

September, 2017

**TO:** Sylvan Union School District  
**FROM:** Stanislaus County Office Of Education, Prevention Programs  
**RE:** California Learning Communities for School Success Program (LCSSP), Cohort 1 Award

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We are pleased to inform you that you have been funded as a consortium member in our application for the Learning Communities for School Success Program, Cohort 1. This award has been funded for a three-year period beginning July 1, 2017 through June 30, 2020. We will enter into an annual grant agreement each year throughout the term of the grant funding cycle. All grant funds are to be expended in full by June 30<sup>th</sup> each fiscal year.

Please find enclosed your **2017-2018** Grant Award Packet, which includes two copies of the Grant Agreement and Memorandum of Understanding (M.O.U.). The enclosed copies must be signed by all authorizing representatives and **BOTH** copies returned to the Stanislaus County Office of Education. A fully-executed copy will be returned to the Authorized District Representative and then the first payment will be released.

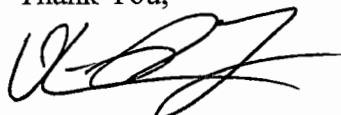
Payments will be disbursed according to the payment schedule included in the M.O.U. Annual expenditure and progress reports will be due twice per year along with the final three-year progress report due by June 15, 2020. The expenditure report and budget form may be found here: <https://www.stancoe.org/division/educational-options/prevention-programs>. Please refer to the attached M.O.U. for a schedule of all report deadlines.

**Grant Award Conditions:** Please sign and return by mail, **both** copies of the enclosed Grant Agreement, Memorandum of Understanding and budget form no later than **September 30, 2017**.  
**Return all original documents, with original signatures to:**

Stanislaus County Office of Education, Prevention Programs Department  
Attn: Sonia Hogan, Route #000  
1100 H Street  
Modesto, CA 95354

If you have any fiscal questions regarding this funding please contact Sonia R. Hogan at (209) 238-1373.

Thank You,



Ken Fitzgerald, Director of Safe and Supportive Schools  
Stanislaus County Office of Education, Prevention Programs



# California Learning Communities for School Success Program

## Grant Agreement

### SYLVAN UNION ELEMENTARY SCHOOL DISTRICT

Begin date: July 1, 2017      End date: June 30, 2018

**Annual Award Amount: \$25,370**

*This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.*

### **CERTIFICATION OF ACCEPTANCE OF GRANT CONDITIONS AND ASSURANCES**

On behalf of the district named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions; and I agree to comply with all requirements as a condition of funding explained in the Memorandum of Understanding.

I agree to accept this grant award in the amount of **\$25,370** and to ensure fiscal, program and evaluation compliance with the guidelines set by the Stanislaus County Office of Education and California Department of Education.

I have read the above information and agree to comply with all the requirements as a condition of this grant funding.

\_\_\_\_\_  
Authorized Fiscal Representative

Selma M. Hendricks  
Authorized District Representative

Cheryl Phan  
Signature

9/21/17  
Date

Selma M. Hendricks  
Signature

9/21/17  
Date

Ken Fitzgerald, Director II  
SCOE Prevention Program Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Scott Kuykendall, Assistant Superintendent  
SCOE Core Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Donald Gatti, Deputy Superintendent  
SCOE Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEARNING COMMUNITY FOR SUCCESSFUL SCHOOL PROGRAMS  
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is between the **Stanislaus County Office of Education Prevention Programs (SCOE)** and **Sylvan Union School District (SUSD)**.

The purpose of this MOU is to document our agreement to partner together for the Learning Community for Successful School Programs (LCSSP) consortium grant project beginning July 1, 2017 and ending June 30, 2020. The goals of the LCSSP program are to support evidence-based, non-punitive programs and practices employed to keep the state's most vulnerable pupils in school. The programs and practices included in our local consortium program were selected because they complement and enhance the actions and services identified in each consortium partner's Local Control and Accountability Plan (LCAP). The program includes the following clearly identified actions and services to be carried out by SCOE and SUSD, in coordination with all local consortium partners:

