

**Early Learning Coalition of Manatee County, Inc.**  
**Board of Directors Meeting**  
**June 11, 2025**

*The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting in person and via Zoom on June 11, 2025, at 11:00 a.m. at 600 8<sup>th</sup> Avenue West, Palmetto, Florida.*

**Committee Members Present In Person**

Gary Scott  
Jennifer Passmore  
Misty Ritch  
Peggy Sammons  
Rachel Kendzior  
Robert Bell

**Committee Members Present via Zoom**

Christina Riggio  
Denise Marzullo  
Elida Mujic  
James Disbro  
Kathy Patreka  
Sheila Halpin  
Tim Pye  
Zack Kallis

**Committee Members Excused**

Adam Mohammadbhoy  
Ana Peele  
Annette Larkin  
Bryan Rench  
Chantal Porte  
Leslie Wells  
Michael Makie  
Sirnest Webster  
Xtavia Bailey

**ELC Staff Present**

Darrell King, CEO  
Kerry Gaylord, COO  
Hilarie King, BOD liaison

*These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on June 11, 2025.*

### **Welcome and Roll Call**

Adam Mohammadbhoy, Chair, was excused.

Darrell King, CEO, conducted an attendance check to confirm a quorum.

The meeting was called to order at 11:02.

### **Citizen Comments**

There were no citizen comments.

### **Financial Committee Report**

Robert Bell, Chair

Darrell King, CEO

### **Budget to Actual Report for July 1, 2024 – March 31, 2025**

- With Ms. Macias currently on maternity leave, Mr. King presented the Finance reports at Mr. Bell's request. He noted that all spending percentages are on track for State Funding and other grants. Mr. King also commended the Finance team for their diligent work managing the agency's various revenue streams.

### **Statements of Activities Report July 1, 2024 – March 31, 2025**

- Advertising and shared services revenues exceed expectations. Third-quarter Outreach spending appears elevated due to increased advertising for VPK, but this is expected to normalize in the final quarter. Other expenses are currently higher due to upfront deposits for the Gala.

### **Budget FY 24/25 for Board Approval**

- Due to ongoing legislative developments, a preliminary FY 2025–26 budget was unavailable. Mr. King requested the committee's approval of a revised FY 2024–25 budget, which includes an additional \$700,000 in School Readiness funding allocated by DEL to ELC Manatee. The updated FY 2024–25 budget now totals just over \$35 million.

### **Approval of ELC staff 403(B) contribution for FY 24/25**

- Mr. King requested the committee's approval for up to \$155,000 in ELC staff contributions toward the annual 403(b) retirement plan payment. This amount is included in the budget and represents a meaningful benefit for employees, who greatly value the Board's continued support.

### **Policies and Procurement Report**

Kerry Gaylord, COO

### **Policies**

- Following DEL requirements, the updated 2025–2026 Anti-Fraud Plan was completed and submitted before the June deadline.

## Procurement

- ELC conducted an RFP process for the NEXTGEN Magazine and VPK calendar project. Based in Ellenton, PCI was the only printing company that submitted a proposal. Mr. King requested the committee's approval of a three-year contract with PCI to produce the magazine and calendars. He noted ELC's longstanding relationship with PCI—spanning over a decade—and praised their professionalism and reliability on these projects.

## Board Updates

Mr. King, CEO

- For the first time since 1992, the Legislature is gridlocked over the FY 2025–26 budget. Lawmakers are set to reconvene on June 9, but it is still unclear what level of School Readiness funding will be provided for the upcoming year.
- The Children's Services Advisory Board has awarded ELC \$3.3 million to fund four programs beginning October 1, 2025. Notably, the Sleep Baby Safely program received a \$70,000 increase after demonstrating strong success in its first year. Mr. King emphasized that local funding is more crucial than ever, given ongoing uncertainties with state funding from Tallahassee.
- ELC is awaiting a decision on a \$3 million grant application submitted to Manatee County. The County received over \$252 million in federal disaster relief following last year's hurricane. If approved, the grant would prioritize support for child care providers in low-income areas, in alignment with HUD guidelines.
- A grant application for literacy programs was submitted to United Way, requesting \$225,000. The ELC was not awarded the grant.
- The Bradenton Rotary Foundation awarded a \$10,000 grant to the Spot On Program.
- The Bishop Foundation awarded ELC \$50,000 for the Spot On Program, marking the third consecutive year of funding support.
- VPK calendars are expected to generate significant revenue this year, with 21 Early Learning Coalitions participating statewide. A new partnership with Highlights Early Learning has been very well received. Highlights will sponsor the calendars with a \$25,000 donation in exchange for an eight-page insert in the center of each calendar.
- Kristina DeWitt's previous seat on the College Designee Board is now vacant following her job change. SCF President Mr. Tommy Gregory has requested Nicole Kammer to fill the position.
- Mr. King has been elected to a second term as Chair of the Association of Early Learning Coalitions (AELC), representing Florida's medium-sized coalitions.

- The Stand for Children Gala on May 31 was a great success. Mr. King thanked the Board for continued support through sponsorships and table purchases. The Spot on Video that was show at the event was shared with the board.

#### **Items for Approval Consent Agenda**

- 2025 – 2026 Anti-Fraud.
- PCI Contract.

*Upon motion, made by Ms. Passmore and seconded by Mr. Scott, the board of directors unanimously approved the items for approval on the Consent Agenda.*

#### **Items for Approval Non-Consent Agenda**

- Budget to Actual Report July 1, 2024 – March 31, 2025.

*Upon a motion duly made by Ms. Ritch and seconded by Ms. Kendzior, the board of directors approved the Budget to Actual Report for July 1, 2024 – March 31, 2025.*

- Statement of Activities July 1, 2024 – March 31, 2025.

*Upon motion duly made by Mr. Scott and seconded by Ms. Passmore, the board of directors unanimously approved the Statement of Activities for July 1, 2024 – March 31, 2025.*

- Revised Budget FY24/25

*Upon motion duly made by Ms. Ritch and seconded by Ms. Passmore, the board of directors unanimously approved the Revised Budget FY 24/25.*

- Approval of ELC staff 403 (B) contribution FY24/25.

*Upon motion duly made by Mr. Bell and seconded by Ms. Passmore, the board of directors unanimously approved the ELC staff 403 (B) contribution for FY24/25.*

#### **Approval of the Board of Directors Meeting Minutes of March 19, 2025.**

*Upon a motion made by Ms. Ritch and seconded by Mr. Scott, the board of directors unanimously approved the minutes of the March 19, 2025, meeting.*

#### **Old Business**

None

#### **New Business**

Mr. Bell asked ELC staff to leave for the Board to discuss CEO and staff performance metrics and performance pay. Following discussion and upon motion made by Ms. Passmore and seconded by Mr. Scott, the Board unanimously approved CEO performance payment and performance payments for staff at CEO's discretion.

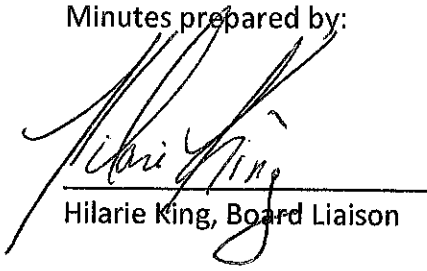
#### **Public Comments**

There were no public comments.

#### **Adjournment**

*There was no further business for the board of directors. The meeting adjourned at 11:47.*

Minutes prepared by:



Hilarie King, Board Liaison

Minutes approved by:



Robert Bell, Finance Committee Chair