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OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

To Board of Education

From Dr. Gary Yee, Acting Superintendent  
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action *Maria Santos*  
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 10-23-13

Subject Memorandum of Understanding - Kern County Superintendent of Schools Building Healthy Communities/Building Healthy Youth AmeriCorps Program - Castlemont and Fremont High Schools

Action Requested Approval by the Board of Education of a Memorandum of Understanding (MOU) between District and Kern County Superintendent of Schools Building Healthy Communities/Building Healthy Youth AmeriCorps Program, to support mentoring for at-risk students at Castlemont and Fremont High Schools.

Background The Kern County Superintendent of Schools Building Healthy Communities/ Building Healthy Youth AmeriCorps Program and OUSD agree to work in partnership to support the implementation of mentoring programs to improve academic and behavior outcomes for participating students at Castlemont and Fremont High Schools.

Discussion Approval by the Board of Education of a Memorandum of Understanding (MOU) between District and Kern County Superintendent of Schools Building Healthy Communities/Building Healthy Youth AmeriCorps Program for 5 mentors to recruit and support 100 students by providing one on one mentoring, in class academic support, goal setting, and progress monitoring for the period September 1, 2013 through June 30, 2014, at no cost to the District. *8/19/13* *8/18/14*

Recommendation Approval by the Board of Education of a Memorandum of Understanding (MOU) between District and Kern County Superintendent of Schools Building Healthy Communities/Building Healthy Youth AmeriCorps Program, to provide mentoring at Castlemont and Fremont High Schools.

Attachments Memorandum of Understanding between District and Kern County Superintendent of Schools Building Healthy Communities/Building Healthy Youth AmeriCorps Program

OFFICE OF CHRISTINE LIZARDI FRAZIER  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*Advocates for Children*

BUILDING HEALTHY COMMUNITIES / BUILDING HEALTHY YOUTH  
AMERICORPS PROGRAM

AGREEMENT  
BETWEEN  
THE KERN COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
Oakland Unified School District

THIS AGREEMENT (hereinafter "Agreement") is made and entered into on \_\_\_\_\_, by and between the Kern County Superintendent of Schools (hereinafter "KCSOS"), a California public education agency, and Oakland Unified School District (hereinafter "Lead Agency"), the designated organization coordinating the Building Healthy Communities / Building Healthy Youth AmeriCorps program in its community.

**I. Term**

The term of this Agreement is from August 19, 2013 through August 18, 2014. This Agreement is subject to annual renewal, with possible revisions to the Building Healthy Communities / Building Healthy Youth AmeriCorps Program (hereinafter "BHC/BHY") design.

**II. Purpose**

The purpose of this agreement is to delineate the roles and responsibilities of each party to implement the BHC/BHY AmeriCorps Program in the Lead Agency's community.

**III. Roles and Responsibilities of Each Partner**

KCSOS Office will serve as the lead in the BHC/BHY AmeriCorps Program to provide AmeriCorps mentors in selected California communities. Oakland Unified School District serves as the lead agency for the Building Healthy Communities / Building Healthy Youth Communities AmeriCorps Program in East Oakland.

**KCSOS Office shall:**

- Appoint a KCSOS Staff Member for the AmeriCorps Program to implement activities at all targeted communities.



