



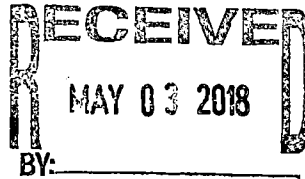
Stanislaus County  
**Office of  
Education**

Preventions Programs/SARB

Tom Changnon, Superintendent  
1100 H Street, Modesto, CA 95354 • (209) 238-1500 • FAX (209) 238-4216

April 27, 2018

Ms. Debra Hendricks  
Superintendent  
Sylvan Union School District  
605 Sylvan Avenue  
Modesto, CA 95350



RE: SARB CONTRACT – 2018-2019

Dear Ms. Hendricks,

Enclosed are copies of the 2018-2019 SARB contracts. Please have the copies signed and returned to the SCOE Office, Preventions Programs/SARB, and Attention: Sharma. A copy of the fully executed contract will be returned to your office.

Before a referral is made, all efforts must be made to correct truancy, chronic absenteeism and behavior. County SARB requires that schools utilize the outline in the attached Truancy Process. We can begin hearing SARB cases as early as the middle of August. SARB panel will continue to meet on Thursdays from 1:00 p.m. at 1100 H Street, Modesto, CA 95354 during the school year. Our Annual SARB Workshop in partnership with the San Joaquin CASCWA section is scheduled on Thursday, August 30<sup>th</sup>, 2018 and August 31<sup>st</sup>, 2018. A flyer is attached.

**The number of cases listed in this contract is based on the average number of cases referred to SARB in the last 5 years. SARB billing will be conducted twice per year. The first will be mid-year on December 1<sup>st</sup>, 2018 and the second will be end of the year on June 15<sup>th</sup>, 2019**

A Sheriff's Deputy is contracted for SARB hearings. Sheriff's STARS Volunteers will continue to serve our SARB subpoenas. A judge of Superior Court is assigned in the same department for Monday court hearings as well as Wednesdays 601 W&I citations. We offer SARB mandated Family Education Program to all families with no cost towards the families.

Please contact us at (209)238-1514 if you have any questions regarding the contract. We would appreciate having the signed contract returned, addressed to: **SCOE, Prevention Programs/SARB, and 1100 H Street, Modesto, CA 95354** by the **31<sup>st</sup> of May**. Return envelope enclosed. We look forward to working with your schools.

Sincerely,  
TOM CHANGNON, Superintendent

Sharma Uma  
SARB Specialist

**STANISLAUS COUNTY OFFICE OF EDUCATION  
1100 H STREET  
MODESTO, CA 95354**

***SCHOOL ATTENDANCE REVIEW BOARD  
SARB OFFICE – 238-1514***

**AGREEMENT TO FURNISH CONSULTANT SERVICES**

PURSUANT TO EDUCATION CODE SECTION 10400 SYLVAN UNION SCHOOL DISTRICT hereinafter called DISTRICT, has need of the specialized services of THE STANISLAUS COUNTY OFFICE OF EDUCATION, an independent contractor, hereinafter called CONSULTANT, for the period specified herein, according to the following terms and conditions.

Consultant shall be, for the purposes of this agreement, an independent contractor and shall not be deemed an employee of the DISTRICT for any purpose.

The DISTRICT may provide such supplies and equipment as shown herein for the convenience of CONSULTANT and such accommodation shall not operate as in indication of employment.

I. TERM

1. The effective dates of the Agreement are for the 2018-2019 fiscal year.
2. Case management will be in effect for one year from the SARB hearing date.

II. SERVICE TO BE PERFORMED

1. Consultant shall: Provide School Attendance Review Board, hereinafter called SARB, services, as detailed in Attachment A, to said district and its affiliated schools.
- 2.

III. MANNER OF PERFORMANCE

1. Consultant shall perform all services required in a competent and professional manner under the direction of the Superintendent who shall review and evaluate Consultant's performance and determine the final acceptance of the end product to be produced under the terms of this Agreement.

IV. COMPENSATION

Consultant shall be compensated for services in the following manner.

