



Date: June 17, 2008

To: Dr. J. Brian Sarvis, Superintendent

From: Robin Sawaske, Assistant Superintendent, Elementary Education BS  
Theresa Weissglass, Healthy Start & ASES/A-OK Director

Subject: Approval of contract for \$174,575 with the Family Service Agency of Santa Barbara to provide Healthy Start family advocates for the Healthy Start and After School Education and Safety Program at Adams, Cleveland, Franklin, Harding, and McKinley Elementary Schools for the 2008-2009 school year.

Consent Agenda:   X  

Background

Family Service Agency of Santa Barbara has been a key Healthy Start partner since 1994, providing family advocate staff for Adams, Cleveland, Franklin, Harding, and McKinley, the elementary schools served by Healthy Start and After School Education and Safety Program (ASES/A-OK).

The District's Healthy Start and ASES/A-OK programs help hundreds of students and families gain access to needed services for which they qualify. Healthy Start and ASES/A-OK goals are to promote student academic success and skills development, good health, stronger and more stable families, and positive connection to schools. The program operates in close communication with school principal and staff with the goal of supporting school goals for students. The bilingual Family Service Agency (FSA) staff address unmet student needs that interfere with health, school attendance, learning, and educational achievement. Family advocates provide referrals for community resources such as food, clothing, mentors, dental and medical care, counseling, after school, summer enrichment and other programs. They receive training and supervision to provide family case management. As participants in the schools' student study teams, family advocates improve school-home communication.

Plan

Family Service Agency will hire, train, and co-supervise five bilingual, family advocates for the 2008-09 school year who will be based at Adams, Cleveland, Franklin, Harding, and McKinley Family Resource Centers. The \$174,575 contract for these staff includes wages, benefits, payroll taxes, administrative expenses, staff training and clinical supervision.

Fiscal Impact

No fiscal impact to the general fund.

Funding Source

Funding for this contract is provided by multiple resources: A-OK enrollment fees, a California Department of Education ASES grant, categorical funds budgeted by the above schools, and LEA Medi-Cal reimbursement funds. Family Service Agency provides a \$27,810 match to this contract by redirecting a Promoting Safe and Stable Families county grant to help support these positions.

Adams Elementary School	Harding Elementary School	Peabody Charter School	Goleta Valley Junior High School	Dos Pueblos High School
Cesar Chavez Charter School	McKinley Elementary School	Roosevelt Elementary School	La Colina Junior High School	La Cuesta Continuation High School
Cleveland Elementary School	Monroe Elementary School	Santa Barbara Charter School	La Cumbre Junior High School	San Marcos High School
Franklin Elementary School	Open Alternative School	Santa Barbara Community Academy	Santa Barbara Junior High School	Santa Barbara High School
		Washington Elementary School		

Recommendation

That the Board of Education approve the contract for \$174,575 with Family Service Agency of Santa Barbara to provide Healthy Start family advocates as outlined in the attached budget for the Healthy Start and After School Education and Safety Program at Adams, Cleveland, Franklin, Harding and McKinley Elementary Schools for the 2008-2009 school year.

<b>Attachment(s)?</b>	<input checked="" type="checkbox"/>	<b>Yes</b> (please attach)	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	PowerPoint	<input type="checkbox"/>	Overhead	<input type="checkbox"/>	Consultant
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**CONTRACT AGREEMENT  
BETWEEN  
SANTA BARBARA ELEMENTARY SCHOOL DISTRICTS  
AND  
FAMILY SERVICE AGENCY OF SANTA BARBARA  
FOR  
ELEMENTARY HEALTHY START  
(based at Adams, Cleveland, Franklin, Harding and McKinley Elementary Schools)  
  
2008-09 ACADEMIC YEAR**

This Agreement is entered into between the Santa Barbara Elementary School District, hereinafter referred to as **SBSD** in this Agreement, and Family Service Agency of Santa Barbara, hereinafter referred to as **FSA** in this Agreement.

**1. TERM OF AGREEMENT**

The term of this Agreement is for the period **July 1, 2008 to June 30, 2009**.

**2. COMPENSATION: \$174,575 (Exhibit B)**

In consideration for services rendered, FSA **will bill SBSB monthly** based upon services rendered during the preceding month or period of time as indicated on the billing invoices. Said sum is based on the level of services described in Exhibit B, attached hereto.

**3. SERVICES**

As governance partners in the Santa Barbara Healthy Start collaborative and the After-School Education and Safety grant program, **SBSD and FSA** agree to collaborate in the hiring, placement, and supervision of **five (5) Family Advocate (FA)** positions to serve the Healthy Start and ASES/A-OK program based at **Adams, Cleveland, Franklin, Harding and McKinley Elementary Schools**. Attached is Exhibit A, Family Advocate job description.