- Maintain a cooperative association with the lead agency and placement sites.
- Assist in the recruitment of qualified AmeriCorps applicants.
- Verify eligibility of AmeriCorps applicants according to Corporation for National and Community Service requirements.
- Prior to the beginning of the term of service, conduct and verify criminal records background clearance of any AmeriCorps Member (hereinafter "ACM") accepted into the program in accordance with requirements of Education Code 45125.1 and the Corporation of National and Community Service. Background checks shall be conducted through the National Sex Offender Public Registry, Federal Bureau of Investigation, and the California Department of Justice. For applicants who reside in another state, additional criminal records background checks shall be required through the appropriate state agency.
- Verify all ACMs have current TB clearances prior to placement at service sites.
- Immediately notify Lead Agency of any subsequent arrest of any BHC/BHY ACM serving in its community, should it occur.
- Employ ACM and provide living allowance, workers compensation benefits, health benefits, reimbursement of allowable travel expenses, and uniforms, and arrange for child care benefits for eligible ACMs. At successful program completion, make arrangements for ACM to receive AmeriCorps Education Award.
- Collect and maintain appropriate personnel and payroll documentation of the ACM.
- Provide guidance to Lead Agency to provide appropriate training to ACMs so they can effectively mentor students and fulfill other service requirements.
- Create and manage subcontracts for California School-Age Consortium (Cal-SAC) and regional mentor trainings.
- Appoint a Program Supervisor to serve as a liaison with the Lead Agency and Local Facilitator (hereinafter "LF") and to resolve any issues relating to ACM's service performance.
- Work with Lead Agency to arrange ACM's service schedule so that he or she completes the required hours of service by July 18, 2014.
- Assist Lead Agency and LF in implementing program components in accordance with grant requirements.
- Maintain accurate and current information for the BHC/BHY communities and placement sites for the dual purpose of CaliforniaVolunteers visitations and reports.
- Along with its contracted local grant evaluator, provide technical assistance to Lead Agency on reporting requirements.



- Submit completed progress reports to CaliforniaVolunteers as requested and on the dates due.
- Provide all required data to the contracted local grant evaluator.
- Enter into and/or approve all agreements between KCSOS and AmeriCorps placement sites.
- Abide by those guidelines as established in the Agreement between CaliforniaVolunteers and KCSOS.
- Monitor compliance of subcontracted partners in the fulfillment of the terms of this agreement and AmeriCorps provisions
- Convene and facilitate statewide and regional meetings and training sessions.
- Provide overall fiscal responsibility for the administration of the grant funds, to include submission of year end expenditure reports, and any other documentation requested by the funding agency.
- Develop and maintain a budget that allocates sufficient grant funds to meet the cost of implementing its program responsibilities under this AGREEMENT.
- Expend income according to regularly established policies and procedures of the funding agency and KCSOS.
- KCSOS shall not be obligated to expend any of its own funds other than funds from the Grant, to fulfill its obligation under this AGREEMENT.

**Lead Agency shall:**

- Implement all required AmeriCorps program components in accordance with the Agreement between CaliforniaVolunteers and KCSOS and the Performance Measures presented in Attachment A.
- Select a Local Facilitator (.20 FTE minimum) to serve as the primary liaison with KCSOS and the placement sites and to fulfill the duties as described in Attachment B.
- Abide by those guidelines as established in the Agreement between CaliforniaVolunteers and KCSOS.
- Submit a subcontract budget by August 19, 2013.
- Arrange for mandatory Member Development Training in the topics listed in Attachment B.
- Provide an accounting of any in-kind contributions provided in support of the BHC/BHY AmeriCorps program.
- Invoice KCSOS on a monthly or quarterly basis, in accordance with and not to exceed the amount stated in the approved grant budget.



- Submit program reports by required deadlines to KCSOS in its capacity as the LEA.

#### **IV. Compensation**

KCSOS shall compensate the Lead Agency a total of \$24,000 to cover the costs of an employee (.20 FTE minimum) to serve as Local Facilitator and to cover related costs, including, but not limited to, supplies, mileage, training and a maximum 12% indirect administration. Reimbursement shall be based on invoices and supporting documentation submitted to KCSOS by the twenty-fifth day of the month following the month or quarter during which the services were provided. KCSOS shall remit payment to the Lead Agency within thirty (30) days of receipt of the approved complete monthly or quarterly invoice, and receipt of funds from funding agency. Payments made to School Districts within Kern County shall be made in a fund transfer to the account of the Lead Agency Account No. \_\_\_\_\_.

District authorizes KCSOS to make all payments due under this Agreement to account.

#### **V. Staff Criminal Records Background Clearance Requirements**

The Lead Agency shall certify that the Local Facilitator has received criminal records background clearances through the FBI, California Department of Justice, and the National Sex Offender Public Registry. The Lead Agency shall contract with the Department of Justice for "subsequent arrest service" and shall immediately inform KCSOS if the Local Facilitator has been subsequently charged with a felony defined in Education Code section 45122.1, pending resolution of the criminal charge. Each party shall indemnify, hold harmless, and defend the other party from any and all damages, claims, lawsuits, penalties, or causes of action arising out of said party's failure to comply with this section.

