

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Approval of Staff Recommendation for Lease of Children's Village Property and authorization for Chairman to execute lease.

**DEPARTMENT:** Community Services      **DIVISION:** Community Assistance  
Phillip C. Stalvey, Director                      David Medley, Manager

**AUTHORIZED BY:** *[Signature]*      **CONTACT:** David Medley      **EXT.** 3363

Agenda Date 12/20/05    Regular     Consent     Work Session     Briefing   
Public Hearing – 1:30       Public Hearing – 7:00

**MOTION/RECOMMENDATION:**

Approval by the Board of County Commissioners to award a lease to the Community Coordinated Care for Children (4C) to operate a Head Start program at the Children's Village, and authorization for the Chairman to execute a lease agreement.

**BACKGROUND:**

In 1987 the BCC approved a lease with Sharing Concern for Seminole County Shelter Children, Inc. (SC3) to provide temporary care shelters for children on approximately 1.5 acres at the corner of Dike and Dodd. In 1992 the lease was amended to turn the day to day operations of the two facilities constructed on this site to Seminole Community Mental Health Center, Inc. (SCMHC). SCMHC provided services at this location until 2002 when state funding became difficult to obtain. The property has remained vacant since 2002 and the lease was terminated on March 4, 2004.

On 12/14/04 the Board of County Commissioners directed staff to work with the Seminole County Community Alliance to identify an appropriate usage of this property generally referred to as the "Children's Village." The Community Alliance established a "Children's Village Task Force" comprised of members of the Alliance, the child welfare community and county staff to identify the most pressing needs for children's services in Seminole County. The "Task Force" and the Executive Board of the Community Alliance recommended that the property be used for an "Independent Living" program focusing on young men and women (ages 16-21) who were aging out of the dependency system.

On 4/26/05 the BCC directed staff to develop an RFP for the utilization of the "Children's Village". Subsequently, on 6/28/05 the BCC directed staff to develop an RFP that would ensure a broad level of response that would include but not be limited to transitional living programs.

Reviewed by: \_\_\_\_\_  
Co Atty: *[Signature]*  
DFS: \_\_\_\_\_  
Other: \_\_\_\_\_  
DCM: *[Signature]*  
CM: *[Signature]*  
File No. RC503

A total of five responses were received. On Tuesday, October 25<sup>th</sup> the review team met and scored the applications. Attached is a summary of the applications and the review team's decision.

Staff is requesting that the BCC approve the recommendation to award a lease to the Community Coordinated Care for Children (4C) Head Start program, and authorization for the Chairman to execute a lease agreement.

**SUMMARY OF RFP Responses (RFP-1043-05/TLR)**  
*(Score reflects the average of the five review team members)*

**Community Coordinate Care for Children (4C) Head Start**

**SCORE 93**

Head Start is a federally funded program that serves preschool children aged 3-5 and is facilitated in Seminole County through Community Coordinated Care for Children (4C). 4C has provided services to Seminole County children and their families for 35 years and currently contracts with the School Readiness Coalition to provide child care assistance to Seminole County. The Head Start program currently serves 341 children in Seminole County in seven classrooms strategically situated across the county. The Seminole County Public School District has requested that these programs be systematically moved from spaces provided on their campuses. The request for utilization of this property is in conjunction with this change and will provide Head Start accessibility to children and families in the general Winter Springs, Casselberry and Oviedo area. With relatively minor modifications the two facilities would provide 4 class rooms with 20 children per class room (total of 80 children). There would also be office space for a Site Supervisor and two Family Advocates to compliment the 4 Teachers and 4 Teacher Assistants. Volunteers also are a strong component of the program, and these volunteers come from parents, Foster Grandparents and other volunteer agencies. Existing playground is a plus for agency.