**4. FAMILY SERVICE AGENCY OF SANTA BARBARA (FSA)**

**A.** Serving as the hiring agency for Healthy Start FA positions, **FSA** will provide co-supervision of FAs as specified in the attached budget.

**B.** The **Healthy Start and ASES/A-OK Programs Director** and the **FSA Coordinator of Community Based Programs** will co-supervise FAs and work as a team in designing staff development programs.. The above staff will be invited to attend appropriate staff training programs provided by FSA and will work in partnership with FSA school-based counselors at their respective assigned Healthy Start schools.

**C.** **FSA** will provide family advocates with training on use of the C.R.I.S./211 system.

**D.** **FSA** shall submit statistics as required to assist with the Healthy Start and ASES/A-OK Program evaluation.

**E. FSA** shall keep and maintain accurate records pertaining to its conduct of the programs approved under this Agreement and provide documentation as needed to meet deadlines for program evaluation.

**F. FSA** is an independent "Contractor" under this Agreement and will hire project staff to provide the services under this Agreement. FAs to be hired will be approved by SBSB.

**G. FSA** agrees to indemnify, defend and hold harmless the SBSB, its officers, employees, and agents from and against all claims, demands, costs, liability, and actions arising out of the activities of the project staff.

**H. FSA** shall maintain, during the entire term of this Agreement, comprehensive general liability and comprehensive non-owned automobile liability insurance. Such insurance shall be in an amount not less than \$1,000,000 per occurrence combined single limit.

**I. FSA** shall maintain Workers' Compensation Insurance in conformance with the Workers' Compensation Laws of the State of California during the term of this Agreement.

**J. FSA** will not discriminate against any employee employed in the performance of this Agreement or against any applicant for employment in the performance of this agreement because of color, religion, age, handicap, national origin, gender, sexual orientation, marital status, or any other non-merit factor unrelated to job performance.

**K. FSA** will include SBSB as an additional insured on the FSA general liability and professional liability insurance policies for the term of this Agreement.

#### **5. SANTA BARBARA ELEMENTARY SCHOOL DISTRICTS (SBSB)**

**A.** Serving as the Lead Educational Agency (LEA) fiscal agent for the Healthy Start and After School Education and Safety programs, **SBSB** will pay FSA for wages, payroll taxes and employee benefits for Healthy Start/ASES family advocates assigned to SBSB, and for FSA supervision of these FAs along with associated administrative costs as summarized in the attached budget. If any of the above positions are vacant or staff take time off without pay or receiving disability insurance pay, there will be no billing to SBSB for these time periods.

**6.** The **FSA** Coordinator of Community Based Programs and the Family Advocates in Healthy Start schools will be reimbursed separately for any documented expenses or extra work time involved in attending out of town or special Healthy Start workshops that have been pre-approved by the Director of Healthy Start and ASES/A-OK programs.

**C. SBSB** agrees to reimburse FSA on a timely basis for services rendered upon receipt of a billing invoice from FSA.

**D.. SBSB** will provide adequate space, telephone access and desks to allow project staff to conduct project activities.

E. **SBSD** in partnership with FSA will provide the administration of the Agreement.

F. **SBSD** will include FSA as an additional insured on the SBSD general liability and professional liability insurance policies for the term of this Agreement.

**6. CONFIDENTIALITY**

Except for purposes directly connected with the administration of this Agreement, no person will publish or disclose, or use or permit or cause to be published or disclosed or use any confidential information pertaining to any beneficiary of services rendered under this Agreement.

**7. TERMINATION OF AGREEMENT**

This Agreement may be terminated by the Board of Education of the SBSD and/or the Board of Directors of FSA by giving thirty (30) days advance written notice of intention to terminate. Unless so terminated, this Agreement shall remain in full force and effect for the full term of this Agreement. If terminated prior to the end of the full term of this Agreement, payment to FSA will be made on the basis of services provided up to the date of termination.

FAMILY SERVICE AGENCY OF SANTA BARBARA

\_\_\_\_\_  
Authorized signature,

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

SANTA BARBARA SCHOOL DISTRICTS

\_\_\_\_\_  
J. Brian Sarvis  
Superintendent

\_\_\_\_\_  
Date

# EXHIBIT A

## Family Service Agency of Santa Barbara

### HEALTHY START FAMILY ADVOCATE FOR SANTA BARBARA ELEMENTARY SCHOOL DISTRICT

#### JOB DESCRIPTION

##### Overview of Position

The Family Advocate (FA) for Santa Barbara School Districts (SBSD) is a position created to serve SBSD's Healthy Start and ASES/A-OK programs and is hired through the Family Service Agency under contract with the Santa Barbara School Districts, fiscal agent for Healthy Start/ASES grants.

