ELC of Sarasota Board of Directors
Meeting Agenda Packet

May 12, 2026

6003 Honore Ave, Suite 106

Sarasota, FL 34238

https://us06web.zoom.us/j/81079198302
Passcode: 775098

Board of Directors Meeting Agenda
Tuesday, May 12, 2026
https://us06web.zoom.us/j/81079198302
Passcode: 775098

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

II. PUBLIC COMMENT

III. CHAIRMAN'S REPORT
- A. Board Member Self-Assessment Reminder
- B. Recognition of Board Members and ELC Staff
- C. Recap of "Coffee and Conversations" with ELC Team
- D. Budget Workshop

IV. CONSENT AGENDA (Pgs. 2-9)
- A. Approval of May 12, 2026, Board of Directors Meeting Agenda
- B. Approval of Minutes for March 10, 2026, Board Meeting Minutes
- C. Approval of Minutes for April 13, 2026, Executive Committee Special Meeting

V. ACTION ITEMS (Pgs. 10-17) — **K. Cooper**
- A. Approval of Revised Bylaws
- B. Approval of Contract Amendment for Brand Evolution and Website Design & Development
- C. Approval of iVenture Contract Execution and Purchase of Technology

VI. FINANCIAL REPORT (Pgs. 18-19) — **K. Smith**
- A. Budget to Actuals Year-to-Date as of March 31, 2026

VII. COMMITTEE REPORTS (Pg. 20)
- A. Finance Committee — **J. Disbro**

VIII. CEO REPORT — **A. Fraga**
- A. Legislative Updates
- B. Hurricane Ian Grant Updates
- C. Co-Payment Fee Temporary Wavier

IX. DISCUSSION (Pgs. 21-22) — **K. Cooper**
- A. Proposed Board of Directors Meeting Schedule for Fiscal Year 2026-2027
- B. Anti-Fraud Plan & Appeals Committee

X. INFORMATION ITEM (Pgs. 23-24)
- A. Program Enrollment Dashboard

XI. ANNOUNCEMENTS **K. Cooper**

A. Budget Workshop – June 9, 2026, at 2:00 p.m. (In-person; Caring Collective Office)
B. Board of Directors Annual Meeting – June 9, 2026, at 3:00 p.m. (In-person; Caring Collective Office)
C. Strategic Planning - October 2026

XII. ADJOURNMENT

Early Learning Coalition
Sarasota County

BOARD OF DIRECTORS

MEETING UNAPPROVED MINUTES

Tuesday, March 10, 2026, at 3:00 p.m.
Hybrid Meeting
6003 Honore Ave, Suite 106
Sarasota, FL 34238

MEETING ATTENDANCE

Facilitator: Kevin Cooper

Board Members Present: Kevin Cooper, Chuck Henry, Daniela Smith, Elida Mujic, Brittany Lamont, James Disbro*, Tracey Cardenas, Jennifer (Jenny) Infanti, Kathleen Sullivan, Jeff Matthews, Mark Smith

Board Members Absent: Tiffany Barfield, Michelle Kenner, Tom Tanno, Heather Shehorn, Alison Thomas, Paige Tyde

ELC Staff: Alison Fraga, Kelley Minney, Kiyana Scott, Ana McClendon, Lorrie Young, Dianne Lawrence*, Brigid Kolowith, Kaitlyn Dorsett, Quanisha Minor*, Courtney Owen*

Other Attendees: Caroline Fisher, Ryan Guerin, Rich Cassidy, Jon Duffy

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Cooper called the meeting to order at 3:01 p.m.

PUBLIC COMMENT I

There was no Public Comment.

CONSENT AGENDA

The following items were included under the Consent Agenda:

A. Approval of March 10, 2026, Board Meeting Agenda
B. Approval of January 21, 2026, Board of Directors Meeting Minutes

Jeff Matthews made a motion to approve. Mark Smith made a second. The motion carried unanimously.

ACTION ITEMS

A. Annual Independent Audit -Years Ended June 30, 2025, and June 30, 2024

Jon Duffy and Rich Cassidy of Moss, Krusick & Associates presented the annual independent audit. The presentation included the following highlights:

- Current assets of $3.5 million with liabilities of $2.9 million

- Program and administrative expenses maintained within the 5% cap for School Readiness (SR) and Voluntary Prekindergarten (VPK) programs.
- $15.2 million in childcare payments processed.
- Notes on the financial statements addressed revenue recognition, 401(k) plan contributions, and two audit findings related to an interest-bearing account and related disclosures.

Brittany Lamont made a motion to approve the Annual Independent Audit – Years Ended June 30, 2025 and June 30, 2024, as presented. Elida Mujic made a second. The motion carried unanimously.

B. Approval of Privacy Policy

Alison Fraga, Chief Executive Officer (CEO), gave a brief overview of the privacy policy, noting it reflects best practices recommended by the Association of Fundraising Professionals. The policy is intended to be published on the ELC of Sarasota's website to support GuideStar ratings and transparency. The policy addresses the handling of individual donor data.

Jennifer Infanti made a motion to approve Privacy Policy as presented. Mark Smith made a second. The motion carried unanimously.

C. Appointment of Private Sector Board Member

Chair Cooper presented the appointment of Ryan Guerin to serve on the Board of Directors as a private sector member. Mrs. Fraga outlined Mr. Guerin's introduction to the ELC of Sarasota. The Finance/Governance Committee reviewed Mr. Guerin's application at its March 3, 2026, meeting and voted to recommend the appointment to the full Board. Mr. Guerin provided a brief introduction of himself, and further discussion was held regarding composition, development of a board matrix, and expectations for recruitment efforts from board members.