**STRENGTHS:**

- Strongest in terms of number of children served
- Strong history in county and services provided
- Strength of financial stability
- Short period of turn around time to become operational

**Intervention Services, Inc.**

**SCORE 86**

Intervention Services, Inc. (IS), is a non-profit human services agency serving low-income families in Seminole, Orange, Osceola and Brevard counties since 1994. IS has provided services to 1,063 families in Seminole County and contracted therapists provide services in 43 Seminole County schools. IS provides services through three programs: (1) Project Outreach – mental health therapy programs offered both in the home and in the school; (2) Project HART – 55 foster care homes; and (3) Phoenix House – a 32 bed foster care shelter for male youth ages 13-18. IS proposes to use one facility as an pre-independent living training program for youth ages 16-18 (Village House), and the other as a transitional independent living training program for youth ages 18-21 (Village Apartments). Each “home” would house up to 12 youth

**STRENGTHS:**

- Diversified funding base
- History in Central Florida including Seminole County
- Good 5-9 month plan for becoming operational
- Broad support from area service providers

**WEAKNESSES:**

- No specifics on renovation plans

**Devereux Florida****SCORE 83**

The Devereux Foundation is a 501(c) 3 corporation formed in the Commonwealth of Pennsylvania and has provided services in Florida since 1987. Devereux began providing foster care outpatient services in 1991. They provide services in 31 Florida counties in a broad continuum of care including: residential treatment centers, therapeutic day schools, vocational training programs, Community Counseling Centers, foster care programs, transitional living centers and crisis shelter beds and group homes. They currently operate a Transitional Living Center in Chuluota for 12 residents and plan to relocate this program to one of two buildings at the Children's Village. The other building is projected to be used as a 12 bed emergency shelter.

**STRENGTHS:**

- Financial stability
- Experience in operating residential programs
- Good 14/60/90 day plan for full operation

**WEAKNESSES:**

- Would seek local funds for operation
- Only half of facility would address proposed transitional living

**Rachel's Hope, Inc.****Score 45**

Agency was founded in Orlando in 2003 following some 20 years experience by owner as foster parents in Virginia and central Florida. Previous experience is stated to have included operation of a group home for 12 children and a summer camp for foster children in Virginia. Opened in 2003, the home was forced to close in 2004 as a result of damage during the hurricanes. Agency is seeking to purchase property in the Orange County to operate a Supervised Independent Living program and vocational school. They propose to use the Children's Village property to accommodate 12 girls and 12 boys ages 13-21.

**STRENGTHS**

- Experience in foster care system in two states
- Some experience in managing residential facility (out of state)

**WEAKNESSES:**

- Financial history of proposed scope is limited
- No information on history in out of state program
- Attempting to expand in two locations without established history

**Opportunity House, Inc.****Score 38**

Agency states as its mission: "to provide a 24 hour premier level of services that will teach young men to become independent and productive adults by instilling and enforcing family and social values that will raise their level of maturity" and proposes to serve 32 males at the facility.

**STRENGTHS:**

- General overview of proposed program.

**WEAKNESSES:**

- No financial history
- No demonstrated program experience in area of proposal

**COMMUNITY COORDINATED CARE FOR CHILDREN, INC.  
LEASE AGREEMENT**

**THIS LEASE** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "LANDLORD," and **COMMUNITY COORDINATED CARE FOR CHILDREN, INC.**, whose address is 3500 W. Colonial Drive, Orlando, Florida 32808, hereinafter referred to as "TENANT".

**W I T N E S S E T H:**

**WHEREAS**, the LANDLORD is the owner of that certain property more particularly described as:

THE NORTH 351.71 FEET OF THE SOUTH 376.71 FEET OF THE WEST 200.00 FEET OF THE EAST QUARTER OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 21 SOUTH, RANGE 30 EAST, SEMINOLE COUNTY, FLORIDA

**WHEREAS**, the Board of County Commissioners has the authority under *Section 125.35, Florida Statutes*, to lease real property for the particular use it deems to be the highest and best; and

**WHEREAS**, the Board of County Commissioners has determined the granting of such rights and privileges to the TENANT, as are outlined under this Lease Agreement, constitutes a County purpose,