#### **VI. Status of Parties**

The parties agree that, in performing as described in this Agreement, each shall act as an independent contractor. The employees of each party shall not be entitled to participate in any pension plan, insurance, bonus, or similar benefits provided by another party.

Nothing contained in this Agreement shall be deemed to create any relationship of principal and agent, master and servant, or employer and employee between the employees of one party and another party.

Each party shall be solely responsible for withholding applicable payroll taxes and contributions, including but not limited to federal, state, and local income taxes, FICA, FUTA, and state unemployment, workers' compensation, and disability insurance associated with its own employees. Each party agrees to hold the other parties harmless, and indemnify and



defend them from any liability resulting from said party's failure to make such payments.

#### **VII. Indemnification**

Each party shall defend, hold harmless, and indemnify the other parties, their governing boards, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property, from any cause whatsoever arising from or connected with said party's actions and conduct.

This indemnity shall survive termination of this Agreement and is in addition to any other rights or remedies that the parties may have under law and/or otherwise.

#### **VIII. Insurance Requirements**

Each party shall obtain, pay for, and maintain in effect during the life of this AGREEMENT the following policies of insurance issued by an insurance company rated not less than "A-;VII" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate (2) commercial automobile liability insurance for "any auto" with combined single limits of liability not less than \$1,000,000 per occurrence; (3) professional liability insurance (errors and omissions) with a limit of liability not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law.

Nothing in this section concerning minimum insurance requirements shall reduce a party's liability or obligation under the indemnification provisions of this Agreement.

The parties acknowledge that the other parties are permissibly self-insured under California law.

#### **IX. Nondiscrimination**

Neither party shall discriminate in the treatment or employment of any individual or group of individuals on any ground prohibited by law, nor shall the personnel of either party harass any person based on gender or any other basis prohibited by applicable law in the course of performing its obligations under this Agreement.



## X. Parties of Interest

Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the parties to it and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third person to either party to this Agreement, nor shall any provision give any third person any right of subrogation or action against either party to this Agreement.

## XI. Conditions

This Agreement is conditional on notification of continued funding by the Corporation for National and Community Service.

## XII. Amendment

The provisions of this Agreement may be modified only by mutual agreement of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.

## XIII. Termination

This Agreement may be terminated without cause by either of the parties. The party desiring termination must provide written notice to the other parties. Termination will be effective 45 calendar days after actual receipt of the written notice.

Oakland Unified School District  
Lead Agency

CHRISTINE LIZARDI FRAZIER  
KERN COUNTY SUPERINTENDENT OF SCHOOLS

By: [Signature] 10/24/13  
Print Name: David Kakishiba  
Title: President, Board of Education  
Address:

By: [Signature]  
Signatory Name: Kim Sloan  
Title: Financial Operations Officer  
Address: 1300 17<sup>th</sup> Street, Bakersfield, CA 93301  
Account Code: 01-735-9010-5-5800.00-7150-2100-58-1500-000

By: [Signature] 10/24/13  
Print Name: Gary Yee, Ed.D.  
Title: Secretary, Board of Education

Date: 6/25/13

File ID Number: 13-2358

Introduction Date: 10-23-13

Enactment Number: 13-2203

Enactment Date: 10-23-13

By:

Americorp Lead Agency Agreement  
KCSOS Ref #25049

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel  
APPROVED FOR FORM & SUBSTANCE  
BY: [Signature]  
Attorney at Law

OUSD certifies that OUSD nor the Contractor appears on the Excluded Parties List at:  
<https://www.sam.gov/portal/public/SAM>



## Attachment A

# CALIFORNIA PERFORMANCE MEASUREMENT WORKSHEET -- DO NOT change the format of PMWs

Answer "A"-"D" for the Total Program

[A] Program Name	Building Healthy Communities AmeriCorps
[B] Member Hours Per Slot Type for PROGRAM	1700 x <u>46</u> = <u>78,200</u> ; 900 x <u>8</u> = <u>7,200</u> ; 675 x <u>   </u> = <u>   </u> ; 450 x <u>   </u> = <u>   </u> ; 300 x <u>   </u> = <u>   </u>
[C] Total Member Hours for the PROGRAM	85,400
[D] Will Member perform ANY fundraising activities?	<input type="checkbox"/> YES and a Fundraising PMW is included. <input checked="" type="checkbox"/> NO, Members will not do any fundraising activities