Brittany Lamont made a motion to approve the appointment of Ryan Guerin to serve on the Board of Directors as a Private Sector member for a 4-year term, beginning March 10, 2026, and ending March 10, 2030. Jeff Matthews made a second. The motion carried unanimously.

D. Safe Harbor 401(k) Match

Chair Cooper and Mrs. Fraga informed the Board that an administrative issue was identified in the AlphaStaff system regarding the 401(k) employer match contributions made on behalf of the CEO. The ELC of Sarasota employee handbook states that employer match eligibility begins after six months of employment; contributions were identified as having begun in November 2025. The discrepancy appeared to have been caused by duplicate hire dates in the system. The Finance/Governance Committee reviewed the matter and voted to acknowledge the administrative error and recommended that no action be taken at this time. Discussion was held regarding staff time spent on the review and potential administrative corrections.

Jeff Matthews made a motion to acknowledge the administrative error and take no further action. Mark Smith made a second. The motion carried unanimously.

FINANCIAL REPORT

Kevin Smith, Chief Financial Officer (CFO), presented the budget-to-actuals through December 2025. Key highlights included:

- SR allocation usage at 47%, VPK allocation usage at 43%
- Administrative expenses remained below the 5% cap for both SR and VPK programs.

Jennifer Infanti made a motion to approve the budget-to-actuals through December 2025 as presented. Mark Smith made a second. The motion carried unanimously.

COMMITTEE REPORTS

Finance Committee

James Disbro, Finance Committee Chair, provided the committee report, which included discussion of budget-to-actuals, the new board member appointment, and the 401(k) administrative matter.

Communications Committee

Ana McClendon, Chief of Community Impact, reported that the Communication Committee reviewed the statement of purpose, and upcoming meeting dates at the last meeting. Discussion was held regarding the ELC of Sarasota's potential participation in Safe Kids Day.

CEO REPORT

Brand Refresh and Website Update

Mrs. McClendon presented the ELC of Sarasota's brand refresh and updated website. She noted that the redesigned site serves as the primary resource for families, featuring clear navigation, plain language, mobile-friendly design, and detailed eligibility information to reduce routine staff inquiries. The site is positioned as a local hub for families researching services prior to relocating to the area. A dedicated Board of Directors page was highlighted as a potential board recruitment tool. Mrs. McClendon reported that the homepage tagline "Where Possibility Takes Root" reflects a bright, locally inspired aesthetic.

DISCUSSION ITEMS

Chair Cooper noted that he and Mrs. Fraga, and Kiyana Scott, Director of Board Relations and Executive Strategy, met with former Board member Sara Snow to recognize her service. A certificate of appreciation and personalized gift were presented in recognition of her contributions to the organization.

Discussion was held on shirts and name tags for Board Members.

INFORMATION ITEM

The Program Enrollment Dashboard was reviewed. Further discussion and request for updates to the dashboard included:

- Request made to add a legend/key to the dashboard for clarity.
- Number of children being served with County funding.
- If applicable, number of available seats for VPK.

ANNOUNCEMENTS

Chair Cooper noted the next Board of Directors meeting is scheduled for May 12, 2026, at 3:00 p.m.

ADJOURNMENT

There being no further business, Jenny Infanti made a motion to adjourn. Mark Smith made a second. The meeting was adjourned at 4:09 p.m.

Read and approved by: ______________________________________ ______________

Jennifer Infanti, Secretary ***Date***

EXECUTIVE COMMITTEE
SPECIAL MEETING
UNAPPROVED MINUTES

Monday, April 13, 2026, at 9:30 a.m.
Zoom Virtual Meeting

MEETING ATTENDANCE

Facilitator: Kevin Cooper

Committee Members Present: Kevin Cooper*, James Disbro*, Jennifer (Jenny) Infanti*, Tiffany Barfield*

Committee Members Absent: None

ELC Staff: Alison Fraga*, Kevin Smith*, Kiyana Scott*, Jessica Becerril*, Ana McClendon*

Other Attendees: None

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Cooper called the meeting to order at 9:32 a.m.

PUBLIC COMMENT I

There was no Public Comment.

ACTION ITEMS

A. Adoption of Delegated CEO Discretionary Waiver Authority

Alison Fraga, Chief Executive Officer (CEO), provided an overview of the updated **co-payment and parent fee assessment policy**. Mrs. Fraga provided context for the updated policy, funding, the need to extend financial assistance to families, and increased financial pressures on the broader economy and market. Mrs. Fraga outlined the parameters and scope of the proposed delegated discretionary waiver authority.

The Executive Committee engaged in discussion regarding the Division of Early Learning (DEL) approval requirement for the policy and implications should the policy not receive approval from DEL.

Jenny Infanti made a motion to approve. James Disbro made a second. The motion carried unanimously.

B. Authorization of CEO Discretionary Co-Payment Waiver

Mrs. Fraga presented the authorization of CEO Discretionary Co-Payment Waiver in an amount not to exceed $300,000. Mrs. Fraga noted that the funds would be directed toward children actively enrolled in services as of April 30, 2026, for the period of May 1 through September 30, 2026, impacting approximately 1,000 children. Mrs. Fraga further clarified that the waiver would not reduce funding received by providers, as the Coalition would assume the responsibility for paying the co-payment on behalf of the families.

