



**Board of Directors Meeting Agenda
Wednesday, January 21, 2026**

- I. CALL TO ORDER** **K. Cooper**
 - A. Welcome
 - B. Roll call & Quorum Verification

- II. PUBLIC COMMENT**

- III. CONSENT AGENDA**
 - A. Approval of January 21, 2026, Board Meeting Agenda
 - B. Approval of November 19, 2025, Board Meeting Minutes ([Pgs. 3-4](#))
 - C. Approval of December 1, 2025, CEO Search Committee After- Action Review Informal Meeting Minutes ([Pg. 5](#))

- IV. CHAIRMAN'S REPORT** **K. Cooper**
 - A. Annual Forms (Conflict of Interest, Code of Conduct & Ethics)

- V. ACTION ITEMS** **K. Cooper**
 - A. Board of Directors Meeting Schedule ([Pg. 6](#))
 - B. Approval of Allocation of Funds for Implementation of the Mindful Recovery Program ([Pgs. 7-77](#))

- VI. FINANCIAL REPORT** **J. Disbro**
 - A. Budget to Actuals ([Pgs. 78-80](#))

- VII. COMMITTEE REPORTS**
 - A. Finance Committee ([Pgs. 81](#)) **J. Disbro**
 - B. Communications Committee ([Pg. 82](#)) **T. Tanno**

- VIII. CEO REPORT** **A. Fraga**
 - A. Core Values ([Pg. 83](#))
 - B. Organizational Structure Update ([Pg. 84](#))
 - C. Core Program Growth



IX. DISCUSSION

X. ANNOUNCEMENTS

- a. Upcoming Event: Storybook Street – Saturday, February 7, 2026, at 10 AM
State College of Florida (Venice)
- b. Next Board Meeting: March 10, 2026, at 3 PM 6003 Honore Ave, Suite 106
Sarasota, FL 34238

K. Cooper

XI. ADJOURNMENT



ELC Sarasota Board of Directors

Wednesday, November 19, 2025

Minutes

MEETING ATTENDANCE

Facilitator: Kevin Cooper, Chair

Board Attendees: Tiffany Barfield, James Disbro, Chuck Henry, Jennifer Infanti, Michelle Kenner, Brittany Lamont, Jeff Matthews, Elida Mujic, Heather Shehorn, Mark Smith, Sara Snow, Kathleen Sullivan, Tom Tanno, Alison Thomas, Paige Tyde

Board Absentees: Tiffany Barfield, Tracey Cardenas, Brittany Lamont, Mark Smith,

Staff Attendees: Kaitlyn Dorsett, Alison Fraga, Brigid Kolowith, Ana McClendon, Courtney Owen, Jody Sanfill, Lorrie Young

Other Attendees: Caroline Fischer, Dr. Kirk Hutchinson, Daniela Smith, Tom Higginbothom

- I. **WELCOME** K. Cooper
 - QUORUM VERIFICATION
 - Noting a quorum had been established, Chair Cooper called the meeting to order at 6:02 p.m.
- II. **PUBLIC COMMENT** K. Cooper
 - No public comments were received.
- III. **CONSENT AGENDA** K. Cooper
 - APPROVAL OCTOBER MINUTES AND NOVEMBER 19, 2025 AGENDA
 - A motion to approve the October minutes and current agenda as presented was made by Chuck Henry and seconded by Jennifer Infanti. The motion passed unanimously.
- IV. **CHAIRMAN'S REPORT** K. Cooper
 - Nothing to report.
- V. **ACTION ITEM** K. Cooper
 - APPROVAL- OFFICERS FY 25/26
 - A motion to approve the FY 25/26 officers as presented was made by Michelle Kenner and seconded by Alison Thomas. The motion passed unanimously.
 - APPROVAL- COMMITTEES FY 25/26
 - Chair noted that, for compliance, the Finance Committee will temporarily serve as the Governance Committee, with plans to separate them in the future.
 - A motion to approve the committees as presented was made by Sara Snow and seconded by Elida Mujic. The motion passed unanimously.
 - CONSENSUS- BOARD SCHEDULE FY 25/26
 - Chair Cooper reviewed Board Satisfaction Survey results and opened discussion.

- Meeting cadence was intentionally set to align with operational needs and emphasize committee work.
- A follow-up survey may be sent to assess preferred meeting day, time, and hybrid options to ensure quorum.
- Final details will be discussed and confirmed at the January meeting (3rd Wednesday at 6 PM), with any changes taking effect in March. Members expressed concern about making schedule changes too quickly.
- Consensus reached to keep the proposed meeting cadence.
- APPROVAL- PROCUREMENT POLICY
 - The new policy aligns with OMB guidelines and outlines procedures for competitive bidding, including RFPs, along with departmental purchasing authority.
 - A motion to approve the Procurement Policy as presented was made by Michelle Kenner and seconded by James Disbro. The motion passed unanimously.

VI. **COMMITTEE REPORTS**

- FINANCE J. Disbro
 - The committee met to review the updated purchasing policy and vote to bring it forward to the Board, as well as to review the reforecast budget; no Board approval was required due to increased revenue.

VII. **COMMUNICATIONS/OUTREACH**

T. Tanno

- The committee met briefly, though discussion was limited due to lack of quorum.
- The ELC's first Restorative Retreat was successful.
- Matthew Anderson has stepped down from the committee but will continue to volunteer with the organization.

VIII. **CEO REPORT**

A. Fraga

- 90-Day Plan Progress:
 - Meeting with providers, attending community events, and building relationships with key community partners.
 - Presenting at the Sarasota Legislative Delegation.
 - Beginning organizational alignment efforts focused on operational efficiencies, professional development, and filling key roles.
 - Integrating expanded technology solutions to support operations.
- School Readiness (SR):
 - Over 1,000 children enrolled with fewer than 50 on the waitlist; trends align with last year.
 - Exploring additional funding opportunities not previously leveraged, including Special Needs Rate funding for SR children with IEPs/IESPs.
- Voluntary Prekindergarten (VPK):
 - Enrollment at 1,600. Funding was drawn down due to increased enrollment, largely driven by the district's expanded VPK offerings.
 - Notable shift of families opting for district VPK over private providers.
 - VPK is celebrating its 20th year and introduced new performance accountability metrics, with 44 providers achieving "Excellent."

IX. **ANNOUNCEMENTS & ADJOURNMENT**

K. Cooper

- Chair Cooper shared his excitement over CEO Fraga representing the ELC in a positive manner, meeting with appropriate agencies.

The meeting was adjourned at 7:13 pm.



**Search Committee After-Action Review
(CEO Search Committee Meet and Greet)**

December 1, 2025, at 6 PM

Minutes

INFORMAL MEETING ATTENDANCE

Facilitator: Kevin Cooper, Chair

Committee Attendees: Kevin Cooper, Tiffany Barfield, Laurie Huebner, Jennifer Infanti, Denise Marzullo, Kelly Romanoff, and Brittany Lamont

Staff Attendees: Alison Fraga

An informal meeting of the CEO Search Committee occurred on December 1, 2025, at 6 p.m., at Cooper's Hawk (3130 Fruitville Commons Blvd., Sarasota FL 34240) for the purpose of an introductory meet and greet with newly selected CEO, Alison Fraga.

During that time no Early Learning Coalition of Sarasota County business was discussed, no committee deliberations occurred, and any other matters that could foreseeably come before the Board were considered.

ACTION ITEM V.A.

ITEM:	Board of Directors Meeting Schedule
RECOMMENDED ACTION:	Review and approve the revised board meeting schedule as presented.

Overview: A revised Board meeting schedule is being proposed to strengthen governance oversight, improve alignment with the organization’s operational and fiscal planning cycle, and ensure adequate time for strategic and budgetary deliberations by the CEO and staff.

Proposed Meeting Dates:

March 10, 2026

May 12, 2026

June 9, 2026 (Annual Meeting)

All meetings of the Early Learning Coalition of Sarasota County Board of Directors are held at 3:00 pm until the conclusion of business at 6003 Honore Ave, Suite 106, Sarasota, FL 34238 unless otherwise publicly noticed.

ACTION ITEM V.B.

ITEM:	Allocation of Funds for the Implementation of the Mindful Recovery Program
FISCAL IMPACT:	\$350,000
FUNDING SOURCE:	Hurricane Impact Disaster Grant (Ian), Department of Education, Division of Early Learning
RECOMMENDED ACTION:	The Finance Committee is requested to review the proposed allocation of funds to the Sarasota Performing Arts Foundation for the design and implementation of the Mindful Recovery Program and recommend approval to the full Board of Directors.

Overview: The Early Learning Coalition of Sarasota County (ELCSC) applied for Disaster Grant funding available through the Department of Education, Division of Early Learning in August 2025. The funding helps support the recovery of Florida’s childcare system after Hurricane Ian’s devastating impact on Southwest Florida. The ELCSC was awarded \$2,605,108.27, distributed over two years, with the first year (2025-2026) allocation of \$1,331,225.00. The key focus areas of the grant are Materials and Supplies, Other Childcare Supply Building, Mental Health Supports, and Quality Activities. Each focus area has activities that will support the childcare community in Sarasota County.

Purpose: The Coalition is committed to supporting the early childhood workforce and improving outcomes for young learners. Mindful Recovery Program, a new program, funded by the Hurricane Impact Disaster Grant (Ian) is a comprehensive arts-integration, student and educator wellness initiative. This program seeks to enhance the emotional well-being, resilience, and creative capacity of early learning educators and students through arts-based learning and trauma-informed approaches. The Mindful Recovery Program builds upon evidence-based practices that integrate the performing arts, mindfulness, and emotional literacy to strengthen classroom engagement and educator self-care.

Procurement: The Request for Proposal (RFP) was posted from November 19, 2025, to December 18, 2025 (30 calendar days) on the Coalition website. A total of two proposals were received by the posted closing date and time. A scoring team of 4 rated each proposal in the following five categories:

1. Program Design and Alignment with ELC’s Mission and Program Goals (50 points)
2. Organizational Qualifications and Experience (15 points)
3. Implementation and Project Management Capacity (15 points)

- 4. Cost Effectiveness and Fiscal Responsibility (15 points)
- 5. Local Community Engagement (5 points)

The table below provides the total rater score for each proposal.

Rater	Becker’s School Supplies	Sarasota Performing Arts
Rater #1	76	77
Rater #2	55	93
Rater #3	89	90
Rater #4	41	93
Total Score:	261	353

Budget: Not to exceed \$350,000.

