



BOARD OF DIRECTORS MEETING

Thursday, May 13, 2010

4:00 P.M. to 6:00 P.M. (or until business is concluded)

5735 Rio Vista Drive, Clearwater, FL 33760

AGENDA

I. CALL TO ORDER

- A. Approval of May 2010 Agenda
- B. Approval of Minutes for April 2010

II. EXECUTIVE DIRECTOR'S REPORT

- A. Enrollment Data Report

III. COMMITTEE REPORTS AND ACTION ITEMS

- A. Executive Committee
 - 1) Service Delivery Proposal 10.05.01
 - 2) Personnel Policies
- B. Finance/Audit Committee
 - 3) Report
 - 4) Coalition Budget Amendment 3 10.05.02
 - 5) Coalition Budget Amendment 4 10.05.03
 - 6) FY 2010-2011 Coalition Budget 10.05.04
- C. Board Development Committee
 - 7) Report
- D. Bylaws Committee
 - Next meeting: TBD
- E. Communications Committee
 - Next Meeting: TBD

IV. INFORMATIONAL ITEMS

- A. Public Meeting Notices

V. OTHER BUSINESS

VI. PUBLIC COMMENT

In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Pinellas County, Inc. and committees are open to the public. Those in attendance who wish to address the Coalition must submit a public comment card to the recorder prior to addressing the Coalition.

VII. ADJOURNMENT

Next meeting – **July 8, 2010 at 4:00 p.m.**

Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, FL 33760

Early Learning Coalition of Pinellas County, Inc.
Working for the Success of Pinellas County's Children

BOARD OF DIRECTORS' MEETING

Thursday, April 8, 2010

DRAFT UNAPPROVED MINUTES

PRESENT

Voting Members: Dr. Ken Peluso, Chair; Michael Pachik, Secretary; Jack Geller, Vice Chair; Dr. Claude Dharamraj; Gay Lancaster; Ellen Lasher; Edward Peachey; Carla Recker; Cindy Jameson; Nancy Bostock; Steve Overton; Lounell Britt.

Voting Members Calling In: Anne Sullivan; Kevin Mekler; Lourdes Benedict

Non-Voting Members: Guy Cooley; Donna Rippley; Anne Brooks; Judith Miller-Bruckner; Juanita Heinzen;

Non-Voting Members Calling In: Louise Boothby-Llorete

ABSENT: Craig Phillips, Treasurer; Diane Brown; Jeff Joyner; Cindy Seletos; Joanie Sigal

STAFF: Janet Chapman; Lindsay Carson; Barbara Scarsbrook; Carol Tryon; Carrie Culbertson; Lisa Zawistowski, Jenny Hughes.

IN ATTENDANCE

Charles Harris – Attorney; Paul Runyon; Lynne Faimalie; Katie Yeates; Sheila Sosnowski; Julie Ulibarri; Gayle Guidash; Doug Oakes; Susan Weber; Mike Stone; Cherie Green; Arlene Roig-Garcia; Tracey Knight; Betsy Lent; Mary Gray; Beth Gettig; Deb Smallbach; Judi Vitucci; Micki Thompson; Jenifer McKee

OFFICIAL RECORDER

Carol Tryon

I. CALL TO ORDER

A quorum was present and Chair, Ken Peluso called the meeting to order at 4:03p.m.

A. Adoption of Agenda

Chair Peluso called for approval of the agenda for the April 2010 meeting.

A motion was made by Jack Geller and seconded by Ed Peachey to:

Approve the April 2010 agenda.

Discussion: None

The motion passed unanimously.

B. Approval of Minutes

Chair Peluso called for approval of the March 2010 minutes.

A motion was made by Jack Geller and seconded by Ed Peachey to:

Approve the March 2010 minutes.

Discussion: None

The motion passed unanimously.

II. EXECUTIVE DIRECTOR'S REPORT

A. RFP #2009-001

Janet Chapman stated the Coalition received one submitted proposal. The Coalition's discussion with legal council, made the decision to reject that proposal. At that point the Coalition's choices were to reissue the RFP, start negotiations with the single bidder or re-look at current services and modify.

The Executive Committee held a special meeting to discuss the RFP. The Committee instructed Janet Chapman and Mr. Guy Cooley to collaborate in the development of a recommended service delivery model.

B. Enrollment Data Report

Ms. Chapman reported enrollment numbers as of February 2010. Additional enrollments were added during March. As of February there were 6,856 children in the School Readiness program, 350 additional children funded by the Juvenile Welfare Board, and 3,732 are on the waitlist for School Readiness services. Since February 423 new School Readiness children have been enrolled. Approximately 5,000 children are enrolled in VPK

III. COMMITTEE REPORTS AND ACTION ITEMS

A. Executive Committee

1) Repeal Action Item 03.02.02

10.04.01

Chair, Ken Peluso informed that Board that the Action Item 03.02.02 was approved February 27, 2003 to define the role of the Pinellas County School Readiness Coalition as a coordinator and funder of services.

Since the passing of this action item, services provided by the Coalition have evolved. Under Board direction, to enhance services, meet the changing needs of the community and find cost efficiencies the Coalition began providing some direct services.

It was recently brought to the attention of the Board that while obsolete, this Action Item was still in effect. To align with the Coalition's current operating plan it is necessary to formally repeal this Action Item.

Approved by the Executive Committee.

A motion was made by Jack Geller and seconded by Cindy Jameson to:

Approve the repeal of Action Item 03.02.02.

Discussion: Open discussion ensued clarifying the need for this action item.

The motion was approved by a majority. Ms. Lounell Britt opposed.

2) Core Business Practice 10.04.02

Chair Peluso presented the Coalition is considering alternative Service Delivery Models. As a guiding principle and core business practice the Coalition will seek the best service delivery model to provide effective and quality services while maximizing cost efficiencies.

Approved by Executive Committee.

A motion was made by Jack Geller and seconded by Ellen Lasher to:

Approve the adoption of the core business practice: The Coalition will seek the best service delivery model to provide effective and quality services while maximizing cost efficiencies.

Discussion: Open discussion ensued on the necessity of a core business practice in addition to the mission and visions statement.

A motion was made by Gay Lancaster and seconded by Cindy Jameson to:

Amend the Core Business Practice to read: The Coalition will seek the best service delivery model to provide effective and quality services while maximizing cost efficiencies, taking into account, the interest and involvement of all stakeholders in the design of the model.

Discussion took place on the definition of "stakeholder". Coalition counsel confirmed this would be an acceptable use of the term.

The motion passed by a majority.

Chair Peluso, Michael Pachik, Jack Geller, Ellen Lasher, Carla Recker, Nancy Bostock and Kevin Mekler opposed.

A motion was made by Steve Overton and seconded by Cindy Jameson to:

Adopt the core business practice as amended.

The motion was not passed.

Clarification: The vote called at the meeting was thought to have passed. The majority determined at the time of the meeting was based on an incorrect total voting members present. Therefore the action did NOT pass.

Nay votes: Jack Geller, Ellen Lasher, Lounell Britt, Michael Pachik, Chair Peluso, Carla Recker and Nancy Bostock.

Yay votes: Gay Lancaster, Ed Peachey, Anne Sullivan, Lourdes Benedict, Kevin Mekler, Steve Overton and Cindy Jameson

Dr. Dharamraj abstained.