**SCOE Commitments**

- Provide 1.95 full-time equivalent personnel (including .3 FTE contract behavior analyst) to support and carry out consortium-wide activities and grant management
- Facilitate the consortium leadership team, coordinate activities and serve as a conduit of information from CDE and other statewide organizations that support the LCSSP grant program
- Preparation and submission of all grant-required reports, to include the collection and analysis of evaluation data
- Participation in grant-required activities, representing all members of the consortium and sharing out information collected at training and technical assistance meetings hosted by the CDE
- Provide professional development opportunities for school personnel among consortium partners to support the expansion of multi-tiered systems of support for behavior, attendance and mental wellness, to include
  - PBIS Implementation Leadership Training for all tiers and three PBIS coaching institutes
  - Mental health trainings such as but not limited to Youth Mental Health First Aid, QPR for Suicide Prevention and Eliminating Barriers to Learning
  - Classroom coaching training to strengthen classroom management skills for teachers and coaching expertise for administrators, using PBIS

- Data analysis and action planning workshops for data gathered through the California Healthy Kids Survey
- Plan consortium conferences and contract with expert presenters as part of hosting an Annual SARB Workshop, annual PBIS consortium conference, and trainings for evidence-based programs like Cognitive Behavior Intervention for Trauma in Schools (CBITS) and Bounce Back
- Provide technical assistance for district implementation leadership teams, site implementation leadership teams and PBIS coaches on the development and implementation of three multi-tiered systems of support for (1) behavior, (2) attendance and (3) student mental wellness
- Coordinate with school sites and districts to conduct annual evaluation of implementation efforts using evidence-based tools including the Tiered Fidelity Inventory, Schoolwide Evaluation Tool and the District Capacity Assessment
- Serve as the facilitator for the PBIS behavior tracking system called the School-Wide Information System (SWIS) for all participating school sites, with activities to include SWIS team member training, account management and technical support

### **SUSD Commitments**

- Sustain (as LCFF supplemental funds and the LCAP process allows) activities identified as match resources in the grant proposal to include:
  - Provide 1.5 FTE school counselors at Somerset Middle School to provide mental health support for students and promote positive behavior inside and outside the classroom so pupils are engaged in school and attending on a regular basis
  - Provide 2 campus supervisors at Somerset Middle School to ensure student safety and promote positive behavior inside and outside the classroom so pupils are engaged in school and attending on a regular basis
  - Purchase an annual license and use SWIS to track and analyze school behavioral data and Check-In Check-Out interventions at all participating school sites
- Expand activities selected during the consortium planning process to include:
  - Hire an additional part-time FTE campus supervisors at Somerset Middle School to ensure student safety and promote positive behavior inside and outside the classroom so pupils are engaged in school and attending on a regular basis
  - Purchase and provide additional student awards and incentives for behavior and attendance
- Define and document three multi-tiered systems of support focusing (1) behavior, (2) attendance and (3) student mental wellness; incorporate the use of evidence-based

non-punitive strategies across all tiers and identify data and processes that will help teams identify and serve students needing higher levels of support

- Select and send school and district personnel to participate in consortium-hosted professional development opportunities to strengthen capacity to support students for behavior, attendance and mental wellness
- Identify a district liaison to communicate regularly with SCOE on consortium activities and outcomes, and participate in consortium leadership team meetings
- Gather all applicable data related to grant and LCAP outcomes, and share with SCOE for annual grant reporting purposes
- Complete and submit annual site program budget form and budget revisions as necessary to align with program expenditures.
- Submit fiscal reports as outlined below and provide GL backup with all financial reports.

### **Budget Revisions**

When circumstances necessitate a modification of more than 10% of any line item in your approved budget, sub-grantees must submit a revised budget for any fiscal year prior to year-end along with the justification to the Stanislaus County Office of Education, Prevention Programs Department, Attention: Sonia Hogan, Budget and Grants Analyst for approval. Forms are available on our website at: <https://www.stancoe.org/division/educational-options/prevention-programs>

### **Non-Allowable Grant Fund Expenditures**

Funds are intended to enhance existing programs and must not be used to supplant other local or state funds now being used for existing staff or activities. Funds cannot be transferred to any other program account.

Funds may not be used for the following:

- Law enforcement activities, including personnel or equipment;
- Expenditures for land, buildings, or other intangible capital assets, including items acquired through leases with option to purchase and capitalized equipment costs in excess of \$5,000.
- Telephone systems, fax machines, and telephones, including cell phones and landlines;
- Purchase of vehicles;
- Out-of-state travel;
- Child care;
- Food—possible exceptions are allowed, with evidence that the provision of food is necessary to implement a programmatic intervention strategy or training event conducted beyond normal school hours or off site for students, staff, or parents;

### **Match Requirements**

Sub-grantees receiving grant funds are required to provide a local contribution of matching expenditures or services. The contribution must be equal to at least 20 percent of the total grant award. Match reporting will be due once per year and submitted at the same time as the Year-End Expenditure Reports are due.