Attachment(s): Budget, Request for Proposals, and Sarasota Performing Arts Foundation Proposal

SARASOTA PERFORMING ARTS FOUNDATION - MINDFUL RECOVERY (Feb. 2026-June 2028)

TEACHING ARTIST FEES	Coast Per	Number Per	Total Number	Total Cost
<i>Residencies</i>				
Teaching Artist Planning Time & Training	\$2,500	1	10	\$25,000
Wolf Trap Residencies (5 sessions per residency/\$100 per session)	\$100	5	260	\$130,000
Travel Stipend (average per residency)	\$20	4	260	\$20,800
total residency artist fees				\$175,800
<i>Educator Professional Development Workshops</i>				
Resilient Retreat Fee for Trauma Informed Training	\$3,500	1	1	\$3,500
PD Workshop Fees	\$1,500	1	8	\$12,000
Travel Stipend PD	\$25	1	8	\$200
total professional development workshop artist fees				\$15,700
Total Teaching Artist Fees				\$191,500

SUPPLIES	Coast Per	Number Per	Total Number	Total Cost
<i>Residencies</i>				
Teaching Artist Residency Supplies (1 per artist)	\$200	1	10	\$2,000
Books - Classroom Teacher	\$15	1	260	\$3,900
Classroom Teacher Supplies for Post Residency	\$50	1	260	\$13,000
total residency supplies				\$18,900
<i>Educator Professional Development</i>				
Professional Development Supplies	\$450	1	8	\$3,600
Books PD	\$15	50	8	\$6,000
total professional development supplies				\$9,600
Total Supplies				\$28,500

EVALUATION	Coast Per	Number Per	Total Number	Total Cost
Data Evaluation & Reporting (consultant fee)	\$10,000	1	1	\$10,000
Total Evaluation				\$10,000

Program Management & Delivery	Coast Per	Number Per	Total Number	Total Cost
Program Coordinator (1.5 years)	\$50,000	1	1	\$50,000
Program Administration (1.5 years)	\$70,000	1	1	\$70,000
Total Program Management & Delivery				\$120,000

PROGRAM COST

\$350,000



Request for Proposals To Provide Mindful Recovery Programming

Release Date: 11/19/2025

Proposals Due:

5:00 P.M. est 12/18/2025

REQUEST FOR PROPOSALS (RFP)
Mindful Recovery Program Implementation
Issued by the Early Learning Coalition of Sarasota County
RFP No. ELC-MR-2025

Purpose:

The Early Learning Coalition of Sarasota County (the “Coalition”) invites qualified organizations or individuals to submit proposals to design, implement, and deliver the Mindful Recovery Program — a comprehensive arts-integration, student and educator wellness initiative. This program seeks to enhance the emotional well-being, resilience, and creative capacity of early learning educators and students through arts-based learning and trauma-informed approaches.

Background:

The Coalition is committed to supporting the early childhood workforce and improving outcomes for young learners. The Mindful Recovery Program builds upon evidence-based practices that integrate the performing arts, mindfulness, and emotional literacy to strengthen classroom engagement and educator self-care.

Scope of Services

The selected Respondent will be responsible for the design, coordination, and delivery of a comprehensive Mindful Recovery Program model. The program is intended to strengthen the emotional well-being of early learning educators and children through creative, arts-integrated approaches that foster mindfulness, resilience, and self-expression.

The selected Respondent will:

- Design and facilitate a total of eight (8) professional development workshops for early learning educators. Each workshop should be rooted in evidence-based practices that integrate emotional well-being strategies with the arts, supporting both personal wellness and classroom application.
- Deliver classroom residencies across up to 60 early learning sites (approximately 260 classrooms). Residencies should engage children and educators in hands-on, creative experiences that model mindfulness, emotional literacy, and expressive arts techniques strengthening emotional well-being.
- Ensure teaching artists who deliver the programming are trained in a nationally recognized arts integration residency model
- Ensure teaching artists are trained in trauma informed care and resiliency
- Provide all teaching artist services, materials, and program resources required for successful program delivery, including planning tools, arts supplies, and reflection materials for educators.

- Conduct planning, implementation, and debrief sessions with early learning educators to ensure continuity between professional development content and classroom practice. These sessions should include collaborative reflection, feedback, and adaptation of strategies to meet diverse classroom needs.
- Collaborate with agency staff and site administrators to align program delivery with existing early learning frameworks and schedules.
- Track, evaluate, and report program outcomes using the Key Performance Indicators (KPIs) described below. Data should be collected through surveys, observation tools, educator feedback, and summarized in a final evaluation report highlighting impact, challenges, and recommendations for sustainability.

Key Performance Indicators (KPIs)

Educator Outcomes

- Increased comfort and skill in using the arts as a tool to support educator mental health and stress reduction.
- Demonstrated growth in arts-integration competency, instructional creativity, and confidence in leading arts-based emotional wellness activities.
- Strengthened sense of community, connection, and resilience among early learning educators participating in the program.
- Positive self-reported improvements in well-being, mindfulness, and emotional regulation.

Student Outcomes

- Improved ability of children to identify, express, and manage emotions through creative and mindful practices.
- Increased engagement, focus, and emotional regulation during classroom activities and transitions.
- Observable gains in kindergarten readiness skills and social-emotional functioning, as measured by teacher observation and program assessment tools.
- Enhanced classroom climate, characterized by empathy, cooperation, and positive peer relationships.

Contract Term:

The contract is expected to commence in February 2026 and be completed by June 30, 2028

Funding and Allowability:

Program expenditures are allowable under 2 CFR Part 200 and Chapter 287, Florida Statutes, and will adhere to all applicable procurement, cost principle, and documentation requirements.

Proposal Requirements:

Respondents must include the following:

1. Organizational qualifications, relevant experience, and capacity to deliver arts-integration and educator wellness programs.
2. Detailed implementation plan and timeline.
3. Staffing and artist training approach.
4. Cost proposal inclusive of all program elements (training, materials, delivery, evaluation).
5. References from similar educational or wellness program work.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the organizations seeking to undertake the Mindful Recovery Programming from the Coalition in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the organization and of the staff to be assigned to this engagement. It should also specify approach that will meet the RFP requirements. The proposal should address all the points outlined in the RFP.

Evaluation Criteria:

Proposals will be evaluated based on:

See Appendix A

Applicable Timetable:

	Event	Date
1	Solicitation for Mindful Recovery Services proposals publicly noticed and RFP posted earlylearningcoalitionsarasota.org/	By 11/19/2025
2	Notification of intent to bid due by email to procuremnt@elcsarasota.org	12/4/2025
3	Inquiry period via email to bkolowith@elcsarasota.org Inquiries answered via e-mail reply to all responding with intent to bid	12/4/2025 - 12/18/2025
4	The proposal is due 12/18/2025 5:00pm est. Submitted to procurement@elcsarasota.org	12/18/2025
5	Review of proposal packages by Procurement Committee	12/19/2025- 01/9/2026
6	Approval from ELC Board of Directors	01/22/2026
7	Notice of Award	1/22/2026
8	Engagement contract to begin	2/4/2026

Bidding Instructions:

Notification of intent to bid should be received no later than 12/4/2025. Each Offeror shall submit only one proposal per Bid Solicitation. A proposal shall be submitted to procurement@elcsarasota.org with subject line "EARLY LEARNING COALITION OF SARASOTA COUNTY MINDFUL RECOVERY PROGRAM" Proposals email should include a contact name and an e-mail address for correspondence and must be received, no later than 5:00 P.M. eastern standard time on 12/18/2025.

Inquiries:

All inquiries related to this RFP are to be directed, via e-mail, to Brigid Kolowith, COO at bkolowith@elcsarasota.org. Responses to written inquiries will be answered no later than 5:00 P.M. on 12/18/2025 via an email reply to all those responding with an intent to submit a proposal.

Submission Instructions:

Responses must be submitted electronically to the Coalition's designated procurement email address procurement@elcsarasota.org by 12/18/2025. Late or incomplete submissions will not be considered.

Contact Information:

Early Learning Coalition of Sarasota County
Email: procurement@elcsarasota.org
Subject Line: RFP Mindful Recovery Submission

Information and Updates:

For information and updates please visit :

<https://earlylearningcoalitionsarasota.org/making-a-difference/elc-announcements>

Award Notification

It is anticipated that a organization will be confirmed by 1/22/2026. Following notification to the selected organization, it is anticipated a contract will be executed between both parties by 2/4/2026.

Compliance with Laws, Rules and Regulations

The document will be sent to you upon receipt of bid intent. Includes a compilation of required disclosures from federal and state laws, rules, regulations, and grant award requirements. This is a reference tool provided to assist early education entities in supporting the preparation of contracts and other agreements.

NOTE: The issuance of this solicitation does not require the Coalition to enter into an agreement with any party. Further, the Coalition reserves the right to withdraw or change this Request for Proposals at any time when doing so is in the best interest of the Coalition.

Appendices

Appendix A

Proposal Evaluation Criteria

Appendix B

Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Public Entity Crimes –
Signature Required; Notary Required

Appendix C

Statement of Non-Discrimination – Signature Required

Appendix D

Certification Regarding Lobbying – Signature Required

Appendix E

Certification Regarding Drug-Free Workplace - Signature Required

Appendix F

Contract Template

Appendix A

PROPOSAL EVALUATION CRITERIA

THE FOLLOWING TO BE COMPLETED BY PROCUREMENT COMMITTEE

Fatal Criteria (Proposals will not be reviewed, if all fatal criteria are not met)	Evaluation
1. Notice of Intent to Bid was received by the time and date specified	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Proposal was received by the time and date specified	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Original sets of Appendices B-I were submitted	<input type="checkbox"/> YES <input type="checkbox"/> NO
DID PROPOSAL MEET ALL FATAL CRITERIA?	<input type="checkbox"/> YES <input type="checkbox"/> NO

1. Program Design and Alignment with ELC’s Mission and Program Goals (50 points)

Evaluate how well the proposal aligns with ELC’s mission, vision, and stated program goals. Consider clarity, innovation, feasibility, and impact.

Scoring Guidelines:

- 45–50: Exceptional — Clearly demonstrates strong alignment with ELC’s mission, measurable goals, and innovative strategies.
- 35–44: Strong — Generally aligns with ELC’s mission; well-structured plan with some room for improvement or minor gaps.
- 25–34: Moderate — Partially aligns; some objectives unclear or lacking detail.
- 0–24: Limited — Weak or unclear alignment; lacks connection to ELC’s mission or program outcomes.

Score: ___ / 50

2. Organizational Qualifications and Experience (15 points)

Assess the organization’s experience, track record, and demonstrated capacity to successfully manage and deliver similar projects.

Scoring Guidelines:

- 13–15: Exceptional — Extensive, directly relevant experience with proven success and strong staff qualifications.

- 9–12: Strong — Solid experience and capability; minor gaps in demonstrated results or staffing.
- 5–8: Moderate — Limited experience or qualifications but shows potential.
- 0–4: Limited — Insufficient evidence of experience or capacity.

Score: ___ / 15

3. Implementation and Project Management Capacity (15 points)

Evaluate the clarity and feasibility of the implementation plan, staffing, timeline, and management approach.

Scoring Guidelines:

- 13–15: Exceptional — Comprehensive, well-defined plan with achievable timeline and clear accountability.
- 9–12: Strong — Generally well organized, with a feasible plan and defined responsibilities.
- 5–8: Moderate — Somewhat vague or lacking detail; timeline may be unrealistic.
- 0–4: Limited — Weak or incomplete plan; unclear management structure.

Score: ___ / 15

4. Cost Effectiveness and Fiscal Responsibility (15 points)

Evaluate the budget’s reasonableness, cost-effectiveness, and fiscal management practices.

Scoring Guidelines:

- 13–15: Exceptional — Budget is clear, justified, and maximizes resources; strong financial accountability.
- 9–12: Strong — Reasonable budget with adequate justification; demonstrates fiscal responsibility.
- 5–8: Moderate — Some cost inconsistencies or weak justification; unclear financial controls.
- 0–4: Limited — Budget unrealistic, incomplete, or lacking transparency.

Score: ___ / 15

5. Local Community Engagement (5 points)

Evaluate the extent to which the proposal engages families, partners, and local stakeholders in meaningful ways.