3) Service Delivery Model 10.04.03

Janet Chapman shared the proposed model has been developed in response to Executive Committee instruction. All documents have been posted on the Coalition website.

The Coalition issued RFP #2009-001. One response was submitted from Coordinated Child Care of Pinellas, Inc. for all major service areas. The response was rejected by the Coalition.

Coalition staff has collaborated with CCC staff in the development of an alternative Service Delivery Model effective July 1, 2010. We would be able to serve 440 children that are now on the waiting list.

The Coalition has made a commitment to Guy Cooley and the staff of Coordinated Child Care of Pinellas, Inc. who would be impacted by the change in services. They have a wealth of information and the Coalition encourages Coordinated Child Care staff to apply for positions transitioned to the Coalition. The current contract ends with Coordinated Child Care June 30, 2010. The Coalition has the ability to extend that contract if necessary.

A motion was made by Ellen Lasher and seconded by Mike Pachik to:

Approve the adoption of the service delivery model as presented by staff to include:

- 1. Transition of designated Quality Services to the Coalition*
- 2. Possible extension of CCC 2009-2010 Contract to October 1, 2010*
- 3. Negotiation of FY 2010-2011 Contract with Coordinated Child Care of Pinellas for Core Services.*
- 4. Establishment of related FTEs described in the proposal*
- 5. Approves expansion of office space*
- 6. Proposed By 2010-2011 Coalition Budget contingents upon availability of funds..*

Discussion: Guy Cooley shared that while he has a heavy heart at being downsized, the rationale does make sense. This is the model that can work. He thanked thank his quality staff for all of the work they have done.

Open discussion took place on the need for additional stakeholder input.

A motion was made by Carla Recker and seconded by Jack Geller to:

Table Action Item 10.04.03 until the May 13, 2010 meeting.

The motion was tabled.

Steve Overton abstained, due to conflict of interest. Mr. Overton is compensated as the Financial Advisory on the 401(K) plan of Coordinated Child Care of Pinellas, Inc. He has a direct monetary interest in ensuring that Coordinated Child Care remain vital and necessary to the citizens of Pinellas County.

IV. OTHER BUSINESS

There was no other business.

V. ADJOURNMENT

There being no other business, the meeting ended at 6:02 p.m.

Approved by:

Dr. Ken Peluso Date
Chair

Michael Pachik Date
Secretary

Early Learning Coalition of Pinellas County, Inc.
May 13, 2010

Subject: Service Delivery Model

BACKGROUND

The Early Learning Coalition currently contracts out most major services with Coordinated Child Care of Pinellas, Inc. Since 2004 the Coalition has provided some direct services in-house.

Coalition staff have collaborated with CCC staff in the development of an alternative Service Delivery Model. This model has been vetted through a variety of stakeholder groups.

PROPOSED COALITION ACTION

To approve the transition of designated Quality Services to the Coalition as presented by staff.

Supporting Documentation Attached:

Service Delivery Model Proposal

Summary of Stakeholder Input

Approval

Chair

Date

ELC Proposed Service Delivery Model

Stakeholder Input

Outreach Efforts

- | | |
|--|----------------|
| 1. Posted on Website | April 1, 2010 |
| 2. E-News 676 Delivered, 214 Opened, 34 clicked links | April 14, 2010 |
| 3. US Mail Sent to 700 Providers
Responses from both providers and parents. | April 15, 2010 |
| 4. Heart to Heart Family Child Care Home Association
20 Family Child Care Home providers | April 14, 2010 |
| 5. ELC Service Delivery Advisory Council
Membership Attached | April 15, 2010 |
| 6. ELC Provider Support Committee
30 providers | April 21, 2010 |
| 7. JWB Executive Director's Steering Committee
Executive Directors of JWB Funded Agencies | April 27, 2010 |

Input

Support for specialized training & consultants for Centers and Homes
Support serving additional children
Support streamlining services
Concern for CCC displaced staff
Concern – Will they have access to the Resource Room?
Concern – Will they have access to the Infant Toddler Library?

Other Agencies

Implementation of new licensing standards
Quality Counts stipends/improvement grants
Cuts to LIEF
Project Challenge

Early Learning Coalition of Pinellas County, Inc.
May 13, 2010

Subject: Amendment #3 of FY 2009-10 Budget

BACKGROUND

Total budgeted revenue has decreased from \$50,554,356 to \$49,315,126 equaling an overall decrease of \$1,239,230.00. This decrease in funds and proposed utilization of these funds is as follows:

Changes in Revenue Budget:

The Coalition's Revenue budget will be modified as follows:

School Readiness CCEP Funding	Decrease of \$220,000
Voluntary Prekindergarten Funding	Decrease of \$1,019,230

Adjustments to Coalition's Expenditure Budget:

The Coalition's Expenditure budget will be modified as follows:

Contractual Service/CCC	Decrease of \$1,192,084.00
Slots	Decrease of \$1,172,084.00
Non-Direct	Decrease of \$20,000.00
Coalition	Decrease of \$47,146.00

Approved by Finance and Executive Committees

PROPOSED COALITION ACTION

To approve amendment # 3 to the Coalition's Budget.

Approval
_____ Chair Signature
_____ Date

Supporting Documents: Budget Amendment #3

**Early Learning Coalition of Pinellas County, Inc.
Budget FY 2009-2010
Amendment 3**

Revenue

Office of Early Learning /School Readiness Funding	\$ 33,745,521
CCEP Funding	\$ 1,310,507
Office of Early Learning /Voluntary Prekindergarten Funding	\$ 14,044,517
Office of Early Learning /VPK Outreach and Awareness Funding	\$ 44,581
DOE/VPK Regional Facilitator Funding	\$ 85,000
Florida Developmental Dissability Council Funding	\$ 85,000
TOTAL REVENUE	\$ 49,315,126

Expenses

Contracted Services

Pinellas County Schools/Florida First Start SR program	\$ 270,801
Coordinated Child Care of Pinellas County, Inc. SR/VPK program	\$ 47,408,290
Pinellas County Health Department/Vision & Hearing Screening SR Program	\$ 111,425
Pinellas County Library/ Born to Read SR program	\$ 12,492
SPC Foundation/Teacher Scholarships SR Program	\$ 18,000
Total Contracted Services	\$ 47,821,008

Programs

<u>Quality Programs</u>	\$ 668,933
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General and administrative expenses

Personnel Services	\$ 475,228
Professional Services	\$ 6,000
Workshops and meetings	\$ -
Accounting & Auditing	\$ 35,850
Other Contractual Services (temp employment)	\$ 11,325
Travel and per diem	\$ 8,097
Conferences and Training	\$ 9,500
Communication/Telephone	\$ 22,962
Communication/Postage and shipping	\$ 7,000
Insurance	\$ 11,135
Repairs & maint. Svs.-Equipment	\$ 2,000
Printing/Copying & Binding	\$ 8,000
Advertising	\$ 1,500
Office Supplies	\$ 9,500
Other Operating Supplies	\$ -
Subscriptions	\$ 1,000
Dues & Memberships	\$ 10,000
Bank Charges	\$ 3,000
Machinery &Equipment	\$ 2,015
Legal Fees	\$ 39,300
Utilities	\$ 17,829
Rental and Lease	\$ 106,493
Total general and administrative expenses	\$ 787,734
Unallocated Funds	\$ 37,451
TOTAL EXPENDITURES	\$ 49,315,126

