

## **Children's Services Council of Leon County (CSC Leon)**

### **Governing Council Meeting**

Thursday, April 20, 2023, 4:00 p.m.

CSC Leon Office | 2002 Old St. Augustine Road, Bldg. A, Ste. 50, Tallahassee, FL 32301

*Members of the public can view the meeting via live stream, when available, on this YouTube channel:*

<https://www.youtube.com/channel/UCC74A9evhLxbHlrH63-clbQ>.

### **AGENDA**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Consent Agenda
  - A. Minutes from the March 23 meeting (page 3)
  - B. Financials for March 2023 (page 5)
  - C. Executive Committee Report (page 9)
  - D. Investment Workgroup Update (page 11)
- VI. Executive Director's Report (page 13)
- VII. General Counsel's Update
- VIII. Summer 2023 Program Procurements
  - A. Summer Learning and Feeding (pages 21, 27 and 33, 41)
    - i. Presentation of Programs and Evaluators Scoring
    - ii. Council Discussion
    - iii. Public Comment
    - iv. Approval of "Intent to Award" Funding to Selected Summer Programs
- IX. Committee Reports
  - A. Finance and Budget (page 43)
    - i. Proposed Staffing 2023
      - 1. Presentation of Proposed Staffing Recommendation (page 44)
      - 2. Public Comment
      - 3. Consideration to Approve Staffing Recommendation
  - B. Program Services (page 45)
    - i. Small Investments for Program Success (SIPS) Funding (page 47)
      - 1. Presentation of Draft SIPS Funding Category
      - 2. Public Comment
      - 3. Consideration to Approve Recommendation on SIPS Funding Category
    - ii. Council Program Procurement Approval Process (page 51)
      - 1. Presentation of Draft Council Procurement Approval Process
      - 2. Public Comment
      - 3. Consideration to Approve Recommendation on Program Procurement Approval Process
- X. Next Meeting Dates
  - A. Rescheduling September 21 meeting to September 14
  - B. Thursday, May 18, 4:00 p.m.
- XI. Next Meeting Agenda
- XII. Member Comments
- XIII. Adjourn



**CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**  
**Governing Council Meeting**  
**March 23, 2023**  
**MINUTES**

**Members Present:**

- Dr. Zandra Glenn, Chair, Community Member
- Terrence Watts, Vice-Chair, DCF Appointee
- Paul Mitchell, Treasurer, Community Member
- Carmen Conner, Community Member
- Atty. Carolyn Cummings, Vice-Chair, Leon County Commission
- Judge Anthony Miller, Second Judicial Circuit
- Darryl Jones, School Board Member, Leon County Schools
- Mark O'Bryant, Community Member
- Liza McFadden, Community Member
- Rocky Hanna, Superintendent, Leon County Schools

**Staff Present:**

- Cecka Rose Green, Executive Director
- Dina Snider, Director of Finance and Operations
- Stephanie Eller Vaughn, Program Accountability and Research Manager
- Jacinta Clay, Administrative Services Manager;
- Holly McPhail, Special Projects Manager
- Christopher Roe, General Counsel

**Location:**

Pineview Elementary School  
2230 Lake Bradford Road, Tallahassee, FL 32310

**I. CALL TO ORDER**

Chair Glenn called the meeting to order at 4:01 p.m.

**II. ROLL CALL**

Ten (10) council members were present, and quorum was established.

**III. APPROVAL OF AGENDA**

Mr. Mitchell moved to approve the agenda with the removal of the SOWs (Statements of Work) to be presented as an additional handout. Mr. Watts seconded and the agenda was approved unanimously with said change.

**IV. GENERAL PUBLIC COMMENT**

- Mr. Neil Skene
- Mr. Rick Lockenbach
- Mr. Whitfield Leland III

**V. COMMUNITY IMPACT STORY**

**A.** SG Mental Health Counseling, Ms. Marissa Batie-Collier

**VI. APPROVAL OF CONSENT AGENDA**

Mr. O'Bryant moved approval; seconded by Mr. Jones. The consent agenda was approved unanimously.

**VII. GENERAL COUNSEL UPDATE**

Mr. Roe provided policy updates. The Council will be provided with drafts to consider at the next council meeting.

**VIII. COMMITTEES & REPORTS**

**A. Executive Committee**

Mr. Mitchell moved to approve one Program and Quality Assurance Specialist and to have the Finance and Budget Committee present a recommendation for an administrative spending percentage or dollar amount to be presented at the next Council meeting. Second provided by Mr. O'Bryant.

Public Comments were given by Mr. Neil Skene, Mr. Whitfield Leland, and Mayor Pro-Tem Dianne Williams-Cox. Motion was approved with a 9-1 vote.

**B. Program Services Committee**

Mr. O'Bryant moved to approve amended Family Support Services Program Procurements SOWs; seconded by Ms. Cummings. There was no public comment. The motion was approved unanimously.

**IX. Board Open Discussion**

Comments were provided by Mr. Hanna, Mr. Jones, Judge Miller, and Ms. Cummings.

On behalf of the full Council, Dr. Glenn gave recognition and presented mementoes to Council Member Conner for her service and to commemorate her term on the Council.

**X. Next Meeting Dates**

Next meeting will be Thursday April 20, 4:00 p.m. at the CSC Leon Office, 2022 Old St. Augustine Road, Suite A-50, 32301.

**XI. Next Meeting Agenda Review**

- A.** Community Impact Story
- B.** Strategic Framework for High Quality Early Learning
- C.** Spending Plan

- D.** Amended Budget FY 2022-23
- E.** Administrative Budget
- F.** Travel and Purchasing Card Policies

**XII. Member Comments**

There were no member comments

**XIII. Adjournment**

Meeting was adjourned at 6:57 p.m.

**Children's Services Council of Leon County**  
**Balance Sheet**  
As of March 31, 2023

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	Mar 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Money Market Account	10,334,096.06
Operating	898,484.24
Total Checking/Savings	11,232,580.30
Total Current Assets	11,232,580.30
Other Assets	
Security Deposits Asset	6,222.50
Total Other Assets	6,222.50
<b>TOTAL ASSETS</b>	<b>11,238,802.80</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-6,572.50
Total Accounts Payable	-6,572.50
Total Current Liabilities	-6,572.50
Total Liabilities	-6,572.50
Equity	
Unrestricted Net Assets	4,609,659.83
Net Income	6,635,715.47
Total Equity	11,245,375.30
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,238,802.80</b>

**Children's Services Council of Leon County**  
**Income & Expense Budget vs. Actual**  
**October 2022 through March 2023**

	Oct '22 - Mar 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Ad Valorem Proceeds	7,093,413.78	7,632,396.32	-538,982.54	92.9%
Interest	71,954.80	10,057.10	61,897.70	715.5%
<b>Total Income</b>	<b>7,165,368.58</b>	<b>7,642,453.42</b>	<b>-477,084.84</b>	<b>93.8%</b>
<b>Expense</b>				
Compensation /Employee Benefits				
AFLAC (PostTax)	-150.90			
AFLAC (PreTax)	-236.80			
Dental & Vision Insurance	36.10			
Employee Benefits (Other)	0.00	2,000.00	-2,000.00	0.0%
Health Insurance	29,304.30	80,000.00	-50,695.70	36.6%
Life & Accidental	327.12			
Payroll taxes	13,048.89	29,484.00	-16,435.11	44.3%
Retirement Contribution	28,957.97	80,660.00	-51,702.03	35.9%
Salaries	157,136.65	323,000.00	-165,863.35	48.6%
Supplemental Life	-103.68			
<b>Total Compensation /Employee Benefits</b>	<b>228,319.65</b>	<b>515,144.00</b>	<b>-286,824.35</b>	<b>44.3%</b>
Contractual Services				
Accounting Fees	7,237.50	30,000.00	-22,762.50	24.1%
AmeriCorp Vists	0.00	10,000.00	-10,000.00	0.0%
External Audit Fee	0.00	20,000.00	-20,000.00	0.0%
General Counsel (1099-MISC) <sup>1</sup>	58,705.56	75,000.00	-16,294.44	78.3%
Grantwriting Services Program	0.00	50,000.00	-50,000.00	0.0%
Specialist & Admin.	35,000.00	60,000.00	-25,000.00	58.3%
<b>Total Contractual Services</b>	<b>100,943.06</b>	<b>245,000.00</b>	<b>-144,056.94</b>	<b>41.2%</b>
Maintenance and repair	2,200.00			
Operations				
Ad Valorem Collection Fees	0.00	230,771.89	-230,771.89	0.0%
Awards & Recognition	0.00	500.00	-500.00	0.0%
Communications	3,389.16	5,200.00	-1,810.84	65.2%
Community Awareness/Engagement	3,883.60	20,000.00	-16,116.40	19.4%
Dues & Subscription	8,231.28	15,000.00	-6,768.72	54.9%
Equipment	1,935.85	11,000.00	-9,064.15	17.6%
Furniture <sup>2</sup>	47,436.38	1,000.00	46,436.38	4,743.6%
Insurance (Liab., D&O, WC)	15,663.55	17,500.00	-1,836.45	89.5%
IT Hardware	2,714.64	5,000.00	-2,285.36	54.3%
IT Services (Web & Email)	1,267.85	1,500.00	-232.15	84.5%
Licenses & Fees	0.00	1,000.00	-1,000.00	0.0%
Misc expenses	2,732.33	5,000.00	-2,267.67	54.6%
Occupancy (Rent, Util., Janito)	14,265.00	74,670.00	-60,405.00	19.1%
Office Supplies	819.44	5,200.00	-4,380.56	15.8%
Payroll processing / HR <sup>3</sup>	8,296.60	10,000.00	-1,703.40	83.0%
Postage and Courier	372.45	750.00	-377.55	49.7%
Printing and Copying	521.23	2,000.00	-1,478.77	26.1%
Program & Financial Software	26,500.03	150,000.00	-123,499.97	17.7%
Public Relations	2,150.00	50,000.00	-47,850.00	4.3%
Publication (Legal Adv) <sup>4</sup>	3,183.90	0.00	3,183.90	100.0%
Research	0.00	4,000.00	-4,000.00	0.0%
Software	567.51	3,000.00	-2,432.49	18.9%
Sponsorship	500.00	8,000.00	-7,500.00	6.3%
Travel and Meetings				
Conference, Convention, Meeting	5,185.44	12,000.00	-6,814.56	43.2%
Travel (mileage)	1,855.01	9,000.00	-7,144.99	20.6%
Travel and Meetings - Other	1,562.93			
<b>Total Travel and Meetings</b>	<b>8,603.38</b>	<b>21,000.00</b>	<b>-12,396.62</b>	<b>41.0%</b>
<b>Total Operations</b>	<b>153,034.18</b>	<b>642,091.89</b>	<b>-489,057.71</b>	<b>23.8%</b>

	Oct '22 - Mar 23	Budget	\$ Over Budget	% of Budget
<b>Program Investments</b>				
Capacity Building	17,500.00	120,000.00	-102,500.00	14.6%
Innovation Funding	0.00	1,500,000.00	-1,500,000.00	0.0%
Priority Funding	0.00	7,502,906.30	-7,502,906.30	0.0%
Summer Programmatic Funding	6,222.50	1,600,000.00	-1,593,777.50	0.4%
<b>Total Program Investments</b>	23,722.50	10,722,906.30	-10,699,183.80	0.2%
<b>Reserves/Community Grants</b>	0.00	381,619.82	-381,619.82	0.0%
<b>Security System<sup>5</sup></b>	21,160.00			
<b>Unclassified expenses</b>	273.72			
<b>Total Expense</b>	529,653.11	12,506,762.01	-11,977,108.90	4.2%
<b>Net Ordinary Income</b>	6,635,715.47	-4,864,308.59	11,500,024.06	-136.4%
<b>Net Income</b>	<b>6,635,715.47</b>	<b>-4,864,308.59</b>	<b>11,500,024.06</b>	<b>-136.4%</b>

<sup>1,3</sup>monitoring--over 50%

<sup>2</sup>will realign in budget amendment

<sup>4</sup>will realign in budget amendment (to advertise TRIM for FY 2023-24

<sup>5</sup>will realign in budget amendment

Also, all contract services will be realigned in the budget amendment.

