

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: July 22, 2008

☒ Consent
☐ Ordinance

☐ Regular
☐ Public Hearing

Department:

Submitted By: County Library/Administration

Submitted For: County Library/Administration

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to:

A) approve a PBC Literacy Coalition Site Application for the County Library's participation in the Literacy*AmeriCorps PBC Program for the period August 25, 2008, through August 28, 2009.

B) authorize the Chairperson to execute the agreement and any other necessary forms and certifications.

Summary: This site application, if approved, will provide the County Library with one (1) full-time Literacy*AmeriCorps member for one (1) year. This member will contribute 32 hours per week offering conversational English programs and overseeing the literacy computer learning lab. The Library will pay a service fee of \$4,750 to the Coalition and business-related mileage to the member up to \$2,250. AmeriCorps, with supplemental funds from the Coalition, will cover all other expenses including Workers' Compensation, liability, and health care coverage. Funds will be provided through the Library's FY '08 and '09 operating budgets and will have minimal fiscal impact. Countywide (TKF)

Background and Justification: The PBC Literacy Coalition has been selected to serve as the local lead agency for Literacy*AmeriCorps, a federally funded program. Literacy*AmeriCorps is a program funded by the Community Leadership Corps. in partnership with literacy providers. The Library has operated its Adult Literacy Tutoring Program since 1985 and has helped over 2,900 functionally illiterate adults improve their reading and writing skills. The Library works closely with the PBC Literacy Coalition and has a history of partnering with agencies, such as VISTA, to improve and expand literacy tutoring services in PBC. This year, with the approval of this Site Agreement, the Library projects that it will serve 300 adult students. 85 English Exchange programs will be offered continuing outreach efforts to English language learners in our community.

Attachments:

1. Site Application (2)
2. Literacy*AmeriCorps Information Sheet

Recommended By: _____

Department Director

(John J. Callahan III)

Date

Approved By: _____

Assistant County Administrator

(Jon Van Arnam)

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>7000</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>0</u>	<u>7000</u>	<u> </u>	<u> </u>	<u> </u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Budget?			Yes <u>X</u>	No	
Budget Account No.:	Fund <u>1180</u>	Dept <u>320</u>	Unit <u>3200</u>	Object <u>3401 - \$4750</u>	Object <u>4007 - \$2250</u>

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: Ad Valorem Tax

Impact: Minimal fiscal impact. No transfer of funds required

C. Departmental Fiscal Review:

Lavinia D. Gardner
(Lavinia D. Gardner, Chief Financial Officer)

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. And Control Comments:

OFMB 7.3.08 7/3/08 6/25/08 Contract Dev. And Control 7/8/08

B. Legal Sufficiency:

Assistant County Attorney 7/9/08

C. Other Department Review:

N/A
Department Director

This summary is not to be used as a basis for payment.

7/22/08

3N1

Attachment 1 Page 1 of 11

**2008-2009
Community Leadership Corps
Site Application**



Getting Things Done

Strengthening Communities

Encouraging Responsibility

Expanding Opportunity

**An AmeriCorps Project
Of the
Palm Beach County Literacy Coalition
551 SE 8th Street
Suite 505
Delray Beach, Florida 33483
561-279-9103**

ORGANIZATION

Organization Name

Palm Beach County Library Adult Literacy Project

Mailing Address

4639 Lake Worth Road

Lake Worth

FL

33463

City

State

Zip

(561) 649-5500

(561) 649-5402

Telephone

Fax

murphyk@pbclibrary.org

www.pbclibrary.org

E-Mail Address

Organization Website

TYPE OF APPLICANT

Check All that Apply:

☒ Government

☐ Educational Institution

☐ private

☐ state/district funded

☐ higher education

☐ 501 (c)3 Non-Profit Identification Number _____

☐ Other: (specify) _____

AmeriCorps Members Requested

Part-time

Full-time

☒

Eligibility Requirements Information

☒ Yes ☐ No Can Your organization provide a \$4,750 program service fee for each full-time AmeriCorps member placed with your organization? (\$2,375 for part-time)

☒ Yes ☐ No Is your facility accessible to people with disabilities?

