



Date: June 17, 2007  
To: Dr. J. Brian Sarvis, Superintendent  
From: Robin Sawaske, Assistant Superintendent *RS*  
Theresa Weissglass, Healthy Start & ASES/A-OK Director  
Subject: Approval of \$163,127 Agreement with the City of Santa Barbara, Parks and Recreation Department for A-OK After School Programming in 2008-09

Consent Agenda:  X

Background

The Santa Barbara School Districts is recipient of a 2006-09 After School Safety and Education (ASES) grant to provide a program on all regular school days at Adams, Cleveland, Franklin, Harding, and McKinley Elementary Schools and in selected Intersession periods at Cleveland. The 2008-2009 grant amount is \$698,304. Our ASES program, entitled After School Opportunities for Kids (A-OK), is collaborative, structured, requires daily, full-program attendance, and provides academic and enrichment activities that support the California Content Standards. The A-OK Program continues to show positive outcomes for students' attendance, skills development, homework completion and behavior improvement. A-OK receives substantial family, school, and community support. Most families pay a modest monthly fee that supplements grant funds. Individuals, service groups and businesses donated approximately \$10,000 in FY 2007-08 for A-OK field trips, educational materials, equipment, staff training, and special projects. The City of Santa Barbara, Parks and Recreation Department has been the primary collaborative partner in this program since 1999.

Plan

The City of Santa Barbara, Parks and Recreation Department provides personnel to implement sports and recreation activities for students in the A-OK Program, assist with homework centers, and to coordinate and co-supervise city A-OK staff. It is proposed that the districts renew an agreement with the City of Santa Barbara, Parks and Recreation Department to provide personnel, coordination, supervision, and supplies for the A-OK Program in academic year 2008-09.

The agreement will provide up to \$163,127 (as outlined in the attached budget for personnel, supervision, and program supplies for five sites) for the FY 2008-09 program. The City of Santa Barbara, Parks and Recreation Department will provide \$47,385 match funding for the A-OK program and in-kind support valued at \$136,897 for matching staff salaries, benefits, facility use at Harding Recreation Center, vehicle service, and administrative overhead costs.

Fiscal Impact

There is no impact to the general fund.

Funding Source

California Department of Education After School Education and Safety grant.

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 Agreement with the City of Santa Barbara, Parks and Recreation Department for \$163,127 to provide A-OK after school programming at Adams, Cleveland, Franklin, Harding and McKinley schools in 2008-09.

<b>Attachment(s)?</b>	X	<b>Yes</b> (please attach)		<b>No</b>		PowerPoint		Overhead		Consultant
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**Agreement Between  
Santa Barbara School Districts  
City of Santa Barbara, Parks and Recreation Department  
For  
A-OK! Afterschool Programming**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2008  
by and between the

City of Santa Barbara, hereinafter  
referred to as "City"

and

Santa Barbara School Districts,  
hereinafter referred to as "SBSD",

**WITNESSETH:**

**1. SERVICES**

City shall organize and implement the A-OK! afterschool enrichment program activities including provision of staff, facilities, equipment and supplies as described in Exhibits A, B, C & D, attached hereto and incorporated herein by reference, during the term of this Agreement.

**2. TERM OF AGREEMENT**

The term of this Agreement shall be from July 1, 2008 through June 30, 2009.

**3. SCHOOL DISTRICT FUNDING COMMITMENT: Not to exceed \$163,127**

In consideration for services rendered by City, SBSD shall pay to City up to One Hundred Sixty-Three Thousand One Hundred Twenty-Seven Dollars (\$163,127). City will bill SBSD quarterly, starting October 2008, for services rendered during the preceding quarter or other period of time as indicated on the billing invoices. In no event shall the total amount paid by SBSD to City under this Agreement exceed One Hundred Sixty-Three Thousand One Hundred Twenty-Seven Dollars (\$163,127) without prior approval from the SBSD. Said sum is based on the provision of all services described in Exhibit C.

