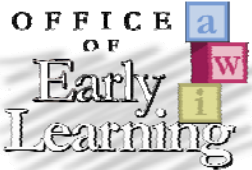
	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 206.01	POLICY NUMBER: OEL-PI-0012-05	
	UNIT: Program	STAFF CONTACT: Joseph R. Gillespie, (850) 921-3192	
	ISSUE DATE: May 11, 2005	DEPUTY DIRECTOR: Gladys W. Wilson	

CORRECTED COPY

Subject: Early learning coalition membership

References: Section 411.01(5)(a)3. and 11., F.S.¹

Purpose: To adopt standards for the memberships of early learning coalitions

Background: In December 2004, at its 2004 Special Session “A,” the Legislature enacted House Bill 1-A (ch. 2004-484, L.O.F.), which created the Voluntary Prekindergarten Education Program. The bill was signed by the Governor and the law became effective on January 2, 2005. The law requires the Agency for Workforce Innovation to “adopt standards establishing ... the minimum and maximum number of members that may be appointed to an early learning coalition” (s. 411.01(5)(a)3., F.S.). These standards must include “variations for a coalition serving a multicounty region.” The law requires each early learning coalition to comply with these standards. In addition, the law requires that an early learning coalition serving a multicounty region must “include representation from each county” (s. 411.01(5)(a)11., F.S.).

Instructions: (1) *Coalition membership.*—Section 411.01(5)(a)3.-6. and 11., F.S., requires each early learning coalition to appoint coalition members consistent with the following standards:

- (a) *Required members.*—Each coalition’s membership must include the 13 required members listed in law (see (2) below).
- (b) *Conditional members.*—If certain conditions apply, a coalition’s membership must include up to three conditional members (see (3) below).
- (c) *Private-sector business members.*—Including the chair and two coalition members appointed by the Governor, more than one-third of each early learning coalition’s membership must be composed of

¹ Citations to the School Readiness Act, s. 411.01, F.S., were amended by s. 2, ch. 2004-484, L.O.F.

private-sector business members appointed in accordance with OEL File 206.02.

- (d) *Optional members.*—This program instruction authorizes, but does not require, a coalition’s membership to include optional members (see (4) below).
- (e) *Number of members.*—Each coalition must be composed of at least 18 members but not more than 35 members. Within this range, a coalition’s membership may not exceed the number of members necessary for the appointment of the required members, conditional members, private-sector business members, and optional members authorized by this program instruction.
- (f) *Geographic representation.*—Each multicounty coalition’s membership must be geographically representative of each county served by the coalition.

(2) ***Required members.***—Section 411.01(5)(a)4. and 5., F.S., requires each coalition’s membership to include the following 13 members:

- (a) Chair appointed by the Governor (voting member).
- (b) Two private-sector business members appointed by the Governor (voting members).
- (c) Department of Children and Family Services district administrator or designee (voting member).
- (d) Superintendent of schools or designee (nonvoting member).
- (e) Regional workforce development board executive director or designee (voting member).
- (f) County health department director or designee (voting member).
- (g) President of community college or designee (voting member).
- (h) Member appointed by board of county commissioners (voting member).
- (i) Head Start director (nonvoting member).
- (j) Representative of private child care providers (nonvoting member).
- (k) Representative of faith-based child care providers (nonvoting member).
- (l) Representative of programs for children with disabilities (nonvoting member).

(3) ***Conditional members.***—Section 411.01(5)(a)5.e., f., and i., F.S., requires each coalition’s membership, if applicable, to include each of the following conditional members:

- (a) Children’s services council or juvenile welfare board² chair or executive director (voting or nonvoting member³);

² In accordance with s. 125.901(1)(a), F.S., a children’s services council may also be cited as a juvenile welfare board or similar name. (Pinellas County is the only county that currently uses a designation other than children’s services council.)

- (b) Agency head of local licensing agency (voting member); and
- (c) Central agency administrator (nonvoting member).