## Needs & Service

Answer for THIS Performance Measure

[E] Performance Measure Title	Decreased Disciplinary Actions
[F] Primary PMW—where members spend <u>most</u> of their hours.	<input checked="" type="checkbox"/> YES this is the Primary PMW <input type="checkbox"/> NO this is NOT the Primary
[G] End Outcome Result after 3 years	A decrease in disciplinary actions.

PMW Directions		OUTPUT	INTERMEDIATE OUTCOME
1	<b>Need.</b> VERY BRIEFLY describe the community need this PM will address. Not to exceed 500 characters.	The California Endowment's Building Healthy Communities initiative has targeted 7 California regions with concentrated poverty and a variety of other risk factors. After a year-long community engagement process, violence prevention emerged as the most urgent community health need. According to the California Healthy Kids survey, 65 – 80% of youth in targeted communities do not feel safe at school. As a result, the seven communities agree that well-trained mentors are needed to work with school-age youth.	
2	Identify the <b>Result</b> the community expects to see addressed. This is a short pithy statement [i.e., Increase academic skills; or Increase recycling awareness, etc].	Youth will receive one-on-one or small group mentoring both in school and after school.	Youth will decrease disciplinary actions.
3	<b>Indicator</b> —this is what the community <u>looks at</u> to gauge progress to the result—This is <u>NOT</u> THE INSTRUMENT	The number of mentees who participate in the program.	The number of mentees who decrease disciplinary actions.
4	<b>Amount of Service</b> —answer a. thru f. for this PM. This should be determined by thinking about the specific activity & amount of time it may take to achieve result #2.  No member service hours may be earned from home without written CV approval.	a. # of Members: <u>46</u> FT/8HT <u>   </u> b. Hours per day: <u>7.00/4.00</u> c. # of days per week: <u>4.00/3.75</u> d. Duration [in weeks]: <u>47</u> <u>   </u> e. Total member hours for this activity: <u>66,176</u> f. Number of hours in "e" devoted to "preparation": <u>19,035</u>	



5	<p><b>Participant information</b>— answer a thru d. It is important to be specific when describing "high need" population. 5d: Given that you cannot serve more than indicated in "c," how will you select those you will serve from the many that need your services? This is NOT the "referral" process. Also, describe how you <u>select</u> beneficiaries to receive your "service"—who or what will receive service.</p>	<p>a. # of direct beneficiaries: 1,016</p> <p>b. High need target population: K – 12 grade students who meet the Corporation's "disadvantaged" criteria [defined below], and have received a minimum of one disciplinary action and/or suspension in the past year.</p> <p><b>Disadvantaged youth</b> includes those youth who are economically disadvantaged and one or more of the following:</p> <p>(A) Who are out-of-school youth, including out-of-school youth who are unemployed</p> <p>(B) Who are in or aging out of foster care</p> <p>(C) Who have limited English proficiency</p> <p>(D) Who are homeless or who have run away from home</p> <p>(E) Who are at-risk to leave secondary school without a diploma</p> <p>(F) Who are former juvenile offenders or at risk of delinquency</p> <p>(G) Who are individuals with disabilities</p> <p><b>Disciplinary Action:</b> Serious disciplinary actions may include referrals to the principal's office, referrals to alternative schools or programs, referrals to the juvenile justice system, in-school or out-of-school suspensions or expulsions.</p> <p>AND are eligible for Free or Reduced Lunch</p> <p>c. # of direct high need beneficiaries: 1,016</p> <p>d. Describe the beneficiary <u>selection</u> process: A school or program administrator will identify youth who would most benefit from mentoring and meet the disadvantaged criteria listed above. The identified youth will receive permission forms to complete and return. Permission forms will be accepted until all slots are filled.</p>	
6	<p><b>Activity</b>—Describe how your members will achieve the Target [#8]. Explain exactly what <u>members</u> will do. Give a clear picture of member activity. <u>Do not repeat</u> information already provided in this PMW.</p>	<p>Members will serve in schools and in afterschool programs mentoring 1,016 youth (mentees). Members will work with mentees to identify challenging behaviors and reinforce positive/healthy choices. Members will plan, implement, and report on a variety of structured activities which may include one or more of the following: in-school academic support, afterschool academic support, relationship/social, behavioral support, college/career, physical activity, service-learning, community service, general arts, cultural arts, or health. Members will use appropriate opportunities to model desired behavior. Full-time members will have a roster of 20 mentees and half-time members will have a roster of 12 mentees. Members will meet with mentees 1:1-3 at least one hour per week. If mentor is school based, Member will shadow mentee in their classes and extracurricular activities. Mentees will be assessed 3x per year with a 15 minute survey; the survey will not disrupt weekly meetings.</p>	
7	<p><b>Measurement</b>—What <u>data &amp; instruments</u> will be used to measure indicators? For <u>each</u> Indicator, identify the name of the instrument, the data being collected, who will complete the instrument, and how often data will be collected. <b>EACH</b> indicator in #3 needs an instrument. <u>DO NOT</u> change the format</p>	<p>[Reporting &amp; Reflection Log] to collect data on mentee/mentor matches commenced and daily activities, indicating a 1:1, 1:2, or 1:3 ratio.</p> <p>Completed by Member. Frequency completed daily or whenever mentee receives service – submitted weekly.</p>	<p>[Student Tracking Log] to collect data on <u>referrals, suspensions, and expulsions for the school or classroom, to be obtained with consent of parents and in cooperation with school administrators</u></p> <p>Completed by Program Supervisor and Evaluator. Frequency 2 x per year.</p>



