



**Early
Learning
Coalition**
OF SOUTHWEST FLORIDA

**2675 Winkler Avenue, Suite 300
Ft. Myers, Florida 33901**

PHONE (239) 935-6100

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Minutes of a Meeting of the Board of Directors of Early Learning Coalition of Southwest Florida.

February 25th, 2026

Time and Place of Meeting

A meeting of the Board of Directors (the “Board”) of Early Learning Coalition of Southwest Florida, a [Delaware] corporation (the “Company”), was held on February 25th, 2026 commencing at approximately 9:00am EST at the offices of the Company located at 2675 Winkler Avenue, Suite 300, in Fort Myers, Florida, and via Microsoft TEAMS.

Call to Order; Roll Call

The following directors, constituting a quorum, were present in person or by Microsoft TEAMS:

- Kae Moore, Board Chairperson
- Laura Richardson, Vice Chairperson
- Rebecca McKellar, Nominations and Bylaws Committee Chairperson
- Tara Sherrod, Events Committee Chairperson
- Bethany Quisenberry, Programs Committee Chairperson
- Alex Breault
- Barbara Short
- Chantel Porte
- Jamie Merchant
- Dr. Kelly Ross

Directors absent:

- Aaron Stitt
- Brooke Goldstein
- Derek Burkholder
- Emily Budd
- Sean Kempton
- Shay Smith
- Tanya Williams

Coalition Staff present:

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer



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- Cheryl Carpenter, Chief of Early Childhood Education
- Beth McBride, Chief of Programs Services

Presiding Officer; Secretary

Kae Moore presided as Chair of the meeting; Melanie Stefanowicz, CEO, served as secretary of the meeting and kept the minutes. A quorum of the Board being present, Kae called the meeting to order at approximately 9:00am EST.

Welcome & Public Input

The section, Welcome & Public Input, was presented. A full discussion followed. No formal action was taken or required.

Adoption of the February 25, 2026, Board of Directors' meeting agenda

Kae initiated a discussion on adopting the agenda for the February 25, 2026, board of directors' meeting. A proposal to accept two new operational finance matters and one Employee Resource Guide (ERG) update to the agenda was made. Upon motion duly made by Rebecca and seconded by Barb, the Board of Directors adopted the February 25, 2026 Board of Directors' meeting agenda.

Report of the Chair

The section, Report of the Chair, was presented. A full discussion followed. No formal action was taken or required.

Approval of the November 19, 2025, Meeting Minutes

Kae initiated a discussion regarding approval of the November 19, 2025, meeting minutes. Upon motion duly made by Kelly and seconded by Rebecca, the Board of Directors approved the November 19, 2025, meeting minutes.

Executive Committee Approvals

The Single Audit and 990s were presented by Jon Duffy of Moss Krusick & Associates. A full discussion followed. Upon motion duly made by Laura and seconded by Rebecca, the Board of Directors approved the Single Audit and 990s.

Finance Committee Approvals



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Approval of the Direct Services Utilization

Rick initiated a discussion regarding the approval of direct service utilization. A full discussion followed. Upon motion duly made by Rebecca and seconded by Kelly, the Board of Directors approved the Direct Services Utilization.

Approval of Financial Statements

Rick initiated a discussion regarding the approval of financial statements. A full discussion followed. Upon motion duly made by Kelly and seconded by Tara, the Board of Directors approved the Statement of Financial Position, Statement of Activities, FY24-25 Budget Utilization, Preliminary FY 2025-2026 Budget, the HRCC Pay Plan, and 4 Procurement items. This action item had standing committee approval on February 12, 2026.

Recommend Approval of Fiscal Policy 4.5 & 4.6: Cash Collection and Employee Sunshine Fund Policies
Kae initiated a discussion regarding recommend approval of fiscal policy 4.5 & 4.6: cash collection and employee sunshine fund policies. A full discussion followed. Upon motion duly made by Laura and seconded by Rebecca, the Board of Directors approved Fiscal Policy 4.5 & 4.6: Cash Collection and Employee Sunshine Fund Policies

At approximately 10:00 am, the quorum was no longer present. Pursuant to the Coalition's bylaws, the Board did not take further formal action. Committee reports were shared for informational purposes only. Actions previously approved by the Executive Committee, including those related to Human Resources and Nominations & Bylaws, remain valid under the Executive Committee's authority and will be brought before the full Board for acknowledgment at the next scheduled meeting.

Human Resources Committee Report and Approvals

Updates to the Employee Resource Guide

The Human Resources Committee Report and Approvals were presented. Beth initiated a discussion regarding the updates to the employee resource guide. A full discussion followed. Actions previously approved by the Executive Committee remain valid under the Executive Committee's authority and will be brought before the full Board for acknowledgment at the next scheduled meeting.

Sections 100–300, which cover foundational employment principles, employee rights and responsibilities, and employment with the Coalition; and two additional targeted sections, updated to improve clarity and alignment with current practices.

Nominations & Bylaws Committee Report and Approvals



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Recommend the removal of Elizabeth McBride as Secretary of the Board of Directors of the ELC of SWFL. Rebecca initiated a discussion regarding recommending the removal of Elizabeth McBride as secretary of the Board of Directors of the Early Learning Coalition of Southwest Florida. A full discussion followed. The Executive Committee approved a resolution to remove Elizabeth McBride from the office of Secretary, effective February 12, 2026. The resolution further revoked her authority as a signatory on Coalition bank accounts and authorized the Board Chair and/or Chief Executive Officer to execute any necessary documents to update banking records accordingly.

This item will be brought before the full Board for acknowledgment at the next scheduled meeting on April 29, 2026.

Secretary Position Vacancy: Discussion and Next Steps

The Board acknowledged the current vacancy in the Secretary position. The Board will work to identify and appoint a qualified candidate, which may include consideration of a new Board member. It is anticipated that an appointment will be brought forward for Board action at the February 25, 2026, meeting. Recommend to the Executive Committee and the Board of Directors the appointment of the Chair Person of the Human Resources Committee.

The recommendation to appoint the Chair of the Human Resources Committee was presented. This item was tabled for future consideration.

New Member Appointment to the Board of Directors of the Early Learning Coalition of Southwest Florida, in accordance with the Coalition's Bylaws and applicable statute.

Rebecca initiated a discussion regarding the nomination of Sharon Love to the Board of Directors. A full discussion followed. Upon motion duly made and seconded, the Board of Directors. This action was previously approved by the Executive Committee and remains valid under its authority; it will be brought before the full Board for acknowledgment at the next scheduled meeting.

Recommend to the Board the seating of Kim Lonergan as the Collier County Public Schools designee for the Head Start representative seat.

Rebecca initiated a discussion regarding recommending to the board the seating of Kim Lonergan as the Collier County Public Schools designee for the Head Start representative seat. A full discussion followed. This action was previously approved by the Executive Committee and remains valid under its authority; it will be brought before the full Board for acknowledgment at the next scheduled meeting.

Events Committee Report

The section, Events Committee Report, was presented. A full discussion followed. No formal action was



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taken or required.

Program Committee Report

The section, Program Committee Report, was presented. A full discussion followed. No formal action was taken or required.

ED Report

The section, ED Report, was presented. A full discussion followed. No formal action was taken or required.

Executive Session

The section, Executive Session, was presented. A full discussion followed. No formal action was taken or required.

Next Meeting & Adjournment

There being no further business, the meeting was adjourned at approximately 10:30 a.m. EST. The next meeting was scheduled for April 29, 2026, at 9:00 a.m. EST via Microsoft TEAMS.