There was further discussion on the potential expansion of the waiver and communications to both families and providers. Mrs. Fraga informed the committee that overtime would be made available to the family services team to address the anticipated workload.

James Disbro made a motion to approve. Jennifer Infanti made a second. The motion carried unanimously.

ADJOURNMENT

The meeting adjourned at 9:47 a.m.

Read and approved by: ____ _______________

Jennifer Infanti, Secretary *Date*

ACTION ITEM V.A.

ITEM:	**Approval of Revised Bylaws**
FISCAL IMPACT:	N/A
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Approve the proposed bylaw revisions as presented.

Overview: Article III, Section 4 – Attendance and Removal: The removal provision has been updated to establish a clear attendance standard; members are expected to attend at least three (3) of the five (5) regular meetings per year, with telephone or videoconference attendance counting toward that requirement. The revision also separates removal for cause from removal for attendance violations and replaces the prior six-meeting count with a fifty percent (50%) year threshold.

Article VI, Section 2c – Communications Committee: The Communications Committee has been removed as a standing committee. This change reflects the Coalition's current structure, in which communications activities are managed at the staff level. The board retains the ability to address communications-related matters through ad hoc committees as needed.

Article VI, Section 3 – Ad Hoc Committees: The former "Special Committees" provision has been retitled and revised to establish "Ad Hoc Committees" as the mechanism for time-limited, purpose-specific work. The revised language clarifies that ad hoc committees are dissolved upon completion of their designated purpose or at the discretion of the Chair, providing a cleaner framework for their use.

Attachment(s): Revised Bylaws (includes redline)

BYLAWS OF THE SCHOOL READINESS COALITION OF SARASOTA COUNTY, INC.

ARTICLE I
ORGANIZATION

This organization shall be known as the School Readiness Coalition of Sarasota County, Inc. d/b/a The Early Learning Coalition of Sarasota County ("Coalition"). The Coalition is a Florida not-for-profit corporation with offices located in Sarasota County, serving Sarasota County. The Coalition fiscal year shall run from July 1 through June 30.

ARTICLE II
MISSION AND VISION

The Early Learning Coalition prepares children for lifelong success through quality early learning. Every child develops a strong foundation of learning in a community dedicated to ensuring all families have the necessary support to thrive and all children reach their full potential.

The purposes for which this Coalition is organized are to implement the provisions of the School Readiness Program, Florida Statute Part VI, Chapter 1002, as amended from time to time, and the Voluntary Pre-kindergarten Act, Part V, Chapter 1002, Florida Statutes ("F.S."), as amended from time to time, and any subsequent legislation that impacts the purpose as well as associated adopted rules.

ARTICLE III
MEMBERS

1. Membership. Pursuant to section 1002.83, Florida Statutes, each early learning coalition shall be composed of at least 15 members but not more than 30 members. All Members are subject to the ethics and provisions in sections 112.313, 112.3135 and 112.3143, Florida Statutes.

a. Required Members. Required member positions are provided in section 1002.83, Florida Statutes, including appointments made by the Governor as well as legislatively designated members. The Governor shall appoint the Chair and two other members of the Coalition, who must meet the same qualifications as private sector business members appointed by the Coalition. In the absence of a governor-appointed chair, the Commissioner of Education may appoint an interim chair from current Coalition Board membership. A Member who is no longer serving in the position specified by statute shall notify the Chair and a replacement shall be identified by the designated organization or group.

b. Private Sector Members. Private sector members appointed by the Coalition must reside in Florida and be an employee, manager or owner of a business entity that operates within Sarasota County. Potential private sector applicants, other than gubernatorial appointees, shall be reviewed by the Governance Committee, which shall then make any recommendations to the full Board. Private sector business members, either for profit or nonprofit, cannot have a substantial financial interest in the School Readiness or Voluntary Pre-kindergarten Program as defined in s.112.3143. Members must also meet criteria established by relevant statute, Florida Department of Education, Division of Early Learning, or Coalition bylaws.

2. Term. Serving on the Coalition will require a commitment of time from all members, including attending regular Coalition meetings and participating in committee work, as well as reading and becoming educated about the many aspects of early childhood development and school readiness. Coalition appointed Private Sector Members may serve a maximum of two (2) consecutive four-year (4 year) terms. An appointed Member elected to fill an unfinished term of one year or less is eligible to serve two (2) additional four-year (4 year) terms. Any appointment for a vacancy greater than one year will be considered a term and that Member may serve one additional four-year term. Members may be nominated to serve additional terms after a one-year break in service. Gubernatorial appointed members serve at the pleasure of the Governor and in terms as designated by the Governor's office.

3. Meetings. Regular meetings shall be held at a time and place to be decided by the Members. The Coalition will meet as needed to conduct the Coalition's business. Coalition meetings are public meetings and notice shall be made pursuant to section 286.011, F. S. Minutes of meetings will be kept and made available upon request. Minutes of meetings shall be provided to members prior to the next scheduled meeting for review and subsequent approval. A special meeting may be called by the Chair, with reasonable notice, upon concurrence by a majority of the Coalition Board or upon petition signed by a majority of the Coalition Board. All Coalition meetings shall be governed by Robert's Rules of Order, Newly Revised (latest edition).