The FA works under the general direction and supervision of the SBSD Healthy Start and ASES/A-OK director and receives clinical supervision from the FSA Coordinator of Community Based Programs. The FA works in a Family Resource Center room at an assigned school and carries out responsibilities as part of the Healthy Start and ASES/A-OK programs.

At the school site, the FA works closely with the Health Assistant and the Family Service Agency School-Based Counselor, and in coordination with other school personnel, including psychologist, teachers and administrators. On a broader scope, the FA is a member of the Healthy Start and ASES/A-OK multi-school team that includes other FAs and program directors and partners.

##### Example of duties

The FA provides community resources information and referral as appropriate; coordinates Healthy Start-related activities at the site; works as part of a school-interagency student study team to establish a plan of action and assistance for families who need services; follows up on family service plans; serves as a liaison between family, school and community; supports parent participation through home visits and calls; plans with and provides bi-weekly updates to the Healthy Start director; communicates with principal, teachers and other school staff about Healthy Start and ASES/A-OK activities; may transport parents to appropriate resource agencies in the community (subject to approval by FSA and school district regarding liability coverage); acts as a participant and translator in a variety of Healthy Start and ASES/A-OK related activities; composes and translates materials such as memoranda or parent letters into Spanish; maintains accurate records of case management, referrals and follow-up services; enters and updates required data into computer; participates in personnel development programs; collects, records, and turns in A-OK fees to ASES/A-OK director for deposit at SBSD, attends weekly supervision, and performs other Healthy Start or ASES/A-OK related duties approved by supervisor.

## **General Employment Expectations for Family Advocates**

The FA needs to exercise good judgment and discretion and to assure confidentiality of information. This includes keeping client files locked in the office.

Working on a school campus, an FSA and Healthy Start representative, the FA needs to maintain an attitude and a practice of respect and constructive communication with parents, school personnel, community contacts and other Healthy Start staff and agency colleagues.

The FA needs to be able to communicate with families fluently in English or Spanish and to drive to various sites and client residences, as needed, to provide services.

The FA is encouraged to relate cordially to parents, school personnel and other community contacts, but to refrain from taking sides in issues where some parents or school staff are on one side and others on another. In such situations, as an FSA employee and Healthy Start and ASES/A-OK representative, the FA should maintain a neutral stance, help people constructively resolve issues, and seek a supervisor's advice as needed.

The FA is expected to report on program progress and bring up problems and/or questions in supervision meetings, to seek supervision in handling difficult situations, and to refrain from sharing grievances or gossip to parents about school staff, district staff, agency staff, or vice versa.

The FA is required to turn in program related documentation of services and client information on time in accordance with a schedule established jointly by her or his FSA and Healthy Start supervisors.

A high school diploma is required. Must have a working knowledge of Spanish language and familiarity with Latino culture.

EXHIBIT B

FAMILY SERVICE AGENCY OF SANTA BARBARA  
SCHOOL-BASED SERVICES PROGRAM

ELEMENTARY HEALTHY START (Adams, Cleveland, Harding, McKinley, Franklin)

2008-09 BUDGET

July 1, 2008 - June 30, 2009

EMPLOYEE	TITLE	HRS/WK	# WKS	TOTAL HOURS	RATE/HR	WAGES	COLA School
JURADO	FAMILY ADVOCATE	35.50	44.4	1,576	\$18.30	\$28,849	3.0% Franklin
LEON	FAMILY ADVOCATE	see below	50.4	1,575	\$18.57	<b>\$29,242</b>	Cleveland
LOPEZ, D.	FAMILY ADVOCATE	35.50	44.4	1,576	\$18.57	\$29,271	McKinley
TOVAR	FAMILY ADVOCATE	35.00	44.4	1,554	\$14.42	\$22,409	Adams
LUNA	FAMILY ADVOCATE	35.50	44.4	1,576	\$15.81	\$24,921	Harding
GRANDPLACE	FSA CLINICAL SUPERVISOR	4.00	50.4	202	\$32.15	\$6,481	
<b>TOTALS</b>						<b>\$141,173</b>	

SUMMARY:	AMOUNT
WAGES	\$141,173
BENEFITS & P/R TAXES @ 28%	\$39,528
SUBTOTAL	\$180,701
ADMINISTRATION (12%)	\$21,684
<b>SUBTOTAL</b>	<b>\$202,385</b>
LESS: FAMILY SUPPORT SVCS GRANT	(\$27,810)
<b>SBSD CONTRACT</b>	<b>\$174,575</b>

	# of wks 7/14-9/30	# of wks 7/14-9/30	total weeks
j leon	11.4	39.0	50.4
pay rate	\$18.57	\$18.57	
hrs/wk	35.5	30.0	
wages	\$7,515	\$21,727	\$29,242
# of wks	405	1,170	1,575

ASSMUE 10% CUT  
Took 90% of 07-08 Fam Support Grant