**NOW, THEREFORE**, in consideration of the covenants and agreements hereinafter set forth, the LANDLORD and TENANT agree as follows:

**1. LEASED PREMISES.** Upon payment of the rent as hereinafter set forth, the LANDLORD hereby leases and demises the following described premises, situate in the County of Seminole, State of Florida, to-wit:

THE NORTH 351.71 FEET OF THE SOUTH 376.71 FEET OF THE WEST 200.00 FEET OF THE EAST QUARTER OF THE SOUTH HALF OF THE

NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 21 SOUTH, RANGE  
30 EAST, SEMINOLE COUNTY, FLORIDA

**2. TERM.** The term of this Lease Agreement is four (4) years from the date of its execution by the COUNTY. Upon written agreement by the parties, the lease may be extended for three (3) additional two (2) year terms.

**3. RENTAL.** TENANT shall pay LANDLORD, as rent for the leased premises, the sum of ONE AND NO/100 DOLLARS (\$1.00) per year of the lease term, with the total lease amount payable upon execution of this Lease.

**4. PAYMENTS.** When due, payments required under the term of this Lease Agreement shall be sent by the TENANT to:

Director of County Finance  
Seminole County Board of County Commissioners  
P.O. Box 8080  
Sanford, FL 32772-8080

**5. HANDICAPPED STANDARDS AND ALTERATIONS.**

(a) TENANT agrees that the demised premises now conform, or that, prior to TENANT'S occupancy, said premises shall, at TENANT'S expense, be brought into conformance with the requirements of Florida Americans with Disabilities Accessibility Implementation Act, *Section 553.513, Florida Statutes*, providing requirements for persons with disabilities and with the requirement of *Public Law 101-336*, enacted July 26, 1990, effective January 26, 1992, *Section 28 CRF Par 35 and Appendix to Section 26 CFR Part 1191*, known as the "Americans with Disabilities Act of 1990," by the United States Architectural and Transportation Barriers Compliance Board.

(b) That the TENANT shall have the right to make any alterations in and to the demised premises during the term of this Lease Agreement upon first having obtained the written consent thereto of the LANDLORD. The LANDLORD shall not capriciously withhold the consent to any such alterations.

**6. USE OF LEASED PREMISES.** TENANT shall have the exclusive use of the demised premises for such use as is described in Exhibit "A" attached hereto. TENANT covenants that it will not use or permit the premises to be used for any purpose prohibited by the laws of the United States of America (or) the State of Florida, (or) the ordinances or Seminole County or of the City of Sanford; it shall not use or keep any substance or material in or about the demised premises which may vitiate or endanger the validity of the insurance on the said building or increase the hazard of risk, and it shall not permit any nuisance on the demised premises.

**7. QUIET POSSESSION.** The LANDLORD shall warrant and defend the TENANT in the enjoyment and peaceful possession of the premises during the term of this Lease Agreement.

**8. UTILITIES AND MAINTENANCE.**

(a) TENANT shall provide and pay for all utilities including lights, gas, electrical current, water and sewers used anywhere in, on or about the demised premises, and shall pay the charges made therefor by the suppliers thereof promptly when due.

(b) TENANT agrees to provide all necessary maintenance and repairs for the building, both interior and exterior, including HVAC, and grounds of the premises for the duration of this Lease Agreement.

9. **ASSIGNMENT AND SUBLEASE.** The TENANT shall not assign this Lease or sublet the Leased Premises, or any part thereof.

10. **INDEMNIFICATION OF COUNTY.** The TENANT agrees to hold harmless, indemnify, and defend the COUNTY, its commissioners, officers, employees, and agents against any and all claims, losses, damages or lawsuits for damages, arising from, allegedly arising from or related to the use of premises or provision of services hereunder by the TENANT.

11. **INSURANCE.**

(a) **GENERAL.** The TENANT shall at the TENANT's own cost, procure the insurance required under this Section.