4. Removal. ~~All Members, except those appointed by the Governor, may be removed by a two-thirds (2/3) vote of a quorum of the Members when, in the Members' judgement, the best interest of the Coalition would be served. Notice of intent to remove shall be given~~. ~~The Coalition may remove Coalition appointed members absent, without excuse, from three (3) consecutive meetings or six (6) meetings within a twelve month period. Legislatively mandated Members absent from three (3) consecutive meetings or six meetings within a twelve-month period, without excuse, may be notified by the Chair that their membership is not in good standing.~~ At minimum, Board members are expected to attend at least three (3) of the five (5) regular meetings held in any calendar year. Attendance via telephone or video conference, where permitted by the Chair and consistent with Florida's public meeting requirements, shall count towards attendance. All Members, except those appointed by the Governor, may be removed for cause or when the Board determines that removal is in the best interest of the Coalition, by two-thirds (2/3) vote of the members present at a meeting where a quorum has been established. Written notice of the proposed removal shall be provided to the Member. Members may be removed for attendance violations if they are absent, without excuse, from three (3) consecutive regular meetings, or if they fail to attend at least fifty percent (50%) of the regular meetings held during a fiscal year (i.e., attend fewer than 3 of the 5 scheduled meetings). Legislatively mandated Members who are absent, without excuse, from three (3) consecutive meetings or who fail to attend at least fifty percent (50%) of the regular meetings held during the fiscal year may be notified by the Chair that their membership is not in good standing and the appointing entity will be notified.

5. Vacancy. Upon review and recommendation of the Governance Committee, vacancies for seats, other than those appointed by the Governor, may be filled at any regular meeting by a majority vote. Mandated seats are automatically appointed by the associated entity

6. Code of Conduct. Members of the Coalition Board are subject to the ethics provisions in Section 112.313 (Standards of Conduct for Public Officers, etc.), 112.3135 (Restriction on Employment of Relatives) and 112.3143 (Voting Conflicts). Members of the Coalition Board as well as staff will conduct themselves in an ethical and professional manner at all times.

ARTICLE IV
VOTING

1. Quorum.
Fifty percent (50%) plus one of the members shall constitute a quorum for the transaction of business at any meeting of the Coalition. If less than a quorum is present at a meeting the majority of the Members present may adjourn the meeting without further notice or conduct the meeting for informational and discussion purposes only. No legal actions or votes can occur without a quorum.

A quorum may be met by use of a conference call, virtual meetings, or other method of telecommunication, provided that the public is given proper notice, reasonable access to observe and hear, and, when appropriate, to participate. All recording requirements must be met.

2. Conflicts
Each Member is subject to sections 112.313, 112.3135, and 112.3143, Florida Statutes. For purposes of section 112.3143, Florida Statutes, each voting member is a local public officer who must abstain from voting when a voting conflict exists.

ARTICLE V
OFFICERS

Any member in good standing shall be eligible for nomination and election to serve as an officer of the Coalition. No staff may hold an office of the Coalition, nor may a professional staff member of an agency receiving funds from the Coalition hold the office of Treasurer. All officers, except the Chair, shall serve two (2) year terms and shall be a voting member of the Coalition.

1. Duties.

The Chair shall~~,~~ preside at all Coalition meetings~~)~~ and perform other duties as may be requested by the Coalition. The Chair shall appoint the officers of a Vice Chair, Treasurer and Secretary, as well as chair of all committees. Officer appointments must be ratified by the board.

The Vice-Chair shall preside, in the absence of the Chair at regular Coalition meetings and/or special meetings called by the Chair, and act on behalf of the Coalition when needed.

The Treasurer shall be responsible to the Coalition for the financial review of all funds received and disbursed by the Coalition. The Treasurer chairs the Budget and Finance committee, ensures fiscal compliance and shall report at regular board ~~meeting~~meetings.

The Secretary will ensure that notices required by these Bylaws are posted in a timely and accurate manner. The Secretary will ensure records are maintained of all proceedings of the Coalition Board.

2. Nomination. Any person nominated and/or appointed by Chair to serve as an officer shall have given prior consent to nomination and election as an officer.

3. Term. Officers shall serve for a term of two (2) years, or until a successor is duly qualified and elected. Officers may serve in the same position for a maximum of two (2) consecutive officer terms, but not exceeding their overall term as a member.

4. Vacated position. If an officer is vacated prior to the completion of a two (2) year term, any member in good standing may be appointed by the Chair and ratified by the members. This Member

shall serve for the duration of the term of the vacancy and is then eligible to serve an additional two (2) consecutive officer terms.

ARTICLE VI
COMMITTEES

General. Committees may be established to assist in Coalition functions. Committees do not have decision making role, unless specially authorized by the board, and all official business decisions comes to the full board. Committees are subject to the same notice and requirements as regular Coalition meetings. Committees shall meet as necessary and at times designated by the committee chair.

1. Executive Committee. The Executive Committee shall consist of the Coalition officers and will meet only when designated by the full Coalition to act on its behalf or in emergency situations.