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2009-2010
 Amendment 3

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awareness Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Revenue						
Office of Early Learning - SR Grant	33,745,521					33,745,521
Funds per funding agreement with the OEL for the School readiness program						
CCEP funding	1,310,507					1,310,507
Matches fund from Child Care Executive Partnership. These funds are matched 1:1 to local funding						
Office of Early Learning - VPK Grant		14,044,517				14,044,517
Funds per funding agreement with the OEL for the Voluntary Prekindergarten Educational program.						
Office of Early Learning - VPK O&A Grant			44,581			44,581
Funds per funding agreement with the OEL for the VPK Outreach & Awareness Grant.						
DOE - VPK Regional Facilitator Grant				85,000		85,000
Funds per funding agreement with the DOE for the VPK Regional Facilitator.						
FDDC/Inclusion Grant					85,000	85,000
Funds per funding agreement with the Department of Disabilities for the Inclusion Grant						
TOTAL REVENUE	\$ 35,056,028	\$ 14,044,517	\$ 44,581	\$ 85,000	\$ 85,000	\$ 49,315,126

Expenditures

Contracted Services

Florida First Start

Contract with Pinellas County Schools for the Florida First Start program services. Method of payment - cost reimbursement.

270,801

270,801

Decrease of \$220,000

Coordinated Child Care

Contract with Coordinated Child Care of Pinellas, Inc. for the School Readiness program and the Voluntary Prekindergarten program. This contract consist of administrative; non direct; and direct services.

Administrative; salaries and benefits of staff engaged in administration of the program, fiscal and budgetary services, preparing reports, general services etc.

Non-direct services: childcare placement, provider recruitment, inspection, training of childcare staff, eligibility determination, payment of providers and quality programs

Direct services: child care slot costs (slots)

33,606,381

13,801,909

47,408,290

Decrease of \$972,084

Pinellas County Health Department

111,425

111,425

Contract with Pinellas County Health Department for Screening Eyes and Ears of Kids Program. Total amount of \$111,425 paid monthly based on the number of children screened. Method of payment - Unit Cost

Pinellas County Library

12,492

12,492

Contract with Pinellas County Library for the Born to Read program Program. Total amount of \$12,492 paid based on the expenditure reports presented by the Library Cooperative. This is a cost reimbursement contract.

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2009-2010
 Amendment 3

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awareness Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
SPC Foundation	18,000					18,000
Contract with SPC foundation for the Teacher scholarships. The Foundation will match the amount funded by the Coalition dollar per dollar.						
<u>Total Contracted Services</u>	<u>34,019,099</u>	<u>13,801,909</u>	-	-	-	<u>47,821,008</u>
<u>Quality Programs</u>						
Inclusion Services	131,628				85,000	216,628
Costs associated with salary, fringe benefits for the Director of Inclusion , the Inclusion Specialist Support , and other related expenses to facilitate inclusion of all children, including those with disabilities and special health care needs, local training events, and coordination efforts with local agencies.						
	131,628					131,628
Costs associated with salary, fringe benefits for the PIECE Project Manager, and other related expenses to facilitate training of providers participating in the PIECE program.					85,000	85,000
Quality Initiative Programs	322,724					322,724
Costs associated with salary, fringe benefits for three FTE; Two full time positions; Training Coordinator and Special Needs Advocate. It includes the allocating time of other positions and the cost of temporary personel estimated at 20hrs/weekx52 weeks x\$10/hr; printing, postage, other operating and training costs, and all common area shared costs.						
VPK Regional Facilitator				85,000		85,000
Costs associated with salary, fringe benefits for the VPK Regional Facilitator and all other operating costs related to this program. This program is funded by DOE.						
Outreach & Awareness & Monitoring Initiative			44,581			44,581
Costs associated with salary, fringe benefits for the VPK Program Specialist, 075 FTE. Other operating costs are included such as: telephone, travel, printing, postage, and office supplies.						
<u>Total Quality Program Services</u>	<u>454,352</u>	-	<u>44,581</u>	<u>85,000</u>	<u>85,000</u>	<u>668,933</u>
<u>General and Administrative</u>						
Personnel Services	343,938	131,290				475,228
Salaries and Wages 3025610	263,418	100,903				364,321
Costs associated with salaries and wages of the Coalition's 5 FTEs.						
Fringe Benefits 3025620	80,520	30,387				110,907
Costs associated with Coalition contributions for FICA 7.65%; Federal Unemployment Tax(FUTA)0.80%; State Unemployment Tax(SUTA) 1.54%; Workers Compensation Insurance 0.62%, retirement, and group insurance.						
Professional Services 3025630	4,500	1,500				6,000
Costs associated with professional services performed per contract by Selective HR Solutions and Consultants as needed. Based on historical average						
Workshops and Meetings 3025631	-	-				
Costs associated with the Coalition Board meetings, public awareness, informational booths at children's fairs, and public events.						

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2009-2010
 Amendment 3

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awarenes Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Accounting & Auditing 3025632	25,000	10,850				35,850
<p>Costs associated with accounting services performed per contract by Fontana CPAs and auditing services required by the contract with the OEL and conducted by Cherry Beckaert & Holland, an independent audit company.</p>						
Other Contractual Services 3025633	9,000	2,325				11,325
<p>Costs associated with cleaning services performed per contract , temporary employment for emergencies, and/or special projects. Based on historical data.</p>						
Travel and Per Diem 3025640	6,000	2,097				8,097
<p>Costs associated with Coalition staff and Board members for local travel. Estimated mileage reimbursement for vicinity travel for staff per historical data. Estimated 15,000 annually @ .445/mile.</p>						
Conferences and Training 3025641	8,000	1,500				9,500
<p>Costs associated with Coalition staff ' expenses for attendance at required conferences, trainings, and professional development based on historical average data.</p>						
Communications - Telephone 3025642	20,022	2,940				22,962
<p>Costs associated with usage of office phones, at the fax machine, located in the Coalition office (<u>local and long distance calls</u>); internet connections; and the office cell phones. Based on historical average data.</p>						
Communications - Postage/Shipping 3025644	5,500	1,500				7,000
<p>Costs associated with the usage of Postage machine, mail outs to Board members packages, Providers and parents, notices of meetings, fed-ex shipment, and general mailings for the Coalition as needed.</p>						
Insurance 3025645	8,500	2,635				11,135
<p>Costs associated with directors and officers liability insurance, general liability insurance, and Erisa fidelity bond liability insurance for the Coalition.</p>						
Equipment repairs and maintenance 3025646	2,000	-				2,000
<p>Costs associated with periodic repair and services of office equipment such as copier, telephone, computers, printers, etc.</p>						
Printing, Copying & Binding 3025647	5,000	3,000				8,000
<p>Costs associated with the rental of the copy machine from Toshiba, printing, copying as charged by a Copying Company; Publication of the Coalition Plan, Annual Report etc.</p>						
Advertising 3025648	1,500	-				1,500
<p>Costs associated with reicruiement of personnel , procurement of goods and services, disposal of surplus of inventory, etc.</p>						
Office Supplies 3025650	7,000	2,500				9,500
<p>Costs associated with general office supplies for agency work such as: desk top accessories,copy paper, note pads, file folders, staples, tape, calculators, writing implements, toner, ink cartridges.</p>						
Subscriptions 3025652	1,000	-				1,000

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2009-2010
 Amendment 3

Costs associated with Industry related periodicals for the Coalition.