(1) The TENANT shall furnish the LANDLORD with a Certificate of Insurance signed by an authorized representative of the insurer evidencing the insurance required by this Section (Professional Liability, Workers' Compensation/Employer's Liability and Commercial General Liability). The COUNTY, its officials, officers, and employees shall be additional named insured under the Commercial General Liability policy. The Certificate of Insurance shall provide that the LANDLORD shall be given not less than thirty (30) days written notice prior to the cancellation or restriction of coverage. Until such time as the insurance is no longer required to be maintained by the TENANT, the TENANT shall provide the LANDLORD with a renewal or replacement Certificate of Insurance not less than thirty (30) days before expiration or replacement of the insurance for which a previous certificate has been provided.

(2) The Certificate shall contain a statement that it is being provided in accordance with the Agreement and that the insurance is in full compliance with the requirements of the Agreement. In lieu

of the statement on the Certificate, the TENANT shall, at the option of the LANDLORD submit a sworn, notarized statement from an authorized representative of the insurer that the Certificate is being provided in accordance with the Agreement and that the insurance is in full compliance with the requirements of the Agreement.

(3) In addition to providing the Certificate of Insurance, if required by the LANDLORD, the TENANT shall, within thirty (30) days after receipt of the request, provide the LANDLORD with a certified copy of each of the policies of insurance providing the coverage required by this Section.

(4) Neither approval by the LANDLORD nor failure to disapprove the insurance furnished by a TENANT shall relieve the TENANT of the TENANT's full responsibility for performance of any obligation including TENANT indemnification of LANDLORD under this Agreement.

(b) INSURANCE COMPANY REQUIREMENTS. Insurance companies providing the insurance under this Agreement must meet the following requirements:

(1) Companies issuing policies other than Workers' Compensation must be authorized to conduct business in the State of Florida and prove same by maintaining Certificates of Authority issued to the companies by the Department of Insurance of the State of Florida. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by Section 440.57, Florida Statutes.

(2) In addition, such companies other than those authorized by Section 440.57, Florida Statutes, shall have and maintain a Best's

Rating of "A" or better and a Financial Size Category of "VII" or better according to A.M. Best Company.

(3) If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company shall: 1) lose its Certificate of Authority, 2) no longer comply with Section 440.57, Florida Statutes, or 3) fail to maintain the requisite Best's Rating and Financial Size Category, the TENANT shall, as soon as the TENANT has knowledge of any such circumstance, immediately notify the LANDLORD and immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as the TENANT has replaced the unacceptable insurer with an insurer acceptable to the LANDLORD the TENANT shall be deemed to be in default of this Agreement.

(c) SPECIFICATIONS. Without limiting any of the other obligations or liability of the TENANT, the TENANT shall, at the TENANT's sole expense, procure, maintain and keep in force amounts and types of insurance conforming to the minimum requirements set forth in this subsection. Except as otherwise specified in the Agreement, the insurance shall become effective prior to the commencement of work by the TENANT and shall be maintained in force until the Agreement completion date. The amounts and types of insurance shall conform to the following minimum requirements.

(1) Workers' Compensation/Employer's Liability.

(A) The TENANT's insurance shall cover the TENANT and its subcontractors of every tier for those sources of liability which

would be covered by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the United States Longshoremen and Harbor Workers' Compensation Act, Federal Employers' Liability Act and any other applicable federal or state law.

(B) Subject to the restrictions of coverage found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act, the United States Longshoremen's and Harbor Workers' Compensation Act, or any other coverage customarily insured under Part One of the standard Workers' Compensation Policy.

(C) The minimum amount of coverage under Part Two of the standard Workers' Compensation Policy shall be:

\$ 100,000.00	(Each Accident)
\$ 500,000.00	(Disease-Policy Limit)
\$ 100,000.00	(Disease-Each Employee)

(2) Commercial General Liability.

