



## KHA November Governance Meeting

Nov 27, 2023 10:00am - 11:00am

### 1. Introductions and Instructions

Connie Hodges, Governance Chair

10:00am

### 2. Public Comments

Public comments will be taken for each item on the agenda. Comments must be about the specific agenda item. The audience will have an opportunity for public comment on General topics at the end of the meeting.

### 3. New Business

Dr. Saralyn Grass, Chief Executive Officer

#### a. UNF Intensive Summer Literacy



[23-013 UNF Intensive Summary Literacy](#)

#### b. CAP Youth Artist Program



[23-014 CAP Youth Artist Program](#)


#### c. Ferst Readers Early Literacy



[23-015 Ferst Readers Early Literacy](#)

d. Afterschool and Summer Literacy Expansion

 [23-016 Afterschool and Summer literacy expansion](#)

 [23-016 OST Contract Increases 23-24](#)

e. Pediatric Mental Health Support

 [23-017 Pediatric Mental Health Support](#)

f. Workforce Development Education and Training Services RFP

 [23-018 Workforce Development RFP](#)

4. Discussion of Activities and Timelines

 [Governance Committee Timeline and Activities](#)

5. Public Comments

6. Adjourn

11:00am

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**BOARD ACTION ITEM:** CONTRACT EXEMPTION  
**BOARD ACTION ITEM NUMBER:** 23-013  
**CATEGORY:** OUT OF SCHOOL TIME

- GOVERNANCE MEETING:** NOVEMBER 27, 2023
- FINANCE MEETING:** NOVEMBER 27, 2023
- BOARD MEETING:** DECEMBER 4, 2023

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**TO:** KIDS HOPE ALLIANCE BOARD OF DIRECTORS  
**FROM:** DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve a new contract based on the Procurement exemption for the following contract with UNF/FIE in the amount of \$850,000. The corresponding exemption is explained below. The contract date is January 1, 2024 through 12/31/24 for year 1 and for subsequent years with up to three (3) annual renewal options. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior year.
- 2) If awarded, authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder and all other documents necessary to comply with grant requirements, including any sub-contracts identified in the grant proposal.

**NARRATIVE:**

The purpose of this grant funding is to provide a more intensive summer program which includes high-quality coaching, extensive literacy support and dynamic family engagement components. UNF/FIE has developed a curriculum that was used in prior years and data analysis showed improvement in the summer learning loss.

Programming can be funded through a Procurement Exemption from competitive solicitation as outlined in Section VII of the City of Jacksonville's Procurement Manual, October 2020, because the services meet the following exemption criteria: Supplies, services or commodities provided by governmental entities or agencies.

**FISCAL IMPACT:**

\$850,000 over a 12-month period and up to a 10% increase in subsequent years. KHA may reduce the contract depending upon reduced need or unspent funds.

**OPTIONS:**

- Vote to approve action items.
- Decline to approve action items.
- Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

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Board Secretary Signature: \_\_\_\_\_  
*(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)*

Print Name and Title: \_\_\_\_\_

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

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**BOARD ACTION ITEM:** CONTRACT EXEMPTION  
**BOARD ACTION ITEM NUMBER:** 23-014  
**CATEGORY:** OUT OF SCHOOL TIME

- GOVERNANCE MEETING:** NOVEMBER 27, 2023
- FINANCE MEETING:** NOVEMBER 27, 2023
- BOARD MEETING:** DECEMBER 4, 2023

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**TO:** KIDS HOPE ALLIANCE BOARD OF DIRECTORS  
**FROM:** DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve a new contract with the Cathedral Arts Project for the Youth Artist Program in the amount of \$100,000. The corresponding exemption is explained below. The contract date is January 1, 2024 through December 31, 2024 for year 1 and for subsequent years with up to three (3) annual renewal options. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior year.
- 2) If awarded, authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder and all other documents necessary to comply with grant requirements, including any sub-contracts identified in the grant proposal.

**NARRATIVE:**

The purpose of this grant funding is to fund a Youth Artist Program.

Programming can be funded through a Procurement Exemption from competitive solicitation as outlined in Section VII of the City of Jacksonville's Procurement Manual, October 2020, because the services meet the following exemption criteria: Artistic services or performances.

