

**CITY OF TEMPLE TERRACE, FLORIDA
SCHOOL SUPPORT COMMITTEE
REPORT OF WORK SESSION**

**Monday, July 26, 2010
Conference Room – City Hall
5:00 p.m.**

The Temple Terrace School Support Committee met on Monday, July 26, 2010, in the Council Conference Room at City Hall for a Workshop.

PRESENT WERE: Chairman Cynthia Mohler, and School Support Members Joseph A. Affronti Jr., Gwen S. Mora, Abdelelah Mostafa and Jennifer Penoyer. **ABSENT WAS:** Susan Grzybowski.

ALSO PRESENT WAS: Legislative Secretary Sobeida LeBlanc.

The workshop was called to order at 5:05 p.m. by Chairman Mohler.

1. School Grant Evaluation Format/Form:

Chairman Mohler stated they are there today to discuss the evaluation format/form. The Committee Members brought in sample applications and evaluations for their review. They highlighted their likes and dislikes on several evaluation formats submitted by various schools.

The Committee shared opinions and suggestions on how to improve the form to make it easy to read and quickly find the information they are looking for.

The Committee agreed the evaluation form should include the categories of background, goals and objectives, project activities/subscriptions, project evaluations, budget, and overall. The Committee also agreed including a cover sheet and an instruction sheet would be beneficial.

In order to reduce copying and mailing costs, the Committee discussed the importance of minimizing the information requested to fit a front-to-back page. School Support Member Mora emphasized schools don't need to submit copies of catalogue pages or invoices with their applications, just an itemized list of items and price.

School Support Member Penoyer volunteered to type a draft evaluation form and instruction sheet and bring to their regular meeting on August 23rd at 5:00 p.m. for final review and approval.

There being no further discussion, the workshop concluded at 6:00 p.m.

Submitted by,

Sobeida LeBlanc
Legislative Secretary