(A) The TENANT's insurance shall cover the TENANT for those sources of liability which would be covered by the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office, without the attachment of restrictive endorsements other than the elimination of Coverage C, Medical Payment and the elimination of coverage for Fire Damage Legal Liability.

(B) The minimum limits to be maintained by the TENANT (inclusive of any amounts provided by an Umbrella or Excess policy) shall be those that would be provided with the attachment of the Amendment of Limits of Insurance (Designated Project or Premises) endorsement (ISO Form CG 25 01) to a Commercial General Liability Policy with amount of specified for each project:

General Aggregate	\$Three (3) Times the Each Occurrence Limit
Personal & Advertising Injury Limit	\$1,000,000.00
Each Occurrence Limit	\$1,000,000.00

(3) Professional Liability Insurance. The TENANT shall carry limits of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00).

(d) COVERAGE. The insurance provided by TENANT pursuant to this Agreement shall apply on a primary basis and any other insurance or self-insurance maintained by the LANDLORD or the LANDLORD's officials, officers, or employees shall be excess of and not contributing with the insurance provided by or on behalf of the TENANT.

(e) OCCURRENCE BASIS. The Workers' Compensation Policy and the Commercial General Liability required by this Agreement shall be provided on an occurrence rather than a claims-made basis. The Professional Liability insurance policy must either be on an occurrence basis, or, if a claims-made basis, the coverage must respond to all claims reported within three (3) years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

(f) OBLIGATIONS. Compliance with the foregoing insurance requirements shall not relieve the TENANT, its employees or agents of liability from any obligation under a Section or any other portions of this Agreement.

**12. MAINTENANCE AND REPAIRS.**

(a) The TENANT shall provide for interior and exterior maintenance and repairs in accordance with generally accepted good practices, including repainting, HVAC repair and maintenance, the replacement of worn or damaged floor covering and during the term of this Lease Agreement, keep the interior and exterior of the demised premises in as good a state of repair as it is at the time of the commencement of this Lease Agreement, reasonable wear and tear excepted.

(b) The TENANT shall maintain and keep in repair the exterior of the demised premises during the term of this Lease and shall be responsible for the replacement of all doors and windows broken or damaged, including painting, in the demised premises.

(c) The TENANT shall maintain the interior and exterior of the demised premises including grounds and parking area so as to conform to all applicable health and safety laws, ordinances and codes which are presently in effect and which may subsequently be enacted during the term of this Lease and any renewal periods.

(d) The TENANT agrees to furnish pest control services for the leased premises during the term of the Lease at the expense of the TENANT.

**13. HEATING, AIR CONDITIONING AND JANITOR SERVICES.**

(a) The TENANT agrees to maintain heating and air conditioning equipment in satisfactory operating condition at all times for the leased premises during the term of the Lease at the expense of the TENANT.

(b) The TENANT agrees to furnish janitorial services and all necessary janitorial supplies including the provision of recycling trash disposal for the leased premises during the term of the Lease at the expense of the TENANT.

**14. FIRE AND OTHER HAZARDS.**

(a) In the event that the demised premises, or the major part thereof, are destroyed by fire, lightning, storm or other casualty, the LANDLORD at its option may forthwith repair the damage to such demised premises at its own cost and expense. The rental thereon shall cease until the completion of such repairs and the LANDLORD will immediately refund the pro rata part of any rentals paid in advance by the TENANT as speedily as is practicable and upon the completion of such repairs, the full rental shall commence and the Lease shall then continue the balance of the term.

(b) The TENANT shall provide for fire protection during the term of this Lease in accordance with the fire safety standards of the State Fire Marshall. The TENANT shall be responsible for maintenance and repair of all fire protection equipment necessary to conform to the requirements of the State Fire Marshal. The TENANT agrees that the demised premises shall be available for inspection by the State Fire Marshall, at any reasonable time.