8	<p>State the target that the program expects to meet within the year.</p> <p><b>Outcomes</b> Targets must have 4 components:</p> <p>[1] % of people/things that changed</p> <p>[2] What changed</p> <p>[3] Amount of the change</p> <p>[4] Dosage—This is the amount of time research &amp; experience tell you is needed to achieve the desired change. You would need to know this to know how many members were needed and how many people/things you could successfully serve</p>	<p><b>Output Targets are simple tallies and counts</b></p> <p>Year #3:</p> <p><b>ED3A</b> 1,016 mentee/mentor relationships will be commenced</p> <p><b>ED4A</b> 80% of 1,016 [813] mentees will receive a minimum of 36 hours of 1:1-3 mentoring for a minimum nine-month interval.</p> <p><u>18 hours of 1:1 mentoring per mentee</u></p> <p><u>6 hours of 1:2 mentoring per mentee</u></p> <p><u>12 hours of 1:3 mentoring per mentee</u></p> <p><input checked="" type="checkbox"/> Please check if this is a national performance measure. Begin your target with the specific National Measure ID (i.e. ED4A: 348 of 435 mentees will receive a minimum of 36 hours of 1:1-3 mentoring for a minimum nine-month interval, etc.).</p>	<p>Year #3:</p> <p><b>ED7</b> 64% [520 of 813] mentees who receive 36 hours of 1:1-3 mentoring will show no or reduced disciplinary referrals and/or suspensions.</p> <p><input checked="" type="checkbox"/> Please check if this is a national performance measure. Begin your target with the specific outcome National Measure ID (i.e. ED7: 223 of 348 mentees who receive 36 hours of 1:1-3 mentoring will show no or reduced disciplinary referrals and/or suspensions, etc.)</p>
9	<p>If you have data for this performance measure from prior years, report it here. We are not looking for a data dump. We are looking for your previous performance in this area.</p>	<p><b>ED3A</b> 1,081 mentee/mentor relationships will be commenced</p> <p><b>ED4A</b> 23% of 1,285 [299] mentees will receive a minimum of 36 hours of 1:1-3 mentoring for a minimum nine-month interval.</p>	<p><b>ED7</b> 1.5% [16 of 1028] mentees who receive 36 hours of 1:1-3 mentoring will show no or reduced disciplinary referrals and/or suspensions.</p> <p>If accounting only students we have data for AND received the minimum dosage, exactly 50% showed no or reduced disciplinary referrals and/or suspensions.</p>