Scoring Guidelines:

- 5: Exceptional — Demonstrates strong, intentional engagement with local community partners and families.
- 3-4: Strong — Includes some community collaboration or outreach components.
- 1-2: Moderate — Minimal engagement or unclear plans for local partnerships.
- 0: Limited — No community engagement evident.

Score: ___ / 5

Total Score: ___ / 100

PROCUREMENT COMMITTEE MEMBER NAME:

Appendix B

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by _____
for _____,
whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
3. I understand the “convicted” or “conviction” as defined in Paragraph 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(l) (a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty six (36) months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature of Authorized Official

Date

Sworn to and subscribed before me this _____ day of _____ 20_____.

Personally known _____ Or produced identification _____

Notary: _____

Notary Seal

Appendix C

STATEMENT OF NON-DISCRIMINATION

Public Law 105-220, Sec. 188 Nondiscrimination

(a) In General.--

- (1) Federal financial assistance.—For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibitions of discrimination regarding participation, benefits, and employment.—No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.—Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- (4) Prohibition on discrimination on basis of participant status.—No person may discriminate against an individual who is a participant in a program or activity that receives funds under this title, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens.—Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

The undersigned has read and agreed to the statements described above.

Name and Title of Authorized Official

Signature

Date

Appendix D

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee or member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Official

Signature

Date

*NOTE: - In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered Contract/Grant transactions over \$100,000 (per OMB).

Appendix E

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F. I, the undersigned, in representation of

_____, the Contractor, attest and certify that the Contractor will provide a drug-free workplace by the following actions.

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The policy of maintaining a drug-free workplace.
 - 3. Any available drug counseling, rehabilitation and employee assistance programs.
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph 1.
- D. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the Agreement, the employee will:
 - 1. Abide by the terms of the statement.
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was

working. The notice shall include the identification number (s) of each affected Contract/Grant.

- F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.
 - 1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.
- H. Notwithstanding, it is not required to provide the workplace address under the Agreement. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the Contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific Contract including street addresses, city, county, state and zip code:

Check () if there are workplaces on files that are not identified here.

Check () if any additional page was required for the listing of the

workplaces. CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Signature of Authorized Official

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Appendix F



The School Readiness Coalition of Sarasota County, Inc.

D/B/A

Early Learning Coalition of Sarasota County

Contracting With

{insert name}

For

{insert Goods or Services}

THIS AGREEMENT is made and entered into as of {insert date}, (the "Effective Date") by and between the The School Readiness Coalition of Sarasota County, Inc. DBA the Early Learning Coalition of Sarasota County, with offices at 1750 17th Street Building L Sarasota, FL 34234 ("COALITION") at date of contract execution, and {insert vendor name} with offices at {insert Vendor address} ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

A. Effective Term

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

B. Purpose

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

C. Scope of Work

The CONTRACTOR will provide the following:

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

D. Due Date

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

E. Compensation & Payment

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

F. Indemnification

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

G. Insurance and Risk Mitigation

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

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

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

H. Proprietary and Confidential Information

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

I. E-Verify

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

J. CONTRACTOR Information

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

K. Public Records Law Compliance, Access and Confidentiality

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

L. Remedies

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

M. Nonperformance and Financial Remedies

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

N. Representations and Warranties

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

O. Debarment and Suspensions Disclosures

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

P. Termination Clause

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITIONs expenses for additional

managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.

3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITIONs interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
 - a. Stop work under the agreement on the date of and to the extent specified in the notice.
 - b. Complete performance of the work not terminated by COALITION.
 - c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
 - d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
 - e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

Q. Force Majeure

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

R. Equal Employment Opportunity

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

Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

S. No Assignment

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

T. Change Orders

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

U. Procurement of Recovered Materials

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

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

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

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

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

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

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

1. Clean Air Act

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

2. Federal Water Pollution Control Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water

Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

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

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

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

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

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

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

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

AA. Agreement

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

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

CONTRACTOR
{insert name}
{Insert title}
{Insert Vendor Name}

Date

COALITION
{insert name}
{Insert title}
The School Readiness Coalition of Sarasota
County, Inc. d/b/a Early Learning Coalition
of Sarasota County

Date



MINDFUL RECOVERY – AN ARTS INTEGRATION APPROACH WITHIN EARLY LEARNING

INTRODUCTION

This proposal outlines a comprehensive plan to deliver an arts-integrated program for the Early Learning Coalition of Sarasota County that increases skills and knowledge in emotional resilience, mindfulness, and creative capacity. The program will support both early childhood educators and the students they serve.

Mindful Recovery is developed in alignment with the mission & vision of the Early Learning Coalition of Sarasota County:

MISSION: The Early Learning Coalition prepares children for lifelong success through quality early learning.

VISION: Every child develops a strong foundation of learning in a community dedicated to ensuring quality education for all.

As part of the Coalition’s commitment to supporting the early childhood workforce and improving outcomes for young learners, Mindful Recovery will use research-based techniques to teach essential self-care tools and mindfulness strategies that will improve the overall wellness and classroom environment of early learning sites across the county.

Why the Arts?

Research shows that arts engagement has measurable effects on brain function and emotional health. A peer-reviewed study found that just 45 minutes of art making significantly reduced the stress hormone, cortisol (Kaimal et al., 2016). Neuroscience research has also shown that listening to music triggers dopamine release in the brain’s reward and pleasure centers. (Salimpoor et al., 2011).

ORGANIZATIONAL QUALIFICATIONS

About the Sarasota Performing Arts Foundation

The mission of the Sarasota Performing Arts Foundation is to create and sustain a vibrant performing arts center, advance education, and enrich communities by inspiring minds through the power of the arts. Since 1987, the Foundation has raised over \$17 million for

the Van Wezel Performing Arts Hall to support arts education throughout the Sarasota region, serving more than 40,000 individuals annually with enriching arts-based education opportunities and professional development for more than four hundred teachers across five counties.

With education at our core, the Foundation is advancing our community into a new era, creating and developing the vision for a contemporary performing arts center of national significance for Sarasota. The center will be a magnet destination for generations, with the potential to impact and enrich communities across the state and country.

About the Mission & Impact Department

Starting in 2022, the Mission & Impact Department at the Sarasota Performing Arts Foundation has provided high-quality, innovative, results-oriented arts-integration practices to students, caregivers, and educators across the Gulf Coast. In 2019, Kelli Maldonado (acting as Director of Education at the Van Wezel Performing Arts Hall) founded an early learning program as part of her NEA Grant Funded Artworks for Schooltime Initiative. When Ms. Maldonado assumed the role of Executive Director of Mission & Impact at the Foundation, she brought with her the multi-generational model that continues under her leadership.

RELEVANT EXPERIENCE

Early Learning – Gulf Coast Florida Wolf Trap

In 2024, the Sarasota Performing Arts Foundation became the 26th Affiliate of the Wolf Trap Institute for Early Learning in the Arts, providing research-based early learning programming through *Gulf Coast Florida Wolf Trap*. This affiliate relationship served as a defining moment within the organization, advancing the already successful early learning programming delivered throughout the region (See Appendix 1, About Gulf Coast Florida Wolf Trap).

Since its inception, Gulf Coast Florida Wolf Trap has proven to be a valuable resource for early childhood classroom educators to learn new skills to teach core subject areas, including Social & Emotional Development, Language and Literacy, Scientific Inquiry, and Mathematical Thinking (See Appendix 2, Gulf Coast Florida Wolf Trap Impact Report). The report shows that teachers highly rate the quality of instruction/teaching artists and intend to use arts integration strategies post residency. At its core, Gulf Coast Florida Wolf Trap offers hands-on professional development, with the classroom teacher learning skills to develop and deliver their own arts integration lessons. Evaluations show that teachers see a 50% increase in developing and delivering arts integration lessons (fig. 1).

Percentage of Teachers Who ‘Agree’ or ‘Strongly Agree’ with Statements Pre and Post-Residency

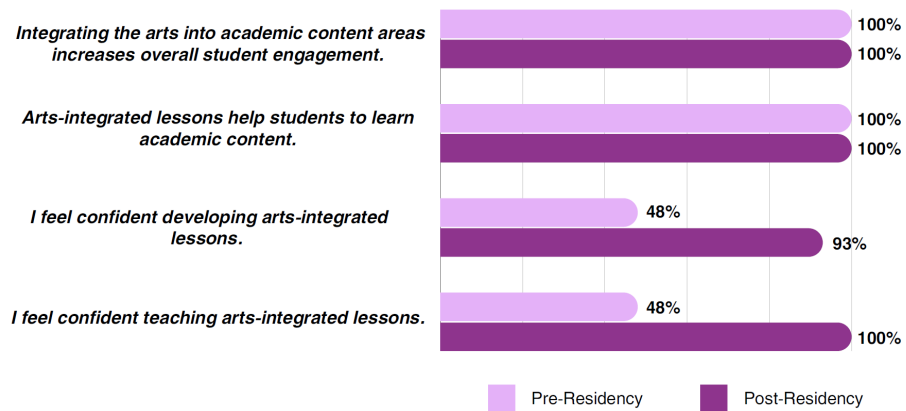


Figure 1 - Teacher Comfort in Arts Integration Lessons post Residency with Gulf Coast Florida Wolf Trap

Gulf Coast Florida Wolf Trap Teaching Artists attend an intensive 5-day workshop taught by Early Learning Experts, Master Wolf Trap Teaching Artists, and in-person modeling of classroom work. Currently, the Foundation has a roster of fifteen active Gulf Coast Florida Wolf Trap-certified artists. As a result, the Sarasota Performing Arts Foundation has a large roster of teaching artists highly trained in Early Learning Standards, Arts-Integration Techniques, and collaboration with classroom educators, providing capacity for hundreds of residencies each year.

Arts & Wellness and Trauma Informed Practices

In 2020, Kelli Maldonado formalized an arts & wellness program, ArtSELF, an initiative that transferred to the Sarasota Performing Arts Foundation in 2022. All ArtSELF Teaching Artists are trained in trauma-informed care and best practices by the [Resilient Retreat](#). Artists initially develop workshops under the guidance of both Sarasota Performing Arts Foundation and Resilient Retreat Staff, assuring that all programs teach to arts-integration standards and maintain a safe, trauma-informed space designed for self-reflection and support. Since 2020, Sarasota Performing Arts Foundation Artists have led hundreds of workshops with the Resilient Retreat for Trauma Survivors and Helping Professionals (including Educators). Workshops remain extremely popular and draw repeat participants, often rating as some of the most well-received programs offered by Resilient Retreat. In 2023, the Foundation expanded ArtSELF to offer residencies for aging adults with intellectual and developmental disabilities (IDD) experiencing or showing signs of Alzheimer's. In 2024, after Hurricanes Helene and Milton, the Foundation launched free public ArtSELF programs for adults designed to build resilience and increase feelings of

calm. In 2024, the ArtSELF Initiative served over 1,500 individuals, with over 95% citing that they felt more calm and gained new skills they intended to use at home post workshop.

Capacity to Deliver Arts Integration and Educator Wellness Programs

With deep experience in both Early Learning Education & Educator Professional Development, as well as working within Resiliency and Trauma Informed Care, the Sarasota Performing Arts Foundation is uniquely poised to successfully deliver the Mindful Recovery Program.

With ten teaching artists assigned to the program, the Foundation will be able to work closely with early learning facilities across the county to offer programs. Wolf Trap is, at its heart, a professional development model utilizing gradual release. Teachers will learn to utilize arts skills to strengthen their classrooms.