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awareness Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Dues & Memberships 3025653 Costs associated with dues for the Association membership.	7,000	3,000				10,000
Machinery & Equipment 3025655 Costs associated with purchasing of capitalized equipment purchases for the Coalition.	2,015	-				2,015
Bank Charges Costs associated with bank charges based on historical average data.	2,500	500				3,000
Legal Fees Costs associated with the legal services and fees for the Coalition based on last year data.	30,000	9,300				39,300
Utilities 3025670 Costs associated with the electricity needs for the office based on the consumption for the new office.	11,505	6,324				17,829
Rental & leases 3025671 Costs associated with the office space provided per contract by Bay Vista TIC (7,500 sq.ft @ 14.48/sq.ft). @\$8,850/month	74,000	32,493				106,493
Total General and Administrative Expenses	\$ 573,980	\$ 213,754				\$ 787,734
Unobligated funds	\$ 8,597	\$ 28,854	Decrease of \$47,146			\$ 37,451
TOTAL EXPENDITURES	\$ 35,056,028	\$ 14,044,517	\$ 44,581	\$ 85,000	\$ 85,000	\$ 49,315,126

 Craig Phillips
 Treasurer

 Date

 Janet Chapman
 Executive Director

 Date

**Early Learning Coalition of Pinellas County, Inc.
May 13, 2010**

Subject: Amendment # 4 of the Coalition Budget

BACKGROUND

An analysis of budget and expenditures of the Coalition administrative dollars for the School Readiness and the Voluntary Prekindergarten programs at the end of March 2010 shows that some of the line items in the Coalition's budget are showing a deficit while some line items are showing a surplus. Modifications are recommended to align budgeted amounts to the expenditure levels for the line items as shown on the attached document.

1. To reallocate \$11,250(\$2,653 from the Coalition admin; \$8,597 from the unallocated line item) to the PCHD for the contractual screening services. The amount will cover the cost of screening of an additional 450 children of ages 0-5 year old during the month of May and the first week of June 2010.
2. To reallocate the remaining amount of \$28,854 under the VPK budget from the unallocated line item to cover the deficit of some line items under the VPK grant budget as result of VPK Provider certification taken in house as of November 2009.

Approved by Executive and Finance Committees

PROPOSED COALITION ACTION

Approve the Coalition Budget # 4 as amended by Coalition staff.

Approval _____
Chair Signature _____
Date _____

Supporting Documents: Coalition Budget Amendment 4

**Early Learning Coalition of Pinellas County, Inc.
Budget FY 2009-2010
Amendment 4**

Revenue

Office of Early Learning /School Readiness Funding	\$ 33,745,521
CCEP Funding	\$ 1,310,507
Office of Early Learning /Voluntary Prekindergarten Funding	\$ 14,044,517
Office of Early Learning /VPK Outreach and Awareness Funding	\$ 44,581
DOE/VPK Regional Facilitator Funding	\$ 85,000
Florida Developmental Dissability Council Funding	\$ 85,000
TOTAL REVENUE	\$ 49,315,126

Expenses

Contracted Services

Pinellas County Schools/Florida First Start SR program	\$ 270,801
Coordinated Child Care of Pinellas County, Inc. SR/VPK program	\$ 47,408,290
Pinellas County Health Department/Vision & Hearing Screening SR Program	\$ 122,675
Pinellas County Library/ Born to Read SR program	\$ 12,492
SPC Foundation/Teacher Scholarships SR Program	\$ 18,000
Total Contracted Services	\$ 47,832,258

Programs

<u>Quality Programs</u>	\$ 668,933
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General and administrative expenses

Personnel Services	\$ 485,728
Professional Services	\$ 6,000
Workshops and meetings	\$ -
Accounting & Auditing	\$ 35,850
Other Contractual Services (temp employment)	\$ 24,325
Travel and per diem	\$ 8,097
Conferences and Training	\$ 9,500
Communication/Telephone	\$ 20,309
Communication/Postage and shipping	\$ 8,000
Insurance	\$ 11,135
Repairs & maint. Svs.-Equipment	\$ 2,000
Printing/Copying & Binding	\$ 9,354
Advertising	\$ 1,500
Office Supplies	\$ 12,500
Other Operating Supplies	\$ -
Subscriptions	\$ 1,000
Dues & Memberships	\$ 10,152
Bank Charges	\$ 3,000
Machinery &Equipment	\$ 2,015
Legal Fees	\$ 39,300
Utilities	\$ 17,677
Rental and Lease	\$ 106,493
Total general and administrative expenses	\$ 813,935
Unallocated Funds	\$ -
TOTAL EXPENDITURES	\$ 49,315,126

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2009-2010
 Amendment 4

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awareness Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Revenue						
Office of Early Learning - SR Grant	33,745,521					33,745,521
Funds per funding agreement with the OEL for the School readiness program						
CCEP funding	1,310,507					1,310,507
Matches fund from Child Care Executive Partnership. These funds are matched 1:1 to local funding						
Office of Early Learning - VPK Grant		14,044,517				14,044,517
Funds per funding agreement with the OEL for the Voluntary Prekindergarten Educational program.						
Office of Early Learning - VPK O&A Grant			44,581			44,581
Funds per funding agreement with the OEL for the VPK Outreach & Awareness Grant.						
DOE - VPK Regional Facilitator Grant				85,000		85,000
Funds per funding agreement with the DOE for the VPK Regional Facilitator.						
FDDC/Inclusion Grant					85,000	85,000
Funds per funding agreement with the Department of Dissabilities for the Inclusion Grant						
TOTAL REVENUE	\$ 35,056,028	\$ 14,044,517	\$ 44,581	\$ 85,000	\$ 85,000	\$ 49,315,126

Expenditures

Contracted Services

Florida First Start	270,801					270,801
Contract with Pinellas County Schools for the Florida First Start program services. Method of payment - cost reimbursement.						
Coordinated Child Care	33,606,381	13,801,909				47,408,290
Contract with Coordinated Child Care of Pinellas, Inc. for the School Readiness program and the Voluntary Prekindergarten program. This contract consist of administrative; non direct; and direct services. Administrative; salaries and benefits of staff engaged in administration of the program, fiscal and budgetary services, preparing reports, general services etc. Non-direct services: childcare placement, provider recruitment, inspection, training of childcare staff, eligibility determination, payment of providers and quality programs Direct services: child care slot costs (slots)						
Pinellas County Health Department	122,675					122,675
Contract with Pinellas County Health Department for Screening Eyes and Ears of Kids Program. Total amount of \$111,425 paid monthly based on the number of children screened. Method of payment - Unit Cost						
Pinellas County Library	12,492					12,492
Contract with Pinellas County Library for the Born to Read program Program. Total amount of \$12,492 paid based on the expenditure reports presented by the Library Cooperative. This is a cost reimbursement contract.						