1. Flat fee of \$725.00 per district..... \$ **725.00**
2. Minimum number of cases provided to consultant  
by district @ \$1,000.00 per case...(x 8 ) ..... \$ **8,000.00**
3. Estimated cost for SARB services.....**TOTAL = \$ 8,725.00**
4. The consultant will bill the District on a mid-year and at the end of the year basis.  
Payments shall be made upon presentation of invoice properly completed by the  
Consultant.
5. Additional cases above the committed amount will be billed at a rate of  
\$1,000.00 per case.
6. All monies received as fines due and payable resulting from a conviction of a criminal  
complaint filed in municipal court against parents of SARB students will be remitted to  
Stanislaus County Office of Education and deposited in the SARB account (budget) for  
use in the administration of SARB.

#### V. ASSIGNMENT

1. This agreement is for personal services to be performed by Consultant and may not be  
assigned to, sub-let to or performed by any person or persons who are not parties hereto  
except by employees of Consultant.

#### VI. TERMINATION OF AGREEMENT

1. This agreement shall terminate on the last day of services as written in Article 1 except:
  - (a) District may terminate at any time if Consultant does not perform, or refused to  
perform according to this Agreement.
  - (b) District may terminate services of Consultant at any time if, in the professional  
judgment of the management supervisor named herein, Consultant's performance  
is unsatisfactory as to the manner of performance or the product of said  
performance fails to meet the District's requirements as specified in Article II.
  - (c) In the event of early termination Consultant shall be paid for all work or services  
performed to the date of termination together with amount for approved expenses  
due to owing.

VII. CONSULTANT'S RIGHT OF RETENTION

1. CONSULTANT shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the CONSULTANT.

VIII. EXTENSION OF TERM

1. By mutual consent of the parties hereto the term of service described herein in Article I, may be extended by reformation of this Agreement and the attachment hereto of an addendum mutually executed setting forth the extended term.

WITNESSETH

That the parties hereto have agreed, promised and covenanted to perform the obligations herein set forth we have subscribed our names hereto this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, County of Stanislaus, State of California.



Debra Hendricks  
Superintendent  
Sylvan Union School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vicki Bauman  
Director III  
Prevention Programs  
Stanislaus County Office of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott Kuykendall  
Assistant Superintendent  
Educational Options  
Stanislaus County Office of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Don Gatti  
Deputy Superintendent, Business Services  
Stanislaus County Office of Education

\_\_\_\_\_  
Date

## **Attachment A**

### **SARB Services**

#### **Pre- and Ongoing SARB Support**

- Provide ongoing technical support for chronic truancy prevention, intervention and potential SARB cases; provide annual SARB workshop and other regular professional development events
- Provide pre-SARB hearing review of case referrals to ensure sufficient and effective documentation, provide clerical support for applications and other related forms
- Coordinate home visits for special cases
- Conduct background and record checks for weekly hearings from appropriate local agencies
- Coordinate with Foster Youth and Homeless Liaisons across the county as needed

#### **SARB Hearings**

- Organize and facilitate a countywide SARB board to include members from key support agencies and stakeholders including health, juvenile justice, mental health and law enforcement
  - Hearings facilitated by a Stanislaus County Sheriff's Deputy (contract service)
- Require the attendance of all siblings living in the home of each SARB case
- Maintain records of SARB hearings and track data to support tracking of student interventions to support your LCAPS

#### **Post-hearing Support**

- Conduct ongoing Family Education Program classes for the whole family
- Host an annual recognition event for students with improved attendance and behavior
- Send Reminder notification at the beginning of every year to SARB families as a reminder to SARB directives.
- File criminal complaints and juvenile petitions parents and/or students for failure to appear at SARB hearings or comply with SARB directives; follow-through on all court proceedings and attend hearings and related hearings in person, present criminal complaints in court hearings
- Gather all school reports for court filings, assemble affidavit and submit all related evidence to the court
- Track all court cases, and provide status updates of all court proceedings to schools and districts

#### **Strengthening SARB Efforts**

- New data system to more closely track SARB students and families, monitor progress and automate notification processes
- Year over year tracking and streamlined support for repeat offenders