IMPLEMENTATION PLAN AND TIMELINE

Program Summary

Mindful Recovery is a comprehensive arts-integration initiative designed to equip Early Learning Educators with tools and techniques rooted in the performing arts to foster mental health, well-being, and emotional resilience—both for themselves and the children they serve (See Appendix 3, Logic Model). Through the research based, evidence driven, Wolf Trap Institute for Early Learning Through the Arts model, teaching artists will develop and deliver results-driven curriculum for early learning educators to use in the classroom and for their own self-care practices. By providing hands-on workshops and residencies led by teaching artists trained in trauma-informed and early learning best practices, the program aims to strengthen emotional literacy and management in early childhood settings using arts integration.

Program Goals

- Empower Early Learning Educators with creative, arts-based strategies to support their own mental health and well-being.
- Equip educators with practical tools to integrate emotional wellness and performing arts into daily instruction.
- Foster emotional awareness, regulation, and resilience among young learners through developmentally appropriate arts activities.

Scope and Reach

- **Educators Served:**

- Up to 60 early learning sites.
- 8 professional development workshops focused on arts and educator wellness with an emphasis on self-care and peer support.
- **Students Served:**
 - Approximately 260 early learning classrooms will be served through the implementation of a Gulf Coast Florida Wolf Trap 5-session residency model. The model includes 1 planning session, three classroom sessions, and 1 debrief per classroom.
 - At the end of each residency, educators will have received tools and strategies that use the performing arts to teach emotional literacy and resilience to their students.

Evaluation Plan

The Foundation employs a rigorous evaluation process for all of its programs in order to assess their impact and make any necessary adjustments. This continuous improvement model reflects a core component of the organization’s art-integration strategies. Feedback for the Mindful Recovery Program will be collected from both the early learning teachers and the Teaching Artists via online surveys, observation tools, interviews, and debrief sessions. All data is maintained in a database system that allows for summary analysis and cumulative reporting of outcomes. A final evaluation report will be developed to include this summary data, highlighting the program’s impact, any challenges encountered in its implementation, and recommendations for future delivery and sustainability. In addition, photos and testimonials will be integrated into the report to humanize the data. Key Performance Indicators (KPIs), which will be tracked for both the educators and the students, are summarized below:

- **Educator Outcomes:**
 - Increased comfort and skill in using the arts as a tool to support educator mental health and stress reduction.
 - Demonstrated growth in arts-integration competency, instructional creativity, and confidence in leading arts-based emotional wellness activities.
 - Strengthened sense of community, connection, and resilience among early learning educators participating in the program.
 - Positive self-reported improvements in well-being, mindfulness, and emotional regulation.

- Student Outcomes:
 - Improved ability of children to identify, express, and manage emotions through creative and mindful practices.
 - Increased engagement, focus, and emotional regulation during classroom activities and transitions.
 - Observable gains in kindergarten readiness skills and social-emotional functioning, as measured by teacher observation and program assessment tools.
 - Enhanced classroom climate, characterized by empathy, cooperation, and positive peer relationships.

These KPI's of the Mindful Recovery Program align with the program's objective to enhance the emotional well-being, resilience, and creative capacity of early learning educators and students through arts-based learning and trauma-informed approaches.

Program Timeline

The project will be delivered between February 2026-June 2028, following the timeline below. Once contracted, the Foundation would work with ELC staff to review and refine dates.

- **February 2026:** Contracting
- **Mid-Late Feb/Early March 2026 (date to be determined with ELC):** Project Kick-Off Meeting with ELC Staff
- **March 2026:** Artists will receive project-specific training in trauma informed care for both adults and children
- **March -June 2026:** Training and Planning
 - 10 Gulf Coast Florida Wolf Trap Teaching Artists will train and develop Mindful Recovery Residencies
- **Late April/Early May 2026:** Teaching Artists and Project Staff will meet with ELC staff to review curriculum and residency plans and make any necessary changes
- **April-May 2026:** Develop Residency and Training Curriculum
 - With Executive Director of Mission & Impact and Community Programs Manager, 10 artists will develop and refine Mindful Recovery Arts-Integration Residency Plans that will support the development of mindfulness, resiliency, and self-expression

- Up to 6 Gulf Coast Florida Wolf Trap Artists will develop professional learning curriculum for early learning educators that teaches self-care, resiliency, and mindfulness strategies through the arts
- Project Staff will work with Impact Evaluator Deborah Chapman to develop evaluation tools designed to measure program impact and effectiveness (See Appendix 4, Impact Evaluator Bio)
- **May 2026:** A Mindful Recovery Coordinator will be hired to schedule and contract residencies with artists and early learning sites
- **June 2026:** Mindful Recovery Educator Training #1 (TBD)
- **June-July 2026:** Summer Mindful Recovery residencies with classrooms for ages 3-5 begin
- **August 2026:** Artists are trained in Baby Arts Play, an advanced training in the Wolf Trap Institute for Early Learning Through the Arts Model that focuses on developing and delivering developmentally appropriate curriculum for children ages 0-3; Artists will adapt curriculum to offer residencies to children 0-3 in addition to 3-5
- **September 2026:** Mindful Recovery Educator Training #2 (TBD)
- **September – December 2026:** Fall 2026 Mindful Recovery residencies
- **January 2027:** 2026 data analysis & progress check-in with ELC Staff
- **January/February 2027:** Mindful Recovery Educator Training #3 (North County) & 4 (South County)
- **Late January – May 2027:** Spring 2027 Mindful Recovery residencies
- **May 2027:** Mindful Recovery Educator Training # 5 (TBD)
- **June 2027:** Year 1/Mid-project analysis & report developed and progress check-in with ELC staff
- **July 2027:** 2027-2028 planning meeting with teaching artists
- **Late August-Dec 2027:** Fall Mindful Recovery residencies
- **October/November 2027:** Mindful Recovery Educator Training #6 (North County) & 7 (South County)
- **January 2028:** Fall data analysis & project check-in with ELC Staff
- **January 2028-April 2028:** Spring Mindful Recovery residencies

- **April 2028:** Mindful Recovery Educator Training #8
- **May-Mid June 2028:** Data analysis and project Final Report developed
- **June 2028:** Project Impact Presentation and debrief with ELC Staff

STAFFING & TRAINING

Early Childhood & Arts Integration

All artists involved in the project will have completed a 40-hour training in principles of arts integration and hands-on professional development by Wolf Trap Institute for the Performing Arts master teaching artists. As part of the training, artists will:

- Learn and practice the integration of their art form with early childhood education concepts and curriculum standards.
- Understand the teacher/teaching artist partnership and the use of modeling and coaching strategies as effective tools of knowledge transfer.
- Learn how to scaffold arts strategies to provide effective professional development for educators.
- Develop and present integrated art lessons for feedback notes and refinement.

Upon completion of training, artists can recognize and align their work to Wolf Trap Institute for Early Learning Through the Arts standards and practices.

Trauma Informed Care & Resilience

All artists and staff involved in the Mindful Recovery program will receive thorough training through the Resilient Retreat. The training will focus on trauma-informed care, building resiliency, and self-care & mindfulness practices for adults and early learners. After the training, Mindful Recovery Artists will have a strong understanding of and be able to create and facilitate curriculum that:

- Follows trauma-informed practices.
- Teaches recognition of compassion fatigue and strategies to address it.
- Builds peer support skills.
- Builds resilience through the arts.

Once training is complete, artists will work closely with Performing Arts Foundation staff (Executive Director of Mission & Impact and Community Programs Manager) to develop a 5-session Mindful Recovery curriculum that engages early childhood educators in hands-on professional development in using arts-integration techniques to teach emotional literacy skills to their students.

Staffing

The program will be led by Kelli Maldonado, Executive Director of Mission & Impact, with program management by Allison Hunter, Community Programs Manager. The program leadership team has over 35 years of combined experience in arts-integration, curriculum planning, and program delivery and support. Full bios of Ms. Maldonado & Ms. Hunter can be found in Appendix 5, along with select bios of anticipated teaching artists.

To ensure the successful completion and logistics support needed for the project, the Foundation will hire a part-time Program Coordinator. This position will be responsible for supporting all logistics of the program, such as contracting artists, scheduling, and additional logistics support as needed. It is anticipated that this position will begin March 2027, when program scheduling will begin.

Project Budget

The total cost of delivering the Mindful Recovery Project is \$350,000. This is an all-inclusive fee that includes all artist fees, evaluation, project management, and supplies.

While the total budget breakdown is subject to adjustment based on needs, the expected breakdown of the total project budget is below.

Mindful Recovery Program Budget	
Teaching Artist Fees	\$190,000
Educator Professional Development Workshops	\$20,000
Gulf Coast Florida Wolf Trap Workshops	\$170,000
Supplies	\$30,000
Educator Professional Development Supplies	\$5,000
Gulf Coast Florida Wolf Trap Supplies	\$25,000
Evaluation	\$10,000
Program Management & Delivery (inc. Program Coordinator)	\$120,000
TOTAL	\$350,000

PROGRAM CONTACT

We are honored to submit for this opportunity to work with the Early Learning Coalition of Sarasota County to advance mindfulness, resilience, and mental wellbeing of Early Childhood Educators and Students. Should have any questions about this proposal, please contact Kelli Maldonado, Executive Director of Mission & Impact at kmaldonado@performingartsfoundation.org or (941) 350-1042

Appendix B

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by Tania Castroverde Moskalenko
for Sarasota Performing Arts Center Foundation
whose business address is 201 Cocoanut Ave Sarasota, FL 34236
and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2807055

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
3. I understand the "convicted" or "conviction" as defined in Paragraph 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(l) (a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term "affiliate" included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty six (36) months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- 6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Signature]
Signature of Authorized Official

12/18/25
Date

Sworn to and subscribed before me this 18th day of December 2025.

Personally known X Or produced identification _____

Notary: Michelle J. Ballentine



Notary Seal

Appendix C

STATEMENT OF NON-DISCRIMINATION

Public Law 105-220, Sec. 188 Nondiscrimination

(a) In General.--

- (1) Federal financial assistance.—For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibitions of discrimination regarding participation, benefits, and employment.—No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.—Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- (4) Prohibition on discrimination on basis of participant status.—No person may discriminate against an individual who is a participant in a program or activity that receives funds under this title, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens.—Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

The undersigned has read and agreed to the statements described above.

Tania Castroverde Moskalenko, CEO

Name and Title of Authorized Official



Signature



Date

Appendix D

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee or member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

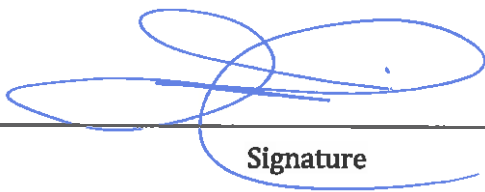
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Tania Castroverde Moskalenko, CEO

Name and Title of Authorized Official


Signature

12/10/25

Date

***NOTE: - In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered Contract/Grant transactions over \$100,000 (per OMB).**

Appendix E

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F. I, , the undersigned, in representation of Sarasota Performing Arts Foundation, the Contractor, attest and certify that the Contractor will provide a drug-free workplace by the following actions.

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

- B. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - 1. The dangers of drug abuse in the workplace.

 - 2. The policy of maintaining a drug-free workplace.

 - 3. Any available drug counseling, rehabilitation and employee assistance programs.

 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

- C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph 1.

- D. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the Agreement, the employee will:
 - 1. Abide by the terms of the statement.