### **Required Reports**

As a requirement of funding, all sub-grantees agree to submit annually a mid-year and year-end expenditure report with general ledger back-up. The annual progress report and year-end match report due dates are listed below. A final progress report covering the entire three-year grant cycle will be due in year three of the funding cycle. Supporting documentation must accompany the expenditure reports. Failure to submit all required reports by the appropriate due dates could result in future payments being delayed and may jeopardize continued funding. All reports should be submitted to the Stanislaus County Office of Education, Prevention Programs Department, Attention Sonia Hogan, Budget and Grants Analyst.

### **Annual Progress Reports:**

Reporting occurs semi-annually and must include the following:

1. A brief narrative describing how the funds have been utilized and the impact on the targeted student populations.
2. Metrics addressing the overall program success and improvement for targeted student populations identified in the grant and consistent with those included in the LCAP.
3. Assurance that funds have been expended on program activities according to grant requirements.
4. Any anticipated program changes or modifications.

### **Annual Progress Reports:**

- ☐ **August 31, 2018** due date for receipt of annual progress report for the period of *July 1, 2017 through June 30, 2018*.
- ☐ **August 31, 2019** due date for receipt of annual progress report for the period of *July 1, 2017 through June 30, 2018*.

### **Expenditure Reports:**

#### **Mid-Year Expenditure Report Due Dates:**

- ☐ **January 30, 2018** due date for receipt of mid-year expenditure report for the period of July 1, 2017 through December 31, 2017.
- ☐ **January 30, 2019** due date for receipt of mid-year expenditure report for the period of July 1, 2018 through December 31, 2018.
- ☐ **January 30, 2020** due date for receipt of mid-year expenditure report for the period of July 1, 2020 through December 31, 2019.

#### **Year-End Expenditure and Match Report Due Dates:**

- ☐ **July 9, 2018** due date for receipt of year end expenditure report for the period of July 1, 2017 through June 30, 2018.
- ☐ **July 8, 2019** due date for receipt of year end expenditure report for the period of July 1, 2018 through June 30, 2019.
- ☐ **July 6, 2020** due date for receipt of year end expenditure report for the period of July 1, 2019 through June 30, 2020.

**Final Three-Year Progress Reports: Due August 31, 2020**

Reporting must include the following:

1. A 1-page narrative describing how the funds have been utilized and the impact on the targeted student populations.
2. Metrics addressing the overall program success and improvement for targeted student populations identified in the grant and consistent with those included in the LCAP.
3. Assurance that funds have been expended on program activities according to grant requirements.
4. Any anticipated program changes or modifications.

**Payment Schedule**

All payments are subject to the approval and availability of state funds. Funds will be distributed annually and based on the annual awarded amount.

- ☐ 50%: 1<sup>st</sup> Quarter Payment released upon receipt of executed Grant Agreement, M.O.U. and Program Budget.
- ☐ 30%: 2<sup>nd</sup> Payment released upon receipt and approval of required mid-year expenditure reports.
- ☐ 20%: Final payment released upon receipt and approval of required Annual Progress and Year-End Expenditure Report.

**My signature below certifies that I understand the terms and conditions of this agreement and will fully participate in the implementation of the program and services described herein.**

\_\_\_\_\_  
Authorized District Fiscal Representative  
(Please Print)

Cheryl Pham  
\_\_\_\_\_  
Authorized District Fiscal  
Representative Signature

9/21/17  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agency Representative  
(Please Print)

Debra M. Hendrick  
\_\_\_\_\_  
Authorized Agency  
Representative Signature

9/21/17  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Stanislaus County Office of Education,  
Authorized Program Representative  
(Please Print)

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Stanislaus County Office of  
Education Authorized Program  
Representative Signature

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Date

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Stanislaus County Office of Education  
Authorized Core Representative  
(Please Print)

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Stanislaus County Office of  
Education Authorized Core  
Representative Signature

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Date

\_\_\_\_\_  
Printed Name of  
Stanislaus County Office of Education  
Authorized Cabinet Representative  
(Please Print)

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Stanislaus County Office of  
Education Authorized Cabinet  
Representative Signature

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Date