# Children's Services Council of Leon County Income & Expense Report

October 2022 through March 2023

	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	TOTAL
<b>Ordinary Income/Expense</b>							
Income							
Ad Valorem Proceeds	639.01	601,268.49	6,013,375.25	154,468.76	196,608.77	127,053.50	7,093,413.78
Interest	6,347.00	6,152.33	6,507.65	15,327.23	17,832.46	19,788.13	71,954.80
<b>Total Income</b>	<b>6,986.01</b>	<b>607,420.82</b>	<b>6,019,882.90</b>	<b>169,795.99</b>	<b>214,441.23</b>	<b>146,841.63</b>	<b>7,165,368.58</b>
<b>Expense</b>							
Compensation /Employee Benefits							
AFLAC (PostTax)	0.00	0.00	0.00	0.00	0.00	-150.90	-150.90
AFLAC (PreTax)	0.00	0.00	0.00	0.00	0.00	-236.80	-236.80
Dental & Vision Insurance	0.00	11.18	-79.58	11.18	36.76	56.56	36.10
Health Insurance	3,318.51	3,318.51	3,300.81	3,318.51	8,051.68	7,996.28	29,304.30
Life & Accidental	0.00	0.00	0.00	0.00	327.12	0.00	327.12
Payroll taxes	1,454.52	2,060.98	2,865.53	2,648.75	2,083.70	1,935.41	13,048.89
Retirement Contribution	5,586.77	2,420.33	3,691.70	7,507.58	4,881.45	4,870.14	28,957.97
Salaries	19,230.76	24,769.22	37,153.83	25,140.11	25,153.84	25,688.89	157,136.65
Supplemental Life	0.00	0.00	0.00	0.00	0.00	-103.68	-103.68
<b>Total Compensation /Employee Benefi...</b>	<b>29,590.56</b>	<b>32,580.22</b>	<b>46,932.29</b>	<b>38,626.13</b>	<b>40,534.55</b>	<b>40,055.90</b>	<b>228,319.65</b>
Contractual Services							
Accounting Fees	1,125.00	0.00	1,987.50	1,312.50	0.00	2,812.50	7,237.50
General Counsel (1099-MISC)	11,266.00	9,449.00	18,015.25	0.00	0.00	19,975.31	58,705.56
Program Specialist & Admin.	5,000.00	5,000.00	10,000.00	5,000.00	0.00	10,000.00	35,000.00
<b>Total Contractual Services</b>	<b>17,391.00</b>	<b>14,449.00</b>	<b>30,002.75</b>	<b>6,312.50</b>	<b>0.00</b>	<b>32,787.81</b>	<b>100,943.06</b>
Maintenance and repair	0.00	0.00	0.00	0.00	0.00	2,200.00	2,200.00
Operations							
Communications	0.00	0.00	0.00	0.00	1,504.96	1,884.20	3,389.16
Community Awareness/Engagement	0.00	0.00	0.00	0.00	0.00	3,883.60	3,883.60
Dues & Subscription	0.00	600.00	175.00	19.99	5,786.69	1,649.60	8,231.28
Equipment	0.00	0.00	0.00	988.10	0.00	947.75	1,935.85
Furniture	0.00	0.00	0.00	25,142.11	0.00	22,294.27	47,436.38
Insurance (Liab., D&O, WC)	0.00	0.00	14,494.00	0.00	1,169.55	0.00	15,663.55
IT Hardware	0.00	1,213.67	1,348.05	0.00	183.92	-31.00	2,714.64
IT Services (Web & Email)	0.00	273.80	161.19	154.50	154.50	523.86	1,267.85
Misc expenses	405.03	0.00	0.00	366.26	1,282.47	678.57	2,732.33
Occupancy (Rent, Util., Janito)	0.00	0.00	0.00	6,470.67	6,222.50	1,571.83	14,265.00
Office Supplies	0.00	39.08	0.00	0.00	300.00	480.36	819.44
Payroll processing / HR	1,251.58	1,273.64	1,910.46	1,313.64	1,273.64	1,273.64	8,296.60
Postage and Courier	0.00	0.00	0.00	13.20	359.25	0.00	372.45
Printing and Copying	134.99	27.52	145.66	76.44	136.62	0.00	521.23
Program & Financial Software	0.00	0.00	0.00	26,500.03	0.00	0.00	26,500.03
Public Relations	0.00	0.00	0.00	450.00	0.00	1,700.00	2,150.00
Publication (Legal Adv)	0.00	10.64	0.00	1,580.24	1,569.78	23.24	3,183.90
Software	79.85	79.14	80.83	97.65	92.85	137.19	567.51
Sponsorship	0.00	0.00	0.00	500.00	0.00	0.00	500.00
Travel and Meetings							
Conference, Convention, Meeting	1,631.64	15.00	282.45	3,256.35	0.00	0.00	5,185.44
Travel (mileage)	820.32	-44.64	0.00	1,079.33	0.00	0.00	1,855.01
Travel and Meetings - Other	0.00	0.00	640.00	229.98	5.95	687.00	1,562.93
<b>Total Travel and Meetings</b>	<b>2,451.96</b>	<b>-29.64</b>	<b>922.45</b>	<b>4,565.66</b>	<b>5.95</b>	<b>687.00</b>	<b>8,603.38</b>
<b>Total Operations</b>	<b>4,323.41</b>	<b>3,487.85</b>	<b>19,237.64</b>	<b>68,238.49</b>	<b>20,042.68</b>	<b>37,704.11</b>	<b>153,034.18</b>
Program Investments							
Capacity Building	0.00	0.00	0.00	0.00	0.00	17,500.00	17,500.00
Summer Programmatic Funding	0.00	0.00	0.00	0.00	0.00	6,222.50	6,222.50
<b>Total Program Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,722.50</b>	<b>23,722.50</b>
Security System	0.00	0.00	0.00	21,160.00	0.00	0.00	21,160.00
Unclassified expenses	0.00	0.00	0.00	0.00	0.00	273.72	273.72
<b>Total Expense</b>	<b>51,304.97</b>	<b>50,517.07</b>	<b>96,172.68</b>	<b>134,337.12</b>	<b>60,577.23</b>	<b>136,744.04</b>	<b>529,653.11</b>
<b>Net Ordinary Income</b>	<b>-44,318.96</b>	<b>556,903.75</b>	<b>5,923,710.22</b>	<b>35,458.87</b>	<b>153,864.00</b>	<b>10,097.59</b>	<b>6,635,715.47</b>
<b>Net Income</b>	<b>-44,318.96</b>	<b>556,903.75</b>	<b>5,923,710.22</b>	<b>35,458.87</b>	<b>153,864.00</b>	<b>10,097.59</b>	<b>6,635,715.47</b>

**Executive Committee**  
**Tuesday, April 11, 2023**

The Executive Committee met on Monday, April 10, 2023, to discuss CSC Leon policies on travel and purchasing documents prepared by General Counsel Chris Roe as requested by the Treasurer Mitchell.

**Committee Members present:**

- Dr. Zandra Glenn, Community Member, Committee and Council Chair
- Terrence Watts, DCF Designee, Council Vice-Chair
- Paul Mitchell, Community Member, Council Treasurer

**Discussion:**

Prior to the meeting, Mr. Roe sent a draft travel policy and, at the request of Chair Glenn, a summary of the Council's Purchasing Policy and Purchase Card Policy (both of which had previously been adopted by the Council via resolutions).

While not all Committee members were ready to move forward with a full discussion on the draft travel policy, they did discuss various state and county guidelines/policies on travel and the use of purchasing cards. Additionally, Treasurer Mitchell suggested the Council look into establishing a Direct Support Organization (DSO).

Also, the Committee requested an amendment to the Purchasing Card policy to include approval of a purchasing card for the Director of Finance and Operations.

The Committee will meet in May to finalize the draft travel policy for presentation to the full Council at its meeting.

**Committee Recommendation for Consideration by the full Council**

The following is recommended by the Executive Committee for action by the full Council:

- Approval of an amendment to the Purchasing Card Policy authorizing the Director of Finance and Operations to be issued a purchasing card.
- Directing the Executive Director to research establishing a DSO for CSC Leon.



## **Investment Workgroup Update on Workgroup Objectives**

The Investment Workgroup met on Tuesday, March 21, 2023, to review responses to the Investment Advisory Services RFI and continue discussions for establishing investment options for CSC Leon.

### **Workgroup Members Present:**

- Liza McFadden, Chair
- Scott Fennell
- Cecka Green, CSC Executive Director
- John Grayson

Workgroup members Scott Ross and Padric Scott were not present due to previous engagements.

### **Workgroup Discussion:**

The workgroup members reviewed the two RFI responses for Investment Advisory Services: DANA Investment Advisor and FLCLASS. As part of the discussion, Chair McFadden and the workgroup members made the following recommendations:

- Avoiding a procurement process by investigating the possibility of sole sourcing investment services. As such, they suggested the Executive Director confer with the General Counsel on this possibility.

### **Investment Workgroup Next Action Steps:**

- CSC Leon Executive Director will follow-up with the workgroup chair upon receiving guidance from General Counsel. The workgroup will reconvene should the recommendation be to move forward with a procurement process.

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### ***Update as of April 10, 2023***

- As suggested by the workgroup, the Executive Director received guidance from the General Counsel that to engage with FLCLASS would be in line with either of the following:
  - a) A chapter 163 interlocal situation; or
  - b) A cooperative purchase.

Either of the aforementioned is an authorized exemption to competitive procurement under CSC Leon's purchasing policy (referencing pages 3-4, fifth bullet and penultimate bullet).

- As such, staff will set up a time to meet with representatives of FLCLASS to begin discussions on an investment strategy for reserve funds in line with the Reserves Policy previously approved during the February 2023 Governing Council meeting.
- Once the initial meeting has occurred, staff will update the Council Chair to determine if additional Council action is needed.



**Executive Director's Report**  
**Governing Council Meeting | Thursday, April 20, 2023**

**Capacity Building and Technical Assistance Implementation** – Technical Assistance is in process for the current program procurements for Family Support Services (Family Resource Centers; Family Strengthening/Parent Education; and Mentoring), including trainings (hybrid of in-person and virtual) that are open to all, with the virtual trainings being recorded and available throughout the application process. Also, INIE/UPHS remains a point of contact to all prospective applicants, fielding ongoing questions and supplying guidance. CSC Leon staff stays in constant contact with INIE/UPHS to ensure adherence to application requirements.

**CSC Leon Council Member Appointments/Vacancies** – Included in this report is a copy of former Council Member Liza McFadden's resignation letter (see attachment). We are very appreciative of her services on the Council and will recognize her contributions at the July meeting. Leon County has been notified and we are awaiting their guidance on filling the resulting vacancy. Additionally, we are awaiting notification from the Governor's Office on appointment/reappointments for the two Council seats that expired in March 2023.

**Council on the Status of Men and Boys (CSMB)** – CSC Leon has provided a letter of support (see attachment) to the CSMB in support of its plan to develop a Community Violence Intervention and Prevention Initiative (CVIPI) in our community. As such, CSC Leon staff will serve on a multi-disciplinary planning team to collaborate with CSMB and other partners to help strategize on programming to help address youth gun violence in Leon County. We will provide updates to the Council as the planning team's work takes shape.

**Florida Grade Level Reading (GLR) Campaign/GOMO EarlyCare®** - In alignment with CSC Leon's priorities "Success in School and Life" and "Healthy Children, Youth and Families," we have submitted a letter of intent (see attached) to participate in co-branding with the EarlyCare® Text Messaging Program, which is a free service made available to Florida parents and early learning providers of children ages birth to 8 years. Messages provide helpful age-appropriate prompts focusing on child health and education.

**Integrated Information Systems Solution** – SAMIS (Services & Activities Management Information System) implementation continues.

**Memorandums of Understanding: Data Sharing with Leon County Schools (LCS)** – Data Sharing MOU with LCS is in process; goal is to have it done prior to this fall.

**Summer Expo** – Leon County Government and the City of Tallahassee, in partnership with CSC Leon, are hosting a Summer Expo on Saturday, April 22, from 10:00 a.m. – 2:00 p.m. (see flyer attached). In addition to city and county programming, approximately 20 organizations are scheduled to participate to provide caregivers/parents with a "one-stop shop" to access free/reduced-cost programs for their children and youth.