 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

- E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was

working. The notice shall include the identification number (s) of each affected Contract/Grant.

- F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.
 - 1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.
- H. Notwithstanding, it is not required to provide the workplace address under the Agreement. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the Contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific Contract including street addresses, city, county, state and zip code:

Check () if there are workplaces on files that are not identified here.

Check () if any additional page was required for the listing of the

workplaces. CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.



Signature of Authorized Official



12/18/25

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APPENDIX 1

About Gulf Coast Florida Wolf Trap

GULF COAST FLORIDA WOLF TRAP

INSTITUTE FOR EARLY LEARNING THROUGH THE ARTS

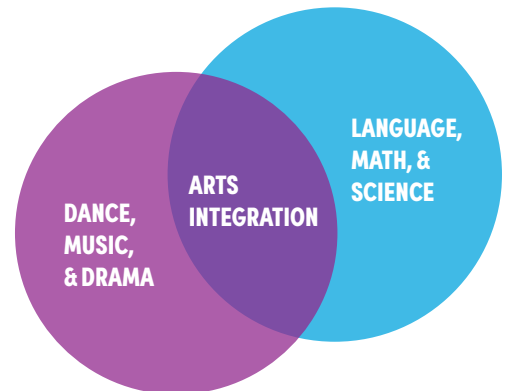
THE WOLF TRAP APPROACH

In 2024 the Sarasota Performing Arts Foundation became the 24th national affiliate of Wolf Trap Institute for Early Learning Through the Arts. Gulf Coast Florida Wolf Trap residencies bring educators the tools to implement outcomes-based, arts integrated lessons in their classrooms for the purpose of enhancing student achievement.



ARTS INTEGRATION

Teaching Artists work in the classroom alongside the teacher to create custom **ARTS INTEGRATION** lesson plans that align with their curriculum objectives and engage students in arts-based learning experiences.



GULF COAST FLORIDA WOLF TRAP

INSTITUTE FOR EARLY LEARNING THROUGH THE ARTS

RESIDENCY OVERVIEW

Full residencies are for PreK, K, and Grade 1 educators, are typically completed over 4-8 weeks, and consist of 16 total sessions.

- Classroom Observation
- Planning Meeting (With Teaching Artist)
- Visit 1
- Visit 2
- Visit 3

- Planning Meeting (With Teaching Artist)
- Visit 4
- Visit 5
- Visit 6

- Planning Meeting (With Teaching Artist)
- Visit 7
- Visit 8
- Visit 8

- Planning Meeting (With Teaching Artist)
- Visit 10
- Visit 11



Each teacher receives up to
13 HOURS
of Professional Development



**STRONG
TEACHER-CHILD
INTERACTIONS**

Wolf Trap teachers scored **62% HIGHER** on overall arts integration measures and **150% HIGHER** in linking arts with math

**IMPROVED
TEACHER
PRACTICE**

Students show improvement in **ACADEMIC ACHIEVEMENT** and social and emotional development

**34 EXTRA
DAYS OF
LEARNING**

The performing arts are a **POWERFUL, EFFECTIVE TEACHING TOOL** that unlocks children's innate desire for joyful, active learning

Want to learn more? Email us at:
programs@performingartsfoundation.org
or scan the QR code to visit our website

Wolf Trap Institute for Early Learning Through the Arts is a program of Wolf Trap Foundation for the Performing Arts.
PERFORMINGARTSFUNDATION.ORG | 201 COCOANUT AVE. SARASOTA, FL 34236 | 941-271-4178





APPENDIX 2

Gulf Coast Florida Wolf Trap

Impact Evaluation



SARASOTA
PERFORMING ARTS
FOUNDATION

GULF COAST FLORIDA WOLF TRAP PRESCHOOL PROGRAM



2024-2025 IMPACT REPORT

GULF COAST FLORIDA
WOLF TRAP

INSTITUTE FOR
EARLY LEARNING
THROUGH THE ARTS



Program Overview

In 2024, the Sarasota Performing Arts Foundation became an affiliate of Wolf Trap Institute for Early Learning*, providing arts-based, hands-on professional development for early childhood educators in the community. Teaching Artists are trained in research-based arts integration techniques by Wolf Trap master teaching artists, and then partner with local preschool teachers to create customized lesson plans that explore early literacy, pre-math skills, and/or emotional learning through dance, movement, drama, music, puppetry, and storytelling. These residencies help educators to learn new strategies for integrating the performing arts into their curriculum for children ages 3-6.

The Gulf Coast Florida Wolf Trap program was first piloted in the summer of 2024, and officially launched in the fall of 2024 with 26 residencies delivered in Manatee and Sarasota Counties during the 2024-2025 school year.

(*Wolf Trap Institute for Early Learning Through the Arts is a program of Wolf Trap Foundation for the Performing Arts.)



Participants



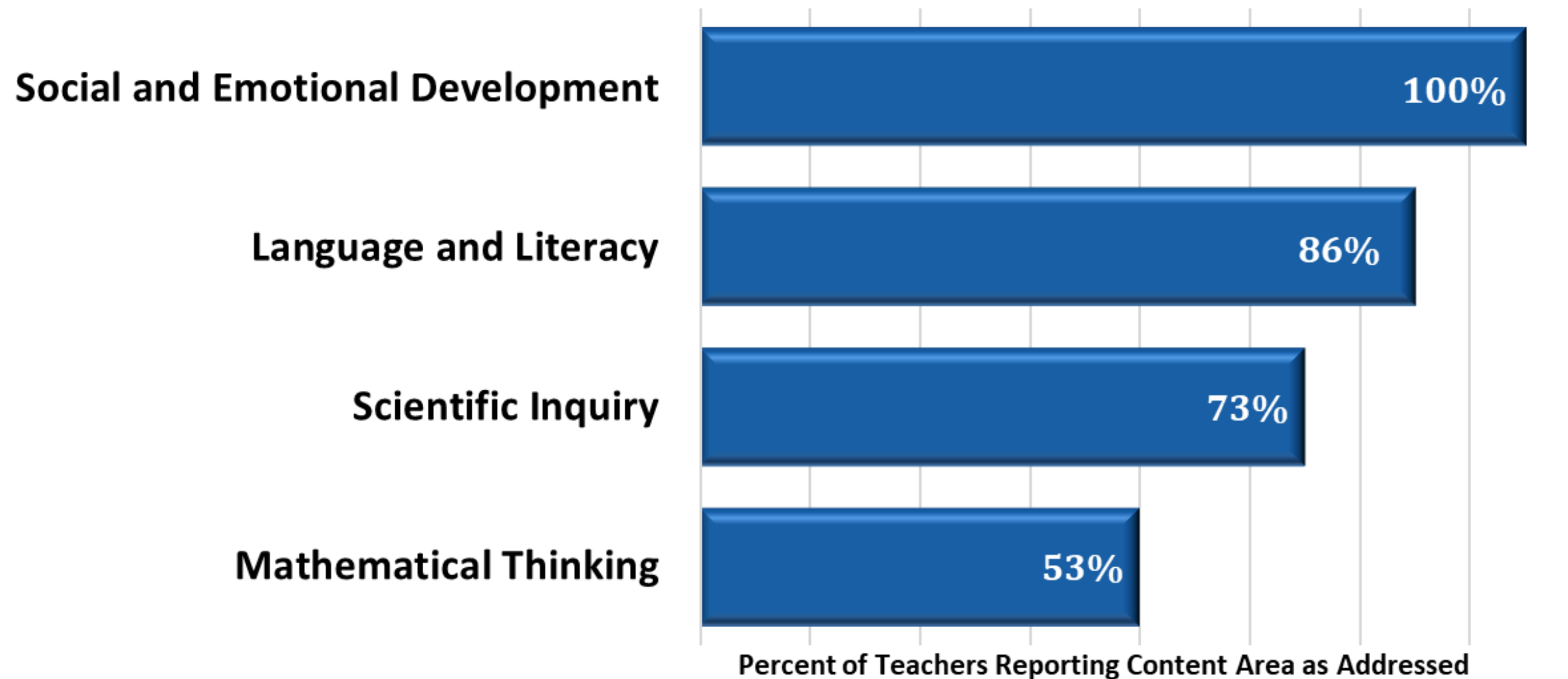
- **58** preschool teachers trained by **8** teaching artists.
- **26** residencies delivered at **14** preschools:
 - **9** at the School District of Manatee County VPK classrooms
 - **5** at private childcare centers in Sarasota
- **389** Children impacted:
 - **56%** are English Language Learners
 - **23%** of residencies were for Exceptional Student Education inclusion classrooms



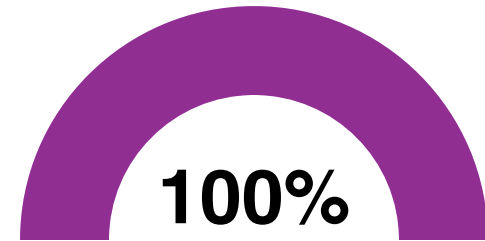
Classroom Teacher Feedback

Classroom teachers were asked to complete an online survey at the end of the residency to learn more about their experience with the residency program and the impacts it had on the children. Their responses are summarized below and on the following pages.

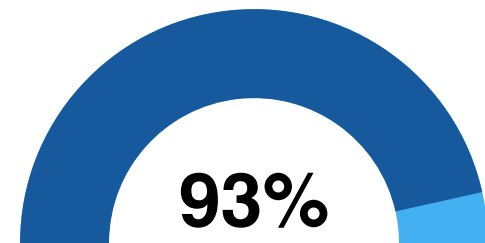
Content Areas Addressed in Each Residency



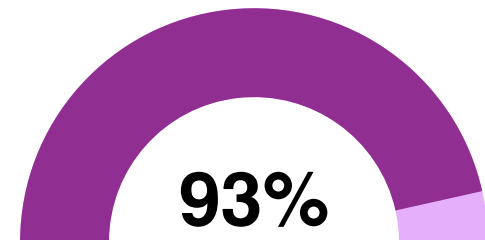
Classroom Teacher Feedback



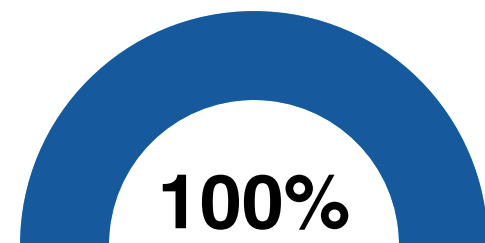
of the early learning teachers plan to continue using arts integration strategies developed in the Wolf Trap residency.



of the teachers report that the teaching artist was a collaborative partner and met their needs as an educator.



of the teachers feel that the art-integrated lessons were developmentally appropriate.

