

183683

# INTERGOVERNMENTAL AGREEMENT

## Parkrose School District, Multnomah County and City of Portland

The parties to this agreement ("Parties") are School District No. 3, Multnomah County Oregon, a school district of the State of Oregon ("District"), Multnomah County, acting by and through its Department of County Human Services SUN Service System Division ("County"), and the City of Portland acting by and through its Bureau of Parks and Recreation ("City"). The parties enter into this agreement pursuant to authority granted in ORS Chapter 190 (Intergovernmental Cooperation).

### RECITALS

- A. The purpose of this agreement is to describe and implement a partnership in order to fulfill a shared vision for all three Parties for the SUN Service System (as set forth in the School Age Policy Framework): The purpose of the IGA is to develop a formalized relationship among the Parties in order to link academic programs with enrichment, social and support services to ensure that every child in the District has access to services that will enhance his/her educational success. The goal of the Parties is to provide each child with the maximum opportunity to succeed in school regardless of their social or economic background.
- B. The parties believe that partnership and collaboration are essential to the success of the SUN Service System (SUN SS), and commit to work collaboratively together to achieve their shared vision of an integrated educational, social and health service delivery system. To this end, the Parties are committed to creating and supporting a shared vision, common goals, and a clear communication structure as set forth in this agreement.

### AGREEMENT

1. **PROGRAM DESCRIPTION.** The SUN SS is a service delivery framework that includes school-based and school-linked services. For the purpose of this agreement, "school-based services" are those services housed and provided at school sites, and "school-linked services" are those coordinated with the District, but may be provided at community sites other than schools. The SUN SS is described in further detail in the SUN Service System Program Model. SUN SS includes the following school based programs:

- 1.1 **SUN Community Schools (SUN CS).** The purpose of SUN CS is to retain and support students by using the school as a community center and service delivery site before and after school, evenings, on weekends and during the summer. The SUN CS Lead Agency is the non-school entity that works with the principal and other school leadership at a given SUN CS school site to develop a collaborative partnership and deliver SUN CS services. Generally the SUN CS Lead Agency is a private non-profit provider under contract with the County; at some of the sites services are provided directly by City staff. The SUN CS Site Manager is the staff member employed by the SUN CS Lead Agency to administer the program at a specific site.

SUN CS core service categories include:

- Academic Support and Skill Development (for youth and adults).
- Family Engagement/Involvement.
- Community and Business Involvement.
- Service Integration (including linkages to bring in health, mental health and social services to meet the schools' needs).
- Site Management.

All SUN CS services are to be linked with the school day and are planned and delivered in a close collaboration between the school principal, school staff and the SUN CS Site Manager. SUN CS services are delivered on a 12-month schedule.

The Parties agree that SUN CS is not a special education program and special education services will not be provided.

183683

**2. RESPONSIBILITIES OF ALL PARTIES.** The Parties mutually agree as follows:

**2.1 Collaboration and Coordination of Programs and Resources.** The Parties agree to work collaboratively to implement and support the SUN SS comprehensive school-based services (including the SUN CS model) in designated schools. This includes implementing SUN CS in an aligned model; participating in service siting decisions; and participating in the selection, monitoring, and evaluation of non-profit contractors. Coordination of services and available funding among the parties will enhance the implementation of the SUN SS in the most cost-effective manner. The Parties agree to discuss these issues at all levels to ensure the best, most cost-effective service delivery.

**2.2 Recognition of Partnership.** The Parties agree to publicly recognize all partners for the funding, resources and SUN SS services they provide. This includes incorporating the appropriate logos on communications materials.

**2.3 SUN SS School Districts Council.** The Parties agree to create and appoint staff members to the SUN SS School Districts Council, which will meet five or six times a year to share information, address challenges, and provide guidance for system development and service integration.

**2.4 Appropriation of Funds.** Each party recognizes that the other parties to this Agreement are public bodies subject to the State of Oregon Local Budget Law (ORS Chapter 294). Each party's obligations and promises under this Agreement are therefore subject to the annual appropriation of funds by each party's respective governing body. Failure of a party to comply with the terms and conditions of this Agreement shall not be considered a breach of this Agreement if such failure is based upon a funding decision made by its governing body pursuant to the local budget process. The Parties agree to meet and confer regarding any proposed funding changes that would effect delivery of SUN SS services under this Agreement, and agree to make good faith efforts to amend this Agreement to address such funding changes in a manner that best accomplishes the purposes of SUN SS as described above.