Increase of \$11,250

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2009-2010
 Amendment 4

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awareness Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
SPC Foundation	18,000					18,000
Contract with SPC foundation for the Teacher scholarships. The Foundation will match the amount funded by the Coalition dollar per dollar.						
<u>Total Contracted Services</u>	<u>34,030,349</u>	<u>13,801,909</u>	-	-	-	<u>47,832,258</u>
<u>Quality Programs</u>						
Inclusion Services	131,628				85,000	216,628
Costs associated with salary, fringe benefits for the Director of Inclusion, the Inclusion Specialist Support, and other related expenses to facilitate inclusion of all children, including those with disabilities and special health care needs, local training events, and coordination efforts with local agencies.						
	131,628					131,628
Costs associated with salary, fringe benefits for the PIECE Project Manager, and other related expenses to facilitate training of providers participating in the PIECE program.					85,000	85,000
Quality Initiative Programs	322,724					322,724
Costs associated with salary, fringe benefits for three FTE; Two full time positions; Training Coordinator and Special Needs Advocate. It includes the allocating time of other positions and the cost of temporary personnel estimated at 20hrs/weekx52 weeks x\$10/hr; printing, postage, other operating and training costs, and all common area shared costs.						
VPK Regional Facilitator				85,000		85,000
Costs associated with salary, fringe benefits for the VPK Regional Facilitator and all other operating costs related to this program. This program is funded by DOE.						
Outreach & Awareness & Monitoring Initiative			44,581			44,581
Costs associated with salary, fringe benefits for the VPK Program Specialist, 075 FTE. Other operating costs are included such as: telephone, travel, printing, postage, and office supplies.						
<u>Total Quality Program Services</u>	<u>454,352</u>	-	<u>44,581</u>	<u>85,000</u>	<u>85,000</u>	<u>668,933</u>
<u>General and Administrative</u>						
Personnel Services	343,938	141,790				485,728
Salaries and Wages 3025610	263,418	100,903				364,321
Costs associated with salaries and wages of the Coalition's 5 FTEs.						
Fringe Benefits 3025620	80,520	40,887				121,407
Costs associated with Coalition contributions for FICA 7.65%; Federal Unemployment Tax(FUTA)0.80%; State Unemployment Tax(SUTA) 1.54%; Workers Compensation Insurance 0.62%, retirement, and group insurance.						
				Increase of \$10,500		
Professional Services 3025630	4,500	1,500				6,000
Costs associated with professional services performed per contract by Selective HR Solutions and Consultants as needed. Based on historical average						
Workshops and Meetings 3025631	-	-				
Costs associated with the Coalition Board meetings, public awareness, informational booths at children's fairs, and public events.						

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2009-2010
 Amendment 4

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awareness Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Accounting & Auditing 3025632	25,000	10,850				35,850
Costs associated with accounting services performed per contract by Fontana CPAs and auditing services required by the contract with the OEL and conducted by Cherry Beckaert & Holland, an independent audit company.						
Other Contractual Services 3025633	9,000	15,325		Increase of \$13,000		24,325
Costs associated with cleaning services performed per contract , temporary employment for emergencies, and/or special projects. Based on historical data.						
Travel and Per Diem 3025640	6,000	2,097				8,097
Costs associated with Coalition staff and Board members for local travel. Estimated mileage reimbursement for vicinity travel for staff per historical data. Estimated 15,000 annually @ .445/mile.						
Conferences and Training 3025641	8,000	1,500				9,500
Costs associated with Coalition staff ' expenses for attendance at required conferences, trainings, and professional development based on historical average data.						
Communications - Telephone 3025642	17,369			Decrease of \$2,653		20,309
Costs associated with usage of office phones, at the fax machine, located in the Coalition office (<u>local and long distance calls</u>); internet connections; and the office cell phones. Based on historical average data.						
Communications - Postage/Shipping 3025644	5,500	2,500		Increase of \$1,000		8,000
Costs associated with the usage of Postage machine, mail outs to Board members packages, Providers and parents, notices of meetings, fed-ex shipment, and general mailings for the Coalition as needed.						
Insurance 3025645	8,500	2,635				11,135
Costs associated with directors and officers liability insurance, general liability insurance, and Erisa fidelity bond liability insurance for the Coalition.						
Equipment repairs and maintenance 3025646	2,000	-				2,000
Costs associated with periodic repair and services of office equipment such as copier, telephone, computers, printers, etc.						
Printing, Copying & Binding 3025647	5,000	4,354		Increase of \$1,354		9,354
Costs associated with the rental of the copy machine from Toshiba, printing, copying as charged by a Copying Company; Publication of the Coalition Plan, Annual Report etc.						
Advertising 3025648	1,500	-				1,500
Costs associated with reircruitment of personnel , procurement of goods and services, disposal of surplus of inventory, etc.						
Office Supplies 3025650	7,000	5,500		Increase of \$3,000		12,500
Costs associated with general office supplies for agency work such as: desk top accessories,copy paper, note pads, file folders, staples, tape, calculators, writing implements, toner, ink cartridges.						
Subscriptions 3025652	1,000	-				1,000

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2009-2010
 Amendment 4

Costs associated with Industry related periodicals for the Coalition.

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awareness Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Dues & Memberships 3025653 Costs associated with dues for the Association membership.	7,000	3,152				10,152
Machinery & Equipment 3025655 Costs associated with purchasing of capitalized equipment purchases for the Coalition.	2,015	-				2,015
Bank Charges Costs associated with bank charges based on historical average data.	2,500	500				3,000
Legal Fees Costs associated with the legal services and fees for the Coalition based on last year data.	30,000	9,300				39,300
Utilities 3025670 Costs associated with the electricity needs for the office based on the consumption for the new office.	11,505	6,172				17,677
Rental & leases 3025671 Costs associated with the office space provided per contract by Bay Vista TIC (7,500 sq.ft @ 14.48/sq.ft). @\$8,850/month	74,000	32,493				106,493
Total General and Administrative Expenses	\$ 571,327	\$	\$			\$ 813,935
Unobligated funds	\$ -	\$ -	\$ -			\$ -
TOTAL EXPENDITURES	\$ 35,056,028	\$ 14,044,517	\$ 44,581	\$ 85,000	\$ 85,000	\$ 49,315,126

Decrease of \$8,597

Decrease of \$28,854

 Craig Phillips
 Treasurer

 Date

 Janet Chapman
 Executive Director

 Date

**Early Learning Coalition of Pinellas County, Inc.
May 13, 2010**

Subject: Fiscal Year 2010-2011 Proposed Budget

BACKGROUND

The Fiscal Year 2010-2011 estimated total combined budget is \$49,320,126 including \$35,056,028 for the School Readiness program; \$14,044,517 for the VPK program; \$44,581 for the VPK Outreach and Awareness and Monitoring Initiative program, \$85,000 for the VPK Regional Facilitator; and \$90,000 for the Inclusion Grant.

This budget addresses two major programs; School Readiness and Voluntary PreKindergarten and ensures that:

- 81.93% of the Coalition’s SR allocation will be expended on direct child care, while 4.25% for administration, 6.90% for non-direct services, and 6.49 % is designated for quality initiatives to include Infant and Toddler, Inclusion and Resource and Referral services.
- 95.50% of the Coalition’s VPK grant allocation is expended on direct child care, while 4.50% of the VPK grant allocation is expended on administration and non-direct services.

