

**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE**



**Meeting Agenda
January 5, 2024
4:00 p.m.**

**Microsoft Teams meeting
[Click here to join the meeting](#)
Meeting ID: 250 751 616 733
Passcode: TSKphw**

Purpose: The Executive Committee is composed of board officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and financial management and operations.

Committee Members:

- Laura Richardson Bright**, Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College
- Sharon Love**, Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt
- Dr. Beth McBride**, Secretary, Chair-Human Resources Committee Director, Early Learning, Designee-Collier County Public Schools
- Brooke Goldstein**, Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council
- Michele King**, Chair-Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SWFL
- Rebecca McKellar**, Chair-Nominations & Bylaws, Committee, Creative World Schools, Private for-Profit Childcare
- Tara Sherrod**, Chair-Events Committee First Baptist Preschool, Representative of Faith-Based Childcare Providers.

ELC Staff:

- Dr. Melanie Stefanowicz** Chief Executive Officer
- Leona Adkins**, Chief Quality Office
- Gilda Duran**, Chief Programs Officer
- Wynetta Upshaw**, Chief Administrative Officer
- Monica Gaddy**, Administrative Coordinator

() Materials included in Executive Committee Packet.*

Agenda Items	Facilitator	Discussion and Actions
Welcome and Introductions Chair’s Update	Laura Bright	Welcome by Lara Bright, with no chair updates.
Public Comment	Laura Bright	No one from the public attended. No public comment
1) Finance Approvals* a) Approve: Procurement Requests: i. Tricia Delles, CPA ii. Procure Solutions iii. Kaplan Early Learning iv. Trace Enterprises dba Reach Marketing	Melanie Stefanowicz	Dr. Melanie requested approval of the Procurement request. Dr, Melaine explained the time sensitivity for i, ii, iii, and iv. Board to approve extension of contract for Tricia Delles, CPA to continue to provide support to the coalition as interim CFO Procure Solutions To provide a 3-year contract with software to assist providers in taking attendance,

		<p>signing in and out monitoring, tracking, tuition process, record keeping and general student data.</p> <p>Kaplan Early Learning. RFP to contract with vendors for physical educational resources kits for VPK and Pre-K through age 4. Trace Marking Trace Enterprises dba Reach Marketing RFP contract to assist with rebranding to create a cohesive comprehensive identity.</p> <p>Motion to approve Michele King and Seconded by Tara Sherrod.</p>
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Agenda Items	Facilitator	Discussion and Actions
2) Next Executive Committee Meeting: January 17, 2024 10:00 a.m. to 11:00 a.m.	Laura Bright	Next meeting scheduled for 01/17/2024 @ 10:00 a.m.
Adjournment	Laura Bright	Motion to adjourn made by Tara Sherrod and Second by Rebecca McKellar.