☒ Yes ☐ No Will you accept members with disabilities for placement with your site?

☐ Yes ☒ No Is the position that is being applied for, a position previously filled with an employee?

☒ Yes ☐ No Will the position directly support the AmeriCorps Objectives?

PREVIOUS SPONSORSHIP

Was your organization previously a Literacy* AmeriCorps site? ☒ Yes ☐ No
If yes, what year? 2007-2008

PROPOSED PROJECT PLAN

Instructions: Please respond briefly to the following items:

1. What is the purpose and mission of your organization?

The Adult Literacy Project offers individualized, learner-centered instruction to English-speaking adults functioning below 5th grade level. One-to-one tutoring is provided free of charge by Library-trained volunteers at eighteen sites throughout the County. Our goal is to equip students with the necessary skills to transition to an Adult Basic Education class continuing their pursuit of a high school diploma.

2. Briefly describe your organization's program activities.

Primary activities are as follows: recruit and train prospective volunteers; recruit and place new students; monitor student progress; develop supplemental lesson plans to meet individual needs; conduct tutor in-service workshops; and present adult learner workshops focusing on real-life applications. *English Exchange* programs offer patrons the opportunity to practice conversational English skills improving their ability to address everyday concerns within our community.

3. What are your program days and hours of operation?

Weekdays from 8:00 a.m. to 5:00 p.m. including three evenings a week conducting *English Exchange* programs

4. Provide a concise description of the proposed project and what you foresee an AmeriCorps Member doing at your organization.

Please attach, as a separate document, a detailed Service Position Description for an AmeriCorps Member. Include roles and responsibilities, desired personal and professional qualifications of the member(s), and reporting relationships.

See Attachment A – Service Position Description

5. How would the service performed by an AmeriCorps Member be substantially different than the work being performed by any employees of the organization?

We do not have staff to offer *English Exchange* programs or oversee the Computer Learning Lab.

6. AmeriCorps Member supervision:

- a. Who will be the onsite supervisor for the AmeriCorps Member(s)?

Kathleen Murphy

- b. How many hours per week will direct supervision of Corps Member(s) be provided?

Five hours

- c. Describe the orientation and training you will provide for the Member.

The site supervisor will provide hands-on-training, materials, and ongoing support to meet grant and AmeriCorps Member goals.

7. Training or Corps wide service projects require the AmeriCorps Member to be away from their service placement 8-16 hours each month (at times for up to 4 days). Will this be a problem? No

8. What resources will be made available to the Corps Member in order to ensure success in the project? Circle all that apply: office/desk fax
computer postage transportation mileage reimbursement phone
copier access to e-mail

9. List any other resources that will be made available to the Corps Member (training material, curriculum, vcr, etc.)

Training and instructional materials, new reader collection, tv/vcr/dvd, projector, digital camera, and camcorder

CHECKLIST: PLEASE PROVIDE THE FOLLOWING INFORMATION WITH THIS APPLICATION

- ☒ The names of any potential or returning Member that you would like to have serve at your agency. **Paula Alexander**
- ☒ Completed AmeriCorps Service Plan and Member Position Description
- ☒ Copies of your organization's brochures and other literature
- ☒ Directions to your site, from I-95

PLEASE READ BEFORE SIGNING

Submission of this application does not guarantee that Community Leadership Corps will provide an AmeriCorps Member to your organization, nor does it compel your organization to accept any such AmeriCorps Member. Through pre-placement interviews, we will make every effort to provide a compatible match between your agency and a potential AmeriCorps Member prior to their placement.

If an AmeriCorps Member is placed with your agency, your agency will be responsible for the on-site supervision of the Member, the development and implementation of your described projects, and the effective evaluation of those projects. AmeriCorps Members will need to report on how AmeriCorps objectives are being met through their service and the project at your site. Your help in facilitating this evaluation and providing the AmeriCorps Member with the information and access to evaluative data will be important. If an AmeriCorps Member placed in your organization withdraws or is released from service, Community Leadership Corps does not guarantee a replacement, but will provide a prorated reimbursement if the position remains unfilled.