**4. CITY FUNDING COMMITMENT: Not to exceed \$47,385**

City will provide grant matching funds of up to Forty-seven Thousand Three Hundred Eighty Five Dollars (\$47,385). In no event shall the total amount committed by City under this Agreement exceed Forty-seven Thousand Three Hundred Eighty Five Dollars (\$47,385). City's commitment shall be in proportion to the amount of service provided compared to the total level of service committed in Exhibit C.

**5. CITY CONTRIBUTION OF SERVICES AND EQUIPMENT**

In addition to City's funding commitment of up to \$47,385, City shall commit City administrative staff to provide administrative and oversight services for the program. As indicated in Exhibit D, the City shall commit up to \$136,897 for these additional services including salaries, benefits, facility use, program scholarships, and administrative overhead to the A-OK! afterschool enrichment program. In no case shall City's commitment of administrative staff time, facility use, program scholarships and administrative overhead exceed the amounts indicated in Exhibit D.

**6. CITY PERFORMANCE**

- A. City shall submit quarterly budget reports to SBSD and such additional reports as may be requested describing work progress in carrying out the approved program under this Agreement, expenditure of funds, and any difficulties in meeting program objectives.
- B. City shall keep and maintain accurate records pertaining to its conduct of the program approved under the Agreement and as requested to comply with the State evaluation framework.
- C. City shall provide its performance under this agreement as an independent contractor, not an employee or agent of SBSD. City will hire and retain necessary project staff meeting the qualifications indicated in Exhibits A and B. City may contract with other agencies to provide staff or services required under this Agreement.

**7. SBSD PERFORMANCE**

- A. SBSD agrees to make timely payments to City for services rendered according to the schedule and amounts presented in this Agreement.
- B. SBSD, in partnership with City, will provide the administration of the Agreement.

- C. SBSB shall make reports required by the California Department of Education relative to this program in a timely manner.

## **8. INDEMNITY**

- A. City shall investigate, defend and indemnify SBSB from any and all claims, demands, actions, or damages arising out of the City's use of SBSB Facilities to which SBSB may be subjected as a direct consequence of this Agreement except for those claims, demands, actions, or damages resulting solely from the negligence of SBSB, its officers, agents and employees.
- B. SBSB shall investigate, defend and indemnify the City from any and all claims, demands, actions, or damages arising out of SBSB's use of City Facilities to which City may be subjected as a direct consequence of this agreement, except for those claims, demands, actions, or damages resulting solely from the negligence of the City, its officers, agents and employees.

## **9. INSURANCE**

- A. City shall maintain, during the entire term of this Agreement, comprehensive general liability and comprehensive owned and non-owned automobile insurance. Such insurance shall be in an amount not less than \$1,000,000 per occurrence combined single limit.
- B. City shall maintain Workers' Compensation Insurance in conformance with the Workers' Compensation Laws of the State of California during the term of this Agreement.

## **10. NONDISCRIMINATION**

City 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.

## **11. CONFIDENTIALITY**

Except for purposes directly connected with the administration of this Agreement, or as otherwise required by law, 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.

## **12. TERMINATION OF AGREEMENT**

Either party may terminate this Agreement with or without cause by giving thirty (30) days advance written notice of intention to terminate to the other party. Unless so terminated, this Agreement shall remain in full force and effect for the full term of this Agreement. If this Agreement is terminated before the end of the term, payment to City will be made on the basis of services provided up to the date of termination.

IN WITNESS THEREOF, the parties hereto have caused this agreement to be executed in triplicate, the day and year first above written.