The Cathedral Arts Project's (CAP) field trip initiative is a key component of a broader collective impact effort aimed at enhancing literacy and arts education in our community. This initiative originated from CAP's Landscape of Education in the Arts in Duval (LEAD) research, conducted in collaboration with UNF's Florida Data Science for Social Good (FL-DSSG) program. The research demonstrated that a single, arts-based field trip initiative for elementary school students is an effective way to not only introduce students to the arts but also help them succeed in school by improving their grades in literacy, math, and science. To achieve this, the field trip curriculum connects back to each school's academic curriculum and addresses the social, emotional, and behavioral goals of the classroom.

Following a pilot this past summer, CAP is preparing to implement this research in 2024 for over 4,000 Jacksonville elementary school students through innovative partnerships with national and local organizations, including the John F. Kennedy Center for the Performing Arts, the National Endowment for the Arts, Duval County Public Schools, Florida Theatre, the Cummer Museum of Art & Gardens, Jacksonville Symphony, and the Ritz Theatre & Museum. The field trip will impact students' literacy through two main avenues, providing: 1) arts-integrated professional development for classroom teachers and 2) high-quality summer field trip learning opportunities for students. The culturally inclusive arts-integrated professional development, led by national education experts from the Kennedy Center, will focus on teaching strategies aligned with students' summer field trip learning objectives, which encompass improving literacy skills and gaining insights into our city's arts and culture, fostering hope and a lasting connection to Jacksonville.

**FISCAL IMPACT:**

\$100,000 over a 12-month period and up to a 10% increase in subsequent years. KHA may reduce the contract depending upon reduced need or unspent funds.

**OPTIONS:**

- Vote to approve action items.
- Decline to approve action items.
- Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

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Print Name and Title: \_\_\_\_\_

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

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**BOARD ACTION ITEM:** CONTRACT EXPANSION  
**BOARD ACTION NUMBER:** 23-015  
**CATEGORY:** EARLY LEARNING

- GOVERNANCE MEETING:** NOVEMBER 27, 2023
- FINANCE MEETING:** NOVEMBER 27, 2023
- BOARD MEETING:** DECEMBER 4, 2023

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**TO:** KIDS HOPE ALLIANCE BOARD OF DIRECTORS  
**FROM:** DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Increase of an existing contract for Ferst Readers in the amount of \$100,000. The contract date is January 1, 2024 through May 31, 2024, for year 1 and for subsequent years with up to three (3) annual renewal options. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior year.
- 2) If awarded, authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder and all other documents necessary to comply with grant requirements, including any sub-contracts identified in the grant proposal.

**NARRATIVE:**

The purpose of this increased funding is to provide one book per month to all children from birth to 4 years old enrolled in the school readiness program. This initiative has already yielded positive results by involving families and teachers in the reading process.

**FISCAL IMPACT:**

\$100,000 over a 12-month period and up to a 10% increase in subsequent years. KHA may reduce the contract depending upon reduced need or unspent funds.

**OPTIONS:**

- Vote to approve action items.
- Decline to approve action items.
- Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

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Print Name and Title: \_\_\_\_\_

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



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**BOARD ACTION ITEM:** EXPANSION OF AFTERSCHOOL AND SUMMER LITERACY CONTRACTS

**BOARD ACTION NUMBER:** 23-016

**CATEGORY:** OUT OF SCHOOL TIME

**GOVERNANCE MEETING:** NOVEMBER 27, 2023

**FINANCE MEETING:** NOVEMBER 27, 2023

**BOARD MEETING:** DECEMBER 4, 2023

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**TO:** KIDS HOPE ALLIANCE BOARD OF DIRECTORS

**FROM:** DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve increased contracts for additional after school slots, summer slots and enhanced security measures in accordance with Florida State law. The increased amount totals \$1,900,000. The full list is attached. The contract date is December 15, 2023 through May 31, 2024 for year 1 and for subsequent years with up to three (3) annual renewal options. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior year.
  
- 2) If awarded, authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder and all other documents necessary to comply with grant requirements, including any sub-contracts identified in the grant proposal.

**NARRATIVE:**

The purpose of this grant funding is to increase funded seats at various locations due to waiting lists. Enhanced security is required in school sites that have over 100 students per day.

**FISCAL IMPACT:**

\$1,900,000 over a 12-month period and up to a 10% increase in subsequent years. KHA may reduce the contract depending upon reduced need or unspent funds.