15. **TAXES AND FIRE INSURANCE.** LANDLORD shall pay all real estate taxes on the demised premises. LANDLORD shall not be liable to carry fire insurance on the person or property of the TENANT or any other person or property which may now or hereafter be placed in the demised premises.

16. **CANCELLATION AND TERMINATION.** This Lease may be cancelled or terminated by either party at any time, with or without cause, upon not less than six (6) months' written notice delivered to the other party or, at the option of the LANDLORD.

17. **SURRENDER OF POSSESSION.** The TENANT agrees to deliver up and surrender to the LANDLORD possession of the leased premises at the expiration or termination of this Lease, in as good condition as when the TENANT takes possession except for ordinary wear and tear, alterations permitted under this Lease, or loss by fire or other casualty, act of God, insurrection, nuclear weapon, bomb, riot, invasion or commotion, military or usurped power.

18. **REMOVAL OF PROPERTY.** TENANT shall, without demands therefor, and at its own cost and expense and prior to expiration or sooner termination of the term hereof or of any extended term hereof, remove all property belonging to it and all alterations, additions, or improvements, and fixtures which, by the terms hereof, he is permitted to remove; repair all damage to the leased premises caused by such removal; and restore the leased premises to the condition they were in prior to the installation of the property so removed. Any property not so removed shall be deemed to have been abandoned by TENANT and may be retained or disposed of by LANDLORD.

19. **ACCEPTANCE OF PREMISES "AS IS" BY TENANT.** The taking of possession of the said leased premises "as is" by the TENANT shall be conclusive evidence that said premises were in good and satisfactory condition when possession of the same was taken, latent hidden defects excepted.

20. **WAIVER.** No waiver of any breach of any one or more of the condition or covenants of this Lease by LANDLORD or by the TENANT shall be deemed to imply or constitute a waiver of any succeeding or other breach hereunder.

21. **AMENDMENT OR MODIFICATION.** Both parties hereto acknowledge and agree that they have not relied upon any statements, representations, agreements or warranties, except such as are expressed herein, and that no amendment or modification of this Lease shall be valid or binding unless expressed in writing and executed by the parties hereto in the same manner as the execution of this Lease.

22. **NOTICES.** Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, with return receipt requested and sent to:

**For LANDLORD:**

Manager, Support Services  
Seminole County Services Building  
1101 East First Street  
Sanford, Florida 32771

**FOR TENANT**

Community Coordinated Child Care, Inc.  
8500 W. Colonial Drive  
Orlando, Florida 327808

23. **DEFAULT.** Either party to this Lease, in the event of an act of default by the other, shall have all remedies available to it

under the laws of the State of Florida, provided, however, the provisions, terms or conditions of this Lease shall not be construed as a consent of the State of Florida to be sued because of said Leasehold.

**24. APPLICABLE LAW.** This Lease shall be construed under and in accordance with the laws of the State of Florida.

**IN WITNESS WHEREOF,** the parties hereto have made and executed this instrument for the purpose herein expressed.

ATTEST: COMMUNITY COORDINATED CHILD CARE, INC.

\_\_\_\_\_  
TERESA BURNS, Secretary

By: \_\_\_\_\_  
DEE ANNA PRYOR, Chairman

Date: \_\_\_\_\_

ATTEST: BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
MARYANNE MORSE  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida.

By: \_\_\_\_\_  
CARLTON HENLEY, Chairman

Date: \_\_\_\_\_

For the use and reliance  
of Seminole County only.

As authorized for execution by  
the Board of County Commissioners  
at their \_\_\_\_\_, 20\_\_\_\_,  
regular meeting.

Approved as to form and  
legal sufficiency

\_\_\_\_\_  
County Attorney

AC/lpk  
11/7/05  
care of children lease

Attachment:  
Exhibit "A" - Description of Services

## SECTION 3 (Continued)

### BUSINESS PLAN FOR PROGRAM

#### **Paragraph B.**

#### **Description of Services**

##### **General Facts about the Head Start Program:**

Head Start is a federally funded program that serves preschool children aged 3 to 5. Eligibility is based on family income, the number of parents in the household, suspected or diagnosed disability, and several other factors on a "weight" scale. When a vacancy occurs, the child most in need (according to the weight scale) is chosen, not necessarily the child who has been on the unified waiting list the longest.