The proposed Coalition budget for FY 2010-11 has been developed with the following goals:

- Maximum accountability of federal and state funds
- Serving an average of 7,000 SR children per month giving priority to children at risk of abuse, neglect, and children in families that are receiving temporary cash assistance.
- Serving 5,200 VPK 4 year old children as estimated on the Grant Award
- Effective and lean administrative support.

Approved by Executive and Finance Committees pending adoption of the Proposed Service Delivery Model

PROPOSED COALITION ACTION

To approve the Coalition Budget for 2010-2011 as proposed by the Coalition Staff.

Approval

Chair Signature

Date

Early Learning Coalition of Pinellas County, Inc.
 FY 2010-2011
 Preliminary SR and VPK Budget
 (Based on FY 2009-2010 Grants)

Revenue

Office of Early Learning /School Readiness Funding	\$ 33,745,521
CCEP Funding	\$ 1,310,507
Office of Early Learning /Voluntary Prekindergarten Funding	\$ 14,044,517
Office of Early Learning /VPK Outreach and Awareness Funding	\$ 44,581
DOE/VPK Regional Facilitator Funding	\$ 85,000
Florida Developmental Dissability Council Funding	\$ 90,000
TOTAL REVENUE	\$ 49,320,126

Expenses

Contracted Services

Pinellas County Schools/Florida First Start SR program	\$ 265,801
Coordinated Child Care of Pinellas County, Inc. SR/VPK program	\$ 45,973,394
Pinellas County Health Department/Vision & Hearing Screening SR Program	\$ 116,425
Pinellas County Library/ Born to Read SR program	\$ 12,492
SPC Foundation/Teacher Scholarships SR Program	\$ 18,000
Total Contracted Services	\$ 46,386,112

Programs

Quality Programs Expenses	\$ 1,733,983
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General and Administrative expenses

Personnel Services	\$ 729,719
Professional Services	\$ 11,000
Workshops and meetings	\$ -
Accounting & Auditing	\$ 35,000
Other Contractual Services (temp employment)	\$ 14,000
Travel and per diem	\$ 9,097
Conferences and Training	\$ 10,500
Communication/Telephone	\$ 13,360
Communication/Postage and shipping	\$ 9,000
Insurance	\$ 12,000
Repairs & maint. Svs.-Equipment	\$ 2,000
Printing/Copying & Binding	\$ 10,000
Advertising	\$ 1,500
Office Supplies	\$ 12,000
Other Operating Supplies	\$ -
Subscriptions	\$ 1,000
Dues & Memberships	\$ 10,500
Bank Charges	\$ 3,500
Machinery &Equipment	\$ 2,000
Legal Fees	\$ 39,000
Utilities	\$ 17,855
Rental and Lease	\$ 107,000
Total general and administrative expenses	\$ 1,050,031
Unallocated Funds	\$ 150,000
TOTAL EXPENDITURES	\$ 49,320,126

Early Learning Coalition of Pinellas County, Inc.
 FY 2010-2011
 Preliminary SR and VPK Budget
 (Based on FY 2009-2010 Grants)

Revenue

Office of Early Learning /School Readiness Funding	\$ 33,745,521
CCEP Funding	\$ 1,310,507
Office of Early Learning /Voluntary Prekindergarten Funding	\$ 14,044,517
Office of Early Learning /VPK Outreach and Awareness Funding	\$ 44,581
DOE/VPK Regional Facilitator Funding	\$ 85,000
Florida Developmental Dissability Council Funding	\$ 90,000
TOTAL REVENUE	\$ 49,320,126

Expenses

Contracted Services

Pinellas County Schools/Florida First Start SR program	\$ 265,801
Coordinated Child Care of Pinellas County, Inc. SR/VPK program	\$ 45,973,394
Pinellas County Health Department/Vision & Hearing Screening SR Program	\$ 116,425
Pinellas County Library/ Born to Read SR program	\$ 12,492
SPC Foundation/Teacher Scholarships SR Program	\$ 18,000
Total Contracted Services	\$ 46,386,112

Programs

Quality Programs Expenses	\$ 1,733,983
----------------------------------	---------------------

General and Administrative expenses

Personnel Services	\$ 729,719
Professional Services	\$ 11,000
Workshops and meetings	\$ -
Accounting & Auditing	\$ 35,000
Other Contractual Services (temp employment)	\$ 14,000
Travel and per diem	\$ 9,097
Conferences and Training	\$ 10,500
Communication/Telephone	\$ 13,360
Communication/Postage and shipping	\$ 9,000
Insurance	\$ 12,000
Repairs & maint. Svs.-Equipment	\$ 2,000
Printing/Copying & Binding	\$ 10,000
Advertising	\$ 1,500
Office Supplies	\$ 12,000
Other Operating Supplies	\$ -
Subscriptions	\$ 1,000
Dues & Memberships	\$ 10,500
Bank Charges	\$ 3,500
Machinery &Equipment	\$ 2,000
Legal Fees	\$ 39,000
Utilities	\$ 17,855
Rental and Lease	\$ 107,000
Total general and administrative expenses	\$ 1,050,031
Unallocated Funds	\$ 150,000
TOTAL EXPENDITURES	\$ 49,320,126

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
BUDGET NARRATIVE
FY 2010-2011

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awarenes Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Revenue						
Office of Early Learning - SR Grant	33,745,521					33,745,521
Funds per funding agreement with the OEL for the School readiness program						
CCEP funding	1,310,507					1,310,507
Matches fund from Child Care Executive Partnership. These funds are matched 1:1 to local funding						
Office of Early Learning - VPK Grant		14,044,517				14,044,517
Funds per funding agreement with the OEL for the Voluntary Prekindergarten Educational program.						
Office of Early Learning - VPK O&A Grant			44,581			44,581
Funds per funding agreement with the OEL for the VPK Outreach & Awareness Grant.						
DOE - VPK Regional Facilitator Grant				85,000		85,000
Funds per funding agreement with the DOE for the VPK Regional Facilitator.						
FDDC/Inclusion Grant					90,000	90,000
Funds per funding agreement with the Department of Dissabilities for the Inclusion Grant						
TOTAL REVENUE	\$ 35,056,028	\$ 14,044,517	\$ 44,581	\$ 85,000	\$ 90,000	\$ 49,320,126

Expenditures

Contracted Services

Florida First Start	265,801					265,801
Contract with Pinellas County Schools for the Florida First Start program services. Method of payment - cost reimbursement.						
Coordinated Child Care	32,196,758	13,776,636				45,973,394
Contract with Coordinated Child Care of Pinellas, Inc. for the School Readiness program and the Voluntary Prekindergarten program. This contract consist of administrative; non direct; and direct services. Administrative; salaries and benefits of staff engaged in administration of the program, fiscal and budgetary services, preparing reports, general services etc. Non-direct services: childcare placement, provider recruitment, inspection, training of childcare staff, eligibility determination, payment of providers and quality programs Direct services: child care slot costs (slots)						
Pinellas County Health Department	116,425					116,425
Contract with Pinellas County Health Department for Screening Eyes and Ears of Kids Program.Total amount of \$111,425 paid monthly basded on the number of children screened. Method of payment - Unit Cost						
Pinellas County Library	12,492					12,492
Contract with Pinellas CountyLibrary for the Born to Read program Program.Total amount of \$12,492 paid basded on the expenditurereports presented by the Library Cooperative. This is a cost reimbursement contract.						