**2.5 Participate in Program Evaluation.** The parties will participate in development and revision of a SUN SS Evaluation Plan. The Parties will establish performance indicators and reporting requirements on an annual basis and agree to comply with such requirements. At a minimum, the evaluation plan will include summative performance indicators, but it may also include evaluation activities of a formative nature.

**2.6 SUN SS School-Based Service Locations and Providers.** The Parties agree on the list of SUN Service System School-Based Service Locations and Providers attached as Attachment A.

**3. RESPONSIBILITIES OF DISTRICT.** The District agrees as follows:

**3.1 Appointment of District Liaison; Responsibilities.** The Superintendent will designate a senior level leader to act as the District Liaison to supervise the District's participation in SUN SS ("District Liaison"). The District Liaison may designate additional District Liaisons as s/he deems necessary for specific programs or locations. The District Liaison or designee will:

- a. Be the primary District contact for SUN SS and be responsible for maintaining communications with County SUN SS Manager and City Liaison, staff, and other service providers in order to implement SUN SS.
- b. Be the designated District recipient of any written notice from the other parties under this Agreement including requests for locating services or sharing data; information related to this IGA; and evaluation and monitoring reports.
- c. Represent the District on the SUN SS School Districts Council.
- d. Provide notice of District and individual school policies to SUN SS staff.
- e. Work with the County SUN SS Manager, City Liaison and school principals and staff to identify and allocate District and school resources to enhance and facilitate coordination with SUN SS programs.

183683

- f. Notify the City or County of unsatisfactory performance by any staff person or subcontracted SUN CS Lead Agency and support the City or County's investigation and resolution of the performance issues. The District will not be considered a co-employer of any City, County, or County Subcontractor staff person, and the County and City agree that they will not make any allegations to the contrary in the prosecution or defense of any suit or other claim or proceeding regarding such staff person.

**3.2 Use of School Facilities.** The District will provide access to school facilities for SUN SS programs pursuant to the District's Use of Buildings policy, attached as Attachment B and incorporated by reference herein. SUN SS programs will be given priority over other users pursuant to this Policy. The District shall not charge SUN SS programs any rent or other user fee for use of its facilities.

**3.3 Transportation.** Include SUN Community Schools (SUN CS) in state reimbursed transportation for students attending extended-day programs. The District shall coordinate and pay for all state-reimbursable transportation for SUN CS. Individual SUN CS lead agencies will reimburse the district 30% of transportation costs on a schedule determined by the District. Any transportation not reimbursable by the state will be billed to the SUN CS lead agency at 100% of cost.

**3.4 Protocols for Partnership.** The District will develop a protocol for agencies and organizations not affiliated with SUN SS or SUN CS to enter into partnership with the District and align with existing services and the school improvement plans. The SUN CS Site Manager will act as coordinator for collaboration and integration of all extended-day activities and partners within a school building. The District will require that other agencies link with the SUN CS Site Manager.

In SUN CS sites where the district is required to provide Supplemental Education Services (SES) as set forth in the provisions in NCLB, Title I, Part A, Subpart 1, Sec.116, the District will follow the General and Supplemental Education Services (SES) Protocols that are part of the SUN CS Program Instructions, an example of which is attached as Attachment E.

**3.5 Information and Communication.** The District will:

- a. Provide to the County annual demographic and academic data on individual schools and students receiving the SUN SS school-based services. The parties will define the specific data to be provided and agree to a distribution timeline. This data constitutes education records under the Family Education Rights and Privacy Act, 20 USC § 1232g ("FERPA"), and Oregon state regulations regarding education records, OAR 581-021-0220 to 581-021-0440 ("Oregon Student Records Regulations") Note: the District cannot provide free and reduced lunch information for individual students, but can provide summary data, as long as the data does not reveal any personally identifiable information.
- b. Permit the City and County to distribute SUN SS promotional materials at all District facilities without the need to seek District approval for distribution. SUN SS programs will be responsible for transporting the materials to the schools, without use of the District's internal mail system. The District will not be responsible for paying for any such materials.
- c. Include the SUN CS site managers in any public involvement aspect of the principal selection process.