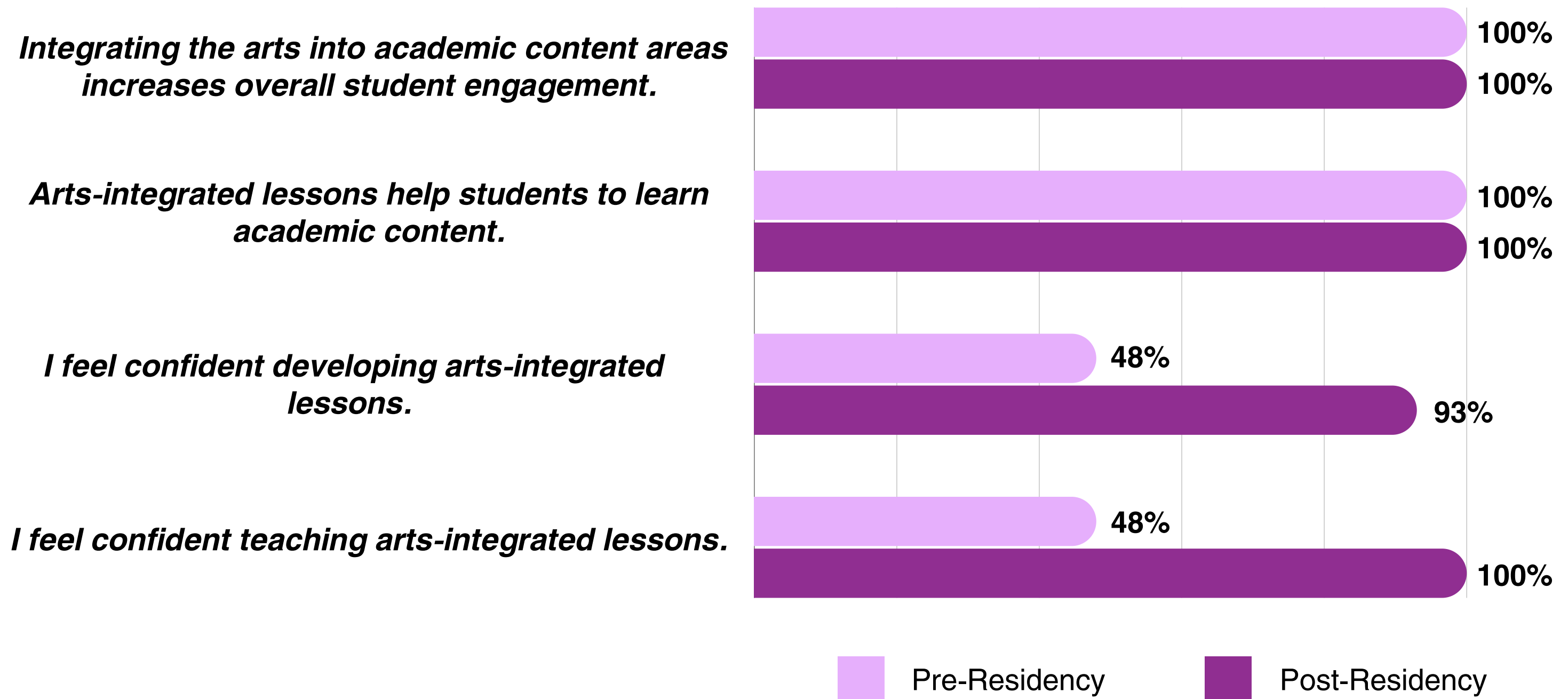


of the teachers say say that the teaching artist was skilled at integrating the arts into their curriculum.



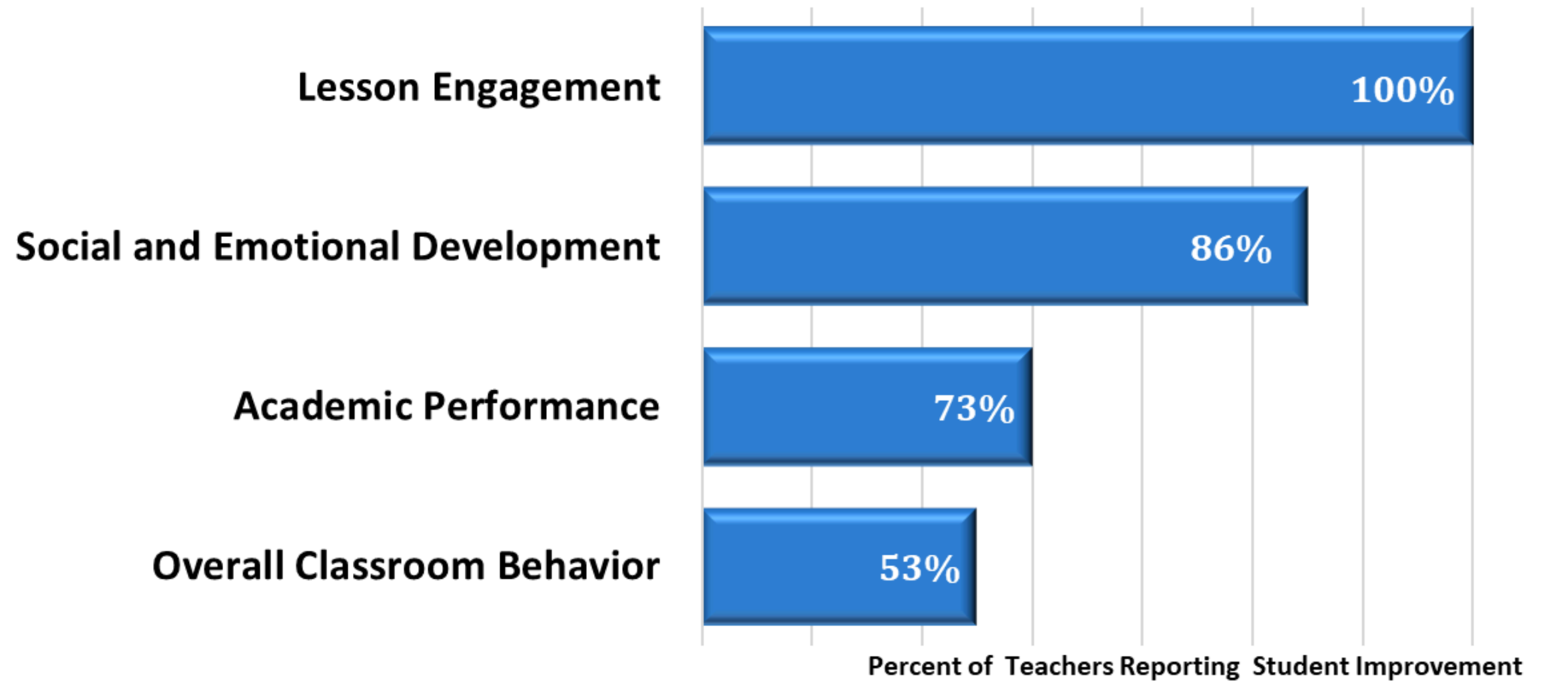
Classroom Teacher Feedback

Percentage of Teachers Who 'Agree' or 'Strongly Agree' with Statements Pre and Post-Residency



Classroom Teacher Feedback

Teacher-Observed Student Improvements as a Result of Residency



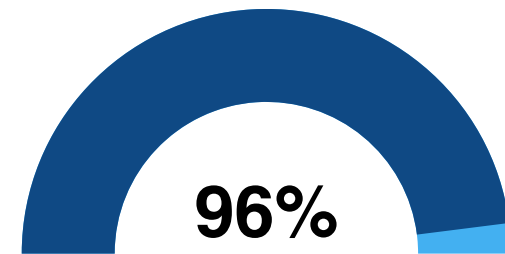
Sample Teacher Quotes

- *“I was intrigued how my students remembered the warm up songs, motions, etc. Their engagement was fantastic.”*
- *“Arts integrations helped students make deeper connections to the curriculum and improve their ability to retain and understand new concepts.”*
- *“These stories taught my students about how to express different emotions they were feeling, which was something my class was struggling with.”*
- *“It was super fun and engaging for the students, and showed me, as the teacher, new ways to bring stories more depth and improve recall using arts integration I have learned.”*

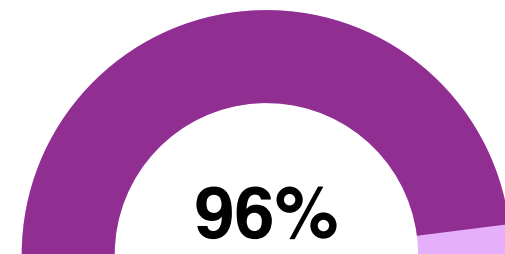


Teacher Artist Feedback

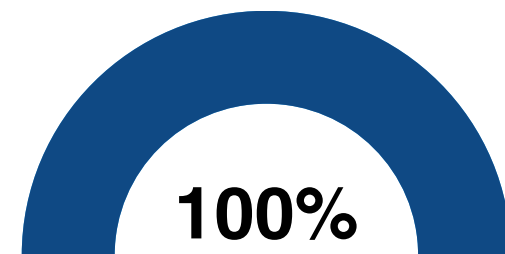
Teaching Artists completed observation surveys after each residency. Their input is summarized below.



of the teaching artists report that the classroom teachers showed improvement in using arts-integrated strategies.



of the teaching artists report that the classroom teacher was a collaborative partner during the residency.



of the teaching artists feel they have the support they need from Foundation staff to successfully implement the residencies.

Sample Teaching Artist Quotes

- *“This experience reinforces the impact of structured repetition, accessibility, and movement-based learning in fostering confidence and active participation.”*
- *“The students in this classroom have very specific learning needs (autism spectrum, nonverbal, etc.). The program provided re-direction for them in these moments and helped them step out of their routine, which is challenging for these students.”*
- *“I noticed stronger focus and concentration and strengthened communication skills, especially in non-native speakers.”*
- *“Students developed a common language that helped them in their routines whether I was there or not. Teachers started incorporating those elements and sharing with me later.”*
- *“The reinforcement of life cycles and literacy opened them up to new ideas and different ways of seeing the natural world around them.”*



Funders

Wolf Trap programs are made possible through the generosity of the following organizations:

The Sho Foundation



The Cook Family Foundation





To learn more about all of our arts integration programs, please contact us at:



(941) 271-4186



programs@performingartsfoundation.org



www.performingartsfoundation.org



201 Cocoanut Ave. Sarasota, FL 34236



APPENDIX 3

Mindful Recovery

Logic Model

Mindful Recovery: An Arts Integration Approach for Early Learning

PURPOSE

To deliver an arts-integrated program for the Early Learning Coalition of Sarasota County that increases skills and knowledge in emotional resilience, mindfulness, and creative capacity, supporting both early childhood educators and the students they serve.

EVEVALUATION

- post educator surveys
- Classroom observation tools
- Teaching artist and educator debriefs
- Data analysis, adjustments and annual reporting

INPUTS

- Sarasota Performing Arts Foundation leadership & program staff
- Mindful Recovery Coordinator
- 10 Gulf Coast Florida Wolf Trap Teaching Artists
- National Wolf Trap Institute for Early Learning Through the Arts model
- Training from field experts
- Early Learning Coalition partnership
- Independent evaluator & data analysis

ACTIVITIES

- Trauma-informed Care & Wolf Trap training for teaching artists
- Development of arts-based mindfulness and resilience curriculum for educators and young children (0-5)
- 8 professional development workshops for early learning educators
- 5-session Mindful Recovery residencies:
 - Planning session
 - 3 Classroom sessions
 - Debrief & reflection
- Ongoing evaluation and continuous improvement

OUTPUTS

- Up to 60 early learning sites
- 260 early learning classrooms served
- 8 educator professional development workshops held across the county
- Arts & Mindfulness residencies delivered
- Surveys, Testimonials, and Participant Observations collected
- Interim, mid-project, and final impact reports

IMPACT

- Emotionally resilient early learning educators
- Trauma-informed early learning environments
- Children entering school with strong social-emotional foundations
- A scalable, evidence-based arts & wellness model for early learning systems

OUTCOMES (STUDENT)

- Improved emotional identification and expression
- Increased engagement and focus during classroom activities
- Improved classroom climate and social-emotional skills
- Stronger kindergarten readiness behaviors

OUTCOMES (EDUCATOR)

- Understanding of arts-integration & mindfulness strategies
- Improved skills for self-care and mindfulness through the arts.
- Increased comfort creating and delivering arts-integrated lessons
- Increased sense of community and network of peers
- Self-reported improvements in emotional well-being



APPENDIX 4

Impact Evaluator Bio

Deborah Chapman Senior Consultant

With over 25 years of experience in the consulting field, Deborah has spent her career working with organizations, teams and individuals to achieve their transformational goals. Her focus is on improving strategies, structures, systems and cultures to drive results-based outcomes. Her analytical style, attention to detail and engaging demeanor have made her a respected and sought after advisor. As a skilled strategist and researcher, Deborah has proven acumen in:

- * Strategic Planning
- * Project Management
- * Organizational Development
- * Data Analysis

Dynamic and versatile in her problem-solving approach, Deborah has served as a data consultant for the Community Foundation of Sarasota County's '2Gen' initiative which assists low-income parents with earning post-secondary credentials. Examples of her reports can be found at this [LINK](#).



