

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: May 2, 2017

☒ **Consent**

☐ **Regular**

☐ **Ordinance**

☐ **Public Hearing**

Department

Submitted By: Youth Services Department

Submitted For: Outreach and Community Programming Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) First Amendment to Contract for Community Based Agencies (R2016-1202) with Communities in Schools of Palm Beach County, Inc. (Amendment), with additional funding in an amount of \$30,672, for the period of March 1, 2017 through September 30, 2017; and

B) Budget Transfer of \$30,672 in the General Fund from the Head Start Match reallocation (Unit 1451) for new evidence-based/promising programming to the Communities in Schools' program (Unit 2525) to fund the cost associated with this Amendment.

Summary: Communities in Schools of Palm Beach County, Inc. (CIS) is one of five Youth Violence Prevention agencies that are currently funded to offer a variety of services to youth in order to enhance leadership skills and prevent interaction or further interaction with the juvenile justice system. The Board approved the contracts for Community Based agencies on September 13, 2016 (Contract). The contract with CIS supports the Charting for Success Program to youth at middle and high schools during October 1, 2016 through September 30, 2017. This First Amendment will provide funding for a dedicated academic coach (Coach) to serve up to 30 youth specifically at Lakeshore Middle School. The coach will work one-on-one with the youth at the school from March 1, 2017 through September 30, 2017. Youth are referred based on academic, attendance and behavior needs where evidence-based integrated student supports will assist them in being successful in school and move toward promotion and preparation for high school. District 6 (HH)

Background and Justification: On September 13, 2016, the Board approved a Contract with CIS in the amount not-to-exceed \$71,707, for the period October 1, 2016 through September 30, 2017. The program promotes social and emotional learning, which is an emerging theme/action area of the Youth Master Plan, as well as the School District of Palm Beach County Strategic Plan 2016-2021, to ensure high school readiness, including academic achievement, behavior and engagement.

Attachments:

1. First Amendment
2. Budget Transfer

Recommended by: _____

Department Director

4-20-17

Date

Approved by: _____

Assistant County Administrator

4/21/17

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs	\$30,672				
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$30,672				
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes _____ No X

Budget Account Exp No:
 Fund 0001 Dept 154 Unit 2525 Obj 8201
 Rev No:
 Fund _____ Dept _____ Unit _____ Obj _____

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

The fiscal impact associated with this Amendment shall be funded by existing 2017 ad valorem, which will be transferred from the new evidenced-based/promising programming unit (Unit 1451).

Departmental Fiscal Review: *Michelle Tesna* *JS*

III. REVIEW COMMENTS

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

OFMB

Contract Development & Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

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

FIRST AMENDMENT TO CONTRACT FOR COMMUNITY BASED AGENCIES

THIS FIRST AMENDMENT is made as of the _____ day of _____ 2017, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (COUNTY) and Communities in Schools of Palm Beach County, Inc., a non for profit corporation, authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is 59-2516164

WITNESSETH:

WHEREAS, the parties entered into a Contract for Community Based Agencies (Contract) dated September 13, 2016, (R2016-1202) in the amount of \$71,707, to fund the Charting For Success Program from October 1, 2016 through September 30, 2017, and with two (2) renewal options; and

WHEREAS, the parties desire to modify the Scope to assign a dedicated Academic Coach at Lakeshore Middle School to work with youth one-on-one, effective March 1, 2017, in the amount of \$30,672; and

WHEREAS, a portion of the funding for the period of October 1, 2016 through September 30, 2017, totaling \$30,672, by this First Amendment, must be allocated toward new evidence-based programming and shall not be allocated toward existing program expenditures.

NOW THEREFORE, the parties mutually agree that the Agreement is amended as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 3 – PAYMENTS TO AGENCY**, the first sentence of the first Paragraph A is hereby replaced with the following:

The COUNTY shall pay to the AGENCY for services rendered under this Contract not to exceed a total amount of ONE HUNDRED TWO THOUSAND THREE HUNDRED SEVENTY-NINE DOLLARS (\$102,379).
3. New **Exhibit A1** is now added.
4. New **Exhibit B2** is now added.
5. All other provisions of the Agreement not modified in this First Amendment remain unchanged and in full force and effect.

