



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: July 21, 2025

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Agenda Section: Consent Agenda

Agenda Item Title: Approve the Letter of Agreement between Family Service of San Antonio, Inc. and South San Antonio ISD.

From: Jennifer Gutierrez, Deputy Superintendent

Additional Presenters if Applicable: Rosemary Morales, Director of Guidance and Counseling

Description: This is an agreement between SSAISD and Family Service Association of San Antonio, Inc.. Family Service Association of San Antonio, Inc. is one of our CARE Zone partners who will deliver the following services: family strengthening programming, youth development program, individual counseling, group counseling, family counseling, and substance abuse counseling.

Historical Data: The Board approved this same service agreement with Family Service since June 15, 2022.

Recommendation: Approve the service agreement between Family Service of San Antonio, Inc. and South San Antonio ISD.

Purchasing Director and Approval Date: _____

Funding Budget Code and Amount: 289 E 61 6299 00 804 6 11 001- \$15,000



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LETTER OF AGREEMENT

September 1, 2025 – August 31, 2026

This letter of agreement is entered into between Family Service Association of San Antonio, Inc., (Family Service), and South San Antonio Independent School District for the purpose of supporting the planning and implementation of youth leadership, family strengthening, parent engagement, and behavioral health programs delivered to underserved school-aged children and their families in a collaborative effort to foster resiliency, increase academic achievement and student attendance, and prepare youth for post-secondary transition. In addition, Family Service staff will engage youth in the Best Buy Teen Tech Center for STEAM activities located at the Neighborhood Place as well as recruit youth to participate in summer paid internships related to career readiness opportunities.

Family Service and community partners are working to address the social determinants of health (SDOH) with a trauma informed lens that affect individuals and families served. SDOH are conditions in environments where people are born, live, learn, work, play, and age that affect a wide range of health and quality of life outcomes and risks, including: poverty, educational barriers, work challenges, economic stability, family conflict, post-traumatic stress disorder, substance abuse, behavioral and mental health disorders, adverse childhood experiences, aging factors, etc.

Through a collaborative agreement, Family Service will provide their expertise and management of an ongoing, follow-up strategy to ensure the success of each child served by the agency within the South San Antonio Independent School District between September 1, 2024 and August 31, 2025.

Family Service will deliver the following services:

- Family Strengthening programming at an identified elementary school based on district need.
 1. Family and Schools Together (FAST) evidence-based curriculum programming
 2. Literacy promotion activities including potential Read and Rise sessions
 3. Monthly ongoing follow-up Fastworks sessions to include FAST graduates from Carrillo and Athens, any new schools, and past graduates.
 4. Family Counseling as identified in partnership with the parent participants; additionally grief counseling provided to identified youth through the Children's Bereavement Center
 5. Case management to include linkages to needed resources
- Youth Development programming at Dwight, South San, and any other identified schools (pending available funding)
 1. Youth Development evidence-based curriculum programming in school
 2. College and Career readiness activities including potential summer internships
 3. Risk screening and case management for linkages to needed resources
 4. Afterschool programming related to STEM activities through Technology and the Arts
 5. Transition camps for youth entering middle school and high school
 6. Case management to include at-risk youth follow-up and referrals
 7. Strengthening Families and/or Raising Highly Capable Kids Curriculum offered to youth and their families.
- Third Grade Reading – If funding is available reading tutoring could be offered at an Elementary.
- Behavioral Health –
Family Service will provide counseling (individual, group, family, and substance abuse) and Early childhood classroom observation training based services. Including potential counseling space at Athens Elementary per district availability.
 1. Provide services, not to exceed six sessions per client referred, made available at South San Independent School District location utilizing licensed staff who receive appropriate supervision, and non-licensed staff under Family Strengthening services determined by



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Family Service. Additional sessions for a specific student may be requested by South San personnel in writing.

2. Respond to referrals made by South San Independent School District location staff within 72 hours of referral receipt via phone call or visit. Face to Face contact with referred client will be made within 10 working days of referral received by Family Service staff.
3. Provide a sign-in log at South San Independent School District locations showing all visits, hours, amount of time and dates to remain South San Independent School District location with copy provided to Family Service.
4. Designate a point of contact (Behavioral Health or Early Childhood Well Being Manager) for coordination of services and schedules. Currently: email SouthSan @family-service.org.
5. Notify South San Independent School District location of any concerns, needed changes, or updates to this contract in a timely manner.
6. Submit an invoice providing total amount billed, dates of service and times of service to South San Independent School District location by the 10th working day of the following month for services provided for the previous month.
7. Review (staff) cases with South San Independent School District location clinical supervisor as needed/requested of cases referred, when appropriate authorization is provided by client.