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
BUDGET NARRATIVE
FY 2010-2011

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awarenes Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
SPC Foundation	18,000					18,000
Contract with SPC foundation for the Teacher scholarships. The Foundation will match the amount funded by the Coalition dollar per dollar.						
<u>Total Contracted Services</u>	<u>32,609,476</u>	<u>13,776,636</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>46,386,112</u>
<u>Quality Programs</u>						
Inclusion Services	83,125				90,000	173,125
Costs associated with salary, fringe benefits for the Direcor of Inclusion , the Inclusion Specialist Support , and other related expenses to facilitate inclusion of all children, including those with disabilities and special health care needs, local training events, and coordination efforts with local agencies.						
	83,125					83,125
Costs associated with salary, fringe benefits for the PIECE Project Manager, and other related expenses to facilitate training of providers participating in the PIECE program.					90,000	90,000
Quality Initiative Programs	1,475,858					1,475,858
Costs associated with salary, fringe benefits for three FTE; Two full time positions; Training Coordinator and Special Needs Advocate. It includes the allocating time of other positions and the cost of temporary personel estimated at 20hrs/weekx52 weeks x\$10/hr; printing, postage, other operating and training costs, and all common area shared costs.						
VPK Regional Facilitator				85,000		85,000
Costs associated with salary, fringe benefits for the VPK Regional Facilitator and all other operating costs related to this program. This program is funded by DOE.						
<u>Total Quality Program Services</u>	<u>1,558,983</u>	<u>-</u>	<u>-</u>	<u>85,000</u>	<u>90,000</u>	<u>1,733,983</u>
<u>General and Administartive</u>						
Personnel Services	515,563	169,574	44,582			729,719
Salaries and Wages 3025610	386,159	134,720	33,437			554,316
Costs associated with salaries and wages of the Coalition's 5 FTEs.						
Fringe Benefits 3025620	129,404	34,854	11,145			175,403
Cots associated with Coalition contributions for FICA 7.65%; Federal Unemployment Tax(FUTA)0.80%; State Unemployment Tax(SUTA) 1.54%; Workers Compensation Insurance 0.62%, retirement, and group insurance.						
Professional Services 3025630	6,500	4,500				11,000
Costs associated with professional services performed per contract by Selective HR Solutions and Consultants as needed. Based on historical average						
Workshops and Meetings 3025631	-	-				
Costs associated with the Coalition Board meetings, public awareness, informational booths at children's fairs, and public events.						

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
BUDGET NARRATIVE
FY 2010-2011

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awarenes Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Accounting & Auditing 3025632	25,000	10,000				35,000
Costs associated with accounting services performed per contract by Fontana CPAs and auditing services required by the contract with the OEL and conducted by Cherry Beckaert & Holland, an independent audit company.						
Other Contractual Services 3025633	9,000	5,000				14,000
Costs associated with cleaning services performed per contract , temporary employment for emergencies, and/or special projects. Based on historical data.						
Travel and Per Diem 3025640	6,000	3,097				9,097
Costs associated with Coalition staff and Board members for local travel. Estimated mileage reimbursement for vicinity travel for staff per historical data. Estimated 15,000 annually @.445/mile.						
Conferences and Training 3025641	8,000	2,500				10,500
Costs associated with Coalition staff ' expenses for attendance at required conferences, trainings, and professional development based on historical average data.						
Communications - Telephone 3025642	10,000	3,360				13,360
Costs associated with usage of office phones, athe fax machine, located in the Coalition office (<u>local and long distance calls</u>); internet connections; and the office cell phones. Based on historical average data.						
Communications - Postage/Shipping 3025644	5,500	3,500				9,000
Costs associated with the usage of Postage machine, mail outs to Board members packages, Providers and parents, notices of meetings, fed-ex shipment, and general mailings for the Coalition as needed.						
Insurance 3025645	8,500	3,500				12,000
Costs associated with directors and officers liability insurance, general liability insurance, and Erisa fidelity bond liability insurance for the Coalition.						
Equipment repairs and maintenance 3025646	2,000	-				2,000
Costs associated with periodic repair and services of office equipment such as copier, telephone, computers, printers, etc.						
Printing, Copying & Binding 3025647	5,000	5,000				10,000
Costs associated with the rental of the copy machine from Toshiba, printing, copying as charged by a Copying Company; Publication of the Coalition Plan, Annual Report etc.						
Advertising 3025648	1,500	-				1,500
Costs associated with reicrument of personnel , procurement of goods and services, disposal of surplus of inventory, etc.						
Office Supplies 3025650	7,000	5,000				12,000
Costs associated with general office supplies for agency work such as: desk top accessories,copy paper, note pads, file folders, staples, tape, calculators, writing implements, toner, ink cartridges.						
Subscriptions 3025652	1,000	-				1,000
Costs associated with Industry related periodicals for the Coalition.						

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
 BUDGET NARRATIVE
 FY 2010-2011

	School Readiness Grant	Voluntary Prekindergarten Grant	VPK Outreach & Awarenes Grant	VPK Regional Facilitator Grant	Inclusion Grant	Total Budget
Dues & Memberships 3025653 Costs associated with dues for the Association membership.	7,000	3,500				10,500
Machinery & Equipment 3025655 Costs associated with purchasing of capitalized equipment purchases for the Coalition.	2,000	-				2,000
Bank Charges Costs associated with bank charges based on historical average data.	2,500	1,000				3,500
Legal Fees Costs associated with the legal services and fees for the Coalition based on last year data.	30,000	9,000				39,000
Utilities 3025670 Costs associated with the electricity needs for the office based on the consumption for the new office.	11,506	6,350				17,856
Rental & leases 3025671 Costs associated with the office space provided per contract by Bay Vista TIC (7,500 sq.ft @ 14.48/sq.ft). @\$8,850/month	74,000	33,000				107,000
<u>Total General and Administrative Expenses</u>	<u>\$ 737,569</u>	<u>\$ 267,881</u>	<u>\$ 44,582</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,050,032</u>
<u>Unobligated funds</u>	<u>\$ 150,000</u>	<u>\$ -</u>				<u>\$ 150,000</u>
<u>TOTAL EXPENDITURES</u>	<u>\$ 35,056,028</u>	<u>\$ 14,044,517</u>	<u>\$ 44,582</u>	<u>\$ 85,000</u>	<u>\$ 90,000</u>	<u>\$ 49,320,127</u>

 Craig Phillips
 Treasurer

 Date

 Janet Chapman
 Executive Director

 Date

EARLY LEARNING COALITION OF PINELLAS COUNTY, INC
BUDGET NARRATIVE
FY 2010-2011

From: Janet Chapman
Sent: Monday, May 10, 2010 8:48 AM
To: Lindsay Carson
Subject: FW: AWI, Palm Beach State College to Create Statewide Career Advancement Website for Child Care Professionals
Do not remember if I forwarded this to you for the Board.

Janet Chapman, Executive Director
Early Learning Coalition of Pinellas County, Inc
727 548 1439
jchapman@elcpinellas.org

SUNSHINE LAW AND PUBLIC RECORDS CAUTION: 1) The Florida Government in the Sunshine Law prohibits discussion outside a duly noticed meeting between any two or more Early Learning Coalition of Pinellas County's Board members regarding any matter that may come before the Board. This prohibition extends to discussions via e-mail. 2) Furthermore, most e-mail communications made or received by the Early Learning Coalition of Pinellas County members or staff are considered public records that must be retained and, upon request, made available to the public and media.