**Volunteer Evaluator Recruitment Process** – Currently, we are recruiting volunteers to serve as evaluators for the Family Support Services program procurements. The link to sign up will be circulated to Council Members to distribute to your networks. Thank you to the following community members who served on the Summer Learning and Feeding evaluation panels:

*Service Line 1: Summer Learning*

- Micheala Denny, Non-Profit
- Lauren Faison-Clark, Medical/Healthcare
- Maxwell Herrle, Small Business Owner
- Katherine Kamiya, Non-Profit
- Whitfield Leland, III, Self-Employed
- Jasmine Smith, Education/Educator

*Service Line 2: Summer Feeding*

- Robyn Blank, Non-Profit
- Emily Fritz, Medical/Healthcare
- Michelle Gayle, Education/Educator
- Brent Johnson, CPA, CITP, CGMA, Business
- John Trombetta, Non-Profit

*Submitted by:*

Cecka Rose Green, CPM  
Executive Director



**April 4, 2023**

Ms. Zandra Glenn

Chairperson, Children's Services Council

2002 Old St Augustine Rd Building A, Suite A-50

Tallahassee, FL 32301

**Re: Resignation**

Dear Chair Glenn:

Two years ago, I was honored to have Governor DeSantis appoint me as a founding member of the Children's Services Council of Leon County (CSC). As someone who has spent my life advocating for children and families, and particularly for intergenerational solutions to the challenges they face, I am pleased with our progress including:

- Determining the millage rate after long and thoughtful discussions
- Putting in place the infrastructure for future planning including issuing a needs assessment, developing a strategic directional plan, and hiring a professional team to lead the effort

Issues that are particularly important to me and which I was glad to play a part in include:

- Developing an Investment Committee which underscores our commitment to taxpayers to stretch their dollars
- Ensuring that parents and children are at the heart of our program services and defining children as up to 24-years-of-age means we are thinking holistically about the need for an intergenerational approach and long-term approach toward impacting trajectory of a child's life

Thus, it is with regret that I share my resignation as of April 4, 2023, due to family circumstances. Our family has just moved my eighty-five-year-old mother-in-law to Tallahassee to help with her health support needs, and we also recently welcomed a high school student into our home.

I'm the oldest of six children and my dad always said, "I want my children to be happy and healthy". My wish is the same for the children of Leon County, and I appreciate your work, and that of our fellow board members and staff, to make this wish come true.

Sincerely,

*Liza McFadden*

Liza McFadden



AN INITIATIVE OF FACCT



## Signature of Intent For Co-Branded GoMo EarlyCare® Brochures

Florida Grade-Level Reading Campaign will soon be offering a co-branding opportunity for our EarlyCare® Text Messaging Program. Agencies are invited to help support the promotion of this free service made available to Florida parents and early learning providers of children ages birth through 8 years. Messages provide helpful age-appropriate prompts focusing on child health and education, including:

- Supports for children birth through 8 years old,
- Postpartum Brain Health support for mothers (birth to 6 months),
- Personalized text messages with tips and educational information based on your child's age,
- 24-7 Access to a free library of resources, including stories, games, activities, and other learning and development tools,
- And important wellness information, keeping you up to date with specific health, growth, and learning milestones.

To learn more about EarlyCare® visit our FAQ page (<https://fglrc.gomoeearlycarehealth.com/faqs/>). To enroll, visit <https://fglrc.gomoeearlycarehealth.com>, or text LEARN to 52046 for English or APRENDER to 52046 for Spanish.

**All early learning partners throughout Florida are invited to co-brand on EarlyCare® brochures with Florida Grade-Level Reading Campaign for a one-time fee of \$300.**

This partnership fee includes:

- Design of both English and Spanish EarlyCare® Brochures with your agency's color logo prominently featured on the front cover. A brochure template in both languages will be provided to partners for future printing as needed by your agency.
- An initial supply of up to 1000 brochures (English and/or Spanish), upon partnership and co-branding completion.
- Recognition as a GoMo EarlyCare® Partner on the [FloridaGLR.net](http://FloridaGLR.net) website.

This letter of intent is required as the first step in becoming an FGLRC EarlyCare Partner. Please complete the information request below showing your interest. Upon receipt of this intent to participate, FGLRC will be in touch with next steps regarding the Partnership Subscription Form, payment, logo submission, brochure design, printing, and website recognition.

  X   **Yes, our agency would like to partner with Florida Grade-Level Reading Campaign on GoMo EarlyCare® Brochures. Please send us a Partnership Subscription Form!**

Agency: Children's Services Council of Leon County

Address: 2002 Old St. Augustine Road, Bldg. A, Suite 50, Tallahassee, FL 32301

Name of Contact: Cecka Rose Green, Executive Director

Email: cgreen@cscleon.org Phone: 850-764-2966

*Please submit questions and Signature of Intent form to Jenn Faber at [jfaber@facct.com](mailto:jfaber@facct.com), by 4/28/23.*

March 27, 2023

Royle King, II  
Executive Director  
Tallahassee-Leon County Council on the Status of Men and Boys

Via email: [KingRo@leoncountyfl.gov](mailto:KingRo@leoncountyfl.gov)

Mr. King:

On behalf of the Children's Services Council of Leon County (CSC Leon), please accept this letter of support for the Tallahassee-Leon County Council on the Status of Men and Boys (CSMB) and its plan to develop a Community Violence Intervention and Prevention Initiative (CVIPI) in our community.

CSC Leon understands that CSMB was launched in August 2022 as a joint effort between the Leon County Sheriff's Office (LCSO), the City of Tallahassee (COT) Commission, the Leon County (LC) Commission, and Leon County Schools (LCS) with the mission to unify existing agencies, organizations, and individuals to coordinate resources, funding, and services under a multi-disciplinary plan for reducing homicides and non-fatal shootings in Leon County. As such, CSC Leon supports the CSMB's vision of preserving life by providing support and services to the men and boys who are most at risk and addressing the underlying causes of violence. We support CSMB's efforts to help improve the overall quality of life for the individuals and neighborhoods impacted by violent crime.

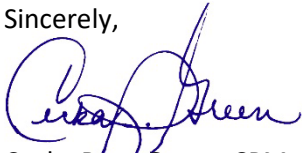
Approved by the local electorate in November 2020, CSC Leon is a catalyst for positive change to improve the lives and outcomes of children, youth and families in the local community. We are committed to being community-led, and working with our partners, providers and families to improve the quality of life for all children, youth and families in Leon County.

As complementary entities, CSC Leon looks forward to collaborating with CSMB to help strategize on this vital and necessary programming for our community. We commit to serving on a multi-disciplinary planning team by:

- Meeting regularly (at least monthly) to help identify how to expand and enhance the provision of services as well as identify and test new approaches to the prevention and reduction of violence and victimization.
- Contributing to the development of a violence reduction strategic plan for our community.
- Recommending and, to the extent possible, implementing actionable solutions for identified problems and gaps in services.
- Sharing cross-discipline information, to the extent possible, to serve the CSMB clients.

Looking forward to collaborating for maximum impact in our community.

Sincerely,



Cecka Rose Green, CPM  
Executive Director

/crg

# ***ACE Your 2023 Summer Break!***

ACCESS FOR CHILDREN AND ENGAGEMENT



# **SUMMER YOUTH EXPO**

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**SATURDAY, APRIL 22**

**10 a.m. to 2 p.m.**

**Children's Services Council of Leon County  
2002 Old St. Augustine Road, Suite A-50**

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Sign up for summer...

- ★ camps
- ★ jobs
- ★ volunteering
- ★ and more!

**FREE FOOD ★ FAMILY-FRIENDLY GAMES ★ GIVEAWAYS**

Leon County Schools

Tallahassee Housing Authority

Children's Services Council of Leon County







## **Summer Bridge 2023 Funding Opportunity Evaluation Criteria & Scoring Rubric Evaluation Manual for Summer Feeding**

On behalf of the Children's Services Council of Leon County (CSC Leon), thank you for agreeing to serve on the Summer Bridge 2023 Community Impact Evaluation Panel. This document explains your role and responsibilities and will be part of the official record for each of the submitted proposals you evaluate. It presumes your familiarity with the Summer Bridge 2023 Funding Opportunity Announcement for CSC Leon, published on February 6, 2023, and accessible on CSC Leon's website.

### ***OVERVIEW OF PROGRAM***

CSC Leon seeks to issue program funding to expand the capacity of programs to better meet specific needs of children, youth, and families in Leon County during the Summer of 2023 under two service lines. You will be reviewing applications under **Service Line 2: Summer Feeding**, which is seeking proposals to expand the availability of nutritious food for children, youth, and their family.

### ***SUMMARY OF EVALUATION PROCESS & ROLE OF COMMUNITY IMPACT VOLUNTEER***

Each proposal will be reviewed for initial responsiveness by CSC Leon staff, and then eligible proposals will be reviewed by members of a local community impact panel. These are volunteer community members appointed by CSC Leon. All volunteers are residents of Leon County who have a vested interest in the success of children, youth, and family services, and in the fiscal responsibility of CSC Leon. Volunteers will be assigned to evaluate applications for Summer Feeding programs. Volunteers will score proposals independently after receiving detailed instructions and training. Volunteers will determine the score for each section based on review of all subsections for that specific section. The exact number of proposals to be evaluated per volunteer will be based on the total number of responsive proposals received. A digital score sheet will be used to capture your work as a volunteer. It will be collected from you electronically on April 5, 2023, by 12:00 p.m., and thereafter will be retained by CSC Leon as a public record. It will be aggregated with your fellow panelists to create a de-identified, yet understandable record of the evaluation process. Scores will be discussed at a public meeting of the volunteers before becoming final and prior to CSC Leon making its final funding determination for summer 2023.

Please note, the "Sunshine Law" applies to your work as a member of the Community Impact Panel. **Please do not conduct any private discussions of any type regarding your individual scoring, the funding announcement, any of the responses, or any preliminary or final scores, rankings or recommendations with other panelists nor with CSC Leon council members.** All panelists are invited to attend the Governing Council meeting on April 20, 2023, at 4:00 p.m., at the CSC Leon Office (2002 Old St. Augustine Rd. Suite A-50, Tallahassee, FL 32301) and offer any public comments for the record at that time.

## ***TIMELINE***

Activity	Date	Time
Proposal Deadline	Wednesday, March 22	By 6:00 p.m.
Volunteer Training (virtual)	Friday, March 24	10 a.m.
Provider Presentations	Monday-Wednesday, March 27-29	varies
Independent Review Period	Wednesday, March 29 – Tuesday, April 4	N/A
Digital Score Sheets Due	Wednesday, April 5	By 12:00 p.m.
Public Meeting to Discuss & Finalize Scores	Thursday, April 6	10:00 a.m.
Public Meeting to Select Final Proposals	Thursday, April 20	4:00 p.m.

## ***INSTRUCTIONS***

Your job is to fairly consider each proposal and to assign scores to each one as a method to distinguish among the proposals. The goal of this in the process is to establish a competitive range of proposals reasonably susceptible of award within Service Line 2: Summer Feeding. The decision-makers will then decide which proposals will be recommended and approved to receive funding.

In evaluating each response, consider the following high-level categories (further explained below):

- Relevant Experience & Relationships (up to 20 points)
- Proposal Narrative (up to 50 points)
- Budget (up to 30 points)

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**Total points available: 100**

Each section of the evaluation will ask you to rate the quality of the proposal using this scale: excellent, good, moderate, marginal or poor. You will then be expected to assign a point value for that rating. Point ranges for each rating vary by category. Descriptions for each rating level is provided on the next page.

In assigning points within each section, members of the Community Impact Panel are expected to exercise good judgment understanding that the entire scale of points is available to use. Read each description carefully prior to settling on the rating for that category. Then, assign a specific point score within that range. You may award a score within one of the ratings even if not every statement about the various elements applies. For example, you may conclude that a proposal matches some statements in the “good” rating and some statements in the “moderate” rating. In that case, use your judgment of overall risk and you may score lower in the good range or higher in the moderate rating.

We recommend you keep the table below accessible as you evaluate each proposal. The following pages will guide you through the appropriate questions to ask to determine which of these ratings to assign for each section of the individual application. Keep in mind that you should only judge the application against itself and not other applications. Once you have determined the score for each section, you will enter these in your digital score sheet. The formula built into the spreadsheet should calculate the total score for each application.

Quality of Response	Description	Strengths Relative to Requirements	Weaknesses	Level of Confidence in Applicant
Excellent	Fully addresses all section requirements and meets or exceeds expectations for all elements.	Numerous strengths provided in response in key areas.	None	Very High
Good	Fully addresses all section requirements and more than adequately meets the expectations for most elements.	Some strengths provided in their response in key areas.	Minor - not in key areas	High
Moderate	Addresses most of the section requirements and moderately meets the expectations for those elements.	Provides few strengths in their response.	Moderate - does not outweigh strengths	Moderate
Marginal	Addresses most of the section requirements but less than adequately meets the expectations for those elements.	Minimal strengths in their response.	Exist in key areas - outweighs strengths	Low
Poor	The response meets little to none of the RFP requirements. Fails to address the section requirements and fails or minimally meets the expectations for most elements.	No clear strengths.	Significant and numerous	No Confidence

### ***Total Score & Comments***

You will receive a digital score sheet to document scores for each proposal assigned to you for review. Each proposal will have a designated column. Should you desire to submit written comments, notes or observations relating to a specific proposal to be considered by the decision-makers (CSC Leon council members), there is space please use the following page as often as needed and submit with your final digital score sheet via email to [dsnider@cscleon.org](mailto:dsnider@cscleon.org) by no later than 12:00 p.m. on Wednesday, April 5, 2023.