2. Standing Committees.

a. Governance Committee. The Governance Committee is responsible for strategic planning, leadership and other governance issues, including general compliance with all relevant regulatory items. This committee is responsible for nominating Members for reappointment as terms expire, and for nominating new Members to fill vacancies, This committee will complete an annual performance appraisal of the Coalition Executive Director/CEO as initiated and directed by the Board Chair. The appraisal will be completed on forms adopted by Florida's Division of Early Learning and must be submitted to the Commission of Education as mandated.

b. Budget and Finance Committee. The Budget and Finance Committee is chaired by the Treasurer and provides oversight for all financial operations of the Coalition, providing reports to the board. The Budget and Finance Committee shall ensure compliance with all relevant laws and regulations, reviews and monitors Coalition's annual operating budget and ensures appropriate fiscal policies and procedures are in place. This committee shall recommend or confirm the auditor for the Coalition's annual audit. The chair of this Committee shall ensure that the audit report is presented to the Members within thirty (30) days of its completion.

c. ~~Communications Committee. The Communications Committee is responsible for varied outreach and communications activities to targeted audiences such as clients, businesses and community partners. Members work with staff directly on appropriate outreach efforts and events. May also facilitate and direct other activities at the direction of the board.~~

3. Ad Hoc Committees. Ad hoc committees may be established as needed and may include both board members and community partners. The Chair shall appoint a chair for each ad hoc committee and committees shall meet as necessary at times designated by the Committee Chair. The Chair shall designate the expected scope of the committee, including any required reports or follow up to the Coalition. Ad hoc committees are dissolved upon completion of their designated purpose or at the discretion of the Chair. ~~Special Committees. Special committees may be established and may include both board members and community partners. The Chair shall appoint a chair for each Special Committee and committees shall meet as necessary at times as designated by the Committee Chair. The Chair shall designate the expected scope of the committee, along with any required reports or follow up to the Coalition.~~

ARTICLE VII
FINANCIAL MANAGEMENT

1. Audit. An audit of the books and records of the Coalition shall be conducted annually by a certified public accountant as recommended by the Budget and Finance Committee. The audit report shall be presented to the members within thirty (30) days of completion.

2. Contracts. The Coalition may authorize any officer of the Coalition or the Executive Director/CEO of the Coalition to enter any contract or execute and deliver any instrument in the name of, and on behalf of, the Coalition. Such authority may be general or confined to specific instances as defined by the Coalition.

3. Insurance. The Coalition shall maintain appropriate insurance coverage.

ARTICLE VIII
MANAGEMENT

The Coalition board shall hire an Executive Director/CEO and designates the CEO to act on behalf of the Coalition and handle the day-to-day business functions of the organization, including the pursuit of additional funding opportunities consistent with the goals of the organization.

The Executive Director/CEO:

- Responsible for the administration of the coalition affairs and authorized to act on its behalf in all day to day operations;
- Perform the duties assigned by the Board of Directors;
- Responsible for hiring all employees and staff members who are under their direction and control;
- Maintain correct and complete records of all activities, transactions and financial accounts at the principal Coalition office and make them available upon request;
- Has the authority to enter into contracts on behalf of the Coalition;
- Has full discretion for managing the programs and activities of the Coalition.

ARTICLE IX
AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the Members present at any regular meeting. These Bylaws are part of the Coalition's Plan and any amendments to them constitute an amendment to the Plan.

Cory Byzewski, Chair

11/17/21
Board Approval Date

Janet Kahn

Janet Kahn, CEO

ACTION ITEM V.B.

ITEM:	**Approval of Contract Amendment for Brand Evolution and Website Design & Development**
FISCAL IMPACT:	$6,000 (increase from $34,000 to $40,000)
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning, School Readiness/Voluntary Prekindergarten
RECOMMENDED ACTION:	Approve the contract amendment for Brand Evolution and Website Design & Development, increasing the total contract amount to not exceed $40,000.

Overview: In October 2025, a contract was executed with Wingard to refresh the brand and update the website. The amount of the contract was within CEO authority at $34,000. Because of additional needs and the availability of additional funds, ELCSC is seeking approval for an amendment to increase the scope of work and spending threshold in Fiscal Year (FY) 2026, increasing the total contract amount from $34,000 to a new total not to exceed $40,000.

ACTION ITEM V.C.

ITEM:	**Approval of iVenture Contract Execution and Purchase of Technology**
FISCAL IMPACT:	$40,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning, School Readiness/Voluntary Prekindergarten
RECOMMENDED ACTION:	Approve the execution of the Early Learning Coalition of Sarasota County contract with iVenture and the purchase of technology.

Overview: iVenture was competitively procured under prior leadership in June 2025 and subsequently engaged under a three-year service agreement. Executing the formal contract ensures proper governance and compliance with approved procurement policy. The current fiscal year service cost is approximately $56,000, with an additional $40,000 requested to fund a comprehensive technology refresh for staff.