(remainder of page intentionally left blank)

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and AGENCY has hereunto set its hand the day and year above written.

ATTEST:

COUNTY:

SHARON R. BOCK
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Paulette Burdick, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: _____
County Attorney

By: _____
Tammy K. Fields, Director

WITNESS:

AGENCY:

Signature _____

Communities in Schools of Palm Beach County, Inc.
Company Name

Name (type or print)

Signature

Typed Name

Title

(corp. seal)

EXHIBIT A2
SCOPE OF WORK & SERVICE UNITS
FY2017 COMMUNITY BASED AGENCIES CONTRACT

Agency Name: Communities in Schools of Palm Beach County, Inc. (CIS)

Program Name: Charting for Success - Program Amendment

Overview:

The Communities in Schools of Palm Beach County (CISPBC) supports at-risk students in schools throughout Palm Beach County by providing a positive and supportive environment and access to educational opportunities and other social services to help them overcome barriers and make positive life choices. CISPBC has an on-going partnership with Palm Beach County whereas a school-based Graduation Coach is hired and stationed at Pahokee High School to interface with school staff, community partners, students and their families to help at-risk youth graduate from high school, and go on to reach their highest potential as successful citizens. This proposed amendment is to request funding to place an Academic Coach at Lake Shore Middle School in Belle Glade, to ensure that Middle School students, at risk of falling behind, receive academic guidance and integrated student support that will ensure high school readiness, academic achievement, positive behavioral change and engagement. This program will have the full support and collaboration of the Principal of Lake Shore Middle School who has indicated his intent to work closely with the Academic Coach to ensure the success of this evidence-based initiative.

Observed Need/Risk Factor(s) that will be addressed: Some Middle School students are not performing to their ability academically and are at risk of falling behind. According to a study conducted by ICF International on behalf of Communities in Schools (CIS) students that received CIS services for two (2) consecutive years had more favorable outcomes than those in the program for one year.

Services:

CISPBC will implement its national evidence based program model, known locally as the Charting for Success (CFS) program using a three tier of service approach:

- **Tier 1** are one-time school wide events based on identified needs. All children in the school participate in the (Tier 1) services. A needs assessment is completed by school administration/staff, students, parents/guardians to determine the need for school wide (Tier 1) resources.
- **Tier 2** are group activities provided to the 30 students assigned to the CISPBC program at Lake Shore Middle School. Students are referred based on academic, attendance and behavior needs and receive evidence based integrated student support to assist them in being successful in school and move toward promotion and preparation for High School.
- **Tier 3** are individual services (one-on-one) based on individual SMART goals set by the students with the Academic Coach. Academic, attendance and behavior achievement goals are set and monitored. The Academic Coach reviews the goals with the students monthly to determine how the student is progressing and if the goal is met another is set.

The program will serve 30 students and will run from March 1, 2017 – September 30, 2017. The following tasks will be completed:

- Hire a school-based Academic Coach to work directly with 30 at-risk Middle School students at Lake Shore Middle School, an approved Title I Middle school;
- Provide training to the Academic Coach through the CIS national office to ensure that the program is compliant with CIS's fidelity standards;
- Record referral source for each youth;
- Assess the needs of each youth and develop an individual action plan;
- Collect student report card data from the School District of Palm Beach County;
- Collect student attendance records from the School District of Palm Beach County;
- Record progress notes with time frames for each contact made with youth
- Upon promotion to High School, refer participants to the Graduation Coach at Glades Central or Pahokee High.