**Category 1: Relevant Experience & Relationships (up to 20 points):**

**Description:** Community Impact Panelists will use items included in the proposal organizational profile and program design sections to evaluate relevant experience & relationships.

<i>Guiding Questions</i>	<i>Rating (Point Range)</i>	<i>Points Awarded (up to 20)</i>
<ul style="list-style-type: none"> <li>Does the applicant provide evidence that the program will be led by an organization and individuals with the relevant experience, past performance, and qualifications needed to aid the programs' success?               <ul style="list-style-type: none"> <li><i>Applicants are required to include a clearly defined organizational chart that shows existing staff and any new staff generated by the investment.</i></li> </ul> </li> <li>Does the application clearly describe the organization and demonstrates that their mission aligns with the purpose of the proposed service?</li> <li>Is the applicant registered to conduct business in Florida and all required documentation is current and included in the proposal?               <ul style="list-style-type: none"> <li><i>Applicants include their Sunbiz Registration, Tax Status and EIN, IRS Determination letter (if applicable), Proof of Insurance, etc.</i></li> </ul> </li> <li>Does the applicant demonstrate evidence of established relationships and access among stakeholders and the families most impacted by food insecurity?</li> </ul>	EXCELLENT (17-20)	<hr/>
	GOOD (13-16)	
	MODERATE (9-12)	
	MARGINAL (5-8)	
	POOR (0-4)	

### Category 2: Proposal Narrative (up to 50 points):

**Description:** Overview of current services, identified need, and proposed solution, including expected impact. Community Impact Panelists will use items included in the program design and budget sections to evaluate the proposal narrative.

Guiding Questions	Rating (Point Range)	Points Awarded (up to 50)
<ul style="list-style-type: none"> <li>Does the applicant demonstrate a thorough understanding of the goals associated with the funding opportunity and the limitations of existing summer feeding programs?               <ul style="list-style-type: none"> <li><i>Specifically, does the applicant successfully identify a <b>solution</b> to a <b>barrier</b>?</i></li> </ul> </li> </ul>	EXCELLENT (41-50)	<hr/>
<ul style="list-style-type: none"> <li>Does the applicant demonstrate evidence that it will target children and youth in specific neighborhoods in Leon County?               <ul style="list-style-type: none"> <li><i>Award higher points for applicants that target the majority of services toward families living in 32301, 32303, 32304, 32305, and 32310.</i></li> <li><i>Award higher points for applicants that physically locate services or offer free delivery to families who reside in these neighborhoods.</i></li> </ul> </li> </ul>	GOOD (31-40)	
<ul style="list-style-type: none"> <li>Does the applicant demonstrate a thorough understanding of food storage practices (if appropriate)?</li> </ul>	MODERATE (21-30)	
<ul style="list-style-type: none"> <li>Does the applicant demonstrate a thorough understanding of nutritional standards as evidenced by its meal plan?</li> </ul>	MARGINAL (11-20)	
<ul style="list-style-type: none"> <li>Does the applicant clearly communicate a realistic/reasonable plan to carry out the program with success?               <ul style="list-style-type: none"> <li><i>Evaluate your level of confidence in the applicant to accomplish its goals based on the information provided.</i></li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Does the applicant demonstrate a sufficient staffing plan to carry out the proposed services, including the ability to meet marketing, data collection and reporting expectations?</li> </ul>		
<ul style="list-style-type: none"> <li>Does the applicant offer a competitive value as evidenced by its “cost per meal” calculation?               <ul style="list-style-type: none"> <li><i>Utilize but do not rely solely on the comparative chart provided by CSC Leon of all applicants.</i></li> </ul> </li> </ul>	POOR (0-10)	

### **Category 3: Budget (up to 30 points):**

**Description:** Financial profile and complete budget template to support expansion of the proposed summer learning programming. Community Impact Panelists will use items reported in the proposal organizational profile and budget sections to evaluate the budget.

<i>Guiding Questions</i>	<i>Rating (Point Range)</i>	<i>Points Awarded (up to 30)</i>
<ul style="list-style-type: none"> <li>• Does the applicant provide a complete, cost-effective budget that aligns with the proposal design?               <ul style="list-style-type: none"> <li>○ <i>Applications are required to use the CSC Leon Budget Template and it must include a detailed narrative for each line item. If awarded, budgets will be reviewed to ensure compliance with the CSC Leon Fiscal Guidelines.</i></li> <li>○ <i>Evaluate your level of confidence in the applicant to accomplish its goals based on the spending plan provided.</i></li> </ul> </li> <li>• Does the applicant demonstrate evidence of financial stability?               <ul style="list-style-type: none"> <li>○ <i>Did they include details about their current operating budget and include an uploaded version of their annual budget, 990 or P&amp;L statement?</i></li> <li>○ <i>Evaluate your level of confidence in the applicant to accomplish its goals based on the information provided.</i></li> </ul> </li> <li>• Does the applicant demonstrate evidence that the amount requested does not supplant existing funds?               <ul style="list-style-type: none"> <li>○ <i>Compare current budget with requested budget. CSC Leon is prohibited from supplanting funds. Therefore, it does not provide funding for items already budgeted.</i></li> </ul> </li> </ul>	EXCELLENT (24-30)	_____
	GOOD (18-23)	
	MODERATE (12-17)	
	MARGINAL (6-11)	
	POOR (0-5)	

### ***Reminder***

Please transfer your scores for this application to the digital score sheet.

Children's Services Council of Leon County

#	Organization Name	Tax Status?	# of CSC-only Children	# of Children enhanced	Amt Req.	CPC	Panelist 1 (KK)				Panelist 2 (LF)				Panelist 3 (MD)		
							Exp	Nar	Bud	Total	Exp	Nar	Bud	Total	Exp	Nar	Bud
1	Carters Carter Communtiy Services	501(C)(3)	100	50	\$ 100,324.00	\$ 668.83	16	43	24	83	15	30	12	57	15	30	17
2	Teenpreneur Foundation, Inc.	501(C)(3)	45	45	\$ 89,941.61	\$ 999.35	17	28	20	65	16	32	18	66	17	35	20
3	Creative Mind Solutions, Inc.	501(C)(3)	110	110	\$ 121,660.00	\$ 553.00	14	38	12	64	18	42	25	85	18	45	20
4	Rotary Youth Camp of North Florida, Inc.*	501(C)(3)	40	100	\$ 60,000.00	\$ 428.57	19	45	23	87	18	31	25	74	17	40	25
5	Boys & Girls Clubs of the Big Bend	501(C)(3)	60	40	\$ 99,903.97	\$ 999.04	18	40	23	81	20	41	25	86	18	45	25
6	Big Bend Homeless Coalition	501(C)(3)	20	20	\$ 63,567.00	\$ 1,589.18	18	40	23	81	20	48	26	94	17	45	20
7	Pace Center for Girls, Leon	501(C)(3)	113	113	\$ 50,000.00	\$ 221.24	16	39	23	78	18	42	25	85	18	40	18
9	Bethel Christian Academy*	501(C)(3)	75	75	\$ 74,555.00	\$ 497.03	18	45	20	83	15	40	25	80	18	45	25
10	Mt. Olive Affordable Housing & CDC	501(C)(3)	54	54	\$ 250,000.00	\$ 2,314.81	18	38	22	78	13	20	12	45	12	40	17
12	Scientiae	501(C)(3)	275	275	\$ 183,498.86	\$ 333.63	17	38	17	72	18	41	26	85	15	40	12
13	Young Engineers Tallahassee*	Other	350	26	\$ 222,276.58	\$ 591.16	17	35	17	69	14	22	10	46	17	40	17
15	B Sharps Jazz Society	Other	30	30	\$ 228,800.00	\$ 3,813.33	12	39	15	66	6	31	11	48	12	25	6
16	The Achieve Academy*	501(C)(3)	50	30	\$ 98,313.59	\$ 1,228.92	20	25	8	53	16	41	17	74	17	45	25
18	The Foundation for Leon County Schools	501(C)(3)	160	160	\$ 180,000.00	\$ 562.50	19	48	30	97	19	50	28	97	17	45	18

Children's Services Council of Leon County

#	Organization Name		Panelist 4 (WL)				Panelist 5 (JS)				Panelist 6 (MH)				TOTAL SCORE	AVERAGE SCORE
		Total	Exp	Nar	Bud	Total	Exp	Nar	Bud	Total	Exp	Nar	Bud	Total		
1	Carters Carter Communtiy Services	62	18	45	10	73	15	40	20	75	20	35	10	65	415	69.17
2	Teenpreneur Foundation, Inc.	72	10	40	10	60	20	50	30	100	10	30	10	50	413	68.83
3	Creative Mind Solutions, Inc.	83	18	45	10	73	20	50	30	100	10	40	25	75	480	80.00
4	Rotary Youth Camp of North Florida, Inc.*	82	20	45	25	90	20	50	30	100	15	20	20	55	488	81.33
5	Boys & Girls Clubs of the Big Bend	88	16	40	10	66	20	50	30	100	20	45	20	85	506	84.33
6	Big Bend Homeless Coalition	82	16	40	10	66	20	50	30	100	20	40	25	85	508	84.67
7	Pace Center for Girls, Leon	76	16	40	25	81	20	50	30	100	20	35	30	85	505	84.17
9	Bethel Christian Academy*	88	16	40	10	66	20	40	30	90	12	15	15	42	449	74.83
10	Mt. Olive Affordable Housing & CDC	69	20	44	18	82	15	35	15	65	5	35	0	40	379	63.17
12	Scientiae	67	16	35	10	61	15	40	20	75	15	50	30	95	455	75.83
13	Young Engineers Tallahassee*	74	16	40	10	66	15	35	20	70	15	50	25	90	415	69.17
15	B Sharps Jazz Society	43	16	30	10	56	15	20	15	50	20	40	0	60	323	53.83
16	The Achieve Academy*	87	16	40	10	66	15	40	25	80	10	30	10	50	410	68.33
18	The Foundation for Leon County Schools	80	16	40	10	66	20	45	25	90	20	45	25	90	520	86.67

Children's Services Council of Leon County

#	Organization Name	Tax Status?	# of CSC-only Children	# of Children enhanced	Amt Req.	CPC	Panelist 1 (KK)				Panelist 2 (LF)				Panelist 3 (MD)		
							Exp	Nar	Bud	Total	Exp	Nar	Bud	Total	Exp	Nar	Bud
19	Dream Builders Greatness Center, Inc.	501(C)(3)	40	40	\$ 84,995.20	\$ 1,062.44	12	15	15	42	18	41	24	83	15	40	15
20	Divine Healthcare Consulting dba SG Mental Health Counseling	Other	15	20	\$ 92,635.00	\$ 2,646.71	16	40	17	73	18	42	25	85	12	30	20
21	TNL Performing Arts Foundation, Inc.*	501(C)(3)	20	20	\$ 70,000.00	\$ 1,750.00	15	36	18	69	18	35	20	73	15	30	20
23	Reach One Youth Organization, Inc.	501(C)(3)	60	60	\$ 171,235.48	\$ 1,426.96	17	41	22	80	18	41	22	81	15	40	15
24	She Academy, Inc.	501(C)(3)	12	12	\$ 24,445.73	\$ 1,018.57	14	36	9	59	16	40	17	73	17	40	20
25	Citizens for a Sustainable Future Inc.	501(C)(3)	25	25	\$ 73,067.00	\$ 1,461.34	17	32	22	71	15	32	19	66	17	40	15
26	Phenomenal Tresses LLC*	Other	100	100	\$ 175,875.00	\$ 879.38	12	29	16	57	17	42	25	84	10	30	15
27	Brownsville Preparatory Institute	Other	15	69	\$ 80,269.58	\$ 955.59	16	30	23	69	17	43	26	86	17	45	20
29	Big Bend Minority Chamber of Commerce Foundation	501(C)(3)	30	30	\$ 153,605.00	\$ 2,560.08	15	26	23	64	17	32	16	65	17	45	20
30	AMIkids Tallahassee**	501(C)(3)	40	40	\$ 21,450.00	\$ 268.13	17	30	18	65	18	40	25	83	15	30	12
31	Girls 2 DIVAS Inc.	501(C)(3)	25	25	\$ 34,950.00	\$ 699.00	12	26	15	53	18	45	28	91	17	40	12
32	Vow Now Corp.	501(C)(3)	50	0	\$ 40,000.00	\$ 800.00	4	10	3	17	16	40	10	66	12	25	10
33	Omega Lamplighters	501(C)(3)	25	60	\$ 211,617.45	\$ 2,489.62	19	46	24	89	18	38	25	81	18	45	20
34	Sowing Seeds Sewing Comfort Ministry*	501(C)(3)	15	7	\$ 63,226.35	\$ 2,873.93	5	16	5	26	10	20	12	42	13	30	12

