



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: June 15, 2016

Purpose: Report Only Recognition Discussion/ Possible Action

Presenter(s): Sandra J. Sandoval, Director of Student Support

Item Title:

Approve the 2016-2017 JOVEN Service Delivery Agreement to provide in-facilities services to our students to build life skills and healthy habits utilizing substance abuse prevention curriculum.

Description:

2016-2017 JOVEN Service Delivery Agreement between South San Independent School District to provide in-facilities services based on the Prevention curriculum pursuant to state and district requirements and regulations as well as each school's specific programming needs. JOVEN staff will implement Prevention Services program at the following campuses: Zamora, Armstrong, Price, Benavidez and Hutchins.

District Goal:

Goal 6 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

CFO Approval

Services are rendered without cost to the district

APPROVAL ROUTE
Principal/Director:
Executive Director:
Chief Administrator:
Superintendent:

SIGNATURE
[S. Sandoval signature]
[Executive Director signature]
[Chief Administrator signature]
[Superintendent signature]

DATE
6/16/16
6-6-16
6-6-16
6-9-2016



Memorandum of Understanding Program Agreement

This agreement constitutes the understanding made between **JOVEN** and **South San Antonio Independent School District**, whereby JOVEN staff will provide in-facilities services based on the Prevention curriculum pursuant to state and district requirements and regulations as well as each school's specific programming needs.

JOVEN and South San Antonio Independent School District agree to the following:

1. **Purpose of Agreement:** This collaboration is between JOVEN and **South San Antonio Independent School District** to coordinate efforts to appropriately address the needs of the target population in the community by establishing Prevention Services.

2. **Plan of Service:** JOVEN will provide curriculum and instruction up to six schools. Providing curriculum for these schools will depend on any limitations JOVEN may have such as the availability of staff. The group(s) will be conducted for a period determined by the specific curriculum. After the initial program cycle has been completed, JOVEN staff and school staff will determine the need of continuing the group for further support and/or services.

3. **Fee of Service:** The services provided by JOVEN are at no cost to the district, students, and parents- **(\$0.00)**.

4. **JOVEN Responsibilities:** To provide a qualified and trained facilitator. The facilitator's responsibilities include:

- providing all curriculum materials necessary for education sessions
- complete and submit all needed documentation on the target population; such as demographics and student attendance for statistical reporting purposes
- maintaining the confidentiality of program participants unless information requiring further action is disclosed during program facilitation in accordance with **South San Antonio Independent School District** Board policies and as otherwise required by state and federal law
- maintaining communication with school counselors on JOVEN programs, projects and activities

5. **South San Antonio Independent School District Responsibilities:** To assist JOVEN staff with the completion of any necessary documentation that complies with district and state guidelines to include:

- providing a signed memorandum of understanding
- retrieving parent/guardian consent forms which allow JOVEN staff access to the academic, behavioral performance and attendance for each participant, before and after groups;
- identifying groups with an appropriate number of participants per group, as deemed suitable by specific curriculum standards (no more than 25 for classroom groups and no more than 14 for pull-out groups);
- providing appropriate, accessible classroom space and seating for JOVEN staff to conduct their groups;
- assigning a counselor, teacher, or classroom aide, at the District's option, to assist with classroom management
- permitting JOVEN staff to distribute announcements intended for parents i.e. flyers and other materials related to the curriculum being offered
- assisting JOVEN staff with the duplication of any needed forms and materials to be used for the purpose of this agreement; and
- maintaining communication with the JOVEN program director and staff to address issues or concerns.

Group cycle will begin:

- 2016-2017 School Year (including summer). To be renewed annually. This MOU may be terminated by either party by providing written notice to the other party of a decision to terminate.

Dr. Abelardo Saavedra Date
Superintendent of Schools

Amy Cardenas Date
JOVEN CEO



Memorandum of Understanding Program Agreement

This agreement constitutes the understanding made between JOVEN and South San Antonio Independent School District, whereby JOVEN staff will provide in-facilities services based on the Prevention curriculum pursuant to state and district requirements and regulations as well as each school's specific programming needs.

JOVEN and South San Antonio Independent School District agree to the following:

1. **Purpose of Agreement:** This collaboration is between JOVEN and South San Antonio Independent School District to coordinate efforts to appropriately address the needs of the target population in the community by establishing Prevention Services.

2. **Plan of Service:** JOVEN will provide curriculum and instruction up to six schools. Providing curriculum for these schools will depend on any limitations JOVEN may have such as the availability of staff. The group(s) will be conducted for a period determined by the specific curriculum. After the initial program cycle has been completed, JOVEN staff and school staff will determine the need of continuing the group for further support and/or services.

3. **Fee of Service:** The services provided by JOVEN are at no cost to the district, students, and parents- **(\$0.00)**.

4. **JOVEN Responsibilities:** To provide a qualified and trained facilitator. The facilitator's responsibilities include:

- a.) providing all curriculum materials necessary for education sessions
- b.) complete and submit all needed documentation on the target population; such as demographics and student attendance for statistical reporting purposes
- c.) maintaining the confidentiality of program participants unless information requiring further action is disclosed during program facilitation in accordance with South San Antonio Independent School District Board policies and as otherwise required by state and federal law
- d.) maintaining communication with school counselors on JOVEN programs, projects and activities

5. **South San Antonio Independent School District Responsibilities:** To assist JOVEN staff with the completion of any necessary documentation that complies with district and state guidelines to include:

- a.) providing a signed memorandum of understanding
- b.) retrieving parent/guardian consent forms which allow JOVEN staff access to the academic, behavioral performance and attendance for each participant, before and after groups;
- c.) identifying groups with an appropriate number of participants per group, as deemed suitable by specific curriculum standards (no more than 25 for classroom groups and no more than 14 for pull-out groups);
- d.) providing appropriate, accessible classroom space and seating for JOVEN staff to conduct their groups;
- e) assigning a counselor, teacher, or classroom aide, at the District's option, to assist with classroom management
- f) permitting JOVEN staff to distribute announcements intended for parents i.e. flyers and other materials related to the curriculum being offered
- g.) assisting JOVEN staff with the duplication of any needed forms and materials to be used for the purpose of this agreement; and
- h.) maintaining communication with the JOVEN program director and staff to address issues or concerns.

Group cycle will begin:

- 2016-2017 School Year (including summer). To be renewed annually. This MOU may be terminated by either party by providing written notice to the other party of a decision to terminate.

Dr. Abelardo Saavedra Date
Superintendent of Schools

Amy Cardenas Date
JOVEN CEO