Head Start programs are not only academic in nature, but they also address the health, nutrition, mental health, and disability (if applicable) of each child. Specialists in each of these areas (including education) are on staff to serve as a resource to not only our teaching staff (mentoring a new teacher, suggesting more effective ways to arrange a classroom, etc.), but to our parents (providing training at parent meetings on topics such as the definition of a healthful snack, helping a child cope with separation anxiety, etc.)

Head Start Performance Standards require that each classroom has no more than 20 children and has at least two adults (Teacher and Teacher Assistant). If there are more three-year-olds than four-year-olds in a classroom, there can be no more than 17 children in that class.

A keystone of all Head Start programs is parent involvement. Parents both help and are helped. Their time volunteering in the classroom generates a large portion of the non-federal share (In Kind) the program is required to match. Family Advocates in the Head Start program have frequent contact with the parents and provide information to them about resources in the community. The advocates also meet with each family to discuss their personal goals and then help them create a plan to reach those goals. If a parent of an enrolled child chooses to pursue a GED or AA degree, Head Start will pay the tuition. No other childcare program offers this to its parents.

From its inception 40 years ago, Head Start has not limited its services to just the children, but also to the families of those children. And the positive impact of Head Start is not limited to the two years that a child is in the program. The solid foundation of cognitive and social skills a child acquires, and the self-sufficiency and confidence that a parent acquires, lasts a lifetime. Individuals and organizations alike can take pride in the fact that they have contributed in some way to this worthy program.

#### **Specifics About 4C Head Start:**

The two-county program serves 526 children and their families – 341 in Seminole and 185 in Osceola. Currently in Seminole, there are seven classrooms at Hamilton Elementary, two at Midway, one at Lawton, two at Pine Crest, one at Altamonte, one at Forest City, two at the First Baptist Church of Altamonte Springs in Longwood, and two at the First Presbyterian Church in Sanford, for a total of 18. In Osceola, there are two classrooms at a private childcare center in St. Cloud, four at a renovated space within a former K-Mart plaza in eastern Kissimmee, and four scheduled to open later this school year in Oren Brown Park in western Kissimmee.

Our Head Start roster consists of two maintenance workers, two clerical workers, 28 teachers, 28 teacher assistants, 11 family advocates, five content area specialists, five site supervisors, three division coordinators, and a Director. Volunteers are not limited to parents and family members. Many of our classrooms have volunteers from the Foster Grandparent Program, from area high schools, and from various local agencies.

As of September 30, 2003, 50% of all Head Start teachers nationwide were required to have an AA Degree (or higher) in Early Childhood Education. As of this writing, 65% of the Teachers in the 4C Head Start program have AA Degrees (or higher) in ECE. It is expected that all Head Start Teachers will have a BA Degree by 2009.

A parent committee meeting, facilitated by the Family Advocate, is held monthly at each Head Start site. A representative from each of the 12 parent committees in Seminole and Osceola counties is chosen to serve on the Policy Council, which meets monthly at 4C headquarters in Orlando. The Policy Council is involved in all aspects of program planning and all

approvals. For example, they sit on all interview panels when new Head Start employees are considered.

Performance of the program is measured using a web-based assessment program at *creativecurriculum.net* or, as we call it, CC.Net. Teachers regularly log onto the web site, gain access to stored information for the 20 children in their class, and input data pertaining to the skill levels of each child. CC.Net then shows the current skill level of the child in 8 different domains and recommends skills to be working on to help the child progress to the next skill level in each domain. On any given day, the teacher can use CC.Net to generate a report for an individual. This not only aids the teacher in individualizing instruction for her students, but also provides a great visual to use at a parent conference. It also provides parents with ideas they can implement at home so that teacher and parent are working together to raise skill levels.