#	Organization Name		Panelist 4 (WL)				Panelist 5 (JS)				Panelist 6 (MH)				TOTAL SCORE	AVERAGE SCORE
		Total	Exp	Nar	Bud	Total	Exp	Nar	Bud	Total	Exp	Nar	Bud	Total		
19	Dream Builders Greatness Center, Inc.	70	20	50	18	88	15	40	25	80	10	10	10	30	393	65.50
20	Divine Healthcare Consulting dba SG Mental Health Counseling	62	18	40	12	70	20	40	30	90	10	20	0	30	410	68.33
21	TNL Performing Arts Foundation, Inc.*	65	18	40	20	78	20	40	25	85	18	40	10	68	438	73.00
23	Reach One Youth Organization, Inc.	70	18	40	10	68	10	35	25	70	20	34	15	69	438	73.00
24	She Academy, Inc.	77	16	40	15	71	15	40	25	80	10	15	18	43	403	67.17
25	Citizens for a Sustainable Future Inc.	72	20	50	15	85	15	40	25	80	20	50	25	95	469	78.17
26	Phenomenal Tresses LLC*	55	5	20	10	35	10	30	15	55	10	25	10	45	331	55.17
27	Brownsville Preparatory Institute	82	20	45	20	85	20	50	30	100	20	40	20	80	502	83.67
29	Big Bend Minority Chamber of Commerce Foundation	82	10	20	10	40	20	40	25	85	20	30	5	55	391	65.17
30	AMIkids Tallahassee**	57	8	20	10	38	20	45	30	95	15	40	30	85	423	70.50
31	Girls 2 DIVAS Inc.	69	18	45	20	83	15	35	20	70	10	28	15	53	419	69.83
32	Vow Now Corp.	47	14	25	18	57	10	15	10	35	0	0	0	0	222	37.00
33	Omega Lamplighters	83	18	45	25	88	20	50	30	100	20	42	10	72	513	85.50
34	Sowing Seeds Sewing Comfort Ministry*	55	5	10	5	20	10	15	10	35	10	10	0	20	198	33.00

Children's Services Council of Leon County

#	Organization Name	Tax Status?	# of CSC-only Children	# of Children enhanced	Amt Req.	CPC	Panelist 1 (KK)				Panelist 2 (LF)				Panelist 3 (MD)		
							Exp	Nar	Bud	Total	Exp	Nar	Bud	Total	Exp	Nar	Bud
36	Link Up Tally, Inc.*	501(C)(3)	40	60	\$ 45,760.00	\$ 457.60	2	10	0	12	8	22	17	47	12	25	5
37	The Robin's Nest Preschool & Learning Center *	Other	60	130	\$ 196,200.00	\$ 1,032.63	3	10	0	13	8	30	12	50	12	30	15
38	Diamonds in the Rough Sports, Entertainment, and Education	501(C)(3)	50	45	\$ 95,000.00	\$ 1,000.00	7	12	0	19	14	32	13	59	12	25	5
39	Jacob Chapel Baptist Church, Inc.**	Other	55	55	\$ 89,963.00	\$ 817.85	18	46	26	90	18	41	24	83	17	45	23

#	Organization Name		Panelist 4 (WL)				Panelist 5 (JS)				Panelist 6 (MH)				TOTAL SCORE	AVERAGE SCORE
		Total	Exp	Nar	Bud	Total	Exp	Nar	Bud	Total	Exp	Nar	Bud	Total		
36	Link Up Tally, Inc.*	42	18	45	25	88	5	10	0	15	20	45	22	87	291	48.50
37	The Robin's Nest Preschool & Learning Center *	57	5	10	5	20	10	25	15	50	15	20	10	45	235	39.17
38	Diamonds in the Rough Sports, Entertainment, and Education	42	18	40	15	73	10	25	10	45	15	15	15	45	283	47.17
39	Jacob Chapel Baptist Church, Inc.**	85	18	45	18	81	20	45	20	85	20	20	5	45	469	78.17



## **Summer Bridge 2023 Funding Opportunity Evaluation Criteria & Scoring Rubric Evaluation Manual for Summer Learning**

On behalf of the Children's Services Council of Leon County (CSC Leon), thank you for agreeing to serve on the Summer Bridge 2023 Community Impact Evaluation Panel. This document explains your role and responsibilities and will be part of the official record for each of the submitted proposals you evaluate. It presumes your familiarity with the Summer Bridge 2023 Funding Opportunity Announcement for CSC Leon, published on February 6, 2023, and accessible on CSC Leon's website.

### ***OVERVIEW OF PROGRAM***

CSC Leon seeks to issue program funding to expand the capacity of programs to better meet specific needs of children, youth, and families in Leon County during the Summer of 2023 under two service lines. You will be reviewing applications under **Service Line 1: Summer Learning**, which is seeking proposals to expand access to quality school-age summer learning programs to promote positive youth development.

### ***SUMMARY OF EVALUATION PROCESS & ROLE OF COMMUNITY IMPACT VOLUNTEER***

Each proposal will be reviewed for initial responsiveness by CSC Leon staff, and then eligible proposals will be reviewed by members of a local community impact panel. These are volunteer community members appointed by CSC Leon. All volunteers are residents of Leon County who have a vested interest in the success of children, youth, and family services, and in the fiscal responsibility of CSC Leon. Volunteers will be assigned to evaluate applications for the expansion of Summer Learning programs. Volunteers will score proposals independently after receiving detailed instructions and training. Volunteers will determine the score for each section based on review of all subsections for that specific section. The exact number of proposals to be evaluated per volunteer will be based on the total number of responsive proposals received. A digital score sheet will be used to capture your work as a volunteer. It will be collected from you electronically on April 5, 2023, by 12:00 p.m., and thereafter will be retained by CSC Leon as a public record. It will be aggregated with your fellow panelists to create a de-identified, yet understandable record of the evaluation process. Scores will be discussed at a public meeting of the volunteers before becoming final and prior to CSC Leon making its final funding determination for summer 2023.

Please note, the "Sunshine Law" applies to your work as a member of the Community Impact Panel. **Please do not conduct any private discussions of any type regarding your individual scoring, the funding announcement, any of the responses, or any preliminary or final scores, rankings, or recommendations with other panelists nor with CSC Leon council members.** All panelists are invited to attend the Governing Council meeting on April 20, 2023, at 4:00 p.m., at the CSC Leon Office (2002 Old St. Augustine Rd. Suite A-50, Tallahassee, FL 32301) and offer any public comments for the record at that time.

### ***TIMELINE***

Activity	Date	Time
Proposal Deadline	Wednesday, March 22	By 6:00 p.m.
Volunteer Training (virtual)	Friday, March 24	10 a.m.
Provider Presentations	Monday-Wednesday, March 27-29	varies
Independent Review Period	Wednesday, March 29 – Tuesday, April 4	N/A
Digital Score Sheets Due	Wednesday, April 5	By 12:00 p.m.
Public Meeting to Discuss & Finalize Scores	Thursday, April 6	10:00 a.m.
Public Meeting to Select Final Proposals	Thursday, April 20	4:00 p.m.

### ***INSTRUCTIONS***

Your job is to fairly consider each proposal and to assign scores to each one as a method to distinguish among the proposals. The goal of this in the process is to establish a competitive range of proposals reasonably susceptible of award within Service Line 1: Summer Learning. The decision-makers will then decide which proposals will be recommended and approved to receive funding.

In evaluating each response, consider the following high-level categories (further explained below):

- Relevant Experience & Relationships (up to 20 points)
- Proposal Narrative (up to 50 points)
- Budget (up to 30 points)

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**Total points available: 100**

Each section of the evaluation will ask you to rate the quality of the proposal using this scale: excellent, good, moderate, marginal or poor. You will then be expected to assign a point value for that rating. Point ranges for each rating vary by category. Descriptions for each rating level is provided on the next page.

In assigning points within each section, members of the Community Impact Panel are expected to exercise good judgment understanding that the entire scale of points is available to use. Read each description carefully prior to settling on the rating for that category. Then, assign a specific point score within that range. You may award a score within one of the ratings even if not every statement about the various elements applies. For example, you may conclude that a proposal matches some statements in the “good” rating and some statements in the “moderate” rating. In that case, use your judgment of overall risk and you may score lower in the good range or higher in the moderate rating.

We recommend you keep the table below accessible as you evaluate each proposal. The following pages will guide you through the appropriate questions to ask to determine which of these ratings to assign for each section of the individual application. Keep in mind that you should only judge the application against itself and not other applications. Once you have determined the score for each section, you will enter these in your digital score sheet. The formula built into the spreadsheet should calculate the total score for each application.

Quality of Response	Description	Strengths Relative to Requirements	Weaknesses	Level of Confidence in Applicant
Excellent	Fully addresses all section requirements and meets or exceeds expectations for all elements.	Numerous strengths provided in response in key areas.	None	Very High
Good	Fully addresses all section requirements and more than adequately meets the expectations for most elements.	Some strengths provided in their response in key areas.	Minor - not in key areas	High
Moderate	Addresses most of the section requirements and moderately meets the expectations for those elements.	Provides few strengths in their response.	Moderate - does not outweigh strengths	Moderate
Marginal	Addresses most of the section requirements but less than adequately meets the expectations for those elements.	Minimal strengths in their response.	Exist in key areas - outweighs strengths	Low
Poor	The response meets little to none of the RFP requirements. Fails to address the section requirements and fails or minimally meets the expectations for most elements.	No clear strengths.	Significant and numerous	No Confidence

### ***Total Score & Comments***

You will receive a digital score sheet to document scores for each proposal assigned to you for review. Each proposal will have a designated column. Should you desire to submit written comments, notes or observations relating to a specific proposal to be considered by the decision-makers (CSC Leon council members), there is space please use the following page as often as needed and submit with your final digital score sheet via email to [dsnider@cscleon.org](mailto:dsnider@cscleon.org) by no later than 12:00 p.m. on Wednesday, April 5, 2023.

**Category 1: Relevant Experience & Relationships (up to 20 points):**

**Description:** Community Impact Panelists will use items included in the proposal organizational profile and program design sections to evaluate relevant experience & relationships.

<i>Guiding Questions</i>	<i>Rating (Point Range)</i>	<i>Points Awarded (up to 20)</i>
<ul style="list-style-type: none"> <li>Does the applicant provide evidence that the program will be led by an organization and individuals with the relevant experience, past performance, and qualifications needed to aid the programs' success? <ul style="list-style-type: none"> <li><i>Applicants are required to include a clearly defined organizational chart that shows existing staff and any new staff generated by the investment.</i></li> </ul> </li> <li>Does the application clearly describe the organization and demonstrates that their mission aligns with the purpose of the proposed service?</li> <li>Is the applicant registered to conduct business in Florida and all required documentation is current and included in the proposal? <ul style="list-style-type: none"> <li><i>Applicants include their Sunbiz Registration, Tax Status and EIN, IRS Determination letter (if applicable), Proof of Insurance, etc.</i></li> </ul> </li> <li>Does the applicant demonstrate an appropriate "staff to student" ratio and protocol for background screening? <ul style="list-style-type: none"> <li><i>Award higher points to applicants who do not exceed a 1:12 ratio for elementary programs and 1:18 for middle and high school programs. Do not deduct points unless the applicant exceeds 1:20 for any age.</i></li> </ul> </li> <li>Does the applicant demonstrate clear expectation of staff credentials and experience? <ul style="list-style-type: none"> <li><i>Award higher points to applicants who employ certified teachers.</i></li> </ul> </li> <li>Does the applicant demonstrate evidence of established relationships and access among stakeholders and the families most in need of access to quality school-age summer learning?</li> </ul>	EXCELLENT (17-20)	<hr/>
	GOOD (13-16)	
	MODERATE (9-12)	
	MARGINAL (5-8)	
	POOR (0-4)	

**Category 2: Proposal Narrative (up to 50 points):**

**Description:** Overview of current services, identified need, and proposed solution, including expected impact. Community Impact Panelists will use items included in the program design and budget sections to evaluate the proposal narrative.