**3.6 Provision of Additional Information by District.** At the County or City's written request, the District will provide additional information or data as needed to satisfy other reporting requirements or Partner needs. The District will provide such information within thirty (30) days of the date of the County or City's written request.

**3.7 Final Authority of Principals.** The Principal of each school will make the final decision regarding the formation, continuation, nature and type of SUN SS programs that will be provided at the school.

183683

**3.8 Obligations of District Principals at Each School Site.** District principals of schools receiving SUN CS services will:

- a. Enter into a collaboration agreement with the County or City at the beginning of each school year. The form SUN SS School-Based Services Collaboration Agreement is attached as Attachment C and incorporated by reference herein.
- b. Provide access to school sites and space necessary for SUN CS to perform their work. The principal will not charge SUN SS programs any fee or charge for access or use of these school facilities.
- c. Coordinate the provision of SUN CS services provided at the school with the SUN CS Lead Agency. Joint management includes participation of the principal in the following:
  - i. Selection process for the SUN CS site manager, as appropriate within Lead Agency human resources policies and rules.
  - ii. Establishment of a SUN CS advisory body.
  - iii. Cooperative development of an annual plan aligned with the school improvement plan.
  - iv. Ongoing operational functions, including but not limited to SUN CS use of facilities.
  - v. Development of partnerships with businesses.
  - vi. Provision of leadership in linking the school day with the extended day.
- d. Include SUN CS site managers in appropriate school communications, including written and e-mail communications. The principal will provide a school mailbox for SUN SS program staff.
- e. Provide demographic and academic data on individual students when the data cannot be provided by the District. Specific data items are listed in the SUN CS Release of Information ("Release"), attached as Attachment D and incorporated by reference herein. This data constitutes education records under FERPA, and Oregon Student Records Regulations.
- f. Collaborate with SUN CS on general recruitment of students in a manner that ensures that students in need of assistance are referred to appropriate services and encouraged to attend.
- g. Identify low-achieving and at-risk students and provide general data necessary for the SUN SS staff to recruit them, serve them, and monitor their progress. Provision of specific, individually identifiable information (as detailed in the Release of Information) is conditioned on compliance with the FERPA and Oregon Student Records Regulations. Before the District will release such information, the Release must be signed by the appropriate parent or guardian and be on file with the District.

Note: For the purposes of this agreement, an "at risk student" is one that has one or more of the following characteristics: performing below benchmark, not performing at grade level, chronic absence, behavior issues, homeless, ESL, living in poverty (receiving free or reduced lunch), or other challenging situations or characteristics that may apply.

- h. Participate at the school level in SUN SS evaluation and cooperate in the collection and distribution of information related to assessment as specified in this Agreement.
- i. Bring issues or concerns directly to the school-based staff first for resolution in accordance with District, County, and City practice. If the principal and school-based staff cannot resolve such issues or concerns, the principal should bring the issues to the attention of the Lead Agency, County SS liaisons and the District SUN SS Liaison.

**4. RESPONSIBILITIES OF COUNTY.** The County is the primary service provider under SUN SS. The County agrees as follows:

183683

**4.1 Delivery of Services.** On the part of the County, SUN SS includes services delivered or contracted by the Department of County Human Services SUN Service System ("SUN") and Mental Health Divisions, Health Department and Library. The SUN Division will take the lead in implementing the SUN SS. This specific agreement addresses those services delivered or contracted by SUN.

**4.2 Appointment of SUN Service System Coordinator.** The County will designate the SUN Service System Manager ("SUN SS Manager") to act as the primary contact at the County for the District and the City. The SUN SS Manager may designate additional system-wide liaisons to the District.

**4.3 Responsibilities of SUN SS Manager.** The SUN SS Manager or designee will:

- a. Be the primary County contact for SUN SS and will be responsible for maintaining communications with District and City Liaisons, staff, and other service providers in order to implement SUN SS.
- b. Be the designated County recipient of any written notice from the other parties under this Agreement.
- c. Represent the County on the SUN SS School Districts Council established pursuant to Section 2.3 of this Agreement. The SUN SS Manager will also be responsible for convening and staffing the SUN SS School Districts Council.
- d. Work with the District and City Liaisons and school principals and staff to identify and allocate County resources to enhance and facilitate coordination with SUN SS and District programs.
- e. Notify the District or City of unsatisfactory performance by any staff person. Receive and respond to notice from the District or City of unsatisfactory performance by any County staff person or subcontracted SUN CS Lead Agency. The SUN SS Manager will consult with District staff, school administrators, area directors, and SUN SS Liaisons. If the SUN CS Lead Agency is the City, the County will notify the City and include the City in the resolution of issues.