She is currently an evaluation consultant for the Florida Philanthropic Network and consults with organizations such as the Charles & Margery Barancik Foundation, the Sarasota Performing Arts Foundation, Women's Resource Center, the Corley Company, Results First, and UnidosNow.

Prior to this, she worked as the Senior Program Director at CareerEdge Funders Collaborative managing major workforce development initiatives of the collaborative, including sector-focused employer partnerships, job seeker training programs in high-demand occupations, an internship reimbursement program, and youth college access programs.

As the former Director of Customer Research at Kaset International (now part of MHI Global) an international customer service training and consulting firm, Deborah managed a team of consultants providing client services in customer satisfaction research. She developed and validated survey instruments, designed supporting research processes, and implemented internal customer satisfaction & training product research functions. She also served as the Director of Strategic Planning & Development.

Prior to Kaset, Deborah worked as a consultant at Vantage Consulting Group where she evaluated stakeholder relationships, developed strategic communications plans, and designed and implemented customer satisfaction surveys. Deborah began her career with Behavior Management Consultants where she developed appraisal systems to improve productivity, trained supervisors in behavioral evaluation processes, and co-taught a Performance Management course to business professionals and government employees.

Deborah graduated from Florida State University cum laude with a Bachelor of Science degree in Psychology, and received an MBA from the University of Alabama, where she was awarded the Graduate Council Fellowship.



APPENDIX 5

Mindful Recovery

Staff & Teaching Artist Bios



Kelli Maldonado, Executive Director of Mission & Impact

Kelli Maldonado is a nationally recognized arts leader with more than 18 years' experience advancing mission-driven education, community engagement, and arts-based social impact initiatives. In her current role at the Sarasota Performing Arts Foundation, she is responsible for innovative programs across three strategic platforms:

Innovating Education, Engaging Communities, and Improving Wellness through the Arts. Her work focuses on research-based arts strategies that create a lasting impact across the community.

Kelli has developed participant-centered programs with demonstrated success. Under her leadership, the Foundation launched major community engagement initiatives, impact evaluation models, 2Gen approaches to arts engagement, early learning through the arts initiatives, and an accessibility advisory focused on lived experience.

Previously, Kelli spent a decade as Director of Education & Community Engagement at the Van Wezel Performing Arts Hall. While in this position, she oversaw programs serving more than 30,000 people annually. Kelli designed and scaled Artworks for Schooltime, a multi-generational arts-integration initiative to improve literacy through engagement with teachers, students, and parents/caregivers. As part of the program, Kelli developed Family Literacy Nights, teaching caregivers arts-strategies to support their child's learning at home. During the COVID-19 pandemic, Kelli developed and implemented virtual arts-based learning programs, reaching over 50,000 people.

Earlier in her career, she held education and artistic roles with Asolo Repertory Theatre, Manhattan Theatre Club, and the Merchants & Drovers Tavern Museum.

Kelli initiated the arts-based 2Gen model in Sarasota, presenting in the community's first 2Gen Summit. Additionally, she has presented at the Kennedy Center Partners in Education Conference, Wolf Trap Institute of Early Learning Director's Meeting, and the Leadership Exchange in Arts & Disability. She is the recipient of the Nancy Roucher Arts Leadership Award.

Kelli holds an MA in Applied Theatre from the City University of New York, where her thesis explored conflict literacy through the arts, and a BFA in Theater from Pace University. She is committed to leveraging the arts as a catalyst for belonging, wellness, civic engagement, and community transformation.



Allison Hunter, Community Programs Manager

Allison Hunter is an arts administrator, educator, and advocate recognized for expanding access, wellness, and community engagement in Sarasota’s performing arts. She holds a Master of Science in Performing Arts Leadership and Management from Shenandoah University, magna cum laude, and a Bachelor of Music in Music Education from James Madison University. Allison began her career as a music educator and performing artist, developing curricula presented

at the Virginia Music Educators Association Conference and performing nationally and internationally as a euphoniumist.

Transitioning into arts leadership, she built lasting community partnerships in Sarasota as Youth Orchestra Manager for Sarasota Orchestra, which she carried into her current position as Community Programs Manager for the Sarasota Performing Arts Foundation, overseeing hundreds of programs annually and engaging thousands of community members. A recognized advocate for equity and inclusion, she presented alongside colleagues at the Kennedy Center’s 2025 LEAD Conference and has been a key advocate in inclusive audience-building for the proposed Sarasota Performing Arts Center. Through her leadership, Allie continues to advance creative opportunity and community wellness, supporting a thriving, inclusive arts ecosystem throughout the Gulf Coast of Florida.

Anticipated Teaching Artists*

Maria Schaedler-Luera is a Brazilian-born educator and artist who studied with acclaimed director Augusto Boal and has taught classes and workshops that focus on Theatre of the Oppressed techniques for the American Repertory Theater, Harvard Extension School, Lesley University, and several other organizations. She worked at the Harvard Art Museums, developing and teaching gallery classes to immigrants in English, Portuguese and Spanish.

She is a National Arts Integration Consultant, one of the recipients of the 2019 Arts Leadership Award from The Arts and Cultural Alliance of Sarasota County, and the winner of the 2022 Appleton Arts Integration Award from the Sarasota Performing Arts Center Foundation. Maria has served as the Manager for Arts Integration for Any Given Child Sarasota at Sarasota County Schools. Maria is a seasoned improviser with extensive training and experience teaching students of all ages. She studied at The American Musical Dramatic Academy in NYC and has a Masters in Intercultural Relations and Arts for Social Change from Lesley University.

Jessica McHugh holds a master's degree in Elementary Education as well as a bachelor's degree in psychology and Theater Arts from Rutgers University, New Jersey. Additionally, Jessica has been a creative mover her whole life, and she has received over 500 hours of mindfulness and yoga training. She has been joyfully integrating the arts and facilitating project-based learning in elementary school classrooms since 2006, and she's led professional development workshops for teachers and school leaders since 2013. In 2019, she received an award for Leadership in Arts Education from The Arts and Cultural Alliance of Sarasota County. She consults with Sarasota County Schools as the Arts Integration and Social Emotional Learning Curriculum Specialist, and leads professional development for teachers, teaching artists and leaders across the nation.

Deb Lombard started her career at Syracuse University where she taught musical theater dance and movement to actors in the College of Visual and Performing Arts. Deb holds a Bachelor of Science degree in dance education from SUNY College at Brockport. She is certified in K-12 Dance, Physical Education, Health, and Creative Dramatics/Creative Learning (2008) and holds a Master's level diploma in Arts Management.

After relocating to Florida, she worked as a teaching artist and conducted Arts Integration workshops for various organizations such as The Van Wezel, Any Given Child, and Sarasota Ballet. Deb played an important role in launching the Players Performing Arts summer camp program and served as its artistic director for over two decades. She also worked as

the outreach director for the Sarasota Ballet and was the education director for the Arts and Cultural Alliance of Sarasota.

Deb taught dance for 16 years and contributed to the development of a comprehensive and award-winning performing arts program at two elementary schools in Sarasota. Currently, she serves as the artistic director of MotionlabSRQ, where she brings arts-integration programs to pre-K through 8th-grade students. Deb loves sharing her love for dance with students of all ages!

Jenna Outerbridge is a Performing Artist, 200 hour registered Yoga Instructor, and Cecchetti Ballet Instructor. She holds a Bachelor's Degree from SUNY at Purchase College, where she studied in The Conservatory of Dance in the The School of the Arts. In 2016, Jenna founded Stories In Motion, a movement program that helps children connect with their inner creative. After performing internationally with the Bermuda Civic Ballet, Jenna returned to her native Sarasota. As an instructor at Booker High School, Jenna helps develop and teach arts curriculum for the VPA Dance Program. She can also be found teaching movement and yoga at The Sarasota Ballet, The Yoga Shack, and Everbody Yoga Bradenton.

Karim Manning was born in south FL and raised in Arizona and has had a passion for music his whole life. He's been performing human beatboxing, lyricism, DJ'ng and producing music for over 20 years. He discovered his passion for teaching in 2005 when he began working with developmentally disabled children and adults. In 2017 Karim began teaching at Booker Middle School's afterschool program. His dynamic skills and ability to build confidence in students through his art forms led to him becoming a part time instructor at both Booker Middle and Booker High School, for several years before changing directions. He is now a full time DJ In the Sarasota Bradenton area now, and performs his music regularly around southwest Florida. He is a teaching artist at a local private school in sarasota as well as doing residencies as a teaching artist at various schools in the Tampa Bay Area and Nationally

Monessa Salley, a South Carolina Native, is in her 6th season dancing, teaching professionally, and currently serving as Production Lead with Sarasota Contemporary Dance Company. She is also an adjunct dance educator for the Booker High School Dance

Dept. and serves as a teaching artist for several arts organizations including, The Van Wezel Performing Art Hall (Artworks Anywhere), Wholehearted Education, Suncoast Black Arts Collaborative, and assisting choreographer for West Coast Black Theater Troupe. She holds a B.A. in Dance Performance from Winthrop University and an M.Ed. in Divergent Learning from Columbia College. After continued education and serving as a certified dance educator for 12 years in SC, she went on to pursue her MFA in Dance Performance and New Media at New York University's Tisch School of Arts. Salley enjoys sharing the joy and passion of dance with all ages and enhancing community relations. She has a mind, body, spirit approach to dance and relishes in refining her craft as a performer and teacher, generating health, healing, and happiness through dance and arts integration.

Hannah Bagnall is a storyteller, seasonal celebrator, curious adventurer, and avid ice cream eater. She has worked professionally onstage at Ozark Actors Theatre, Missoula Children's Theatre, and Florida Studio Theatre but mostly enjoys being behind the scenes nowadays. Having been employed as a nanny, children's yoga instructor, birthday party princess, children's chess tutor, and a teaching artist specializing in 4-6 year olds she now spends a lot of time moving through the world with childlike wonder through her business, Hannah's Enchantments. In 2024, she published a children's book with her Dad called Dino Music Trucks. You can find her wearing vintage dresses and petting every dog in Sarasota, Florida.