Budget to Actual
March 31, 2026

	YTD Actual	YTD Original Budget	Difference YTD favorable /(unfavorable)	%	FY 25-26 Forecast	FY 25-26 Original Budget	Difference YTD favorable /(unfavorable)	%
Program Revenue								
School Readiness	8,073,984	8,360,195	(286,210)	-3.4%	12,391,998	11,166,526	1,225,472	11.0%
School Readiness Match - DEL	234,454	210,570	23,884	11.3%	280,760	280,760	-	0.0%
School Readiness - Local Funders:								
Sarasota County	232,299	262,500	(30,201)	-11.5%	350,000	350,000	-	0.0%
School Readiness - Local Funders	232,299	262,500	(30,201)	-11.5%	350,000	350,000	-	0.0%
Total School Readiness Revenue	**8,540,736**	**8,833,265**	**(292,528)**	**-3.3%**	**13,022,758**	**11,797,286**	**1,225,472**	**10.4%**
Other Local Funders:								
Apprenticeship Program	11,000	-	11,000	100.0%	11,000	-	11,000	100.0%
Bridges to Success Program	32,202	-	32,202	100.0%	32,202	-	32,202	100.0%
United Way *(Strengthening Quality)*	6,000	-	6,000	100.0%	6,000	-	6,000	100.0%
Misc. Donations	9,386	-	9,386	100.0%	13,333	-	13,333	100.0%
Other Local Funders	58,588	-	58,588	100.0%	62,535	-	19,333	100.0%
Total School Readiness Revenue and Local Revenue	**8,599,324**	**8,833,265**	**(233,941)**	**-2.6%**	**13,085,293**	**11,797,286**	**1,288,007**	**10.9%**
Program Expenses								
School Readiness								
Direct Services	6,685,659	6,765,275	79,616	1.2%	10,170,558	9,020,367	(1,150,191)	-12.8%
School Readiness Match - DEL	234,454	210,570	(23,884)	-11.3%	280,760	280,760	-	0.0%
School Readiness - Local Funders	237,008	262,500	25,492	9.7%	350,000	350,000	-	0.0%
General Contributions and Gifts	58,588	-	(58,588)	100.0%	62,535	-	(62,535)	100.0%
Total Direct Services	7,215,708	7,238,345	22,637	0.3%	10,863,853	9,651,127	(1,212,726)	-12.6%
Personnel	1,010,913	1,181,846	170,933	14.5%	1,508,929	1,575,795	66,866	4.2%
Staff Development	2,619	11,625	9,006	77.5%	15,500	15,500	-	0.0%
Professional Services	93,490	188,985	95,495	50.5%	120,980	270,980	150,000	55.4%
Occupancy	60,953	59,475	(1,478)	-2.5%	79,300	79,300	-	0.0%
Postage, Freight and Delivery	274	1,425	1,151	80.7%	1,900	1,900	-	0.0%
Rentals	7,278	6,375	(903)	-14.2%	8,500	8,500	-	0.0%
Supplies	11,248	4,688	(6,561)	-140.0%	14,727	6,250	(8,477)	-135.6%
Communications	11,994	8,775	(3,219)	-36.7%	16,191	11,700	(4,491)	-38.4%
Insurance	19,211	20,400	1,189	5.8%	27,800	27,800	-	0.0%
Tangible Personal Property	2,310	-	(2,310)	100.0%	30,000	-	(30,000)	100.0%
Quality	222,466	18,750	(203,716)	-1086.5%	320,152	25,000	(295,152)	-1180.6%
Travel	6,921	7,613	691	9.1%	10,150	10,150	-	0.0%
Other Operating	26,732	84,963	58,231	68.5%	67,311	113,284	45,973	40.6%
Other Operating Expenses	465,496	413,073	(52,423)	-12.7%	712,511	570,364	(142,147)	-24.9%
ELCHC Operating	1,476,408	1,594,919	118,511	7.4%	2,221,440	2,146,159	(75,281)	-3.5%
Total School Readiness & Other Expenses	**8,692,117**	**8,833,265**	**141,148**	**1.6%**	**13,085,293**	**11,797,286**	**(1,288,007)**	**-10.9%**
SR Change in Net Assets	**(92,793)**	**-**	**(92,793)**	**-100.0%**	**-**	**-**	**-**	**0.0%**
GOALS								
< 5.00 % School Readiness - Admin	**3.3%**	**4.2%**	**-0.9%**	**-20.9%**	**3.2%**	**4.2%**	**-1.0%**	**-23.6%**
> 4.00 % School Readiness - Quality	**8.4%**	**9.7%**	**-1.3%**	**-13.6%**	**10.0%**	**9.7%**	**0.3%**	**3.0%**
< 22.00% School Readiness - Non-Direct	**16.5%**	**20.0%**	**-3.5%**	**-17.7%**	**18.7%**	**20.0%**	**-1.3%**	**-6.7%**
> 78.00 % School Readiness - Direct	**83.5%**	**80.0%**	**3.5%**	**4.4%**	**81.3%**	**80.0%**	**1.3%**	**1.7%**
VPK Revenue								
Voluntary Pre-Kindergarten	3,722,831	4,055,773	(332,942)	-8.2%	5,407,726	5,407,726	-	0.0%
Total VPK Revenue	**3,722,831**	**4,055,773**	**(332,942)**	**-8.2%**	**5,407,726**	**5,407,726**	**-**	**0.0%**
Voluntary Pre-Kindergarten								
Direct Services	3,574,957	3,828,299	253,342	6.6%	5,104,428	5,104,428	-	0.0%
Personnel	79,912	81,205	1,293	1.6%	108,273	108,273	-	0.0%
Staff Development	-	1,500	1,500	-100.0%	2,000	2,000	-	0.0%
Professional Services	34,554	54,531	19,977	36.6%	65,575	72,708	7,133	9.8%
Occupancy	4,290	4,200	(90)	-2.1%	5,609	5,600	(9)	-0.2%
Postage, Freight and Delivery	3	263	259	98.8%	356	350	(6)	-1.7%
Rentals	522	525	3	0.5%	696	700	4	0.6%
Supplies	829	353	(476)	-135.1%	2,628	470	(2,158)	-459.1%
Communications	874	600	(274)	-45.6%	1,025	800	(225)	-28.1%
Insurance	1,525	1,613	88	5.4%	5,200	2,150	(3,050)	-141.9%
Tangible Personal Property	174	-	(174)	100.0%	348	-	(348)	100.0%
Quality	37,785	-	(37,785)	100.0%	50,423	-	(50,423)	100.0%
Travel	842	113	(729)	-648.4%	2,734	150	(2,584)	-1722.7%
Other Operating	3,705	82,573	78,868	95.5%	58,432	110,097	51,665	46.9%