**4.4 Requests to Place SUN SS Services.** The County will provide notice of intent to place SUN SS services or staff in school to the District prior to placement and distribute contact information for programs and staff with building assignments and time commitments. The County acknowledges that the District retains final authority over building use, including the placement of services in its schools.

**4.5 Provision of SUN SS Services.** Except as otherwise provided in this Agreement, the County agrees to provide SUN SS services, including SUN CS at designated schools using County staff or pursuant to a County contract with a private non-profit provider.

- a. The County will ensure that the following activities occur as part of services it delivers or contracts for as part of the SUN Service System:
  - i. For SUN Community Schools, comply with the SUN CS Program Instructions, an example of which is attached as Attachment E.
  - ii. In SUN CS sites where the district is required to provide Supplemental Education Services (SES) as set forth in the provisions in NCLB, Title I, Part A, Subpart 1, Sec.116, the County will follow the General and Supplemental Education Services (SES) Protocols included in the SUN CS Program Instructions, an example of which is attached as Attachment E.
  - iii. Collect, maintain, and provide access to copies to the school of the executed Release of Information attached as Attachment D from the parent or guardian of all students participating in the SUN SS program.
  - iv. Comply with the District's Criminal History Verification requirements. The County and its contractors will ensure compliance with this requirement by each employee before that employee may begin providing services under this Agreement.
  - v. Ensure for any outside program operating under the auspices of SUN Community Schools in the school (i.e. subcontractors or partnering organizations), that the program is in compliance

with the District's Criminal History Verification requirements at the outside program's expense. The County will encourage contractors to develop Memoranda of Understanding with partners that include this requirement.

- vi. Comply with Attachment B when scheduling use of District facilities.
- vii. Develop SUN CS annual plans in conjunction with the school principal and advisory body.
- viii. Comply with the performance indicators established by the Parties pursuant to subsection 2.5 of this Agreement.
- ix. Require that all staff that obtain or learn confidential information while providing services under this Agreement not disclose such information to third parties unless parent/guardian written consent has been obtained. Confidential information includes, but is not limited to confidential student information under FERPA and Oregon Student Records Regulations.
- x. Adopt and implement behavioral expectations and discipline protocols that represent best practice and share such expectations and protocols with parent(s) and/or guardian(s) at the time of registration, prior to participation. This includes using the County required behavioral language in all registration materials.
- xi. Have safety plans in place prior to the start of programming. Copies will be made available to the District upon request.
- xii. Provide the following information to school principals:
  - a. Access to Parent Release of Information forms.
  - b. A list and schedule of students served and their SUN CS activity schedule.
  - c. A list of instructors indicating which are district staff, which are paid employees and which have successfully completed Criminal History Verification.
  - d. A list of the schedule of classes including the instructor and location.

**4.6 Collaboration Agreement.** The County will enter into a SUN SS School-Based Services Collaboration Agreement pursuant to Attachment C with the principal of each school at which a SUN SS program is located at the beginning of each school year.

**4.7 Provision of Additional Information by County.** At the District's written request, the County will provide additional information or data as needed to satisfy other reporting requirements or District needs. The County will provide such information within thirty (30) days of the date of the District's written request.

**4.8 Confidentiality.** The County will ensure that its employees and contractors maintain the confidentiality of student information under FERPA and Oregon Student Records Regulations. The County will work collaboratively with the District to provide information and training on confidentiality to staff and contractors.

**5. RESPONSIBILITIES OF CITY.** The City is a service provider of SUN CS services within the SUN SS. As such, the City agrees to:

**5.1 Appointment of City Liaison.** The City will designate the Manager, Workforce & Community Alliances ("City Liaison") to act as the primary contact at the City for the District and the County. In his/her absence, the City Liaison will designate the Citywide Collaborative Services Manager as the alternate system-wide liaison. The City Liaison may also designate additional system-wide liaisons to the District and the County. The City SUN CS Supervisor will act as primary contact for SUN CS for individual schools.