<i>Guiding Questions</i>	<i>Rating (Point Range)</i>	<i>Points Awarded (up to 50)</i>
<ul style="list-style-type: none"> <li>• Does the applicant provide evidence that the proposal is an <b>expansion of services</b>?               <ul style="list-style-type: none"> <li>○ <i>CSC Leon is NOT funding start up programs.</i></li> </ul> </li> <li>• Does the applicant demonstrate evidence that it will target children and youth in specific neighborhoods in Leon County?               <ul style="list-style-type: none"> <li>○ <i>Award higher points for applicants that target the majority of services toward families living in 32301, 32303, 32304, 32305, and 32310.</i></li> <li>○ <i>Award higher points for applicants that physically locate services in these neighborhoods.</i></li> </ul> </li> <li>• Are the services offered by the applicant free of charge to families?               <ul style="list-style-type: none"> <li>○ <i>If fees are charged and thorough explanation provided, panelists may award partial points.</i></li> </ul> </li> <li>• Is the applicant's approach to proposed services clear and responsive to include a thorough understanding of expected program duration and dosage evidenced by its schedule?               <ul style="list-style-type: none"> <li>○ <i>The program should operate for at least 4 consecutive weeks (6 or more preferred); be offered at least 4 days per week (5 preferred) for at least six hours per day. Award higher points for those who exceed minimum standards. If offered less and thorough explanation provided, panelists may award partial points.</i></li> </ul> </li> <li>• Does the applicant demonstrate a thorough understanding of quality programming standards as evidenced by its activities scheduled?</li> </ul>	EXCELLENT (41-50)	<hr/>
	GOOD (31-40)	
	MODERATE (21-30)	
	MARGINAL (11-20)	

<ul style="list-style-type: none"> <li>○ <i>The program should demonstrate at least 60% of time is spent in structured activities with a preference for blended learning.</i></li> <li>○ <i>Award higher points for the inclusion of academic components; specifically, literacy for elementary programs and career readiness for teenage populations.</i></li> <li>● Does the applicant demonstrate its ability to comply with the feeding requirement for CSC Leon funded summer learning programs? <ul style="list-style-type: none"> <li>○ <i>Applicants should clearly identify the source and costs of food provided and include a sample menu.</i></li> <li>○ <i>Award higher points to programs who offer multiple meals each program day.</i></li> </ul> </li> <li>● Does the applicant demonstrate a thorough understanding of nutritional standards as evidenced by the meal plans?</li> <li>● Does the applicant clearly communicate a realistic/reasonable plan to carry out the program with success? <ul style="list-style-type: none"> <li>○ <i>Evaluate your level of confidence in the applicant to accomplish its goals based on the information provided.</i></li> </ul> </li> <li>● Does the applicant demonstrate a sufficient staffing plan to carry out the proposed services, specifically marketing, data collection and reporting expectations?</li> <li>● Does the applicant offer a competitive value as evidenced by its “cost per child per week” calculation? <ul style="list-style-type: none"> <li>○ <i>Utilize but do not rely solely on the comparative chart provided by CSC Leon of all applicants.</i></li> </ul> </li> </ul>	<p>POOR (0-10)</p>	
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### **Category 3: Budget (up to 30 points):**

**Description:** Financial profile and complete budget template to support expansion of the proposed summer learning programming. Community Impact Panelists will use items reported in the proposal organizational profile and budget sections to evaluate the budget.

<i>Guiding Questions</i>	<i>Rating (Point Range)</i>	<i>Points Awarded (up to 30)</i>
<ul style="list-style-type: none"> <li>Does the applicant provide a complete, cost-effective budget that aligns with the proposal design?               <ul style="list-style-type: none"> <li><i>Applications are required to use the CSC Leon Budget Template and it must include a detailed narrative for each line item. If awarded, budgets will be reviewed to ensure compliance with the CSC Leon Fiscal Guidelines.</i></li> <li><i>Evaluate your level of confidence in the applicant to accomplish its goals based on the spending plan provided.</i></li> </ul> </li> <li>Does the applicant demonstrate evidence of financial stability?               <ul style="list-style-type: none"> <li><i>Did they include details about their current operating budget and include an uploaded version of their annual budget, 990 or P&amp;L statement?</i></li> <li><i>Evaluate your level of confidence in the applicant to accomplish its goals based on the information provided.</i></li> </ul> </li> <li>Does the applicant demonstrate evidence that the amount requested does not supplant existing funds?               <ul style="list-style-type: none"> <li><i>Compare current budget with requested budget. CSC Leon is prohibited from supplanting funds. Therefore, it does not provide funding for items already budgeted.</i></li> </ul> </li> </ul>	EXCELLENT (24-30)	<hr/>
	GOOD (18-23)	
	MODERATE (12-17)	
	MARGINAL (6-11)	
	POOR (0-5)	

### ***Reminder***

Please transfer your scores for this application to the digital score sheet.



#	Organization Name	Tax Status?	# of meals	Amt Req.	CPC	Panelist 1 (EF)				Panelist 2 (BJ)				Panelist 3 (RB)			
						Exp	Nar	Bud	Total	Exp	Nar	Bud	Total	Exp	Nar	Bud	Total
8	North Florida Community Development Corporation	501(C)(3)	12,500.00	\$ 189,222.57	\$ 15.14	16	25	12	53	12	11	12	35	20	40	15	75
11	Good News Outreach, Inc.	501(C)(3)	6,630.00	\$ 68,806.00	\$ 10.38	16	26	12	54	12	10	12	34	20	43	28	91
14	The Less Fortunate Still Matters Foundation	501(C)(3)	4,000.00	\$ 79,350.00	\$ 19.84	14	21	11	46	13	21	6	40	5	10	10	25
17	Capital City Youth Services Inc.	501(C)(3)	2,400.00	\$ 40,000.00	\$ 16.67	17	40	12	69	16	35	17	68	20	45	23	88
22	Family Worship & Praise Center CDC	501(C)(3)	49,050.00	\$ 387,958.29	\$ 7.91	16	30	6	52	16	30	17	63	20	45	23	88
28	Frenchtown Neighborhood Improvement Association	501(C)(3)	24,000.00	\$ 207,160.00	\$ 8.63	16	30	17	63	17	31	17	65	20	42	23	85
30	AMIkids Tallahassee*	501(C)(3)	450.00	\$ 11,000.00	\$ 24.44	17	20	12	49	0	0	0	0	12	30	10	52
35	America’s Second Harvest of the Big Bend, Inc.	501(C)(3)	72,500.00	\$ 125,000.00	\$ 1.72	17	32	21	70	18	41	25	84	20	50	25	95
39	Jacob Chapel Baptist Church, Inc.*	Other	10,800.00	\$ 177,842.81	\$ 16.47	16	28	10	54	16	30	15	61	17	35	20	72
40	The Community Round Table Of Tallahassee 850	501(C)(3)	12,800.00	\$ 182,140.00	\$ 14.23	12	21	12	45	12	18	11	41	5	15	5	25

#	Organization Name	Panelist 4 (JT)				Panelist 5 (MG)				TOTAL SCORE	AVERAGE SCORE
		Exp	Nar	Bud	Total	Exp	Nar	Bud	Total		
8	North Florida Community Development Corporation	20	44	15	79	12	25	22	59	301	60.20
11	Good News Outreach, Inc.	20	50	25	95	18	42	24	84	358	71.60
14	The Less Fortunate Still Matters Foundation	17	42	23	82	13	29	17	59	252	50.40
17	Capital City Youth Services Inc.	18	49	25	92	15	31	16	62	379	75.80
22	Family Worship & Praise Center CDC	20	50	15	85	19	42	27	88	376	75.20
28	Frenchtown Neighborhood Improvement Association	20	48	20	88	14	31	22	67	368	73.60
30	AMIkids Tallahassee*	18	40	30	88	9	21	13	43	232	46.40
35	America’s Second Harvest of the Big Bend, Inc.	20	50	25	95	18	45	26	89	433	86.60
39	Jacob Chapel Baptist Church, Inc.*	19	46	18	83	17	23	42	82	352	70.40
40	The Community Round Table Of Tallahassee 850	7	46	10	63	15	21	17	53	227	45.40

## **Finance and Budget Committee**

**Tuesday, April 11, 2023**

The Finance and Budget Committee met on Monday, April 3, 2023, to formulate a Staffing Allocation recommendation as requested by the full Council at its March meeting.

### **Committee Members present:**

- Paul Mitchell, Treasurer and Committee Chair
- Dr. Zandra Glenn, Community Member, Council Chair
- Carolyn Cummings, Leon County Commissioner
- Rocky Hanna, Superintendent, Leon County Schools

### **Discussion:**

As a starting point for the discussion, Treasurer Mitchell presented a document showing the current approved staffing, current contract positions and suggested additional contract funding for staffing needs requested by the Executive Director. Discussion was had regarding establishing a staffing percentage versus setting a dollar amount for staffing needs.

As the Committee would send to the full Council a recommendation regarding staffing, they decided to move presentation and discussion on an adjusted FY 2022-23 budget to the May meeting.

### **Committee Recommendation for Consideration by the full Council**

The following is recommended by the Executive Committee for action by the full Council:

1. The Finance and Budget Committee recommends that \$294,000.00 in FY 2022-23 budgeted funds be allocated to Contracted Services for use at the discretion of the Executive Director without having to obtain approval from the Council to reallocate funds within the Contracted Services line items.
  - a. The Executive Director will be required to retain General Counsel/Legal and Accounting Services from approved Contracted Services funding.

**CSC Leon Staffing Outline**  
**Discussion Points: Budget & Finance Committee Meeting 4.3.2023**  
**Revised 4.11.2023 for Full Council Review and Consideration**  
**Mr. Paul Mitchell, Treasurer**

Approved FTE Positions with benefits:

<b>Position:</b>	<b>Executive Director</b>	<b>Dir. Of Finance &amp; Operations</b>	<b>Prog. Accountability &amp; Research Mgr.</b>	<b>Admin. Services Mgr.</b>	<b>Prog. &amp; Quality Assurance Spec.</b>
<b>Salary:</b>	\$128,750	\$85,000	\$72,000	\$45,000	\$55,000
<b>Benefits:</b> FICA, FRS, Insurance	\$89,601	\$39,882	\$42,763	\$15,853	\$39,565
<b>Total comp. per position:</b>	<b><u>\$218,351</u></b>	<b><u>\$124,882</u></b>	<b><u>\$114,763</u></b>	<b><u>\$60,853</u></b>	<b><u>\$94,565</u></b>

Total salary & benefits for 5 FTEs approved as of 3.23.2023: **\$613,414.00**  
Estimated 5% increase adjustment for Insurance and Benefits: **\$11,383.20**  
Estimated Annual Compensation for approved FTEs w/ 5% adjustment: **\$624,797.20**

Contracted Services:

<b>Position:</b>	<b>Special Projects Mgr.</b>	<b>Prog. &amp; Quality Assurance Spec.</b>	<b>Community Relations</b>	<b>Legal Services</b>	<b>Accounting Services</b>	<b>Grant Writing Services</b>
<b>Annual Budget Allocation:</b>	\$60,000	\$55,000	\$24,000.00	\$75,000	\$30,000	\$50,000.00
<b>Estimated monthly compensation:</b>	\$5,000/mo.	\$4,583.33/mo.	\$2,000/mo.	\$6,250/mo.	\$2,500/mo.	\$4,166.66/mo.

\*Estimated budget allocation available for contracted services: **\$294,000.00.**

**\*Estimated Budget Allocation for Personnel (FTEs/Contracted): \$907,414.00 (\$918,797.20 w/ 5% increase adjustment for insurance and benefits).**

## **Program Services Committee Report**

### **Monday, April 10, 2023**

The Committee met on Thursday, April 06, 2023, at 5:00 p.m. at the CSC Leon Office.

#### **Committee Members present:**

- Mr. Darryl Jones, School Board Member, Committee Chair
- Dr. Zandra Glenn, Community Member, Council Chair
- Mr. Mark O'Bryant, Community Member

#### **Presentation**

Ellen Piekalkiewicz, Director of the Center for the Study and promotions of Communities, Families and Children, and her team from the College of Social Work at Florida State University (FSU), presented a Letter of Inquiry on their program "Rebound & Recovery" – a cognitive behavioral resiliency intervention program for young and adolescent children. As an early childhood intervention strategy, the inquiry targets 1,200 students at four (4) Leon County Schools over a five-year period, at a total cost of \$1,395,000 (see attachment). The program would include teacher certifications, incentives and coaching as well as parent engagement, student and teacher assessments, and evaluation and implementation supports.

#### **Discussion**

Following the presentation, Committee Members asked several questions centering on the program relationship with Leon County Schools, how the four schools were identified and what the benchmarks for program success would be. Additionally, the Committee Members voiced a concern that as the students in the program begin to use what they learn, how would the need to facilitated referrals to services and supports be addressed. Additionally, the presenters fielded questions from Committee members on program implementation related to academic and social benchmarks in Leon County Schools. The presenters took all the discussion and will revise the proposal to come back to the Committee for consideration as an innovative program to bring to the full Council.