Eric Van Baars is a multifaceted theatre practitioner and educator. As a director /choreographer, his work focuses on ensemble-based works and spans from regional theatre to international festivals. As a teaching artist, he collaborates with such organizations as the Sarasota Arts Foundation, Van Wezel's Education Department, Florida Studio Theatre, The Player's Theatre and Westcoast Black Theatre Troupe. He also serves on the Board of Wholehearted Education, Inc. A recent Florida transplant, Eric served as the Director of the School of Theatre and Dance at Kent State University from 2014-2022, where he was an Associate Professor and taught all aspects of performance for over twenty years. He is a long-standing company member with Ohio's Porthouse Theatre where he has been involved in over 30 productions, as both an actor and director/ choreographer. Other performance credits include roles with Radio City Music Hall, Walnut Street Theatre, GEVA, Theatre Virginia, St. Louis Rep, Great Lakes Theater Festival, Cherry County Playhouse, Cincinnati Playhouse as well as international tours of Hair and 42nd Street. He holds an MFA in Acting from Kent State and is a long-standing member of Actors Equity Association and the Society of Directors and Choreographers.

Lizbeth Flood is a critically acclaimed vocalist, pianist, and composer. A native Washingtonian, she has been singing and playing at Washington area Hotels, clubs and restaurants and many other venues up and down the east coast for the past four decades. Her repertoire consists of 1,000's of songs from the 20th and 21st century, specializing in the Great American Songbook. She is a teaching artist with Wolf Trap, Kennedy Center and Story Tapestries in the Washington area , teaching artist for Performing Arts Foundation in Sarasota and former teaching artist with Artist Series Concerts. Lizbeth is the newest staff member of Artist Series Concerts, the Manager for Community Engagement. She is a member of the professional group, Choral Artists of Sarasota and has performed concerts at Van Wetzel, Sarasota Opera House, Venice Performing Arts among others. Lizbeth has sung with Symphonic Choruses for 20 years, performing in Concert Halls around the world. Lizbeth owns Jasmine Terrace music Publishing and is affiliated with BMI. She has released five CD's and has recorded with other solo artists and groups. Lizbeth is a commissioned stained-glass artisan and is a member of the Educational Foundation in Lost River, West Virginia and plays in area venues in West Virginia during the year

Jillianne Abbott is a dynamic Visual Arts Program Director and Teaching Artist whose work centers on the transformative power of inclusive, adaptive art education. With a Master of Arts in Health from the University of Florida, she brings a holistic approach to the classroom, integrating wellness, creativity, and education to support both artistic and emotional growth. Jillianne has extensive experience working with students of all ages and abilities, creating accessible, imaginative learning environments that empower every individual to express themselves meaningfully. Based in Sarasota, Florida, she leads an inclusive visual arts program at The Haven and collaborates with organizations such as the Van Wezel Performing Arts Hall, Sarasota Art Museum, and Sarasota Performing Arts Foundation to foster connection, inclusion, and dialogue through public art. In her roles as Lead Teaching Artist and Art & Accessibility Consultant, she uses differentiated strategies to meet diverse learning needs and promotes creativity as a tool for building confidence, encouraging collaboration, and inspiring lifelong appreciation for the arts. Her mission is rooted in the belief that art has the power to heal, transform, and bring communities together.

*Based on availability during the residency additional or alternative teaching artists may be used. All artists will be fully trained as described in the proposal.

FINANCIAL REPORT VI.A.

ITEM: Budget to Actuals

Overview: Year-to-Date Budget to Actuals for the November reporting period.

Attachment(s): Budget to Actuals July – November 2025

Early Learning Coalition of Sarasota County
Budget vs. Actuals: Budget_FY26_PL - FY26 P&L
 July-November, 2025

	Actual	Budget	Variance
Income			
4001 Contracts & Grants - State/Fed	6,337,278.90	6,610,270.00	-272,991.10
4010 Contacts & Grants - County	170,126.01	145,833.35	24,292.66
4020 Contracts & Grants - Other	85,349.31	83,333.35	2,015.96
4050 Private Donation	4,236.13	4,166.65	69.48
4101 Investment Earnings	3,952.97	2,208.35	1,744.62
Total Income	\$ 6,600,943.32	\$ 6,845,811.70	-\$ 244,868.38
Gross Profit	\$ 6,600,943.32	\$ 6,845,811.70	-\$ 244,868.38
Expenses			
5000 Employer Provided Salaries/Benefits			
5001 Salaries	463,019.99	516,162.55	53,142.56
5005 Payroll Taxes	35,820.75	46,987.40	11,166.65
5010 Health Benefits	29,293.50	46,987.40	17,693.90
5020 Retirement Benefits	8,883.65	12,500.00	3,616.35
Total 5000 Employer Provided Salaries/Benefits	\$ 537,017.89	\$ 622,637.35	\$ 85,619.46
5101 Staff Development	1,203.55	1,875.00	671.45
6000 Professional Services			
6001 Professional Services - Accounting	1,100.00	4,166.65	3,066.65
6002 Professional Services - Auditing	10,500.00	8,125.00	-2,375.00
6005 Professional Services - IT	30,941.51	29,350.00	-1,591.51
6010 Professional Series - Legal		6,250.00	6,250.00
6030 Professional Services - Repair and Maintenance	1,522.00		-1,522.00
6035 Professional Services - Other	-21,540.20	83,333.35	104,873.55
Total 6000 Professional Services	\$ 22,523.31	\$ 131,225.00	\$ 108,701.69
6500 Direct Services - Child Care			
6500 SR Child Care - School Readiness			
6501 Direct Services - Child Care		3,482,420.65	3,482,420.65
6502 97P00	2,985,984.89		-2,985,984.89
6503 97R00	297,051.94		-297,051.94
6505 97GNW	21,150.22		-21,150.22
6515 97GSQ - Gold Seal	94,254.16	150,000.00	55,745.84
6517 SR Match	342,558.42	291,666.65	-50,891.77
6518 SRREG - Registration Fees	35,700.00		-35,700.00
6549 QPICQ/QPIPQ	198,732.29	208,333.35	9,601.06
Total 6500 SR Child Care - School Readiness	\$ 3,975,431.92	\$ 4,132,420.65	\$ 156,988.73
6500 SRPL Child Care-School Readiness Plus			
6530 Direct Services-Child Care			
6531 SRPDS	20,668.73	6,500.00	-14,168.73

Total 6530 Direct Services-Child Care	\$	20,668.73	\$	6,500.00	-\$	14,168.73
Total 6500 SRPL Child Care-School Readiness Plus	\$	20,668.73	\$	6,500.00	-\$	14,168.73
6500 VPK Child Care - VPK						
6520 VPK- School Year		1,870,647.56		1,786,152.90		-84,494.66
6522 VPK SIS		13,368.75				-13,368.75
Total 6500 VPK Child Care - VPK	\$	1,884,016.31	\$	1,786,152.90	-\$	97,863.41
Total 6500 Direct Services - Child Care	\$	5,880,116.96	\$	5,925,073.55	\$	44,956.59
7001 Occupancy		36,916.66		36,952.20		35.54
7051 Postage, Freight, and Delivery Services		203.95		1,125.00		921.05
7101 Rentals - Office Equipment		4,630.18		3,979.15		-651.03
7151 Office Supplies and Office Expense Items		9,162.05		4,166.65		-4,995.40
7201 Communications		6,307.53		5,290.00		-1,017.53
7250 Insurance						0.00
7251 Insurance and Surety Bonds (D&O)		2,076.00		962.85		-1,113.15
7260 Insurance and Surety Bonds (General Liability)		6,197.57		2,536.00		-3,661.57
7265 Insurance and Surety Bonds (Workers Compensation)		7,113.61		6,957.50		-156.11
7275 Insurance and Surety Bonds (Other)				314.20		314.20
Total 7250 Insurance	\$	15,387.18	\$	10,770.55	-\$	4,616.63
7302 Equipment < \$5000		2,483.97				
7400 Provider Expenses				83,333.35		83,333.35
7401 Quality and Classroom Materials		51.96				
7405 Training materials and space		1,280.00				-1,280.00
7410 Consumer Education and Outreach Materials		39,905.80				-39,905.80
7415 Grants to Providers		13,817.01				-13,817.01
7420 Scholarships and other Education Opportunities		62,420.80				-62,420.80
Total 7400 Provider Expenses	\$	117,423.61	\$	83,333.35	-\$	34,090.26
7500 Travel						
7501 In-State Travel		1,150.00		2,500.00		1,350.00
7510 Local Travel		2,224.54		2,083.35		-141.19
Total 7500 Travel	\$	3,374.54	\$	4,583.35	\$	1,208.81
7601 Bank Fees		1,001.28		416.65		-584.63
7605 Application Software and Licenses and Support		5,394.72		2,083.35		-3,311.37
7610 Web Service/Hosting, Support, Back-up Services and Maintenance		1,355.24		1,666.65		311.41
7615 Other Employee Related Expenditures		130.00		833.35		703.35
7620 Dues & Subscriptions		5,446.00		2,333.35		-3,112.65
7625 Taxes, Licenses and Fees		2,465.08		333.35		-2,131.73
7635 Miscellaneous/Other Current Charges		1,999.11		625.00		-1,374.11
Total Expenses	\$	6,654,542.81	\$	6,839,302.85	\$	187,244.01
Net Operating Income	-\$	53,599.49	\$	6,508.85	-\$	432,112.39
Net Income	-\$	53,599.49	\$	6,508.85	-\$	432,112.39

COMMITTEE REPORT VII.A.

ITEM: Finance Committee

The Finance Committee met on Tuesday, January 20, 2026, to review and discuss the following items:

- Approval of November 11, 2025, Finance Committee Meeting Minutes
- Financial Report – Budget to Actuals (July – November 2025)
- Proposed Allocation of Funds for Implementation of the Mindful Recovery Program
- Finance Committee Meeting Schedule
- CEO Report
 - Re-Obligation of Funds
 - Division of Early Learning Fiscal Monitoring Update

COMMITTEE REPORT VII.B.

ITEM: Communications Committee

The Communications Committee meeting, originally scheduled for January 14th, was canceled. Staff will coordinate with committee members to reschedule.

The Heart of our Work

THE EARLY LEARNING COALITION OF SARASOTA

EMPOWERING EVERY CHILD

We believe every child deserves the chance to reach their full potential. Guided by their growth, safety, and happiness, we create a supportive learning community that respects each child and nurtures their individual strengths. We empower children to learn, grow, and thrive with confidence, courage, and a lifelong love of learning.

EQUITY & INCLUSION

We commit to equity by removing barriers and providing the support every child and family needs to thrive. We value diversity and inclusion through accessible classrooms, culturally responsive materials, adaptive supports, family engagement, and celebrations of heritage, ensuring fair outcomes for all.

FAMILY & COMMUNITY PARTNERSHIPS

We honor families as children's first and most important teachers and build strong partnerships with families, educators, and community organizations. Together, we create a welcoming, supportive network that strengthens resilience and helps every child thrive.

EXCELLENCE

We pursue the highest standards in early learning, striving for excellence, continuous improvement, and meaningful outcomes that ensure every child receives the quality care and education they deserve.

INTEGRITY & ACCOUNTABILITY

We act with honesty, transparency, and accountability, upholding ethical principles and taking responsibility for our actions, decisions, and stewardship to benefit children and families

INNOVATION

We embrace creativity, innovation, and forward-thinking strategies to adapt, continuously improve, and enhance early learning, meeting the evolving needs of children, families, and providers.

PROFESSIONALISM

We lead by example with respect, integrity, and excellence, fostering a culture of professionalism, collaboration, and lifelong learning in service to children, families, and our community.