If your organization is accepted as a site, your organization agrees to provide orientation and training that the AmeriCorps Member may require in order to fulfill their role at your site. Community Leadership Corps will provide pre-service and ongoing training for AmeriCorps Members covering a variety of topics including literacy, CPR, safety, tutoring strategies, community service, professionalism, personal development, and others.

If accepted as a site, your organization agrees to participate in a pre-service orientation for site supervisors.

See Below

Signature of Authorized Representative (original signature in blue ink required)

Title

Date

Literacy* AmeriCorps
Audrey McDonough, Program Coordinator
551 SE 8th Street
Suite 505
Delray Beach, FL 33483
561 279-9103
email: ammcd1@yahoo.com
Audrey@pbcliteracy.org

Palm Beach County Literacy Coalition
Darlene Kostrub, Executive Director
551 SE 8th Street
Suite 505
Delray Beach, FL 33483
561 279-9103

**PALM BEACH COUNTY, Florida, a
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS**

Approved as to terms and conditions
John J. Callahan III, Library Director

By: _____
Chairperson, Addie L. Greene

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

ATTEST:
Sharon R. Bock, Clerk & Controller

Assistant County Attorney

By: _____
Deputy

AmeriCorps Provisions

AmeriCorps Members are prohibited from a number of activities (from Federal Regulations, 45 C.F.R. 2520.30). A partial list is provided below. In no way should an AmeriCorps Member participate in these activities during service hours or as a part of his/her service, nor should he/she wear AmeriCorps uniforms, identification, buttons, etc. while participating in these activities, or otherwise identify or associate such activities with an AmeriCorps program.

- Efforts to influence legislation
- Organizing protests, petitions, boycotts, or strikes
- Union organizing
- Impairing existing contracts or collective bargaining
- Engaging in partisan or election politics (including campaigns for public office and ballot issue elections)
- Religious activities
- Activities that pose a significant safety risk
- Assignments that displace paid employees
- Voter registration drives
- Fund raising
- Perform service in direct benefit to a for-profit organization
- An AmeriCorps Member is not permitted to fill in for an absent employee or perform services, duties, or activities assigned to a paid employee at the host agency
- An AmeriCorps Member may not do anything at a host agency to displace a paid employee or position or to infringe upon a paid employee's promotional opportunities.
- A Member may not be required to perform duties outside the realm of direct literacy services and activities which directly support such services. A Member cannot perform administrative duties as the primary focus of their service.

AmeriCorps Members can and should: teach, tutor and mentor, perform direct service with students, recruit learners and volunteers, prepare lessons and activities for students, engage in activities that will deepen their understanding of literacy development, participate in service projects, submit timely and accurate reports, engage in projects that are relevant to the AmeriCorps program.

I have read and understand the above statements on AmeriCorps Member Provisions. If chosen as a Community Leadership Corps site, we will support our AmeriCorps Member(s) in abiding by these Provisions.

Name of Organization Palm Beach County Board of County Commissioners
for Palm Beach County Library Adult Literacy Project

Signature of Authorized Representative _____ Date _____

Approved as to terms and conditions
John J. Callahan III, Library Director

**PALM BEACH COUNTY, Florida, a
Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS**

By: _____
Chairperson, Addie L. Greene

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

ATTEST:
Sharon R. Bock, Clerk & Controller

Assistant County Attorney

By: _____
Deputy

Community Leadership Corps

Needs and Services Activities



25 AmeriCorps members will assist in capacity building efforts for the community by conducting outreach, and by recruiting, training and supporting 150 volunteers throughout their service year.

AmeriCorps members will increase the capacity of ESOL and Family Literacy programs by tutoring 200 adults who are functioning at the lowest levels of literacy, during the service year.

AmeriCorps members will increase the capacity of schools, community centers, libraries, afterschool programs, and family literacy centers by tutoring and providing literacy enrichment activities for 300 children during the service year.