Director Green provided an update on the status of the High-Quality Early Learning strategic framework, stating that the current ARPA dollars for early learning totaled approximately \$555 million. The Committee requested to be kept informed on the status of ARPA funding to allow for quick engagement by CSC Leon as gaps are identified.

Lastly, Director Green presented the draft Strategic Framework Program Procurement Approval Process outlining the proposed approval of statements of work (SOWs) for program procurement; also, she presented the draft Small Investment for Program Success (SIPS) funding category and on overview of the Community Investment Spending Plan. The Committee members had a robust discussion on the information presented to include the various options for approval of SOWs, SIPS funding supporting grassroots organizations in the community, and incorporating the Reserves allocation to the Spending Plan.

**Committee Recommendations**

The Program Services Committee recommends the following be presented to the full Council for approval:

1. Approval of the draft Strategic Framework Program Procurement Approval Process.
2. Approval of the draft Small Investment for Program Success (SIPS) funding category.

The Committee also requested that a PowerPoint of the Community Investment Spending Plan be presented to the full Council, which will occur at the May meeting.



## **Small Investment for Program Success (SIPS)**

The Children's Services Council of Leon County (CSC Leon) has created Small Investment for Program Success (SIPS) funding opportunity to allow eligible community organizations to receive investments outside of established priority funding cycles. If approved, an organization may be awarded up to \$15,000 in SIPS funding in one of four categories:

1. Program Funding
2. Developmental Funding
3. Match Funding; or
4. Sponsorships.

The CSC Leon staff will review applications for (1) alignment with Council priorities, (2) eligibility to received funding, and (3) amount of funding requested. All eligible applications for the quarter will be presented to the Council for final review and approval. Approved applications will be notified via email and must complete the funding agreement. It is the intent of CSC Leon to disburse the full funding amount requested by the end of the quarter in which an application is submitted and approved. Awarded SIPS funding must be spent within the 6 months following the award.

Entities wanting to apply for SIPS funding must meet the following minimum eligibility criteria:

- A. Entity must be legally authorized to conduct business in the State of Florida.
- B. Entity's total operational budget must be at or below \$100,000 for the current fiscal year.
- C. Entities currently receiving funding from other community funding partners are eligible to apply for SIPS funds. Awarded funds may be used to initiate or expand services for new or existing programs or projects but may not use CSC Leon funding to supplant or duplicate funding used for existing services.
- D. Entity must be a 501(c)(3) nonprofit as determined by the IRS (IRS Nonprofit Status Determination Letter must be provided).
- E. Funding request must be in direct alignment with the goals and strategies of CSC Leon's mission, vision and/or Strategic Framework.
- F. SIPS funding may only be received once in a fiscal year and is non-renewable; entities that are awarded funding in at least one (1) of the Priority Funding Cycles are not eligible to apply for SIPS funds.
- G. Entity must not be in default on any contract with CSC Leon, which means all reporting and financial obligations must be satisfied prior to the entity applying for SIPS funding.

## **SIPS Funding Categories:**

### **Category 1 – Program Funding**

1. An eligible entity may request up to \$15,000 in Program Funding to support a single existing program in achieving specific outcomes/objectives aligned with the goals and strategies of CSC Leon's mission, vision and/or Strategic Framework.
2. Requested funding must be no more than 50% of the program's total budget.
  - a. Example: If a program's total budget is \$25,000, the SIPS funding request cannot exceed \$12,500.

### **Category 2 – Developmental Funding**

1. An eligible entity may request up to \$15,000 in Developmental Funding to support a new or rising program/project in Leon County aligned with the goals and strategies of CSC Leon's mission, vision and/or Strategic Framework.
2. Requested funding must be no more than 50% of the program or project's total budget.
  - a. Example: If a program/project has a total budget of \$25,000, the SIPS funding request cannot exceed \$12,500.

### **Category 3 – Match Funding**

CSC Leon supports the use of its funds as a financial match for leveraging funds from other sources. These are typically, but not necessarily limited to, state or national sources that require a local match.

1. An eligible entity may request up to \$15,000 in Match Funding to leverage funds from other sources for a program/project in Leon County aligned with the goals and strategies of CSC Leon's mission, vision and/or Strategic Framework.
2. Entities awarded Match Funding must submit documentation from the primary funding source(s) indicating its financial commitment to the program/project, including (a) the funding amount, and (b) the term to which the funds will apply.

### **4 – Sponsorships**

CSC Leon supports the use of its funds to provide financial backing for a program/project activity, event, initiative, etc., to benefit children, youth and families residing in Leon County.

1. An eligible entity may request up to \$5,000 in Sponsorship Funding to support a program/project, event, festival, initiative, etc., to benefit children, youth and families in Leon County so long as it is aligned with the goals and strategies of CSC Leon's mission, vision.
2. CSC Leon branding guidelines must be used in any event materials, including, broadcast or online.

### **SIPS Funding and Reporting Requirements**

- Funding approved by CSC Leon is based on both programmatic and financial considerations.
- Disbursements should only be used for the intended and approved request and may not be transferred to any other program/project of the funded entity.
- Unspent SIPS funds must be returned to CSC Leon by no later than two (2) weeks from the agreement end date.
- SIPS funding applications must include the following:
  - The entities full operating budget; and
  - The program/project's expense budget detailing all actual and anticipated expenses for planned implementation.
- SIPS funding recipients will be expected to submit a final report and return unspent funds to CSC Leon in accordance with the schedule below. Documentation of how the awarded funds were spent can include the following:
  - Expense detail (receipt/invoice) – full description of item(s) purchased, cost of said item(s), date purchased, vendor, form of payment, etc.
  - Proof of Payment (Check/ACH) – payment must show the community partner, or its designated staff person paid for the expense, receipts, invoices, bills, credit card statements, cleared check and bank statement, etc., that coincide with the reported expense.
- For Sponsorships – proof that the sponsored event occurred, with collateral materials showing CSC Leon as a sponsor (i.e., event program, ads, brochures, pamphlets, etc.)

### **Data Reporting:**

Entities selected to receive SIPS funding are required to collect and report the following information:

- Number of clients, participants, families, etc., served by the program, activity, or project.
- Zip code(s) where the program, activity or project was held.
- Demographic data, where available, to help CSC Leon better understand the types of individuals accessing services or participating in the event/program/project, including age/grade of participant, race, gender.

## **SIPS FUNDING AND APPLICATION SCHEDULE**

<b>Request for Funding schedule timeline</b>	<b>Qtr. 1 Oct. 1 – Dec. 31</b>	<b>Qtr. 2 Jan. 1 – Mar. 31</b>	<b>Qtr. 3 Apr. 1 – Jun. 30</b>	<b>Qtr. 4 Jul. 1 – Sept. 30</b>
<b>Application opens 9:00 a.m.</b>	Oct. 1*	Jan. 1*	Apr. 1*	Jul. 1 *
<b>Application closes 6:00 p.m.</b>	Oct. 31*	Jan. 31*	Apr. 30*	Jul. 31*
<b>CSC Leon reviews applications</b>	Nov. 1 – 15*	Feb. 1 – 15*	May 1 – 15*	Aug. 1 – 15*
<b>Award recommendation to full Council</b>	<b>Dec.</b> (or subsequent meeting)	<b>Mar.</b> (or subsequent meeting)	<b>Jun.</b> (or subsequent meeting)	<b>Sept.</b> (or subsequent meeting)
<b>Awarded funding spending deadline (w/in 6 months of award)</b>	<b>by Jun. 30</b>	<b>By Sept. 30</b>	<b>By Dec. 31</b>	<b>By Mar. 31</b>
<b>Deadline to submit final report and return unspent funds</b>	<b>Jul. 15</b>	<b>Oct. 15</b>	<b>Jan. 15</b>	<b>Apr. 15</b>

*\* or following business day if this date falls on a weekend or holiday*

### **Example of information that will be submitted through the SIPS portal:**

1. Organization's name, proposed program or service name, contact information (i.e., contact person's name, e-mail address, telephone number, and mailing address).
2. Description of the proposed program or service and the target population.
3. Anticipated timeline of implementation for the program or service.
4. Verification if the proposed program is currently operational in Leon County, or elsewhere, and for how long to include duration of program if operational and current or proposed site locations.
5. Description of how the proposed program is in direct alignment with the goals and strategies of CSC Leon's Mission, Vision and/or Strategic Framework.
6. Name of collaborative partners (if applicable) that will contribute with the operation and or funding of the program or service.
7. Funding amount requested from CSC Leon under SIPS funding.
8. Proposed program or service total annual budget.
9. Description of how SIPS funding will be utilized to implement the program and/or service.

While the above criteria will used to assist the Council in making SIPS funding decisions, CSC Leon may consider additional factors, such as the provider's ability to implement the proposed program, the soundness of the program methodology, or the administrative and fiscal capability of the provider, among other things.



**Program Services Committee  
Strategic Framework  
Program Procurement Approval Process**

The following process will be used to approve program procurements for the Children's Services Council of Leon County (CSC Leon), in accordance with the FY 2023-25 Strategic Framework.

**Step 1.** Staff provides to the Program Services Committee a strategic framework category (see below) that includes a listing of the specific strategies (proposed programming) for their review, discussion, vetting and finalizing for presentation to the full Council at its next meeting.

Strategic Framework Categories FY 2023-25

- a. High-Quality Early Learning
- b. Summer Bridge Programs
- c. Family Support Services
- d. Prenatal/Postnatal Supports
- e. Youth Gun Violence Prevention
- f. Youth Homelessness
- g. Apprenticeships/Mentoring

**Step 2.** Final draft of a strategic framework category and its corresponding strategies is presented to the full Council at its next meeting; the Council will review and discuss (allowing for any revisions), and then finalize the framework. The Council will then approve the framework.

**Step 3.** CSC Leon staff then develops the scopes of work (SOWs) for the framework's approved strategies to provide to the Program Service Committee members for review, discussion, and finalization. The Program Services Committee then approves the SOWs.

**Step 4.** The Committee directs staff to move forward with with issuing the procurement(s).



## **LETTER OF INQUIRY**

March 29, 2023

TO: Children's Services Council of Leon County  
FROM: Ellen Piekalkiewicz, Director, Center for Communities, Families, and Children  
RE: Rebound and Recovery Project

The Center for Communities, Families, and Children (CFC Center) is proposing, in this letter of inquiry, a cognitive behavioral resiliency program for pre-K through 2nd-grade students in selected Leon County Schools that will increase student understanding of and capacity to regulate their emotions. A direct correlation exists between children's ability to regulate and understand their emotions and thoughts and academic achievements from preschool to college.

The estimated cost of one year of implementation and evaluation is \$340,000 at a cost per student of \$280. This includes serving over 1,200 students at 4 Leon County Schools Pre-K to 2nd-grade classrooms, development, and implementation of modified Rebound & Recovery (R&R) for the Second Chance program at Pineview Elementary, over 50 teacher certifications, teacher incentives, coaching for teachers and staff, parent engagement, student and teacher assessments and evaluations, implementation support, and monthly reports to the Children's Services Council of Leon County (CSC).

The estimated cost for years 2-5, which includes continued implementation of R&R and a longitudinal evaluation, is \$1,055,000 – Year 2, \$316,666; Year 3, \$316,666; Year 4, \$316,668 and Year 5, \$105,000. The total cost of the five-year project is \$1,395,000.

If the Children Services Council requests a full proposal, the proposal will include a detailed budget and budget narrative, project timeline, and implementation plan. The budget will include the Council's indirect approved rate of 18%. This full proposal, if requested, will be submitted by FSU's Sponsored Research Administration Office, and must be approved by the Dean of the College of Social Work, Dr. Craig Stanley. The SRA office requires three days to complete its review and approval process.

The total amount for the project for Year 1 is \$240,000, and we are requesting the payments be divided into two equal parts, one to be paid at the start of the project on July 1, 2023, and the other after the six-month progress report has been submitted on or before January 1, 2024. A full timeline of the deliverables will be included in the fixed-price contract. Please note that FSU is governed by accounting procedures subject to both state and federal policies and procedures. These policies and procedures are designed to ensure that accounting practices are consistent, transparent, and compliant with state and federal laws and regulations.

## **Rebound and Recovery Program Overview**

Rebound & Recovery (R&R) is a cognitive behavioral resiliency program composed of professional certifications and curricula focusing on early childhood. R&R has a three-prong approach: building teacher skills in the classroom, providing support for caregivers at home, and strengthening the child's resiliency using cognitive behavioral skills to regulate their thoughts, emotions, and actions while empowering them to self-advocate for their well-being and academic success.

Following the pandemic, education professionals reported an increase in students experiencing emotional distress without emotional regulation skills, resulting in classroom disruptions and loss of time for academic instruction. This clearly demonstrates an increased need for cognitive behavioral programs like R&R. With R&R, current issues like kindergarten readiness, 21st-century skills preparation, school attendance, and classroom disruptions are addressed by helping students understand themselves and their needs and be advocates for their well-being.

