

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

## *Main Locations*

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

July 13, 2023

San Bernadino County Dept. of Public Health  
340 N. Mtn. View Avenue  
San Bernadino, CA 92415

Dawn Rowe,

Attached is your Agency Agreement for 23 – 24 from California Friday  
Night Live Partnership.

Please sign and return either by e-mail or by mail to:

E-mail: [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

**OR**

Mail: Tulare County Office of Education  
Attn: Karla Doyer, Purchasing & Agreements Manager  
P.O. Box 5091  
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,



Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

# SCOPE OF SERVICES - EXHIBIT A

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## 1. RESPONSIBILITIES OF AGENCY:

(Please provide a detailed description of services and deliverables to be provided by San Bernardino County Department of Public Health.)

See Exhibit A.

## 2. RESPONSIBILITIES OF SUPERINTENDENT:

(Please provide a list of items The Tulare County Superintendent of Schools will furnish.)

See Exhibit A.

## FEE SCHEDULE

The contract total for services to be provided are estimated to be

The contract total for services to be provided is estimated to be \$150,000.00.

Invoice: CONTRACTOR shall submit invoice(s) as necessary, but no more than once per quarter. Invoice(s) shall be accompanied by a narrative report.

including travel or other expenses.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

<b>Exhibit (A)</b>	_Exhibit A _FNL SEL Implementation SOW (150,000).docx	30.06KB
<b>Exhibit (B)</b>	San Bernardino SEL FNL PLAN - APPROVED.doc	43.5KB
<b>Exhibit (C)</b>	_Exhibit C - FNL Standards of Practice.pdf	353.07KB
<b>Exhibit (D)</b>		

# AGENCY AGREEMENT 240296

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**THIS AGREEMENT**, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **San Bernardino County Department of Public Health**, referred to as **AGENCY**.

**ACCORDINGLY, IT IS AGREED:**

## 1. TERM: This Agreement shall become

**effective as**

7/1/2023

**and shall expire on .**

6/30/2024

2. **SERVICES:** AGENCY shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)
3. **COST OF SERVICES:** SUPERINTENDENT shall pay AGENCY for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of                      \$ 150,000.00

## 4. METHOD OF PAYMENT:

- a. **AGENCY must submit itemized invoices to SUPERINTENDENT** for the cost of the services.
- b. **AGENCY** is responsible for maintaining verifiable records for all expenditures.

5. **INDEMNIFICATION:** SUPERINTENDENT and AGENCY shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or AGENCY or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

**THE PARTIES**, having read and considered the above provisions indicate their agreement by their authorized signatures below.

**AGENCY**  
Dawn Rowe  
San Bernardino County Department of Public  
Health  
340 N Mtn View Avenue  
San Bernardino, CA 92415

**SUPERINTENDENT**  
Tim A. Hire, Superintendent  
Tulare County Superintendent of  
Schools  
Tulare County Office of Education  
P.O. Box 5091  
Visalia CA 93278-5091

**SUPERINTENDENT**

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**Signature**



**Date**



**AGENCY**

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**Signature**



**Date**

**TCOE Program Information**

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**Contact Person:** Katelyn Williford

**Telephone:** 1264

**Department/Program:** California Friday Night Live Partnership

Please return an original copy to:

Tulare County Office of Education  
ATTN: Internal Business Services Secretary  
P.O. Box 5091  
Visalia, CA 93278-5091

# EXHIBIT A

## SCOPE OF SERVICES

### 1. RESPONSIBILITIES OF CONTRACTOR:

- Implement Friday Night Live (FNL) Social Emotional Learning (SEL) chapters based on the county's approved project plan (see EXHIBIT B).
- Utilize the FNL Standards of Practice throughout project implementation. (see EXHIBIT C).
- Submit quarterly narrative reports, based on the schedule below:

<u>Quarter</u>	<u>Narrative Report Due</u>
July 1 – September 30, 2023	October 15, 2023
October 1 – December 31, 2023	January 15, 2023
January 1 – March 31, 2024	April 15, 2023
April 1 – June 30, 2024	June 30, 2024

- Report chapter activities through an online portal on a quarterly basis.