AmeriCorps members will become graduation coaches, mentors, and tutors at high drop-out rate high schools and youth programs for 200 students during the service year.

INSTRUCTIONS FOR COMPLETING THE AMERICORPS SERVICE PLAN

Your objectives and activities should be clearly linked to the information provided in your proposed project plan and support the AmeriCorps Performance Measures:

Community Leadership Corps Performance Measures:

Adult Literacy Performance Measures

AmeriCorps members will provide literacy instruction for 200 adult learners in ESOL (English for Speakers of Other Languages) classes and family literacy centers.

Each adult will complete a survey after 25 hours of instruction.

By the end of the program year 50% of these students will report an increase in positive attitudes and behaviors about their literacy skills.

50% of adult learners instructed by AmeriCorps members will be pre and post tested.

70% of the post tested learners will increase scores on standardized and other assessments:

BEST Plus	10 point gain
CASAS	5 point gain
LCP Assessment	1 level

Children's Literacy Performance Measures

AmeriCorps members will provide tutoring and literacy enrichment activities for 300 preschool and elementary school children.

50% of the elementary students will increase positive reading behaviors on the Quarterly Skills Checklist and the Read Aloud Survey

75% of children tutored for at least 30 hours will score 20% higher on selected assessments (LEARNS Literacy Assessment Profile/Early Literacy Skills Assessment)

Youth Literacy/Graduation Coaches

AmeriCorps members will coach, tutor and mentor 200 "at-risk" youth, ages 14-21 years old.

By the end of the service year 70% of the students who participate will remain in school or meet their graduation requirements.

Strengthening Communities

AmeriCorps members will recruit, support or train 150 new community volunteers by the end of the service year.

Member Development

AmeriCorps members will participate in preservice orientation and training. They will continue to meet every Friday throughout the service year for ongoing training, professional development and team building. Training will be provided by Literacy Coalition staff, community partners and community educators.

- **Please attach a detailed service plan outlining the expected AmeriCorps member's responsibilities, timelines for assuming those responsibilities, and measurements. The service plan should reflect the Performance Measure Duties, other Literacy-Related Duties, and Member Development.**
 - **Performance Measure Activities (at least 50% of time)**
 - recruiting and managing volunteers
 - teaching or tutoring adults, children or youth and providing literacy enrichment for children
 - lesson planning and measuring student progress
 - **Other Literacy-Related Activities (up to 50% of time)**
 - teaching computer literacy or workplace literacy, mentoring students, distributing books, performing community outreach activities on behalf of the service site, etc.
 - **Member Development**
 - Any literacy or professional development training that prepares the AmeriCorps member for service or contributes to lifelong learning.

A sample plan follows the application

Please email the Site Application, Service Plan and Member Position Description by July 7 to Audrey McDonough at ammcd1@yahoo.com
Mail original signed application to
Palm Beach County Literacy Coalition
551 SE 8 Street
Suite 505
Delray Beach, FL 33483

Selection Criteria

Proposals will be reviewed and evaluated on the basis of the following criteria:

- Position description of the members and service plan;
- Ability to adequately support member placement and activities;
- Program supports the Community Leadership Corps Performance Measures;
- Demonstrated need for a member;
- History with the program

Attachment A - Service Position Description

Adult Literacy Project AmeriCorps Member

Summary: The two primary components of this position include facilitating *English Exchange* programs at various library locations and overseeing the Computer Learning Lab.

Duties:

1. Identifies curriculum, develops lessons plans, and presents *English Exchange* programs.
2. Conducts outreach by promoting *English Exchange* programs within our community.
3. Oversees the Computer Learning Lab enrolling new students, determining program placement, monitoring progression, and developing individualized lesson plans.
4. Provides one-to-one tutoring and small group instruction to adult learners reading and writing below 5th grade level.
5. Prepares monthly reports which includes number of students, instructional hours and programs offered.

Skills and Abilities:

- Communicates clearly and enthusiastically.
- Displays the ability to empathize and encourage adult new readers.
- Displays the ability to prioritize and organize workflow.
- Displays the ability to work independently and as part of a team.
- Represents the Adult Literacy Project in a positive and professional manner.