## CALIFORNIA PERFORMANCE MEASUREMENT WORKSHEET

### [REQUIRED] Common Strengthening Communities

Answer for THIS Performance Measure

<b>[D] Performance Measure Title:</b>	<b>Volunteer Recruitment</b>
<b>[E] Primary PMW</b> —where members spend <u>most</u> of their hours.	<input type="checkbox"/> YES this is the Primary PMW <input checked="" type="checkbox"/> NO this is NOT the Primary

PMW Directions	OUTPUT—mandatory	OUTCOME optional
1 <b>Need:</b> Brief statement on why volunteers are needed and how they will enhance your program service.	Volunteers are needed to support the program's service projects and increase services/capacity of individuals and agencies tied to the Building Healthy Communities initiative.	
2 Identify the <b>Result</b> the community expects to see addressed. This is a short pithy statement	Volunteers will be recruited to assist with the BHC AmeriCorps projects, national days of service, and/or other BHC efforts within the community.	
3 <b>Indicator</b> —this is what the community <u>looks at</u> to gauge progress to the result—This is <u>NOT</u> THE INSTRUMENT	[1] The number of volunteers recruited for <u>on-going</u> activities [2] The number of volunteers recruited for <u>one-time</u> activities [3] The number of <u>on-going</u> volunteers hours served [4] The number of <u>one-time</u> volunteers hours served	
4 <b>Amount of Service</b> —answer each question a. - f. These numbers apply only to this PMW. Please do not change the format. No member service hours may be earned from home without written CV	a. # of Members: <u>46FT/8HT</u> b. Hrs per day: <u>3.50/1.00</u> c. # days per wk: <u>2.00/1.00</u> d. Duration [in weeks]: <u>32/35</u> e. Total member hours for this activity: <u>10,584</u> f. Number of hours in "e" devoted to "preparation": <u>8,467</u>	
5 <b>Participant</b> information	Target population to recruit: (e.g. <i>Baby boomers, senior, etc.</i> ) <u>middle and high school youth in the BHC communities, along with some adult allies.</u>	
6 <b>Activity</b> —Describe how members will recruit volunteers, & if applicable, any other activities. Give a clear picture of member activity. Do not repeat information already provided in this PMW.	Members will focus on recruiting youth volunteers among mentees and peers of mentees in schools and at community-based organizations. They will also recruit adults who are part of the BHC initiative to assist with implementation of large projects, such as a school or community clean-up. Members will recruit volunteers via BHC meetings, flyers, announcements, community fairs or events, community-based organizations, social networks, and volunteer websites. Time devoted to this activity will include planning, implementing, and reporting of service projects and events in the community.	
7 <b>Measurement</b> —What <b>data</b> and <b>instruments</b> will be used to measure indicators?	[1] Volunteer Log to collect data on # of volunteers recruited for <u>on-going</u> activities [2] Volunteer Log to collect data on # of volunteers recruited for <u>one-time</u> activities. [3] Volunteer Log to collect data on # of volunteer hours for <u>on-going</u> activities. [4] Volunteer Log to collect data on # of volunteer hours for <u>one-time</u> activities.	
8 State the <b>targets</b> that you expect to meet on this PM for each of three years.  <u>EACH</u> instrument listed in #7 needs 3 targets.	[1] <u>0</u> volunteers recruited for <u>on-going</u> activities [2] <u>500</u> volunteers recruited for <u>one-time</u> activities [3] <u>0</u> volunteer <u>hours</u> for <u>on-going</u> activities [4] <u>1,600</u> volunteer <u>hours</u> for <u>one-time</u> activities	



9	If you have data for this performance measure from prior years, report it here.	<p>2011-12:</p> <p>[1] ____74____volunteers recruited for <u>on-going</u> activities</p> <p>[2] ____657____volunteers recruited for <u>one-time</u> activities</p> <p>[3] ____264.50____volunteer <u>hours</u> for <u>on-going</u> activities</p> <p>[4] ____2,380.75____volunteer <u>hours</u> for <u>one-time</u> activities</p>	FILL THIS IN!
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• **CALIFORNIA PERFORMANCE MEASUREMENT WORKSHEET**  
 • **[REQUIRED] Common Member Development PMW**