Outcomes:

The following outcomes will be tracked:

- # and % of youth served that demonstrated improvement in student academics;
- # and % of youth served that achieved an increase in attendance;
- # and % of program participants served that improved their conduct in school;
- # and % of program participants served promoted to High School;

Quarterly Reports Submission:

Communities in School of Palm Beach County, Inc. will provide quarterly data for all program participants funded in this contract. Each quarterly report will contain the following information:

- Student school ID #
- Student grades and/or Grade Point Average (GPA)
- Student conduct grade (included in student report card)
- Number of absences out of the total number of days in quarter
- Outcomes, as identified above, tracked as shown on **Exhibit A, Example 1**

Annual Reports Submission:

- Demographic information available as shown on **Exhibit A, Example 2**

Clients Served Through CBA:

30 participants (maximum)

EXHIBIT B2

UNITS OF SERVICE RATE AND DEFINITION

FY 2017

COMMUNITY BASED AGENCY	Communities in Schools of Palm Beach County, Inc.	
Service Name and Definition of Unit of Service	Unit Cost	Total Cost of Service
<u>Service:</u> Academic Coach @ Lake Shore Middle School		\$30,672.00
<u>Definition of Unit of Service:</u> A unit of service is defined as one hour of staff time in direct client services or in related indirect work and can include providing services to CIS Students, their families and the school at large, one-on-one with individual students, classroom time, school-related meetings, home visits and parent/teacher contacts. Group supervision or any group services will be billed as a single unit, not per employee or client participating.	\$29.21	
TOTAL CONTRACT		\$30,672.00

DR

Exhibit C

Agency	Outcome Indicator	Measurement Tool	Category	Q1 Score	Target Q1 Range	Q1 Actual Average Q1	Q1 Actual Range Q1	Q1 Score	Target Q2 Range	Q2 Actual Average Q2	Q2 Actual Range Q2	Q2 Score	Q3 Actual Average Q3	Q3 Actual Range Q3	Q3 Actual Average Q4

DR

Exhibit D

Agency: _____

Youth														Household									
Last Name	First Name	Sex	Gender	Age	Ethnicity	Race	Education Level	Health Insurance	Disabled?	Current Education Status	School ID #	Low P4 High SES	Family Type	Family Size	Source of Family Income	Employment	Family Income	Housing	Edinb Language Spoken at Home	Parental Highest Ed Level	Food Stamps	Free/Reduced Lunch	
Tung	John	M	M	7	Non Hispanic	Asian	K-2	Medicaid	No	Student Full Time	123456		1234 Two Parent HH	3	Employment Other Source	Full Time	\$20,000	Rent	Chinese-Mandarin	9 to 12	No	No	
Smith	Isabel	M	M	12	Non Hispanic	White	6 to 8	Private	Yes	Student Full Time	654321		3214 Single Parent Family	2	Unemployment Other Source	Part Time	0-11,999	Rent	English	Vocational Degree	Yes	Yes	
Del Pardo	Juan	F	F	8	Hispanic	Black	9 to 5	ACA	No	Student Full Time	854321		2147 Single Parent Family	4	Unemployment Other Source	NA	0-11,999	Homeless	Spanish	6 to 8	Yes	Yes	
Baptista	Geraldine	F	F	15	Non Hispanic	White	9 to 12	None	No	Student Full Time	456123		1498 Two Parent HH	5	Social Security	NA	20-39,999	Own	Creole	Bachelor's Degree	No	No	

2017-

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BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

BUDGET TRANSFER
FUND 0001 General Fund

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 4/10/2017	REMAINING BALANCE
<u>EXPENDITURES</u>							
0001-154-1451-3401 Other Contractual Services	1,526,186	1,043,509	0	30,672	1,012,837	0	1,012,837
0001-154-2525-8201 Contributions Non-Govtl Agency	0	0	30,672	0	30,672	0	30,672
TOTALS			30,672	30,672			

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS

AT MEETING OF 05/02/2017

YOUTH SERVICES DEPARTMENT

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted



Deputy Clerk to the
Board of County Commissioners