Reporting Relationships: Reports directly to the Adult Literacy Coordinator. Maintains a good working relationship with staff members, literacy liaisons at branch locations, and members of Library Literacy Friends.

Requirements: Must use own vehicle; possess a valid driver's license; and provide proof of insurance.

Attachment B - Service Site Plan

Please use the following example to create your own chart. You may list as many or as few activities as the position needs.

OBJECTIVE	ACTIVITY	TIMELINE	MEASURE	TRAINING PROVIDED	% OF TIME
Performance Measure Activities	Facilitate six <i>English Exchange</i> programs weekly.	9/08 - 8/09	250 patrons will be served. 70% of patrons will report increased skills based on AmeriCorps ESL Learner Survey.	•ESL training and curriculum •Ongoing support	40%
	Tutor adult basic literacy students offering individual, small group, and computer lab instruction.	9/08 - 8/09	10 students will be served. 70% of students will demonstrate increased skills based on the AmeriCorps Learner Survey, Learning 100 Progress Report, ELLIS Program Report or the BEST Test.	•Voyager Adult Reading Series •New Reader Collection •Learning 100 Software •ELLIS Language Software •BEST Test •Slosson Oral Reading Test	40%
Other Activities	Conduct outreach by promoting <i>English Exchange</i> programs.	10/08 - 6/09	10% increase in patron attendance.	N/A	10%
Member Development	Receive ongoing training/mentoring from site staff.	Ongoing	Member will become better equipped to tutor and present programs as noted by supervisor in evaluations.	N/A	10%
				TOTAL %	100 %

Community Leadership Corps ~ AmeriCorps Program

Community Leadership Corps, a new project of the Palm Beach County Literacy Coalition, and in partnership with the Governor's Commission on Community Service (Volunteer Florida) announces our first program year, with 25 full time, stipended AmeriCorps positions. The program year will begin on **August 25, 2008**, with 5 days of pre-service orientation, training, and teambuilding. Upon completion of orientation AmeriCorps members will begin service at their designated service sites. Following is the application to become a service site. **AmeriCorps members must provide direct literacy instruction (teaching/tutoring/mentoring) to adult, youth, children, or families, and participate in literacy support services such as community outreach, volunteer coordination and support.**

AmeriCorps is a national service initiative promoting community service and collaboration. Modeled after the Peace Corps, participants ("members") in AmeriCorps complete 1700 hours of service in one year and earn an education award of \$4,725. Federal and local match grants provide funding for the program and a modest stipend for the AmeriCorps members of \$11,400. Health insurance and a childcare benefit (if member is eligible) are also provided during the member's service year. AmeriCorps values and provides opportunities for leadership, professional development, and literacy training. AmeriCorps members spend up to 20% of their service hours on AmeriCorps team training and community service projects. **Members serve Monday – Thursday at their placement site, attend team training meetings each Friday, and participate in community service projects a minimum of 2 Saturdays per month.**

In exchange for member placement, successful site applicants will provide a \$4,750 program service fee for each full time member, provide access to the internet, supplies and resources at the site for member use, provide site orientation and training, space and supervision, attend a pre-service meeting, and complete 2 performance evaluations per year. The Community Leadership Corps program conducts extensive recruitment, interviewing and screening, and sites are encouraged to assist in recruitment by identifying possible candidates. Through an extensive national recruitment system, college career and volunteer centers, including FAU, as well as local recruitment efforts, new AmeriCorps members are already making commitments to join our project in August.

Nonprofit programs, schools, libraries and agencies are invited to apply for AmeriCorps member site placement if service would benefit your mission to literacy, or perhaps assist you in further developing a special literacy project. **Applications are due by July 7, 2008.**

Please call Audrey McDonough at 561-279-9103 concerning any questions you have about this exciting program, or to schedule a visit to your site. To learn more about AmeriCorps please visit www.americorps.gov and www.pbcliteracy.org

