in the Voluntary Prekindergarten Specialized Instructional Services (VPK SIS) program year-to-date. Please note that this is based on therapy sessions paid during the service period and is available after the 25th of the following month.
- **Total # of VPK Contracted Providers with Enrollments:** The overall number of contracted providers participating in the Voluntary Prekindergarten program with enrolled children.
- **% of VPK Providers with Enrollments:** The percentage of Voluntary Prekindergarten providers that have enrolled children, indicating program utilization.

\* VPK applications open on January 1st of for the 23-24 VPK funding year.

### Voluntary Prekindergarten Florida Assessment System for Teachers Progress Monitoring (VPK FAST PM) Benchmark Tracking

- **VPK FAST:** Voluntary Prekindergarten Florida Assessment System for Teachers - Star Early Literacy is a computer-adaptive assessment administered at the beginning, middle, and end of the program year to measure and monitor students' early literacy and numeracy skills in the VPK program.