



# Early Learning Coalition of Northwest Florida

## Board Orientation



# Introduction

This orientation is designed to provide a general overview of the programs and services provided by the Early Learning Coalition of Northwest Florida, Inc. (Coalition) and the responsibilities of the Board of Directors for these programs.

# Our Purpose, Vision, and Values



- **Purpose:**

*“We exist to grow healthy children, parents, and the relationship between them.”*

- **Vision:**

*“We envision a Northwest Florida where all children receive World Class early education and care thereby being fully prepared to learn upon entering Kindergarten. This will become a reality because of a committed team of children, parents, volunteers, and professionals.”*

- **Values:**

*“We value Compassion, Dedication, Discipline, Excellence, Honesty, Respect, and Safety.”*

# Our Mission

- **Mission:**

*“We will be On-Purpose when we flawlessly execute the following missions:*

- Responsibly administer federal, state, and local funds;
- Cultivate sound staff development and growth;
- Create teaching opportunities for dedicated early childhood educators;
- Encourage, teach, and strengthen economic self-sufficiency for families through access to community services and resources;
- Ensure the success of both comprehensive school readiness and voluntary prekindergarten programs; and
- Deliver and measure performance-based results related to our *Purpose, Values, Vision, and Mission*, in accordance with Florida Statutes and Florida’s Office of Early Learning.