Early Learning Coalition Sarasota County

Budget to Actual
March 31, 2026

	YTD Actual	YTD Original Budget	Difference YTD favorable /(unfavorable)	%	FY 25-26 Forecast	FY 25-26 Original Budget	Difference YTD favorable /(unfavorable)	%
Other Operating Expenses	85,102	146,269	61,166	41.8%	195,025	195,025	(0)	0.0%
ELCHC Operating	165,014	227,474	62,459	27.5%	303,298	303,298	-	0.0%
Total Voluntary Pre-Kindergarten Expenses	**3,739,972**	**4,055,773**	**315,801**	**7.8%**	**5,407,726**	**5,407,726**	**-**	**0%**
VPK Change in Net Assets	**(17,141)**	**-**	**17,141**	**-100.0%**	**-**	**-**	**-**	**0.0%**
GOALS								
< 5.00 % VPK - Admin	**3.5%**	**4.0%**	**-0.5%**	**-12.2%**	**2.9%**	**4.0%**	**-1.1%**	**-26.6%**
Ian Disaster Relief								
Hurriance Ian Funding	-	-	-	0.0%	1,337,325	-	1,337,325	100.0%
Total Ian Disaster Relief	**-**	**-**	**-**	**0.0%**	**1,337,325**	**-**	**1,337,325**	**100.0%**
Ian Disaster Relief								
Direct Services	-	-	-	0.0%	-	-	-	0.0%
Personnel	6,400	-	(6,400)	100.0%	66,866	-	(66,866)	100.0%
Staff Development	-	-	-	0.0%	-	-	-	0.0%
Professional Services	78	-	(78)	100.0%	356,459	-	(356,459)	100.0%
Occupancy	-	-	-	0.0%	-	-	-	0.0%
Postage, Freight and Delivery	-	-	-	0.0%	-	-	-	0.0%
Rentals	-	-	-	0.0%	-	-	-	0.0%
Supplies	-	-	-	0.0%	-	-	-	0.0%
Communications	-	-	-	0.0%	-	-	-	0.0%
Insurance	15	-	(15)	100.0%	-	-	-	0.0%
Tangible Personal Property	-	-	-	0.0%	-	-	-	0.0%
Quality	5,920	-	(5,920)	100.0%	912,700	-	(912,700)	100.0%
Travel	-	-	-	0.0%	-	-	-	0.0%
Other Operating	-	-	-	0.0%	1,300	-	(1,300)	100.0%
Other Operating Expenses	6,013	-	(6,013)	100.0%	1,270,459	-	(1,270,459)	100.0%
ELCHC Operating	12,413	-	(12,413)	100.0%	1,337,325	-	(1,337,325)	100.0%
Total Ian Disaster Relief Expenses	**12,413**	**-**	**(12,413)**	**100.0%**	**1,337,325**	**-**	**(1,337,325)**	**100.0%**
Ian Disaster Relief Change in Net Assets	**(12,413)**	**-**	**12,413**	**100.0%**	**-**	**-**	**-**	**0.0%**
Total Revenue	**12,322,155**	**12,889,037**	**(566,883)**	**-4.4%**	**19,830,344**	**17,205,012**	**2,625,332**	**15.3%**
Total Expenses	**12,444,502**	**12,889,037**	**444,536**	**3.4%**	**19,830,344**	**17,205,012**	**(2,625,332)**	**-15.3%**
Change in Net Assets	**(122,347)**	**-**	**(122,347)**	**-100.0%**	**-**	**-**	**-**	**0.0%**
ELCSC Expenditure Categories								
Personnel	1,097,225	1,263,051	165,826	13.1%	1,684,068	1,684,068	-	0.0%
Staff Development	2,619	13,125	10,506	80.0%	17,500	17,500	-	0.0%
Professional Services	128,122	243,516	115,394	47.4%	543,014	343,688	(199,326)	-58.0%
Occupancy	65,243	63,675	(1,568)	-2.5%	84,909	84,900	(9)	0.0%
Postage, Freight and Delivery	277	1,688	1,410	83.6%	2,256	2,250	(6)	-0.3%
Rentals	7,801	6,900	(901)	-13.1%	9,196	9,200	4	0.0%
Supplies	12,077	5,040	(7,037)	-139.6%	17,355	6,720	(10,635)	-158.3%
Communications	12,868	9,375	(3,493)	-37.3%	17,216	12,500	(4,716)	-37.7%
Insurance	20,750	22,013	1,262	5.7%	33,000	29,950	(3,050)	-10.2%
Tangible Personal Property	2,484	-	(2,484)	100.0%	30,348	-	(30,348)	100.0%
Quality	266,171	18,750	(247,421)	-1319.6%	1,283,275	25,000	(1,258,275)	-5033.1%
Travel	7,763	7,725	(38)	-0.5%	12,884	10,300	(2,584)	-25.1%
Other Operating	30,437	167,536	137,099	81.8%	127,043	223,381	96,338	43.1%
Other Operating Expenses	556,611	559,342	2,731	0.5%	2,177,995	765,389	(1,412,606)	-184.6%
Total ELCSC Operating Expenses	**1,653,836**	**1,822,393**	**168,557**	**9.2%**	**3,862,063**	**2,449,457**	**(1,412,606)**	**-57.7%**

COMMITTEE REPORTS VII.A.

