

**Early Learning Coalition of Manatee County, Inc.**  
**Board of Directors Meeting**  
**September 17, 2025**

*The Early Learning Coalition of Manatee County, Inc. held a Board of Directors meeting. This meeting was conducted in person and via Zoom on September 17, 2025, at 11:00 a.m. at 600 8<sup>th</sup> Avenue West, Palmetto, Florida.*

**Committee Members Present**

Adam Mohammadbhoy  
Ana Peele  
Annette Larkin  
Denise Marzullo  
Gary Scott  
James Disbro  
Jennifer Passmore  
Misty Ritch  
Peggy Sammons  
Rob Bell  
Sirrnest Webster

**Committee Members ZOOM**

Chantal Porte  
Christina Riggio  
Elida Mujic  
Nicole Kammer  
Tim Pye  
Kathy Patreka

**Committee Members Excused**

Bryan Rench  
Leslie Wells  
Mike Mackie  
Sheila Halpin  
Zack Kallis  
Xtavia Bailey  
Rachel Kendzior

**ELC Staff Present**

Darrell King, CEO  
Kerry Gaylord, COO  
Gabriela Macias, CFO  
Hilarie King, BOD liaison

*These minutes summarize the Early Learning Coalition of Manatee County Board of Directors meeting on September 17, 2025.*

### **Welcome and Roll Call**

Adam Mohammadbhoy, Chair

Darrell King, CEO, conducted a roll call; a quorum was present.

The meeting was called to order at 11:01

### **Citizen Comments**

There were no citizen comments.

### **Financial Committee Report**

**Robert Bell, Chair**

**Gabriela Macias, CFO**

Ms. Macias's updates were as follows:

- Budget-to-Actual Report for July 1, 2024 – June 30, 2025.
  - The Budget-to-Actual Report is on track and offers a comparison to last year's results.
- Statement of Activities for July 1, 2024 – June 30, 2025.
  - The Activities Report shows that the Coalition's spending stayed consistent with the proposed budget.
- Preliminary Budget for Fiscal Year 2025/26.
  - The preliminary FY 25/26 budget has been finalized and is awaiting full Board approval. The proposed budget totals just over \$35 million.
- Sunwest Bank Line of Credit resolution.
  - The request to raise the credit limit to \$1 million offers a financial safety net, ensuring timely payments to providers during emergencies. Ms. Macias mentioned that although the standard DEL invoice is due on the 25th of each month, ELCMC submits it by the 16th of the month. This internal schedule enables prompt payments; however, the current \$300,000 line is insufficient to cover unexpected situations. The previous LOC at BMO bank was \$1 million.

### **Governance Committee Report**

**Christina Riggio, Chair**

**Kerry Gaylord, COO**

Ms. Gaylord shared the following policy updates:

- School Readiness Contract Termination Policy.
  - The 2020 School Readiness Contract Termination Policy was reviewed and updated to align with the 2025 DEL procedures and current legal standards.
- AI Policy.
  - ELCMC is creating an AI policy to protect staff and the families it assists. Ms. Gaylord highlighted that privacy remains a primary concern. This initial draft will lay the groundwork for the coalition's future AI framework.

### **Board Updates**

Mr. King provided the following board updates:

- College Designee Role.
  - Following Dr. Kristina DeWitt's resignation, the president of the State College of Florida has nominated Ms. Nicole Krammer, the Early Childhood Education Program Manager, as the new college designee in accordance with DEL statute.
- Second Term.
  - Board member Mr. Tim Pye's term ends on September 1, 2025. A strong supporter of early education, he has shown interest in serving a second term, and Mr. King is officially

requesting approval for his reappointment.

- Board Engagement.
  - The Coalition plans to organize a tour in early 2026 to showcase current program successes, explore upcoming opportunities, and give board members a chance to connect with new members and staff.

#### Procurement Report

Ms. Gaylord provided the following Procurement Report:

- Single Source
  - **Devereux** will provide resilience training and materials for teachers at the annual conference. The contract, valued at \$100,000, is in effect through June 30, 2027.
  - **Child Care Biz** will provide early learning providers with disaster preparedness and COOP planning professional development and materials. The contract, valued at \$40,000, is in effect through June 30, 2027.
- Amendments
  - **The Discovery Source** agreement was amended to include a newly released supplemental curriculum to help children and families prepare for and recover from natural disasters. The requested payment covers three years at \$75,000 per year, totaling \$225,000.

#### Strategic Planning Committee Report

Mr. King provided the following Strategic Planning Report for 2025-2028:

- Ms. Spivey, Director of Grants and Strategic Partnerships, presented the new strategic plan, highlighting ELC's progress and future vision. The plan emphasizes scaling effective strategies, strengthening leadership, and promoting data-driven decision-making. Mr. King thanked Ms. Spivey and stressed the Coalition's role in supporting its results-first approach.