CITY OF SANTA BARBARA  
A Municipal Corporation

SANTA BARBARA  
SCHOOL DISTRICTS

\_\_\_\_\_  
Nancy L. Rapp  
Parks and Recreation Director

\_\_\_\_\_  
J. Brian Sarvis, Ed.D.  
Superintendent

ATTEST:

\_\_\_\_\_  
Cyndi Rodriguez  
City Clerk Services Manager

\_\_\_\_\_  
Robin Sawaske  
Associate Superintendent,  
Education

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Sarah Hanna  
Recreation Programs Manager

\_\_\_\_\_  
Eric D. Smith  
Deputy Superintendent,  
Business Services

APPROVED AS TO FORM:  
Stephen P. Wiley  
City Attorney

\_\_\_\_\_  
N. Scott Vincent  
Assistant City Attorney

APPROVED AS TO INSURANCE:

\_\_\_\_\_  
Brad Landreth  
Risk Manager

## CITY OF SANTA BARBARA PARKS AND RECREATION DEPARTMENT

**Job Title:** Recreation After-School Program Coordinator – After School Opportunities for Kids (A-OK!)  
**Supervisors:** Recreation Specialist/Youth Activities, Parks and Recreation  
**Hours:** 32 hours a week, on school day schedule for academic year 2008-09. Hours as assigned by supervisor; hours may vary according to need.

### **Purpose:**

Coordinates recreation services and supervises Program Leaders at the After School Opportunities for Kids (A-OK!) program at Adams, Cleveland, Franklin, Harding, and McKinley Elementary Schools. This position will recruit, hire, and train appropriately skilled staff. Duties also include scheduling, supervising and evaluating staff to provide and maintain a high quality of program service on a consistent basis. Also key is the role this person will play in building and maintaining an effective and successful team with A-OK! staff and partners. A-OK Coordinator will assist staff in planning curriculum to insure appropriate consideration for developmental needs and interests of the participants while providing for learning a variety of skills. The A-OK Coordinator must be a supportive through encouragement and leadership in a wide variety of program areas that pertain to the A-OK! Program.

### **Qualifications and Requirements:**

Bachelor's degree including experience in early childhood education, elementary education, early childhood development, psychology, sports and recreation, and sociology is preferred. Experience may be considered in lieu of a degree. A minimum of 2 years working experience supervising children in a classroom or recreation setting. Ability to work with a variety of staff to facilitate a cooperative work environment. Fingerprints, child abuse index, health screening TB test as well as CPR and First Aid certifications will be necessary before working with children and staff in the A-OK program. Youth Bus license desirable.

### **Duties and Responsibilities:**

1. Responsible for the portion of the After School Opportunities for Kids (A-OK!) program, which focuses on Parks and Recreation activities. Work with the Youth Activities' Recreation Specialist to plan and implement the program to best meet the needs of the children.
2. Recruit, hire, train, schedule, supervise and evaluate program leaders at five school sites. Assist in training program leaders to work in the tutoring/homework component.
3. Responsible for ordering and distributing supplies and equipment. Inventory and neatly maintain, storage areas in the Youth Activities office and at A-OK sites.
4. Create and foster a positive working relationship and environment for staff.

## CITY OF SANTA BARBARA PARKS AND RECREATION DEPARTMENT

**Job Title:** Program Leader – After School Opportunities for Kids (A-OK!)  
**Co-Supervisors:** Recreation Specialist/Youth Activities, and A-OK! Site Coordinator  
**Hours:** Monday – Friday, 2:00 p.m. – 6:00 p.m., on scheduled school days for academic year 2008-09. Hours as assigned by co-supervisors; hours may vary according to need.

### **Purpose:**

To work at the After School Opportunities for Kids (A-OK!) program at Adams, Cleveland, Franklin, Harding, and McKinley Elementary Schools. A-OK is provided by Santa Barbara Elementary School Districts, City of Santa Barbara Parks and Recreation Department and Girls, Incorporated of Greater Santa Barbara. This position includes assisting teachers with an academic after school component while providing a variety of sports and enrichment activities. Staff will plan and implement curriculum for the after-school sports classes for boys and girls ages 6 – 12 years; consider the developmental needs and interests of each age level when planning; provide for the learning of a variety of skills; be a positive role model for boys and girls; encourage; challenge and support boys and girls as they experience a wide variety of opportunities; and create a positive environment for learning and enrichment with the goal of 100% participation