From: AWI NEWS [mailto:AWI.NEWS@flaawi.com]
Sent: Friday, May 07, 2010 9:00 AM
Subject: AWI, Palm Beach State College to Create Statewide Career Advancement Website for Child Care Professionals

**For Immediate
Release**

May 7, 2010

Contact:

AWI Communications Office

**(850)
245-
7130**

**AWI, Palm Beach State College to Create Statewide Career Advancement
Website for Child Care Professionals**

TALLAHASSEE – Florida Agency for Workforce Innovation Director Cynthia R. Lorenzo announced a partnership today

with Palm Beach State College to develop Florida's Early Care and Education Professional Development System. Funded through the American Recovery and Reinvestment Act, this \$3 million project will create a coordinated web-based system to support career advancement of early learning professionals across the state of Florida.

Palm Beach State College's Institute for Excellence in Early Care and Education will lead this work in collaboration with the agency, Florida's 31 early learning coalitions, child care providers and other stakeholders.

"As Florida's lead agency for workforce development and early learning, we recognize that highly skilled, knowledgeable practitioners improve the quality of early learning experiences for children and families," said AWI Director Cynthia Lorenzo. "The Early Care and Education Professional Development System will ensure Florida's child care and early education professionals have the tools to advance in their careers and in their efforts to prepare children for success in school and in life."

"The Institute for Early Care and Education, working closely with a host of agencies and community partners, strives to develop high-quality, seamless professional development for those who teach and care for the youngest among us," said Dr. Dennis P. Gallon, president of Palm Beach State College. "This new partnership offers a tremendous opportunity for a coordinated, comprehensive system, using technology to reach and support child care professionals statewide."

Florida's Early Care and Education Professional Development System will include a professional registry that will help child care and early education professionals track their ongoing education and training. Users will be able to access local, regional and statewide training opportunities, conferences and early education curriculum at the college and university level. The System will also include career advising opportunities which will provide practitioners with supports including additional training and educational opportunities to aid in developing a targeted career path.

The Professional Development System will also provide the structure for ensuring quality formal and informal training opportunities for the early learning workforce. The System will support a "virtual community" of best practices for professional trainers and will broaden professional statewide networks for Inclusion, Infant/Toddler, Preschool, School Age and Family Development specialists.

Florida's Early Care and Education Professional Development System is anticipated to be online in Fall of 2011.

Florida's Statewide Child Care/Early Learning Industry Facts:

- employs 70,000 people
- generates approximately \$1.1 billion in wages

#

From: Janet Chapman
Sent: Wednesday, April 14, 2010 12:31 PM
To: Lindsay Carson
Subject: FW: Child Care for 2010-11
[May Board meeting](#)

Janet Chapman, Executive Director
Early Learning Coalition of Pinellas County, Inc
727 548 1439
jchapman@elcpinellas.org

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From: Mettetal Bonnie [mailto:mettetalb@pcsb.org]
Sent: Wednesday, April 14, 2010 11:12 AM
To: Janet Chapman
Subject: Child Care for 2010-11

Janet,

Will the Early Learning Coalition be able to help us with child care again for the 2010-2011 year? It took us awhile to get started, but it has been working out very well. We are gearing up for grant writing.

I will also need to have a letter of support for the Even Start grant. Could we please get on the May agenda?

I read the 103 page draft for the changes to professional development, screenings, etc. You have been very, very busy! Do you ever get to rest?

Thank you, Janet.

Bonnie Mettetal
Pinellas Even Start
727-552-1568

From: Janet Chapman
Sent: Friday, May 07, 2010 3:36 PM
To: Lindsay Carson
Subject: RE: Thank you!
Include in Board packet as community feedback

Janet Chapman, Executive Director
Early Learning Coalition of Pinellas County, Inc
727 548 1439
jchapman@elcpinellas.org

SUNSHINE LAW AND PUBLIC RECORDS CAUTION: 1) *The Florida Government in the Sunshine Law prohibits discussion outside a duly noticed meeting between any two or more Early Learning Coalition of Pinellas County's Board members regarding any matter that may come before the Board. This prohibition extends to discussions via e-mail.* 2) *Furthermore, most e-mail communications made or received by the Early Learning Coalition of Pinellas County members or staff are considered public records that must be retained and, upon request, made available to the public and media.*

From: Lindsay Carson
Sent: Friday, May 07, 2010 3:04 PM
To: Janet Chapman
Subject: FW: Thank you!

From: Pam Morris [mailto:misspam@poplargo.org]
Sent: Friday, May 07, 2010 2:05 PM
To: Lindsay Carson
Subject: RE: Thank you!

Thank you back to you for all your office does to help us and the children of Pinellas County.
Pam Morris
Open Arms Preschool
Largo, Florida

From: Early Learning Coalition of Pinellas County [mailto:lcarsen@elcpinellas.org]
Sent: Friday, May 07, 2010 12:54 PM
To: misspam@poplargo.org
Subject: Thank you!




eNews

*Things may be changing,
Things may seem different,
One thing is for sure,
Teachers Make the Difference!*

Thank you to all of the fabulous teachers serving the children of Pinellas County. You are talented, you are dedicated and you are appreciated.

Helpful Links

<http://www.elcpinellas.org/>
<http://www.childcarepinellas.org/>
<http://www.floridakidcare.org/>
<https://vpk.fl DOE.org/>

 <mailto:info@elcpinellas.org>

voice: 727 548 1439

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Early Learning Coalition of Pinellas County, Inc. - 5735 Rio Vista Drive, Clearwater, 33760, United States

From: Janet Chapman
Sent: Friday, May 07, 2010 3:37 PM
To: Lindsay Carson
Subject: RE: Thank you!
Ditto

Janet Chapman, Executive Director
Early Learning Coalition of Pinellas County, Inc
727 548 1439
jchapman@elcpinellas.org

SUNSHINE LAW AND PUBLIC RECORDS CAUTION: 1) *The Florida Government in the Sunshine Law prohibits discussion outside a duly noticed meeting between any two or more Early Learning Coalition of Pinellas County's Board members regarding any matter that may come before the Board. This prohibition extends to discussions via e-mail.* 2) *Furthermore, most e-mail communications made or received by the Early Learning Coalition of Pinellas County members or staff are considered public records that must be retained and, upon request, made available to the public and media.*

From: Lindsay Carson
Sent: Friday, May 07, 2010 3:04 PM
To: Janet Chapman
Subject: FW: Thank you!

From: childcarelaws@aol.com [mailto:childcarelaws@aol.com]
Sent: Friday, May 07, 2010 1:39 PM
To: Lindsay Carson
Subject: Re: Thank you!

FYI I sent this off to the 180+ providers on our yahoo group.. and they LOVED it!
This was very nice of you all to think of us! We appreciate you too!

Lynn G.

-----Original Message-----

From: Early Learning Coalition of Pinellas County <lcarson@elcpinellas.org>
To: childcarelaws@aol.com
Sent: Fri, May 7, 2010 12:57 pm
Subject: Thank you!



eNews

May 2010

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