# What the Coalition is Charged To Do



- **Assist Parents in Attaining Self-Sufficiency**

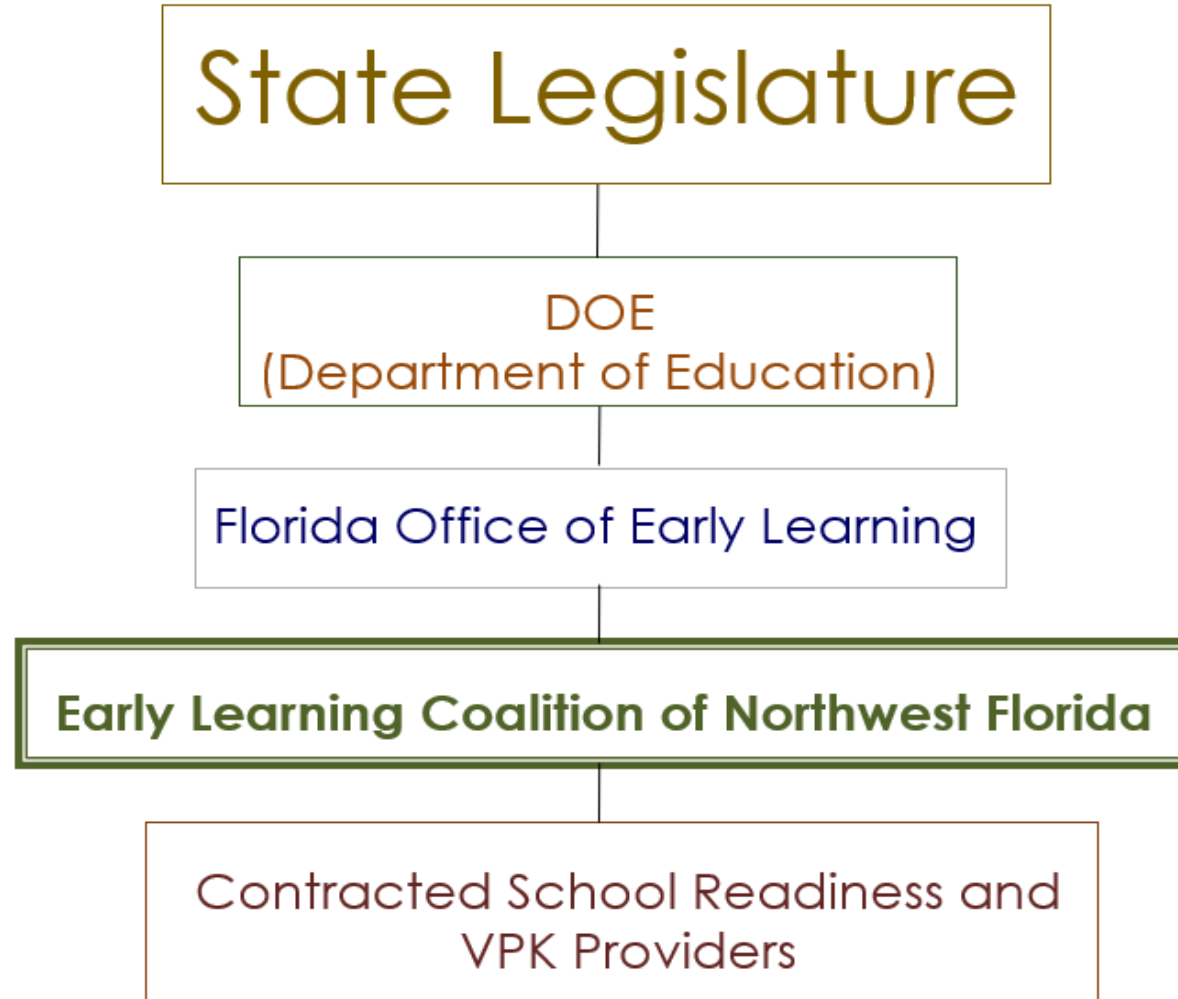
- **Ability to Earn A Living**

- *Parents who are working and whose income is at or below 150% of the Federal Poverty Level (FPL)*

- **Ability to Ensure Children are Safe and Learning**

- *Parents choose which program their children attend.*

# Grant Funding Structure



# Board Protocols



- **The Coalition operates under a set of approved Bylaws revised August 2015.**
- **The Coalition adheres to the requirements of the Sunshine Law**
  - All meetings must be publicly noticed via website and/or newspaper
  - Board members may **not** speak to each other regarding past, present or potential board business outside of an advertised meeting
  - All documentation is public record
  - All meetings must be open to the public
  - Minutes must be taken for each meeting
  - The Coalition Board follows standard practices based on Robert's Rules of Order
- **The Board has the responsibility to ensure that PUBLIC funds are used to serve children and families in each county.**

# Board Purpose and Member Responsibilities



- The purpose of the Coalition Board is to provide guidance and oversight of the Coalition.
- Responsibilities of a member:
  - *Increase awareness of current legislative issue*
  - *Actively engage in Coalition Planning & Business*
  - *Provide visionary direction to serve additional children and support families*
  - *Review sub-contractor agreements for Coalition programs*
  - *Provide direction in the creation of a systematic infrastructure for succinct service delivery*
  - *“Spread the Word”- these are ALL our children...*



# Board Ethics and Conflicts of Interest

- No member of the Coalition Board may participate or vote upon any measure which would inure to their special private gain or loss or that of the principal whom they represent.
- The term “participate” means any attempt to influence the decision by oral or written communication.
- It is the duty of all members to make known through verbal or written communication to the Chair and the Coalition members of all possible or apparent conflicts and to refrain from voting and/or participation regarding actions to be taken of an item with which they have a conflict of interest.
- Once a member has abstained from voting due to a conflict of interest they must complete and submit form 8B to the Coalition staff within 15 days of the vote.

# Board Composition

- The policy-making, volunteer Board must be comprised of 15-30 members and includes the following:
  - Governor appointed Chair
  - Two private sector business members appointed by the Governor
  - The Department of Children and Families District Administrator, or designee
  - District Superintendent of Schools, or designee
  - Workforce Development Board President, or designee
  - Health Department Director, or appointee
  - DCF Child Care Licensing Head
  - Community College President, or appointee
  - County Commissioner appointee
  - Central Agency administrator (if applicable)
  - Head Start Director
  - Private Child Care Provider
  - Faith Based Child Care Provider
  - Children with disabilities program representative
  - Private sector business members (including the members appointed by the Governor, must make up more than one-third of the membership)

# Parliamentary Procedures for Board and Committee Meetings (Robert's Rules of Order)



- Chair calls meeting to order
- Chair confirms quorum
- Chair presents Action Items for review by Board Members
- Motion to approve and seconded for consideration only
- Chair opens floor for comments – Chair will recognize board members to floor
- If there are objections or changes required, Chair will assist in wording of statement for approval.
- If there are no changes or objections, Chair will ask for votes to approve or object to Action Items as written.

## Contact Information

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# Questions