### **Qualifications and Requirements:**

Bachelor's degree preferred or the equivalent of at least 12 semester units in early childhood education, elementary education, early childhood development, psychology, sports and recreation, or sociology. Experience may be considered in lieu of a degree. A minimum of 2 years working experience with children. Ability to work with a variety of people to facilitate cooperative work. Successful completion of Proficiency Exam (given at the School District). Fingerprints, child abuse index, health screening and TB test as well as certifications in CPR and First Aid will be necessary prior to working in A-OK..

### **Duties and Responsibilities:**

1. Responsible for the portion of the After School Opportunities for Kids (A-OK!) program which focuses on Parks and Recreation activities described in the grant including sports, drama, Character Counts, citizenship, A-OK store and interschool sports competition
2. Responsible for the inventory and maintenance of supplies, storage areas for equipment and homework supplies to be used in classes.
3. To assist in the academic, tutoring/homework center and reading component of the A-OK! program.
4. To work with the Site Coordinator and the Youth Activities' Recreation Specialist to plan and implement the program curriculum and homework centers to best meet the needs of the children.
5. To conduct enrichment classes for children as assigned.

6. Prepare the room or space for class each day; have all supplies ready for class.
7. Keep attendance records as required.
8. Plan, with the children, for the picking up and cleaning the room or area at end of each class.
9. Check to be sure the environment is safe, clean, and geared for activities.
10. Maintain a staff ratio not to exceed 1:20.
11. Provide positive reinforcement through the A-OK bucks student incentive program.

***General***

1. Be familiar with and uphold City of Santa Barbara, Parks and Recreation Department policies and procedures.
2. Be familiar with and uphold A-OK! program policies and procedures.
3. Attend all staff meetings, trainings, and workshops.
4. Inform the Site Coordinator and the Youth Activities' Recreation Specialist of any special projects or events in advance.
5. Assist other program staff as needed and with special events.
6. Responsible for notifying and reporting to Site Coordinator or Youth Activities' Recreation Specialist any problems or concerns of parents and/or children.
7. Provide supply list to Site Coordinator.
8. Inform Site Coordinator of any needs to assist with your job.
9. Perform other duties as assigned, including providing equipment and supplies as directed and approved by A-OK! program supervisors.

**CITY OF SANTA BARBARA PARKS AND RECREATION  
A-OK! PROGRAM BUDGET 2008-09**

**SALARIES**

**Basic Service - 5 Sites  
4 hrs day**

Cleveland (1 staff @ \$13/hr & 2 staff @ \$11/hr) x 180 days	25,200
Franklin (1 staff @ \$13/hr & 2 staff @ \$11/hr) X 180 days	25,200
Adams (1 staff @ \$13/hr & 2 staff @ \$11/hr) X 180 days	25,200
Harding (1 staff @ \$13/hr & 2 staff @ \$11/hr) X 180 days	25,200
McKinley (1 staff @ \$13/hr & 2 staff @ \$11/hr) X 180 days	25,200
<b>Sub-total</b>	<u>126,000</u>
<b>Benefits:</b>	
Medicare @ 1.45%	1,827
Temp Employee Retirement @ 1.3%	1,638
Paid time off	500
<b>Sub-total</b>	<u>3,965</u>
<b>Total</b>	<b>\$129,965</b>

