



# Santa Barbara SCHOOL DISTRICTS

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Date: September 22, 2009  
To: Dr. J. Brian Sarvis, Superintendent  
From: Robin Sawaske, Associate Superintendent for Education  
Subject: Approval of Contract with the Family Service Agency of Santa Barbara to Provide Healthy Start Family Advocates for the Healthy Start and After School Education and Safety/A-OK Program at Adams, Cleveland, Franklin, Harding, and McKinley Elementary Schools for the 2009-2010 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 school staff to support these goals. The bilingual family advocates 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. Family advocates play an important role in maintaining the parent contributions to the A-OK program.

Plan

Family Service Agency will hire, train, and co-supervise five bilingual, family advocates for the 2009-10 school year to be based at Adams, Cleveland, Franklin, Harding, and McKinley Family Resource Centers. The \$102,723 contract for these staff includes wages, benefits, payroll taxes, administrative expenses, staff training and clinical supervision. Family Service Agency secured approximately \$85,000 in matching grant funds to this contract so as to maintain family advocate staffing hours at last year's level and offset the lesser amount of funding available through Healthy Start.

Fiscal Impact

No fiscal impact to the general fund.

Funding Source

Funding for this contract is provided by multiple resources including A-OK enrollment fees, a California Department of Education ASES grant, a United Way grant.

Recommendation

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		

Equal opportunity employer/non-discrimination on the basis of race, color, ancestry, national origin, marital status, sex, sexual orientation, religious creed, physical handicap (including AIDS), medical condition (cancer-related), age (over 40), or political affiliation.

That the Board of Education approve the contract with the Family Service Agency of Santa Barbara to provide Healthy Start family advocates for the Healthy Start and After School Education and Safety/A-OK Program at Adams, Cleveland, Franklin, Harding, and McKinley Elementary Schools for the 2009-2010 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 SCHOOL DISTRICTS  
AND  
FAMILY SERVICE AGENCY OF SANTA BARBARA  
FOR  
ELEMENTARY HEALTHY START  
(based at Adams, Cleveland, Franklin, Harding and McKinley Elementary Schools)  
  
2009-2010 ACADEMIC YEAR**

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

**1. SERVICES**

FSA shall hire, train, and supervise **five (5) Family Advocate (FA)** positions to serve in 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.

**2. TERM OF AGREEMENT**

The term of this Agreement shall be from **August 17, 2009 to June 18, 2010**.

**3. COMPENSATION: Not to exceed \$102,723**

In consideration for services rendered by FSA, SBSD shall pay to FSA up to \$102,723. Said sum is based on services rendered at Adams, Cleveland, Franklin, Harding and McKinley Elementary Schools in the above specified time period and described in Exhibit B.. This amount includes up to \$7,000 to compensate for extra work pre-authorized by SBSD for A-OK fee collection at these sites. FSA will bill SBSD monthly based upon services rendered during the preceding month or period of time as indicated on the billing invoices. In no event shall the total amount paid by SBSD to FSA under this Agreement exceed \$102,723 without prior approval from SBSD.

If any of the above positions are vacant or FA staff take time off without pay or are receiving disability insurance pay, there will be no billing to SBSD for these time periods. If an FA has been absent from work for two consecutive scheduled work weeks with an uncertain date of return, FSA shall meet with SBSD to come to a mutually satisfactory agreement as to how to continue providing adequate service to the site to remain in compliance with relevant grant requirements.

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

**A.** Serving as the hiring agency for family advocate positions, FSA shall provide supervision of FAs as specified in the attached budget, Exhibit B.

**B.** The FSA Program Coordinator shall work in partnership with the Healthy Start and ASES/A-OK grant coordinator on FA supervision and staff training. The FAs shall attend appropriate staff training programs provided by FSA.

**C.** FSA shall provide FAs with training on use of the C.R.I.S./211 system and will see to it that they receive training as state mandated reporters of suspected child abuse.

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

**E.** FSA shall keep and maintain accurate records pertaining to its conduct of the program approved under this Agreement and provide documentation in a timely manner to meet requirements for program evaluation.

**F.** FSA is an independent "Contractor" under this Agreement and shall hire project staff to provide the services under this Agreement. FSA shall invite a SBSB representative to participate in the final interview process for FA staff. The principal of the school where an FA funded under this contract is to be assigned has right of approval prior to the FA placement at that site.

**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 shall 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 shall 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 SCHOOL DISTRICTS (SBSB)**

**A.** Serving as the Lead Educational Agency (LEA) fiscal agent for the Healthy Start and After School Education and Safety(ASES)/A-OK program, SBSB shall pay FSA for wages, payroll taxes and employee benefits for family advocates hired under this Agreement to serve at Adams, Cleveland, Franklin, Harding, and McKinley Elementary Schools and for supervision and associated administrative costs as summarized in Exhibit B (\$102,723) and not to exceed that amount.

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

**C. SBSB** shall provide adequate space, telephone access, desks, computers and printers to allow project staff to conduct project activities.

**D. SBSB's** Healthy Start and ASES/A-OK director/grant coordinator shall work in partnership with the **FSA Program Coordinator** on FA supervision and staff training.