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

- The California Friday Night Live Partnership (CFNLP)/Superintendent will provide technical assistance (TA) to support the successful implementation of all contractor responsibilities.
- The CFNLP/Superintendent will provide a reporting template that will accompany the invoice(s).

# EXHIBIT A

## FEE SCHEDULE

The contract total for services to be provided is estimated to be \$150,000.00.

### **Reporting:**

CONTRACTOR will record FNL activities on a quarterly basis through an online portal.

CONTRACTOR will submit quarterly narrative reports via email to [Katelyn.williford@tcoe.org](mailto:Katelyn.williford@tcoe.org).

### **Invoicing:**

CONTRACTOR shall submit invoice(s) as necessary, but no more than once per quarter. Invoice(s) shall be accompanied by a narrative report.

MAIL: Tulare County Office of Education  
California Friday Night Live Partnership  
Attn: Katelyn Williford  
PO Box 5091  
Visalia, CA 93278-5091

EMAIL: [katelyn.williford@tcoe.org](mailto:katelyn.williford@tcoe.org)

*Friday Night Live & Social Emotional Learning  
Youth Community of Practice (YCOP)*

**Project Outline**

San Bernardino County Department of Public Health – Friday Night Live

Main Contacts: Sharfaa Ahmad [Sharfaa.Ahmad@dph.sbcounty.gov](mailto:Sharfaa.Ahmad@dph.sbcounty.gov) 909.361.0554

Key Personnel: Sharfaa Ahmad, Heather Cockerill [HCockerill@dph.sbcounty.gov](mailto:HCockerill@dph.sbcounty.gov) 909.387.4557

***Project Plan*****1. FNL SEL Chapters**

- A. Chaparral High School B.FNL
  - C. 1 hour meetings 2 times a month.
  - D. 1, 2+ hour meeting and school wide event per quarter.
  - E 1 School wide event per quarter
  - F. One presentation a year for school staff.
  
- A. Granite Hills High School. B. FNL
  - C. 1 hour meetings once a month
  - D. 1, 2+ hour meeting and school wide event per quarter.
  - E. 1 School wide event per quarter
  - F. One presentation a year for school staff.
  
- A. Indian Springs High School B.FNL
  - C. 1 hour meetings once a month
  - D. 1, 2+ hour meeting and school wide event per quarter.
  - E. One School wide event per quarter
  - F. One presentation a year for school staff.
  
- A. Chino Teen Center B.CL
  - C. 1 hour meetings once a month
  - D. 1, 2+ hour meeting and school wide event per quarter.
  - E. 1 School wide event per quarter
  - F. One presentation a year for school staff.
  
- A. Oak View High School B.FNL
  - C. 1 hour meetings once a month
  - D. 1, 2+ hour meeting and school wide event per quarter.
  - E. One School wide event per quarter
  - F. One presentation a year for school staff.
  
- A. Bradley Elementary B. FNLK
  - C. 1 hour meetings once a month
  - D. 1, 2+ hour meeting and school wide event per quarter.
  - E. One School wide event per quarter
  - F. One presentation a year for school staff.



## EXHIBIT B

- Bradley Elementary FNL will hold an event quarterly to increase mental health awareness as well as substance abuse prevention. One 2+ hour meeting and school wide event per quarter. One presentation a year for school staff.
- 2. No mentoring expansion at this time.
- 3. Community of Practice: *Expansion of ongoing partnership through interaction and membership with the Whole Child Collaborative*
- 4. Describe the organizational plan for supporting expanded meeting times, additional training, and the implementation of schoolwide activities.
  - **Chaparral HS:** is an alternative education site so the schedule is flexible, and meetings can be extended. Chaparral students have been wanting to do more events to support and bring awareness to mental health/wellness. This expansion will allow us to provide students with more resources to accomplish that goal. The school's administration is supportive towards these goals.
  - **Granite Hills HS:** has implemented FNL through their Peers class which has a limited number to students currently only 8. Our chapter at Phoenix academy Club live have expressed interest in FNL and all the students would not be able to be in FNL since it's through the peer class. We're hoping to establish a club on campus to eliminate a barrier which will allow Phoenix academy students to integrate who will be incoming freshman. This will provide an opportunity for any other students who have expressed interest to join as well. The school's administration is supportive towards these goals.
  - **Indian Springs HS:** expanded meetings are supported by the school's admin and the ASB teacher. School events are regularly hosted by ASB. The plan is to incorporate more prevention topics to make the events more educational.
  - **Chino Teen Center:** meetings are typically 4-5pm they can easily be expanded to 3:45-5:45. Chino Teen Center is an afterschool program, therefore there will be no schoolwide events, but the students from Chino Teen will be spreading the FNL message to their middle schools which will hopefully also lead to the addition of some chapters in Chino. The site's administration is supportive towards these goals.
  - **Oak View High School** meets for one hour, and with the permission of the principal meetings can be expanded to 2 hours quarterly. Oak View students do best when they are in a setting outside of school. This will allow students to focus better on the information and activities presented to them and provide them the opportunity learn and practice skills that can improve their performance at school. The school's administration is supportive towards these goals.
  - **Bradley Elementary School:** was a before school chapter but there were too many challenges with schedules causing the shift to lunch time. At this time there's been some