**Support Services**

Cleveland Intersession (1 staff @ \$13/hr & 1 staff @ \$11/hr) X 30 dy x 4 hrs	2,880
Franklin Early Release (1 staff @ \$13/hr & 2 staff @ \$11/hr) x 36 dy x 1.5	1,890
Adams Early Release (1 staff @ \$13/hr & 2 staff @ \$11/hr) x 10 dy x 1.5	525
Harding Early Release (1 staff @ \$13/hr & 2 staff @ \$11/hr) x 36 dy x 1.5	1,890
Parent Conf. week (6 staff @ \$13/hr & 10 staff @ \$11/hr) x 1.5 hrs x 10 days	2,820
Driver (2 staff @ \$15/hr x 12 hrs/wk x 36 weeks)	12,960
Staff retention bonus (10 staff x \$500)	5,000
Initial Training (6 staff @ \$13.00/hr & 10 staff @ \$11/hr) x 8 hr x 3 days	4,512
On-going Training (6 staff @ \$13.00/hr & 13 staff @ \$11/hr) x 2 hr x 10 trainings	4,420
Paid Time off	500
<b>Sub-total</b>	<u>37,397</u>
<b>Benefits:</b>	
Medicare @ 1.45%	542
Temp Employee Retirement @ 1.3%	486
<b>Sub-total</b>	<u>1,028</u>
<b>Total</b>	<b>\$38,425</b>

Joyce

**Program Coordinator**

Salary 32 per hrs/wk x 40 wks (80%) x \$27,915	\$22,332
Benefits @ 80% time x \$15,337	\$12,270
<b>Total</b>	<u>\$34,602</u>

**SUPPLIES**

**Equipment and Supplies**

Equipment and Supplies - \$1000/ 5 site	5,000
Staff t-shirts - 50 x \$6	300
Staff Sweatshirts - 20 x \$21	420
Training materials	1,000
Mileage Reimbursement	800
<b>Total - 5 Sites</b>	<u>\$7,520</u>

**SUMMARY**

**EXPENSES / FUNDING**

Permanent Salaries	22,332
Permanent Benefits	12,270
Hourly Salaries	163,397
Benefits - Medicare	2,369
Benefits - Temp Employee Retirement	2,124
Benefits - Paid Time Off	500
<b>Sub-Total Salaries &amp; Benefits</b>	<u>202,992</u>
Supplies	7,520
<b>Total - All Expenses</b>	<b>\$210,512</b>

**FUNDING COMMITMENTS**

City of Santa Barbara	\$47,385
A-OK! Grant / School District	<u>\$163,127</u>
<b>Total - Funding</b>	<b>\$210,512</b>

**City of Santa Barbara Expenditure Accounts**

Perm. Salaries	031-6141-51011-9721	22,332
Hourly Salaries	031-6141-51013-9721	163,397
Perm. Benefits	031-6141	12,270
Medicare	031-6141-51024-9721	2,369
T. E. Retirement	031-6141-51025-9721	2,124
Paid Time Off	031-6141-51013-9721	500
Supplies	031-6141-52190-9721	7,520
Mileage	031-6141-52520-9721	800
<b>TOTAL</b>		<u><b>\$210,512</b></u>

**IN-KIND CONTRIBUTIONS A-OK! 2008-09**  
**City of Santa Barbara Parks and Recreation Department**

<b>SALARIES AND BENEFITS</b>	Monthly	hrs/wk	%	Months	Total
Youth Activities Supervisor	\$8,362	10	0.25	10	\$20,905
Recreation Coordinator	\$5,764	25	0.625	10	\$36,025
Admin. Specialist / Clerical Support	\$5,487	10	0.25	10	\$13,718
<b>Total Salaries &amp; Benefits</b>					<u>\$70,648</u>
 <b>FACILITY USE</b>					
Harding Recreation Center					\$15,840
\$22/hr x 4 hrs x 180 days					
(includes facility use, custodial services, field maintenance, phones and storage)					
 <b>VEHICLES</b>					
Maintenance and Replacement - 2 vans x 180 days x \$17.52/day					\$6,307
Fuel					\$2,000
 <b>ADMINISTRATIVE OVERHEAD - 20% on total budget</b>					
(administrative salaries, phones, copier, office supplies, allocated building costs)					\$42,102
 <b>TOTAL</b>					 <b>\$136,897</b>