The R&R program is uniquely designed to meet key standards that other programs still need to address adequately. Primary among these is student accessibility. Given that the R&R is designed to be delivered by the teacher and according to Florida school benchmarks, it incorporates age-appropriate practices. Furthermore, it has been made available through the Florida Division of Early Learning and the Florida Preschool Development Grant to provide stipends, making it cost-efficient, as well.

R&R is provided in the student's natural classroom environment by their teacher, who has an established relationship with the students and caregivers. R&R is age-level appropriate for children in preschool to second grade with adaptations to the shared book reading and activities built in. Unlike other programs, R&R comes with implementation support. Teachers will have access to program coaching and guidance as they strategize how to use the curriculum in the classroom to match the needs and time frame of the class and students. The implementation support also provides ongoing coaching sessions to problem-solve and develop strategies that meet the teacher's and student's needs.

R&R was developed and designed in Florida for children and educators. Using the Florida Department of Education's benchmarks and statutes, the team at the CFC Center partnered with researchers from Florida State University College of Education and the College of Social Work for development.

## **Rebound and Recovery Outcomes to Date**

With input from educators across the state, R&R is a universally designed program for children's mental health, improving their well-being and academic outcomes. Outcomes to date demonstrate that children using R&R improve their development of emotional knowledge, identification, and regulation abilities.

Using the Cognitive Behavioral Identification Assessment, the data showed a 34.6% increase in key areas from an average pretest of 67.9% to 91.4%. Educators using R&R scored the program

a 10 out of 10 for the likelihood of continued use and 10 out of 10 for observed positive impact on children.

### **Targeted Leon County Programs**

Many educators express the need for more funding to support these types of programs, particularly in low-income areas. As such, the CFC team used the following criteria to select the proposed schools:

- Zip code of the school to be served,
- prior association with the program
- existence of a volunteer preschool located at the school.

Using these criteria:

- Hartsfield Elementary was selected for 32301.
  - 2 VPK classrooms
  - 3 Kindergarten classrooms
  - 3 First-grade classrooms
  - 3 Second-grade classrooms
  - The potential to serve 250 students, 11 educators, and additional staff.
- Ruediger Elementary was selected for 32303.
  - 3 VPK classrooms
  - 4 Kindergarten classrooms
  - 4 First-grade classrooms
  - 4 Second-grade classrooms
  - The potential to serve 375 students, 15 educators, and additional staff.
- Oak Ridge Elementary was selected for 32305.
  - 3 VPK classrooms
  - 4 Kindergarten classrooms
  - 4 First-grade classrooms
  - 4 Second-grade classrooms
  - The potential to serve 375 students, 15 educators, and additional staff.
- Pineview Elementary was selected for 32310.
  - 3 VPK classrooms
  - 4 Kindergarten classrooms
  - 4 First-grade classrooms
  - 4 Second-grade classrooms
  - The potential to serve 375 students, 15 educators, and additional staff.
- Pineview Second Chance Program
  - 2 ESC Teachers
  - Behavioral Health Care Specialist
  - 2 Paraprofessionals

Based on the schools selected, the CFC proposes that over 1,200 students and their families would be served, including more than 50 teachers, support staff, and administrators receiving training, coaching, and support. We will gain university human subjects approval prior to the start of the study from the FSU Institutional Review Boards.

Once schools are selected, data collection and analysis will begin focusing on two primary goals:

1. Confirmation of school selection and
2. Establishing a baseline of behavior support strategies in the classroom.

Using a self-report survey completed by administrative staff and classroom teachers, we propose assessing Pre-k to 2nd-grade classrooms and teachers' behavioral strategies before the training as a baseline.

## **R&R Outcomes**

With the implementation of R&R in Leon County preschool to second-grade classrooms, the following outcomes are anticipated:

- Potential impacts on the cognitive and emotional skills of students.
- Potential impacts on student attitudes toward self and others
- Potential impacts on positive behavior and regulation abilities of students
- Potential impact on student conduct problems and classroom disruptions
- Potential impact on episodes of emotional distress
- Potential impact on academic performance
- Potential impacts on educators' knowledge and skills about the importance of relationship building to impact the self-regulation and academic outcomes of their students.

## **One-Year Implementation and Evaluation Plan**

The one-year implementation and evaluation plan for R&R will focus on the three-prong approach of R&R by training the classroom teachers, providing the ten lessons to each classroom, and introducing caregivers of students to cognitive behavior techniques and how to use those in their home.

The one-year program would consist of the following:

- Pre-implementation data collection,
- Teacher training and coaching support,
- Implementation plan and support,
- Online caregiver workshops (accessible on computers and cell phones), and
- Post-implementation evaluations.

The evaluations for the one-year implementation and evaluation plan would consist of using the R&R Cognitive Behavioral Identification Assessment, the Child Behavioral Checklist (Achenbach, 1991), behavioral referrals, student grades, and student assessments; focused on kindergarten readiness using the Florida Kindergarten Readiness Screener (FLKRS) and Florida's Assessment of Student Thinking (FAST). These evaluations will take a snapshot in-time view of the program but will not provide enough data for the predicted outcomes.

## **Pineview Second Chance Program**

The R&R team would work one-on-one with the Pineview Second Chance staff to develop a modification of R&R that meets the needs of the students in the program. This would include a detailed implementation of the program that incorporates a tiered level approach to support the students, educators, and staff that meets the time limitation of the program. Goal development and IEP modifications will be incorporated into the program to help meet programmatic needs and expectations of the student's time. The Second Chance program will be part of the one-year and five-year implementation and evaluation plans.

## **Five-Year Implementation and Longitudinal Evaluation Plan**

The five-year longitudinal study will cover the three-prong approach to R&R by providing teacher training, student supports with the ten lessons, as well as caregiver workshops. The five-year plan will enmesh the program into the classroom culture by providing continuous programmatic support for three years after the initial year. Tier 2 and Tier 3 levels of teacher support will be used in training and coaching sessions to ensure that the program is used to its full potential. Each teacher will have an opportunity to engage in one-on-one implementation development sessions supported by CFC project staff. Fidelity checks will be conducted to ensure the program is being used with reliability within the classroom. Extensive evaluations and assessments will be undertaken to capture progress on the six predicted outcomes of R&R and make programmatic adjustments to meet the needs of the students and teachers being served. The fifth year of the project is intended to focus on longitudinal data collection and analysis, as outlined below.

## **Longitudinal Measurement**

In years 2-5, cognitive and emotional skills will be assessed to measure student progress, including:

- Attitudes and feelings about themselves
- Perspectives of their classrooms,
- Demonstrated behavior and conduct, and
- Academic performance.

Students will be assessed using evaluations that focus on their ability to identify emotions, how they can calm their responses to emotional situations and stress, and how they perceive their relationship with their friends and teachers that impact their overall well-being.

The evaluation of academic improvement will come from standardized testing schools that the students participate in annually as part of their school year. Teacher assessments will consist of surveys that provide support for teaching R&R and observations of behaviors in the classroom. Caregivers of children will participate in the feedback with surveys that assess their observations of their child's behavior, emotions, and well-being. Assessments will focus on six key areas:

**Impacts on cognitive and emotional skills.**

- Impacts on cognitive and emotional skills will be evaluated using the pre- and post-cognitive behavioral identification assessment, caregiver observation of cognitive and emotional skills survey, and a pre- and post-classroom cognitive and emotional skills survey for educators. During teacher coaching sessions, data will also be collected on teacher observation and perceptions of skills development.

**Impact on attitudes toward self and others.**

- Student attitudes towards school as their environment are essential to their sense of self and relationship with the teacher and peers. This translates into better classroom behaviors, performance, and lack of absences. This will be assessed using self-reported student evaluations and the short form of the Student-Teacher Relationship scale.

**Impacts on positive behavior and regulation ability.**

- Impacts on positive behaviors and regulation abilities will be assessed using classroom reports on daily behavior and children's ability to use regulation skills in the classroom. This will be evaluated using pre- and post-Cognitive Behavioral Identification assessment for R&R, an adapted version of Elliott and Gresham's Social Skills Rating Scale (Elliott, Gresham, Freeman, & McCloskey, 1988), and the Child Behavior Checklist (Achenbach, 1991).

**Impacts on conduct problems and classroom disruptions.**

- Impacts on conduct problems will use pre- and post-Cognitive Behavioral Identification assessment for R&R, an adapted version of Elliott and Gresham's Social Skills Rating Scale (Elliott, Gresham, Freeman, & McCloskey, 1988), and the Child Behavior Checklist (Achenbach, 1991) to assess disruptive class behavior, noncompliance, aggression, bullying, and off-task behaviors. These measures, such as the Child Behavior Checklist (Achenbach, 1991). Data will also be collected during coaching sessions and focus groups on teacher observation and perceptions of classroom behaviors.

**Impact on episodes of emotional distress.**

- A child's ability to self-regulate plays a critical role in their ability to stay on task and potentially minimize classroom disruptions. Emotional deregulation and distress levels will be evaluated using the Emotion Regulation Strategies Scale, which incorporates the Children's Anger Management Scale (CAMS) and the 10-item Children's Worry Management Scale (CWMS). This category consisted of measures of internalized mental health issues. Depending on the scores provided by the emotion Regulation Strategies scale, an additional scale, Children's Manifest Anxiety Scale (Kitano, 1960), will be used for referrals for additional services if needed when reviewed by a licensed clinical social worker.

**Impact on Academic performance.**

- Standardized tests to assess impacts on academic performance will be used. This evaluation will focus on kindergarten readiness using the Florida Kindergarten Readiness Screener (FLKRS) (Florida Department of Education, 2023) and Florida's Assessment of Student Thinking (FAST) (Florida Department of Education, 2023a). For the longitudinal study, improvement will be assessed using a comparative analysis of previous test scores with FLKRS, FAST, and third-grade standard assessment scores.

The outcomes are dependent on educator and student motivation, implementation feasibility, program fidelity, and the level of support provided to teachers. Thus, measures will also assess the following:

- Educator motivation will be assessed using a self-reported survey designed by the research team to determine the relationship between teachers':
  1. Self-efficacy
  2. Perceived relationships with students in their classrooms
  3. Stress
  4. Priorities and beliefs about behavior, teaching practices, and children
  5. R&R implementation fidelity
- Implementation feasibility will be assessed after training and during coaching sessions using feedback from a self-reported survey designed by the research team to determine teachers perceive the feasibility and acceptability of the Rebound and Recovery in their classroom contexts at each training tier and after each coaching session.
- Program fidelity will be assessed using a self-reported survey designed by the research team to determine to what extent teachers with high or low implementation fidelity report changes in Self-efficacy,
  1. Perceived relationships with students in their classrooms,
  2. Stress, and
  3. Priorities and beliefs about behavior, teaching practices, and children.(A procedural checklist will also be provided to the teachers to assess delivery fidelity and inform decisions on the need for additional training and the level of coaching support needed.
- Teacher support will be assessed using a self-reported survey designed by the research team to determine the effects of the individual training tiers (Tier 1 = Training; Tier 2 = self-coaching with emailed performance feedback; Tier 3 = in person practice-based coaching with feedback) on teacher implementation of the Rebound and Recovery curriculum. Results will guide coaching support provided to the teachers and support staff using R&R in the classroom. After each training and coaching session level of perceived support will be assessed using a self-reported feedback survey.

## **Project Staff and Budget Overview**

To implement the one-year or five-year program, a team of professionals from Florida State University College of Social Work will partner with the Florida Agricultural and Mechanical University Social Work program, and Florida State University's College of Education will oversee the implementation, assessment, and evaluation of Rebound and Recovery in the targeted schools and programs. The goal is for this to be a model that is replicated throughout Leon County, improving child well-being and academic success as well as improving teacher retention. The team from FSU and FAMU would consist of the R&R Assistant Director, Director of Quality Assurance, Subject Matter Experts, Ph.D. students, and social work interns.

The estimated cost of one year of implementation and evaluation is \$340,000 at a cost per student of \$200, which includes teacher certifications and incentives, teacher coaching, parent engagement, implementation support, and monthly reports to the CSC to serve 1,200 students while implementing a modified R&R for the Second Chance program at Pineview Elementary.

The estimated cost for years 2-5, which includes continued implementation of R&R and a longitudinal evaluation, is \$1,055,000.

TOTAL 5-Year Estimated Costs

- Year 1 \$340,000
- Year 2, \$316,666
- Year 3, \$316,666
- Year 4, \$316,668
- Year 5, \$105,000

TOTAL \$1,395,000

## References

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