Answer for THIS Performance Measure

<b>[D] Performance Measure Title:</b>		<b>Member Development</b>	
<b>[E] Primary PMW</b> —where members spend <u>most</u> of their hours		<input type="checkbox"/> <b>YES</b> this is the Primary PMW <input checked="" type="checkbox"/> <b>NO</b> this is NOT the Primary	
PMW Directions	OUTPUT	OUTCOME	
1 <b>Need.</b> Describe the community need this PM addresses.	<i>Members deserve to be appropriately trained to perform the services assigned, to increase both professional skills and community development skills, and to enhance their esprit de corps experience.</i>		
2 Identify the <b>Result</b> you expect to achieve. This is a short pithy statement (i.e., for outcomes: Increase academic skills; or Increase recycling awareness, etc).	<i>Members receive the training to provide quality service to the community and to increase professional development.</i>	<i>Members increase knowledge &amp; skills, gain insight into the community, and experience the power of national service. Members increase professional development and connection to the community.</i>	
3 <b>Indicator</b> —what will you <u>look at</u> to gauge progress toward your result? THIS IS <u>NOT</u> THE INSTRUMENT!!!	<i>The number of members trained in program's core training</i>	<i>The percent of members who increase knowledge, skill and connection to the community.</i>	
4 <b>Amount of Training</b> —enter the number of hours per member. See <a href="http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm">http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm</a> for orientation requirements. No member service hours may be earned from home without written CV approval.	a. Orientation: [# of members <u>46FT/8HT</u> ] x [# of hours <u>40FT/40HT</u> ] = <u>2,160</u> b. Ongoing Hours: [# of members <u>46FT/8HT</u> ] x [# of hours <u>120FT/120HT</u> ] = <u>6,480</u> c. National Service: [# of members <u>      </u> ] x [# of hours <u>      </u> ] = <u>      </u> d. Other: [# of members <u>      </u> ] x [# of hours <u>      </u> ] = <u>      </u> e. Total Member Training Hours [add a., b., c., and d.] <span style="float: right;"><u>8,640</u></span>		
5 <b>Member information</b> —Don't forget "I".	a. # of FT Members [1700 hrs]: <u>46</u> b. # of HT Members [900 hrs]: <u>8</u> c. # of RHT Members [675 hrs]: <u>      </u> d. # of QT Members [450 hrs]: <u>      </u> e. # of MT Members [300 hrs]: <u>      </u> f. # MSY <span style="float: right;"><u>50</u></span>		
6 <b>Activity</b> —Describe how your program will achieve the result. Outline training <u>your program</u> will provide to members. Do not repeat your Training Plan. Just <u>highlight</u> training and development you offer to members. <u>DO NOT</u> repeat information already provided in this PMW.	Plan details are in your Narrative— <u>briefly</u> highlight your training plan. Include core topics, frequency/number of hours, trainers. <b>Note:</b> Member development is about <u>what the program provides</u> to the members-- <u>not</u> about development members seek on their own [e.g., degrees, job skills programs, certification, etc].  Define your core training. It must include mandated AC training [e.g. prohibited activities, member rights and responsibilities, code of conduct, suspension and termination rules, etc.], training members need to deliver program services [i.e.. child abuse reporting, working with families, etc.], and any training your partnership considers mandatory. Not all training must fall into Core training.  There will be a minimum of 21 (6 days pre-service / 15 days on-going) full-day trainings. Core training includes the following: member agreement and expectations, prohibited activities, personnel rules, member benefit review, history & mission of AmeriCorps, background of local community & BHC partners, mandated child abuse reporting, sexual harassment, CRP/First Aid, Member Development, Mentoring, and Volunteer Recruitment. Core training also includes: initiating the mentor/mentee relationship, partnering with schools, mentor activities, compassion fatigue, closing the mentor relationship, and life after AmeriCorps. The program will host three regional retreats and other training will be facilitated at the local level, meeting local needs.		
7 <b>Measurement</b> —What <u>instruments</u> will measure indicator? Indicate the instrument <u>name</u> & what data it will collect. <b>EACH</b> indicator listed in #3 needs to have an instrument.	<u>Training Log</u> to collect data on <u>member names, specific topic, and # of hours</u>		<u>Member Performance Review</u> to collect data on <u>member skill increases</u> . Administered by <u>Member Supervisor</u> Frequency: <u>3x per year</u>