COMMITEE: **Finance**

Overview: The Finance Committee met on May 5, 2026. Key items addressed included:

- Action Items: Approval of the March 3, 2026, Finance Committee meeting minutes.
- Financial Report: Budget to Actuals Year-to-Date as of March 31, 2026.
- CEO Report: Continuity of Operations (COOP) Plan – Delegation of Authority; Hurricane Ian Grant updates; Division of Early Learning (DEL) Fiscal Monitoring Update
- Discussion: CEO Evaluation Process; Bylaws Revisions; Board Member Skills & Expertise Self-Assessment; For-Profit Provider Representative update and process; iVenture laptop purchases.

DISCUSSION ITEM IX.A.

ITEM:	**Proposed Board of Directors Meeting Schedule for Fiscal Year 2026-2027**
FISCAL IMPACT:	N/A
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Discuss the proposed Board of Directors Meeting Schedule for FY 26-27.

Overview: Proposed Meeting Dates:

1. Tuesday, August 11, 2026
2. Tuesday, November 10, 2026
3. Tuesday, January 19, 2027
4. Tuesday, March 9, 2027
5. Tuesday, June 8, 2027 *(Annual Meeting)**

Meetings are proposed for 3:00 p.m. at 6003 Honore Ave, Suite 106 Sarasota, FL 34238 with remote participation available.

*Annual meeting will be held at Caring Collective -1750 17th Street, Building J, Sarasota, FL 34234.

DISCUSSION ITEM IX.B.

ITEM:	**Establishment of Appeals Committee — Anti-Fraud Appeals and Provider Contract Termination Due Process**
FISCAL IMPACT:	N/A
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Discuss the establishment of the Appeals Committee**.**

Overview: This memo is presented for Board discussion regarding the establishment of an Appeals Committee to hear appeals related to the Coalition's Anti-Fraud Plan and to provide due process for provider contract terminations.

Background: The Coalition's Anti-Fraud Plan and provider contract requirements provide for the suspension or termination of benefits and contracts under specified circumstances. A standing Appeals Committee is needed to ensure that affected recipients and providers are afforded a fair and consistent appeals process.

For the Board's consideration: Establishing an Appeals Committee, to be selected by the Chairman of the Board, for the purpose of hearing appeals arising under the Coalition's Anti-Fraud Plan and provider appeals related to contract suspension or termination.

The Committee would operate in accordance with the procedures set forth in the Anti-Fraud Plan and the State of Florida Statewide School Readiness Provider Contract.

Early Learning Coalition
Sarasota County

DATA AS OF APRIL 21, 2026

PROGRAM ENROLLMENT DASHBOARD

School Readiness

1,272
Children Enrolled

By Billing Group

BG1 (At-Risk Referral)	106
BG8 ECON (Application)	973
BG8 SRMT (County Match)	175
BG3	3
SR Plus	15

Special Needs Rate

Children
19
Providers
5

Fiscal Year-to-Year Comparison

	2024-2025	2025-2026	
July	1,296	1,217	▼ 79
August	1,343	1,279	▼ 64
September	1,166	1,122	▼ 44
October	1,177	1,175	▼ 2
November	1,187	1,185	▼ 2
December	1,196	1,191	▼ 5
January	1,188	1,215	▲ 27
February	1,222	1,239	▲ 17
March	1,221	1,271	▲ 50

VPK

Please see the next page for definitions of key terms

1,528
Children Enrolled

By Provider Type

Private Child Care Providers	1,198
School District	327
VPK SIS (Specialized Instructional Services)	3

VPK enrollments are expected to decline from March through June as the FY 25-26 School Year Program comes to an end.

Fiscal Year-to-Year Comparison

	2024-2025	2025-2026	
July (Summer VPK)	66	29	▼ 37
August	1,501	1,422	▼ 79
September	1,617	1,541	▼ 76
October	1,609	1,565	▼ 44
November	1,610	1,552	▼ 58
December	1,608	1,539	▼ 69
January	1,621	1,546	▼ 75
February	1,625	1,539	▼ 86
March	1,614	1,544	▼ 70

Data from DEL Tableau Reports

<u>Key</u>

BG = Billing Group

At-Risk Referral - child care referral from an authorized agency such as DCF, Safe Children's Coalition, homeless agencies, and SPARCC.

BG3 (TANF, TCA, RCG and GAP) - Temporary Assistance for Needy Families (TANF), Temporary Cash Assistance (TCA), Relative Caregiver Payments (RCG), Guardianship Assistance Program (GAP).

ECON - Economically Disadvantaged. SR Families with income at or below 55% State Median Income at the time eligibility is determined to enter the School Readiness program.

SRMT (County Match) - SR Families with income between 55% State Median Income and 70% State Median Income at the time eligibility is determined to enter the School Readiness program.

SR Plus - State funded program for families on School Readiness who exceed 85% State Median Income at redetermination.

Special Needs Rate - Additional School Readiness payment for providers who provide additional accommodations for children with special needs.

VPK SIS (Specialized Instructional Services) - Four-year old children with special needs may use VPK funding towards therapy instead of in a VPK Classroom setting.