**E. SBSB** shall provide training for the FA staff on Healthy Start and ASES/A-OK policies and procedures and supervise the fee collection activities. SBSB shall be responsible for verifying A-OK fees collected, preparing deposit paperwork, and delivering funds and deposit slips to the SBSB Accounting Department.

**F. SBSB** in partnership with FSA shall provide the administration of the Agreement.

**G. SBSB** shall include FSA as an additional insured on the SBSB 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 shall 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 SBSB 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 shall 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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**FAMILY SERVICE AGENCY****JOB DESCRIPTION****FAMILY RESOURCE CENTER (FRC) BILINGUAL FAMILY ADVOCATE****I. GENERAL DESCRIPTION, LEVEL OF RESPONSIBILITIES**

The Family Resource Center Bilingual **Family Advocate** will work collaboratively with parents, school personnel, and public and private agencies to promote the maximum health, growth, and well-being of children and families of Santa Barbara County by making medical, mental health, education, and social services more accessible, and by facilitating family involvement and empowerment in the health and education of their child. The Bilingual Family Advocate will report to the Program Coordinator and to other applicable program partners.

**II. SPECIFIC DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- A. Provide assessment, case management, advocacy, follow-up, tracking, and support to children and families in the home, school, and community.
- B. Exhibit a working knowledge of community resources and provide referrals as deemed appropriate.
- C. Serve as a liaison between family, school and community.
- D. Collaborate with school personnel to promote a child's academic success.
- E. Provide translation support in various settings (i.e. medical, academic)
- F. Provide support and crisis intervention as needed to families and children in the Family Resource Center.
- G. Comply with confidentiality standards and HIPAA requirements.
- H. Maintain accurate and confidential client files and data tracking.
- I. Submit monthly reports as directed by Program Coordinator.
- J. Attend weekly supervision meetings to report on cases, program requirements, and service delivery needs.
- K. Participate in evaluation activities as appropriate.
- L. Complete required Certified Application Assistant (CAA) training and update as needed.
- M. Participate in all required agency and/or contract mandated trainings.
- N. Ensure all equipment is secured and maintained in good working condition.
- O. At Santa Barbara School Districts elementary school Healthy Start/A-OK program sites, assist with recruitment and enrollment of students into the After School Education and Safety (ASES)/A-OK program, and with other tasks as needed related to student and family support as part of A-OK.
- P. Performs other duties as assigned.

**III. EMPLOYMENT QUALIFICATIONS AND STANDARDS**

- A. High school diploma or general education degree (GED) required; bachelor's degree in Social Work, Psychology, Education, or related field is preferred.

- B. A minimum of one year work experience in the schools or the community providing services to at-risk children and/ or families.
- C. Previous experience in early childhood education and development preferred.
- D. An ability to relate warmly and professionally to students, parents, school personnel, and community organizations or agency workers.
- E. Will exhibit cultural competency.
- F. Will speak, read, write, and understand English and Spanish fluently.
- G. Possess a valid California Driver's License, proof of vehicle insurance, and reliable transportation.

IV. **SALARY RANGE**: Dependent upon qualifications and experience.

V. **CLASSIFICATION**: Non-exempt.

My signature below verifies that I have received this job description and understand all that it entails. My signature also testifies that all my questions pertaining to this position have been addressed and answered satisfactorily by the supervisor.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date

**EXHIBIT B**

**FAMILY SERVICE AGENCY OF SANTA BARBARA  
SCHOOL-BASED SERVICES PROGRAM**

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

**2009-10 BUDGET**

August 17, 2009 - June 18, 2010

EMPLOYEE	TITLE	HRS/WK	# WKS	TOTAL HOURS	RATE/HR	WAGES	COLA School
JURADO **	FAMILY ADVOCATE	23.50	43.0	1,011	\$18.30	\$18,492	0.0% Franklin
LEON	FAMILY ADVOCATE	20.00	44.0	880	\$18.93	\$16,658	Cleveland
CABALLERO **	FAMILY ADVOCATE	23.50	43.0	1,011	\$16.00	\$16,168	McKinley
TOVAR **	FAMILY ADVOCATE	23.50	43.0	1,011	\$14.28	\$14,430	Adams
LUNA **	FAMILY ADVOCATE	23.50	43.0	1,011	\$16.28	\$16,451	Harding
RANDELL	PROGRAM COORDINATOR	4.00	52.2	209	\$22.00	\$4,594	
<b>TOTALS</b>						<b>\$86,793</b>	

\*\* Ends on June 11, 2010

SUMMARY:	AMOUNT
<b>WAGES</b>	<b>\$86,793</b>
<b>SBSD AUTHORIZED EXTRA HOURS</b>	<b>\$6,250</b>
<b>BENEFITS &amp; P/R TAXES @ 26%</b>	<b>\$22,566</b>
<b>SUBTOTAL</b>	<b>\$115,609</b>
<b>ADMINISTRATION (12%)</b>	<b>\$13,873</b>
<b>SUBTOTAL</b>	<b>\$129,482</b>
<b>LESS: FAMILY SUPPORT SVCS GRANT</b>	<b>(\$26,759)</b>
<b>SBSD CONTRACT</b>	<b>\$102,723</b>

Actual 09-10 match amt.