



Board Member Orientation

Early Learning Coalition of Northwest Florida

2024-2025



Introduction



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

Our Purpose, Vision, and Values



- **Purpose:**

“We exist to help 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:**

“Can-do Attitude; Tenacious-Energetic-Hardworking; Innovative-Resourceful-Creative; Humility; and Fierce Advocates.”

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.



About Our Coalition

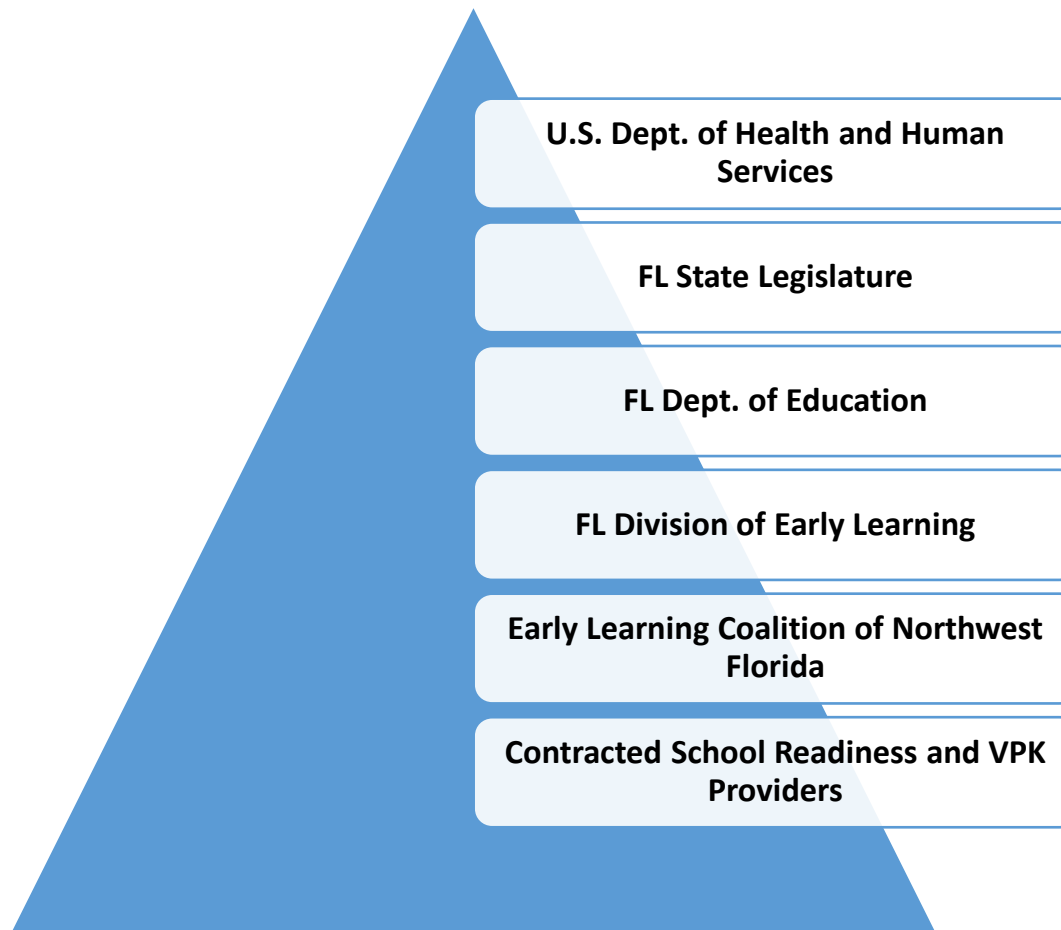
- EARLY LEARNING COALITION OF NORTHWEST FLORIDA

Snapshot of the Coalition



Covering	Employing	Facilitating	Partnering	Serving	Operating	Averaging
7 counties	Employing 49 staff members	Facilitating _____ Programs and Services	Partnering with 129 providers	Serving Over 1200 children/fa milies	Operating in a hybrid remote work environme nt	Averaging _____ in funding dollars per year

Grant Policy and Funding Structure



Current Grants and Funding Pools



School Readiness

Voluntary Pre-kindergarten

ARPA Grant

Help Me Grow

Kalediscope

Community Sponsorships

Current Legislation



SB 294 – Davis/HB 427 – Nixon

- Adds instructional hours to VPK program. The school-year program increased to 1,440 hours (average of 8 hours per day) and summer increased to 480 hours.

SB 916 – Calatayud/HB 929 – Trabulsy

- Aligns eligibility to State Median Income and increases to 55% SMI (equating to about 165% FPL).
- Implements a sliding fee scale (we assume as a starting point for the proposed federal rule changes) for parent co-payments to increase in percentage with a parent's income.
- Modifies the funding formula allocation to consider, at a minimum, current enrollments, eligible populations, reimbursement rates and the 22%.

Current Legislation



SB 1026 – Grall (no companion bill on record)

- Raises the VPK admin to 5%
- Adds language for an early learning coalition to choose to appoint an additional public sector board member in order to include a representative of local law enforcement
- Adds language regarding allowing other ways to develop a VPK providers' performance metric and restricting a provider's curriculum from including using the coordinated screening and progress monitoring program, any other progress monitoring program, or an instructional program that requires one student to one device for direct student instruction



The Role of the Board

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 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
 - 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.
 - A district superintendent of schools or his or her permanent designee who is authorized to make decisions on behalf of the district.
 - A local workforce development board executive director or his or her permanent designee.
 - A county health department director or his or her designee.
 - A children's services council or juvenile welfare board chair or executive director from each county, if applicable.
 - A Department of Children and Families child care regulation representative or an agency head of a local licensing agency as defined in s. 402.302, where applicable.
 - A president of a Florida College System institution or his or her permanent designee.
 - One member appointed by a board of county commissioners or the governing board of a municipality.
 - A Head Start director.
 - A representative of private for-profit child care providers, including private for-profit family day care homes.
 - A representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act
 - A representative of faith-based child care providers.
 - Private sector business members
 - Community at-large members

Board Committees



A vertical orange line on the left side of the diagram acts as a bracket, grouping five horizontal bars. Each bar has a colored rounded rectangle on its left side and an empty rectangular box on its right side. The colors of the rounded rectangles are orange, grey, yellow, blue, and green from top to bottom.

Executive Committee

Finance Committee

Personnel and Policy Committee

Education and Programs Committee

Adhoc Committees



Board Member Practices

Board Protocols



- **The Board of Directors operates under a set of approved Bylaws revised March 2022.**
- **The Board of Directors 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 of Directors has the responsibility to ensure that PUBLIC funds are used to serve children and families in each county.**

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 Meetings

What to Expect



You will receive....



An Email Invitation



A Board Packet



Committee Reports

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.

Attendance and Participation



Your Service is Voluntary

- Help meet quorum
- Be a part of the conversation
- Add value to the Board and the Coalition

Members of the Board absent from four (4) scheduled meetings, during the fiscal year, without notification to Corporation staff, will be reviewed by Board Chair and Executive Committee

Contact Information



Suzan Gage, Executive Director

suzan.gage@elcnwf.org

850-693-0808 (cell)

850-747-5400 ext. 102 (office)

www.elcnwf.org

Matt Bonner, Administrative Director

Matt.bonner@elcnwf.org

850-818-1261

850-747-5400 ext. 130

Tracey Long

Administrative Support Specialist

tracey.long@elcnwf.org

850-747-5400 ext. 138



Questions

2024-2025



DIVISION OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.