**OPTIONS:**

- Vote to approve action items.
  - Decline to approve action items.
  - Vote to approve action items with amendments. If checked, the following amendment to the item is approved:
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Date: \_\_\_\_\_

Organization	Site Name	23-24 contract	23-24 programmatic seat changes	Add. Seats	New Count	Security	Add. Funding for SY UOS	Add. Funding for Security
Boys and Girls Club of NE FL	Annie R. Morgan Elementary School Boys & Girls Club	80		20	100	X	\$ 30,750	\$ 11,660
Boys and Girls Club of NE FL	Baxter E. Luther Boys & Girls Club	80		20	100		\$ 30,750	
Boys and Girls Club of NE FL	Biltmore Elementary School Boys & Girls Club	80	-20		60			
Boys and Girls Club of NE FL	Biscayne Elementary School Boys & Girls Club	80	20	40	140	X	\$ 61,500	\$ 11,660
Boys and Girls Club of NE FL	Charger Academy	60		20	80		\$ 30,750	
Boys and Girls Club of NE FL	Edward H. White High School Boys & Girls Club	30	20	10	60		\$ 15,375	
Boys and Girls Club of NE FL	Fort Caroline Middle School Boys & Girls Club	80		20	100	X	\$ 30,750	\$ 11,660
Boys and Girls Club of NE FL	Matthew W. Gilbert Middle School Boys & Girls Club	80		20	100	X	\$ 30,750	\$ 11,660
Boys and Girls Club of NE FL	NFL Youth Education Town (YET) Boys & Girls Club	150		10	160		\$ 15,375	
Boys and Girls Club of NE FL	North Shore Elementary School Boys & Girls Club	80		20	100	X	\$ 30,750	\$ 11,660
Boys and Girls Club of NE FL	Northwestern Legends-Read Jax Pilot	80		40	120	X	\$ 61,500	\$ 11,660
Boys and Girls Club of NE FL	River City Science Academy Elementary School	80		60	140		\$ 92,250	
Boys and Girls Club of NE FL	River City Science Academy Middle School	80		40	120		\$ 61,500	
Boys and Girls Club of NE FL	Rutledge H. Pearson Elementary School Boys & Girls Club	140		20	160	X	\$ 30,750	\$ 11,660
Boys and Girls Club of NE FL	Samuel A. Hull Elementary School Boys & Girls Club	80	-20		60			
Communities in Schools of Jacksonville	Andrew A Robinson ES	80		20	100	X	\$ 30,750	\$ 11,660
Communities in Schools of Jacksonville	Highlands MS	80		60	140	X	\$ 92,250	\$ 11,660
Communities in Schools of Jacksonville	Mayport MS	80		40	120	X	\$ 61,500	\$ 11,660
Communities in Schools of Jacksonville	Normandy Village ES	80		20	100	X	\$ 30,750	\$ 11,660
Communities in Schools of Jacksonville	Pinedale ES-Read Jax Pilot	80		20	120	X	\$ 30,750	\$ 11,660
Communities in Schools of Jacksonville	Ribault MS	80		20	100	x	\$ 30,750	\$ 11,660
Communities in Schools of Jacksonville	Sadie T Tillis ES	80		20	100	X	\$ 30,750	\$ 11,660
Communities in Schools of Jacksonville	Sallye B Mathis ES	80		20	100	x	\$ 30,750	\$ 11,660
Communities in Schools of Jacksonville	Westside MS	80		40	120	X	\$ 61,500	\$ 11,660
Communities in Schools of Jacksonville	Woodland Acres ES-Read Jax Pilot	80		20	100	X	\$ 30,750	\$ 11,660
I'm a Star	Parkwood Heights	60		20	80		\$ 30,750	
Poise, Inc.	Poise	40		20	60		\$ 30,750	
The Potter's House Christian Fellowship	The Potter's House Christian Fellowship, Inc.	80		40	120		\$ 61,500	
Wayman CDC	Westview K-8	80		40	120	X	\$ 61,500	\$ 11,660
Young Men's Christian Association	Greenfield Elementary School	80		20	100	X	\$ 30,750	\$ 11,660
Young Men's Christian Association	Tiger Academy	80		20	100	x	\$ 30,750	
	<b>Total</b>			<b>780</b>		<b>20</b>		
	Daily Rate			\$ 12.50		\$ 94.80		
	Days			123		123		
	Total \$			\$ 1,199,250.00		\$ 233,208.00		



corporations. (In acquiring such services, the ability of the vendor, past performance, willingness to meet time requirement and price shall be considered in an effort to obtain the highest quality services at the greatest economic value to the City).