Site Supervisors log onto CC.Net and gain access to the six or seven classrooms of the teachers they supervise. They can generate reports that provide information about how individual classrooms are progressing. This is valuable in determining what kinds of training that teachers may need.

The Director and the Division Coordinators log onto CC.Net and gain access to all 28 classrooms in the program. Although a report can be generated at any time, there are three formal reports printed during the school year – one in the fall, one in the winter, and one in the spring. These progress reports measure not only the performance of the overall program, but also can illustrate the progress made by an individual child over the course of the school year. The reports of overall program performance are shared with the Head Start Policy Council (parent representatives from each site) as well as the 4C Board of Directors.

We are also required to administer a “test” of our four-year olds to be submitted to the National Reporting System. The NRS is a Bush Administration initiative designed to make Head Start programs accountable for their task of increasing each child’s skill level. Our CC.Net and NRS reports have been very favorable since we began using these instruments two years ago. They have shown that our children in Seminole and Osceola counties are truly getting a head start in our preschool program and are being well prepared for school.

## **Timelines, Number of Staff**

From the information we have about the structures, it seems reasonable that the necessary modifications could be made for our purposes and the necessary inspections by the Health Department, the Fire Department, and the Department of Children & Families (DCF) required for childcare licensing could be completed for an anticipated opening in January 2006.

As to modifications, the large room in each of the two buildings would serve as a classroom, and in each building the removal of the wall between two former bedrooms would create two more classrooms for a total of four classrooms at the site. A typical Head Start classroom serves 20 children; therefore we could anticipate serving 80 children at the site.

Each classroom would have one Teacher and one Teacher Assistant. As available, we also have participants from the Foster Grandparent program in as many classrooms as we can. As mentioned above, we would have an office for the Site Supervisor and offices for two Family Advocates. In summary, the number of staff at the site would be 4 Teachers, 4 Teacher Assistants, 2 Family Advocates, and 1 Site Supervisor. Other adults would consist of volunteer parents (including fathers!), Foster Grandparents, and any one of our Area Specialists. Those Specialists cover the areas of Education, Health, Nutrition, Mental Health and Disabilities.

There may be other personnel on site at times. As part of Head Start's comprehensive services, once a child is screened and is determined to need services, such as speech, language, physical or occupational therapy, the child receives services right at the site by either professionals working for Seminole County Public Schools or by our own contracted vendors for such specialized services (in the event that SCPS staff cannot commence services in a timely manner).

**Paragraph C.**

**Ability and history of leveraging funds**

As Head Start is a federally funded program, there is a 20% match requirement. For our program, which is currently funded at approximately 3.6 million dollars, matching funds of nearly \$900,000 must be made. We have met our required match for 19 years.

In Kind is generated in several ways. The biggest source is our own parents. Every parent is encouraged to volunteer in a Head Start classroom and for each hour the parent spends, the program can claim \$8.47 as In Kind. There is a volunteer sheet in each classroom. Each month the Family Advocates enter the volunteer hours into our ChildPlus data base system and a monthly In Kind report is generated.

If a parent provides a service, such as the repair of a toilet or the painting of a classroom, the hourly In Kind rate is not \$8.47 but rather the going hourly rate for a plumber or a painter. We are constantly looking for opportunities to have goods and services donated that we would otherwise have to pay. We also continually seek new community partners who very often assist us in making our match. Seminole County Public Schools has contributed in a big way by not charging for use of land on their campuses, by not charging a monthly rate for the use of several of their portables, and in some cases, by paying the utility bill for the classroom. As we leave the campuses, we also leave these In Kind sources and therefore are striving to find new ones.

The opportunity to occupy the buildings at Dike & Dodd would present a great new source of In Kind for our program, as we would normally have to pay a monthly rent, and, as Addendum # 2 indicates, Seminole County has not charged the tenant for the use of the Children's Village in the past.