#### Chief Executive Officer Report, Mr. Darrell King

- State Funding update.
  - All 30 Early Learning Coalitions across the state experienced budget cuts due to legislation. For Manatee, the original \$2.3 million reduction was lowered to about \$300,000 after unused SR funds from last year were reverted and reallocated throughout the state.
- Hurricane Relief Grant.
  - The \$217,000 grant awarded to ELCMC will fund training to enhance provider staff resilience in responding to natural disasters and support the purchase of age-appropriate learning kits to promote children's mental health during crises such as hurricanes.
- VPK POP/New Designations.
  - Of the 110 providers contracted with ELCMC, eight are on probation (POP). Mr. King is collaborating with coaches through current and new programs to support these providers and help guide them toward future success.
- CSAB Programs.
  - The CSAB FY 2025–2026 budget, covering the period from October 1, 2025, to September 30, 2026, is approximately \$3.3 million for the four funded programs. The Sleep Baby Safely program will receive a \$67,000 increase in the new FY.
- Spot ON/Reading PALS 25/26.
  - ELCMC remains the only coalition in the state offering Spot ON and Reading PALS, funded through grants and other sources totaling \$200,000. This year, 125 VPK students will participate in the Reading PALS program.

- Manatee Child Care Alliance update.
  - Manatee Child Care Alliance members met with their counterparts in Sarasota and State Rep Fiona McFarland to discuss child care issues.
- MTC Pre-Apprenticeship Program.
  - Since its 2021 launch with five students, the program has steadily expanded. This August, the fourth-year class grew to 16 students, including three dual-enrollment high school students and our first Project EDGE participant. Over the past four years, there have been 74 enrollments, 44 graduates, and 31 individuals placed in the early childhood field, leading to a 59% graduation rate and a 70% job placement rate.
- Shared Services.
  - ELCMC has generated nearly \$33,000 through shared services agreements with other coalitions in the state.
- 14th Annual Golf Tournament 11.21.2025.
  - The 14th Annual Golf Tournament will be held at IMG Golf Club on November 21, starting with a shotgun start at 12:30 p.m. So far, more than \$35,000 has been raised through sponsorships.

**Items for Approval Consent.**

1. School Readiness contract termination policy.
2. AI policy.
3. Second Term - Tim Pye.
4. Single Source Procurement for Devereux.
5. Single Source Procurement for Child Care Biz.
6. Agreement Amendment for Discovery Source.
7. ELCMC 2025-2028 Strategic Plan.

***Upon motion, made by Mr. Bell and seconded by Mr. Scott, the Board of Directors unanimously approved the items on the Consent Agenda.***

**Items for Approval Non-Consent Agenda**

- Budget to Actual Report July 1, 2024 – June 30, 2025.

***Upon motion, made by Mr. Disbro and seconded by Ms. Larkin, the Board of Directors unanimously approved the Budget to Actual Report July 1, 2024 – June 30, 2025.***

- Statement of Activities July 1, 2024 – June 30, 2025.

***Upon motion, made by Ms. Passmore and seconded by Ms. Riggio, the Board of Directors unanimously approved the Statement of Activities July 1, 2024 – June 30, 2025.***

- Preliminary Budget FY 25/26.

***Upon motion, made by Mr. Disbro and seconded by Ms. Riggio, the Board of Directors unanimously approved the Preliminary Budget FY 25/26.***

- Line of credit resolution.

***Upon motion, made by Ms. Ritch and seconded by Ms. Passmore, the Board of Directors unanimously approved the Line of Credit resolution.***

- Approval of the Board of Directors Meeting Minutes of June 11, 2025.

***Upon a motion made by Mr. Bell and seconded by Mr. Scott, the Board of Directors unanimously approved the minutes of the June 11, 2025, meeting.***

**Old Business**

None

**New Business**

Mr. Bell asked the staff to leave the meeting so the committee could discuss the CEO's FY 25/26 goals, review last year's performance metrics and evaluation, and consider a salary study conducted to determine the CEO's updated pay.

*Upon motion made by Ms. Larkin and seconded by Ms. Riggio, the Board of Directors unanimously approved a recommendation to extend the CEO's contract by one year to September 17, 2028, to amend the language related to the CEO's performance incentive, and to increase his base pay retroactive to July 7, 2025.*


**Public Comments**

There were no public comments.

**Adjournment**

There was no further business before the Board of Directors. ELC staff left the meeting at 11:39 a.m. for a discussion on new business, and the meeting was adjourned at 11:58 a.m.

Minutes prepared by:

  
Hilarie King, Board Liaison

Minutes approved by:

  
Adam Mohammadbhoy, Chair