**FISCAL IMPACT:**

\$430,000 over a 12-month period and up to a 10% increase in subsequent years. KHA may reduce the contract depending upon reduced need or unspent funds.

**OPTIONS:**

- Vote to approve action items.
- Decline to approve action items.
- Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

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Print Name and Title: \_\_\_\_\_

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

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**BOARD ACTION ITEM:** WORKFORCE DEVELOPMENT EDUCATION AND TRAINING SERVICES RFP

**BOARD ACTION NUMBER:** 23-018

**CATEGORY:** WORKFORCE DEVELOPMENT

- GOVERNANCE MEETING:** NOVEMBER 27, 2023
- FINANCE MEETING:** NOVEMBER 27, 2023
- BOARD MEETING:** DECEMBER 4, 2023

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**TO:** KIDS HOPE ALLIANCE BOARD OF DIRECTORS

**FROM:** DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve the issuance of the Workforce Development Education and Training Services Request for Proposal (RFP) with the minimum qualifications, scope of services, evaluation criteria, and performance metrics substantially in the form presented to the Board with such minor changes as deemed appropriate by KHA staff, the Office of General Counsel, and City of Jacksonville Procurement.
- 2) Authorize the CEO of Kids Hope Alliance to execute contracts with the selected bidder(s) under the RFP as awarded in accordance with the City of Jacksonville’s Procurement Code requirements.

**NARRATIVE:**

The Jacksonville Upward Mobility Program, JUMP, initiative is dedicated to fostering a resilient and skilled workforce, tailored to meet the evolving demands of contemporary professions. Participants, especially those from distressed communities, will benefit from targeted training sessions and pre-apprenticeships/apprenticeships that not only equip them with competencies for in-demand roles, but also expose them to Jacksonville’s diverse industries. Alongside these specialized skills, there is a profound emphasis on cultivating both core professional capabilities and essential life skills that lead to good jobs, defined as: a job that exceeds the local prevailing wage for an industry in the region, includes basic benefits (e.g., paid leave, health insurance, retirement/savings plan) and/or is unionized, and helps the employee develop the skills and experiences necessary to advance along a career path. Our holistic approach ensures that every individual is adequately prepared to navigate the complexities of today's job market, regardless of their starting point.

Sec. 180.106. - Administration of JUMP. The Kids Hope Alliance currently houses youth services including pre-apprenticeship and apprenticeship training programs. Accordingly, the Kids Hope Alliance shall administer and oversee JUMP. Notwithstanding any provisions to the contrary in Chapter 77, Ordinance Code, there shall be no age restriction for participation in JUMP. Successful applicants under this RFP will provide workforce development education and training services for a variety of age groups.

The initial term of contracts awarded under this RFP will be June 1, 2024 through May 31, 2025, with options to renew, at the discretion of KHA, for three (3) additional full one-year terms.

The Workforce Development Education and Training Services RFP will address the City of Jacksonville’s and JUMP’s priorities for skilled workforce training.

**FISCAL IMPACT:**

Up to \$250,000 in funding is being made available for the Workforce Development Education and Training Services RFP and will be appropriated to bidder(s) based on the breadth of applications received.

**OPTIONS:**

- Vote to approve action items.
- Decline to approve action items.
- Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

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Board Secretary Signature: \_\_\_\_\_  
*(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)*

Print Name and Title: \_\_\_\_\_

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

# Governance Committee Timeline and Activities

Month	Activity
Nov 2023	Review Annual Timeline & Goals
Jan 2024	Review Board Bylaws
Mar 2024	Review Board Approved Policies Grant Review
May 2024	Review Board Assessment Tool
Jul 2024	Board Assessment Results Review CEO Evaluation Tool
<p>From Board Bylaws:</p> <p><u>Role of the Governance Committee.</u> The Governance Committee consists of a minimum of three members. The Governance Committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the Board of Directors. The Governance Committee shall also review and make recommendations regarding:</p> <ul style="list-style-type: none"> <li>• Board assessments;</li> <li>• CEO evaluations;</li> <li>• Review of policies related to governance matters (i.e., CEO delegation authority);</li> <li>• Grant Requests for Submissions;</li> <li>• Program Proposals (i.e. Request for Proposals, Sole Sources)</li> </ul>	