(4) **Optional members.**—Section 411.01(5)(a)3., F.S., requires the Agency for Workforce Innovation to adopt standards establishing the minimum and maximum number of members that may be appointed to an early learning coalition. In addition to the required and conditional members specified in law (see (2) and (3) above), each early learning coalition is authorized, but not required, to appoint up to two optional members from each county served by the coalition, subject to the following standards:

- (a) Each optional member must reside in, or must represent a legal entity located in, the county from which the member is appointed.
- (b) Except as provided in (4)(d) below, an optional member and the member’s relatives must not have a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program or the coalition’s school readiness program. As used in this subparagraph, the term “substantial financial interest” has the meaning ascribed in OEL File 206.03 and the term “relative” has the meaning ascribed in s. 112.3143, F.S.:

“Relative” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

- (c) Except as provided in (4)(e) below, the appointment of an optional member must not duplicate the representation of a legal entity, or of a required or conditional membership position listed in (2) or (3) above, which is already represented by the coalition’s membership. *(For example, if a coalition appoints a representative of ACME Industries, Inc., and a Head Start director, the coalition may not appoint another representative from ACME or a Head Start director from another county.)*⁴
- (d) Section 411.01(5)(a)5.k., F.S., requires each early learning coalition to include as a member a representative of private child care providers, including family day care homes, who shall be a nonvoting member. A coalition may appoint as an optional member, a representative of family day care homes, if the member representing private child care providers under (2)(j) above does not represent family day care homes. Notwithstanding (4)(b) above, an optional member appointed under this paragraph may have a substantial financial interest in the design or

³ A children’s services council or juvenile welfare board chair or executive director is a voting member of an early learning coalition unless the council or board is the fiscal agent of the coalition or if the council or board contracts with and receives funds from the coalition, in which case, the chair or executive director is a nonvoting member.

⁴ See OEL File 206.02 for program instruction concerning the appointment of private-sector business members to early learning coalitions.

delivery of the Voluntary Prekindergarten Education Program or the coalition's school readiness program. However, due to the inherent voting conflict of a representative of family day care homes, this optional member must be designated a nonvoting member.

- (e) Section 411.01(5)(a)5.f., F.S., requires an early learning coalition serving a county with a local licensing agency to include as a coalition member the licensing agency head. A coalition may appoint as an optional member a manager, supervisor, or other staff of the Child Care Services Program Office of the Department of Children and Family Services who is assigned to a district serving one or more counties in the coalition's region. Notwithstanding (4)(c) above, an optional member appointed under this paragraph may duplicate the representation of the district administrator or designee of the Department of Children and Family Services appointed under (2)(c). This optional member shall be designated as a voting member.
- (f) Each early learning coalition is encouraged to appoint as one of its optional members a parent of a child enrolled in the Voluntary Prekindergarten Education Program or the coalition's school readiness program. The parent must meet the requirements of (4)(a), (4)(b), and (4)(c) above and shall be designated as a voting member.

(5) ***Membership terms; inter-county membership rotation in multicounty coalitions.***—Section 411.01(5)(a)12., F.S., requires that each early learning coalition establish terms for all appointed coalition members, that the terms must be staggered, that the terms must not exceed 4 years per term, and that appointed coalition members may serve a maximum of two consecutive terms. For a multicounty early learning coalition, after a required or conditional member (see (2) and (3) above) from one county has served two consecutive terms, the coalition shall provide for the rotation of the membership position among the other counties served by the coalition.

(6) ***Approval of coalition membership.***—Section 411.01(5)(d)4., F.S., requires the Agency for Workforce Innovation to establish criteria for the approval of school readiness plans. In accordance with these criteria, each coalition's membership must be submitted to the Office of Early Learning for final approval through the plan-approval process. In order to be approved, a coalition's membership must be consistent with this program instruction.

PLEASE DIRECT QUESTIONS AND COMMENTS TO THE STAFF CONTACT LISTED ABOVE.