## EXHIBIT B

challenges to coordinating school wide events, this funding would help overcome that challenge. This is a chapter that requested grant opportunities to provide more resources and alternative activities. The school's administration is supportive towards these goals.

- **DPH/FNL Staff Support:** There will be an effort to find training opportunities to gain more knowledge and experience to better assist students and staff. Staff will be able to adjust their schedules to accommodate the expanded meeting times and events. County coordinator and staff will work supportively with youth to educate on SEL principles and benefits. Staff will also support youth with school events and meetings.

### Additional Information

- San Bernardino County FNL would like to host county-wide conferences/retreats to provide more knowledge for SEL implementation.

### 5. Timelines and Deliverables

- Quarter 1: One extended chapter meeting and one school event per quarter. 6 Total extended meetings, 6 school events.
  - o Work with students to educate them on SEL principles and benefits
  - o Conduct demonstrative activities with students
- Quarter 2: One extended chapter meeting and one school event per quarter. 6 Total extended meetings, 6 school events.
  - o Assist students with planning a tabling events to educate more students and staff on SEL practices
  - o Conduct classroom presentations to educate other students and staff
- Quarter 3: One extended chapter meeting and one school event per quarter. 6 Total extended meetings, 6 school events.
  - o Assist students with creating educational material and activities to present to school staff
  - o Schedule a meeting and send out an invite to school administrators
- Quarter 4: One extended chapter meeting and one school event per quarter. 6 Total extended meetings, 6 school events.
  - o Present to school staff
  - o Host an end of year SEL school wide event/activity



## Friday Night Live/Club Live Youth Development Standards of Practice

Youth in FNL/Club Live programs will experience the following:

- **A Safe Environment**
  - Physical safety – to feel safe physically, free from the risk of harm.
  - Emotional Safety – to feel safe emotionally, to feel like they can be who they are.
- **Opportunities for Community Engagement**
  - Knowledge of Community – to learn about their community and its resources.
  - Interaction/Interface with the Community – to interact and work with community members.
  - Communication with the Community – to communicate about the program or youth issues.
  - Contribution to the Community – to give back and serve the community.
- **Opportunities for Leadership and Advocacy**
  - Decision-Making and Governance – to participate in decision-making and occupy leadership roles, such as staff or board roles.
  - Youth Voice – to learn to express their opinions constructively and to hear those of others.
  - Action – to take action on issues or projects they care about outside of the program – in the community, at school.
- **Opportunities to Build Caring and Meaningful Relationships with Peers and Adults**
  - Peer Knowledge – to learn about their peers and build relationships with them.
  - Adult Knowledge/Guidance – to learn about the adult staff and build relationships with them.
  - Emotional Support – to feel supported emotionally by others in the program.
  - Practical Support – to feel like their practical needs are met by adult staff.
  - Sense of Belonging – to feel like they belong, like they matter to the group and its success.
- **Opportunities to Engage in Interesting and Relevant Skill Building Activities**
  - Specific Skills – to develop and build specific skills through program activities.
  - Challenging and Interesting Activities – to engage in interesting and challenging activities.