8	<p>State the <b>targets</b> that you expect to meet. <b>EACH</b> instrument listed in #7 needs a target within the year.</p> <p><b>Output</b> Targets are simple tallies and counts</p> <p><b>Outcomes</b> Targets have 4 components: [1] % of people/ things that changed, [2] what changed, [3] amt of change, and [4] dosage.</p>	Year #3: 54 members (46FT/8HT) will complete Core Training	Year #3: 20% [11] of members will increase skills by .2 points on a 5 point Likert scale overall from pre to end-of-year performance evaluation.
9	If you have data for this performance measure from prior years, report it here.	<p>2011-12:</p> <p>59 members (41 full-time, 18 half-time) participated in 7,841 training hours.</p>	<p>2011-12:</p> <p>56% [33] of 59 members increased skills by .2 points on a 5 point Likert scale overall from pre to post performance evaluation.</p>



## **Attachment B**

### **BUILDING HEALTHY COMMUNITIES / BUILDING HEALTHY YOUTH AMERICORPS PROGRAM (KCSOS – BHC/BHY)**

#### **ROLES & RESPONSIBILITIES - LOCAL FACILITATOR**

The Local Facilitator (LF) serves an important role in collaborating and bridging the work of all the different groups involved. Operating as a liaison between AmeriCorps Members, sites, site supervisors, community stakeholders, and KCSOS, the LF often serves as the main initial point of contact. The LF assists placement sites in implementing program components and ensuring compliance with program requirements. In addition to ensuring that members are adhering to rules and regulations of the program, the LF's role is to support everyone to do their best thinking and practice. Duties include, but not limited to:

#### **Member Recruitment**

- In collaboration with KCSOS, coordinates and assists in AmeriCorps Member outreach, recruitment and selection in local community
- Serves as the authorized representative of KCSOS for the purposes of verifying the AmeriCorps Members' employment eligibility documents and signing the I-9 forms

#### **Direct Member Support**

- In collaboration with KCSOS, coordinates and schedules local trainings, including the following mandatory trainings required by BHC/BHY:
  - Cal SAC Modules
  - Leadership Development
  - Life After AmeriCorps
  - Using Your Education Award
  - Member Agreement & Expectations
  - AmeriCorps Prohibited Activities
  - Personnel Paperwork
  - Member Benefit Review
  - History & Mission of AmeriCorps
  - Background of Local Community and BHC
  - Mandated Child Abuse Reporting
  - Team Building
  - Sexual Harassment
  - CPR/First Aid
- Assists in coordinating member work schedules, mentoring activities, and service projects
- Investigates and intervenes when Members are out of compliance, assisting KCSOS in delivering any disciplinary action if necessary
- Assists in collecting Member evaluations from Site Supervisors three times a year
- In collaboration with KCSOS, completes and participates in Member evaluations three times a year
- Tracks absences of members

#### **Community Strengthening**

- Coordinates site placements and helps identify Site Supervisors
- Provides opportunities for AmeriCorps Members to serve in the community, including implementation of at least four mandatory community strengthening service activities
- Supports members in volunteer recruitment
- Connects program to larger BHC initiative

#### Program Compliance

- Conducts regular site visits
- Assists service placement sites in implementing the program and ensuring compliance with program requirements
- Meets with Program Supervisor at least once per month
- Submits written report of all monthly activities to Program Supervisor
- Approves member time sheets
- Collects and submits all Member paperwork, including Members' personnel paperwork, schedules, Parent Permission forms, mentee roster, mentee surveys, Service Site Sign-In Sheets, Requests for Time Off, Complete Hours Action Plan, Records of Service Projects, Volunteer Sign-In Sheets, training agendas and sign-in sheets
- Provides all required data for the local grant evaluator
- Attends required statewide and regional meetings
- Participates in monthly conference calls
- Submits monthly local facilitator reports