**5.2 Responsibilities of City Liaison.** The City Liaison or designee will:

- a. Be the primary City contact for SUN SS and will be responsible for maintaining communications with District and County Liaisons, staff, and other service providers in order to implement SUN SS.
- b. Be the designated City recipient of any written notice from the other parties under this Agreement.
- c. Represent the City on the SUN SS School Districts Council established pursuant to Section 2.3 of this Agreement.
- d. Work with the District and County Liaisons and school principals and staff to identify and allocate City resources to enhance and facilitate coordination with SUN SS and District programs.
- e. Notify the District or County of unsatisfactory performance by any staff person. Receive and respond to notice from the District or County of unsatisfactory performance by any City staff person. The City Liaison will consult with District staff, school administrators and SUN SS Liaisons.

**5.3 Requests to Place SUN SS Services.** The City will provide notice of intent to place SUN SS services or staff in school to the District prior to placement and distribute contact information for programs and staff with building assignments and time commitments. The City acknowledges that the District retains final authority over building use, including the placement of services in its schools.**5.4 Provision of SUN CS Services.** The City agrees to provide SUN CS services at designated schools using City staff.

- a. The City will require its staff to:
  - i. Comply with the SUN CS Program Instructions, an example of which is attached as Attachment E.
  - ii. Collect, maintain, and provide access to copies to school of the executed Release of Information attached as Attachment D from the parent or guardian of all students participating in the SUN SS program.
  - iii. Comply with the District's Criminal History Verification requirements. The City and its contractors will ensure compliance with this requirement by each employee before that employee may begin providing services under this Agreement.
  - iv. Ensure for any outside program operating under the auspices of SUN Community Schools in the school (i.e. subcontractors or partnering organizations), that the program is in compliance with the District's Criminal History Verification requirements at the outside program's expense. The County will encourage contractors to develop Memoranda of Understanding with partners that include this requirement.
  - v. Comply with Attachment B when scheduling use of District facilities.
  - vi. Develop SUN CS annual plans in conjunction with the school principal and advisory body.
  - vii. Comply with the performance indicators established by the Parties pursuant to subsection 2.5 of this Agreement.
  - viii. Require that all staff that obtain or learn confidential information while providing services under this Agreement not disclose such information to third parties unless parent/guardian written consent has been obtained. Confidential information includes, but is not limited to confidential student information under FERPA and Oregon Student Records Regulations.

- ix. Adopt and implement behavioral expectations and discipline protocols that represent best practice and share such expectations and protocols with parent(s) and/or guardian(s) at the time of registration, prior to participation.
- x. Have safety plans in place prior to the start of programming. Copies will be made available to the District upon request.
- xi. Provide the following information to school principals at the beginning of each session of programming:
  - a. Access to Parent Release of Information forms.
  - b. A list and schedule of students served and their SUN CS activity schedule.
  - c. A list of instructors indicating which are district staff, which are paid employees and which have successfully completed Criminal History Verification.
  - d. A list of the schedule of classes including the instructor and location.

**5.5 Collaboration Agreement.** The City will enter into a SUN SS School-Based Services Collaboration Agreement pursuant to Attachment C with the principal of each school at which a SUN SS program is located and County staff at the beginning of each school year.

**5.6 Provision of Additional Information by City.** At the District's written request, the City will provide additional information or data as needed to satisfy other reporting requirements or District needs. The City will provide such information within thirty (30) days of the date of the District's written request.

**5.7 Confidentiality.** The City will ensure that its employees and contractors maintain the confidentiality of student information under FERPA and Oregon Student Records Regulations. The City will work collaboratively with the District to provide information and training on confidentiality to staff and contractors.

## **6. GENERAL PROVISIONS.**

**6.1 Term.** The term shall be July 1, 2009 through June 30, 2012. This agreement may be renewed for additional three-year terms by written agreement of the Parties. Changes require amendment of this IGA

### **6.2 Termination.**

- a. This Agreement may be terminated at any time by any party upon ninety (90) days written notice.
- b. This Agreement may be terminated for cause by any party by providing thirty (30) days notice of breach of contract to the breaching party. This Agreement will not be terminated if the breaching party cures the breach prior to conclusion of the notice period.