To deliver these services, Family Service will provide:

1. Administrative oversight and financial management;
2. Planning, implementation, and oversight of service continuum;
3. Coordination with district staff on identifying participants per service for maximizing outcomes and minimizing duplication of services.
4. Disseminate information on summer youth college and career opportunities program (eligible campuses will be determined by City of San Antonio funding requirements);
5. Program facilitators and trained team members with on-site supervision and training;
6. Assistance in identifying and recruiting campus staff team members, program participants and needed space;
7. Providing parents and/or guardians with information and obtaining consent;
8. Recruiting parent volunteers and providing leadership training as available;
9. Training and support on the curriculum for team members;
10. Program supplies and other resources, as budgeted to support program activities;
11. Required documentation of program activities and families served;
12. Track and review outcomes for future development and growth opportunities, and
13. Assistance in delivering in-service trainings for teachers and administration.
14. Develop and implement communication and support systems around youth identification, need and progress among service providers, school and parents.

South San Antonio Independent School District agrees to support and assist in the following:

1. Provide critical student data (grades, attendance, behavior) for evaluation purposes;
2. Assist in identifying school(s) that can best support and are in need of program services;
3. Coordination with Family Service staff on identifying participants per service for maximizing outcomes and minimizing duplication of services.
4. Assist with informing parents/guardians of services and obtaining consent;
5. Send appropriate team/staff members to program training;
6. Submit counseling referrals to Family Service designated Manager with confidentiality ensured via password protected email documents;
7. Share appropriate pertinent information with Family Service staff to facilitate the referral and services as authorized by referred client;



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8. Provide space and equipment for all programming, including counseling space at Athens Elementary or on designated school campus’ as identified by the district, parent rooms and potential evenings, on school site(s);
9. Provide space for the curriculum and follow-up/referral components on the school site(s);
10. Assist in arranging in-services for teachers, as needed;
11. Provide and show support of the program within the school and community;
12. Provide administrative attendance to programming, when needed, and
13. Track and review outcomes for future development and growth opportunities.
14. Develop and implement communication and support systems around youth identification, need and progress among service providers, and school and parents.

Other conditions:

1. Specific details regarding implementation will be negotiated at the time of funding confirmation;
2. If Family Service does not receive funding to manage youth and family strengthening programming, this agreement is not binding.

Mary E. Garr
President/Chief Executive Officer
Family Service Association of San Antonio, Inc.

Superintendent of Schools
South San Antonio Independent School District

Direct Service and Co-Investment costs, to support actual costs, for one (1) elementary school (Carrillo or other school as identified by district) family strengthening programming (including monthly follow-up program) and family counseling at various elementary sites. Additionally, services will be offered at the schools designated by the district to receive youth development programming. Target schools may change based on mutual agreement between Family Service and the District.

FAST (SSISD Elementary)

Budget Categories		SSISD Investment
A.	Personnel	\$4,500
B.	Program Supplies (Curriculum, food, activities)	\$5,500
C.	Contractual	\$5,000
Total Budget		\$15,000

Pasos por Vida: Afterschool Youth Success Model

Budget Categories		SSISD Budget Requirements
A.	Personnel	Family Service In-Kind
B.	Fringe Benefits	Family Service In-Kind
C.	Program Supplies (Curriculum activities, books, etc.)	Family Service In-Kind
D.	Recreational Activities (Food, vans, field trips, etc.)	Family Service In-Kind
Total Budget		\$0.00

BEHAVIORAL HEALTH – South San Schools identified by school district

Budget Categories	SSISD Budget Requirements
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A.	Hourly Rate	\$74
B.	Authorization	Up to 6 sessions
C.	Type of service	Counseling and/or classroom observation
D.	South San scheduled appointments not kept by client or cancelled within 24 hours	\$30 (50% reimbursement)
Total Budget to be determined by District Budget		\$0.00