**6.3 Indemnification.** Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, all parties shall indemnify, defend and hold harmless each other from and against all liability, loss and costs arising out of or resulting from the acts of County, City, District and their officers, employees and agents in the performance of this agreement.

**6.4 Insurance.** The City, County and District are each self-insured in accordance with the provisions of the Oregon Tort Claims Act, ORS 30.270. The parties agree to comply with this statute for the term of this agreement.

**6.5 Adherence to Law.** Each party shall comply with all federal, state and local laws and ordinances applicable to this agreement.



183683

- 6.6 Non-discrimination.** Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.
- 6.7 Access to Records.** Each party shall have access to the books, documents and other records of the others which are related to this agreement for the purpose of examination, copying, and audit, unless otherwise limited by law.
- 6.8 Subcontracts and Assignment.** Authorization is hereby given for the County to subcontract with the SUN CS Lead Agency subcontractors as stipulated in Attachment G. No party will further subcontract or assign any part of this agreement without the written consent of the other parties.

This is the entire agreement. This Agreement constitutes the entire and integrated agreement between the Parties and may be modified or amended only by the written agreement of the Parties. This agreement consists of this Intergovernmental Agreement document and Attachment A (SUN Service System School-Based Service Locations and Providers 2009-10), Attachment B (Use of Buildings for SUN Community Schools), Attachment C (SUN Service System School-Based Services Collaboration Agreement), Attachment D (SUN CS Release of Information Language), Attachment E (Example of SUN Service System Program Instructions – SUN Community Schools). Any conflict in the contract documents shall be resolved in the priority listed above with this contract taking precedence over the other documents.

MULTNOMAH COUNTY, OREGON

By *Joanne Fuller* 2/12/10  
 JOANNE FULLER, MSW, DIRECTOR DATE  
 DEPARTMENT OF COUNTY HUMAN SERVICES

Reviewed:

APPROVED BY  
*Patrick Henry* 2-11-10  
 PATRICK W. HENRY DATE  
 ASSISTANT COUNTY ATTORNEY

PAKROSE SCHOOL DISTRICT

By *Karen Gray* 2/24/10  
 KAREN GRAY DATE  
 SUPERINTENDENT

CITY OF PORTLAND

By \_\_\_\_\_  
 NICK FISH DATE  
 COMMISSIONER PORTLAND PARKS AND  
 RECREATION

By \_\_\_\_\_  
 LAVONNE GRIFFIN-VALADE DATE  
 AUDITOR

APPROVED AS TO FORM

APPROVED AS TO FORM

*Linda Mengo* 3/25  
 LINDA MENG DATE  
 CITY ATTORNEY

**SUN SERVICE SYSTEM  
SCHOOL BASED SERVICE LOCATIONS AND PROVIDERS  
2009-10**

DISTRICT	SCHOOL	SERVICES	PROVIDER
Centennial	Centennial Middle	SUN CS	City of Portland
Centennial	Harold Oliver Intermediate	SUN CS	Metropolitan Family Service
Centennial (21CCLC & CHIF)	Harold Oliver Primary	SUN CS	Metropolitan Family Service
Centennial	Lynch View	SUN CS	Metropolitan Family Service
Centennial	Lynch Wood	SUN CS	Metropolitan Family Service
David Douglas	Alice Ott	SUN CS	City of Portland
David Douglas	Earl Boyles	SUN CS	Metropolitan Family Service
David Douglas	Floyd Light	SUN CS	Catholic Charities
David Douglas	Gilbert Heights	SUN CS	Campfire
David Douglas	Gilbert Park	SUN CS	Immigrant and Refugee Community Organization
David Douglas	Mill Park	SUN CS	Campfire
David Douglas	Ron Russell	SUN CS	Catholic Charities
Gresham Barlow	Clear Creek	SUN CS	Metropolitan Family Service
Gresham Barlow	East Gresham	SUN CS	Catholic Charities
Gresham Barlow	Gordon Russell	Partial/scaled SUN	Metropolitan Family Service
Gresham Barlow (21CCLC)	Gresham High	SUN CS	Metropolitan Family Service
Gresham Barlow	Hall	SUN CS	Catholic Charities
Gresham Barlow	McCarty	SUN CS	Metropolitan Family Service
Parkrose	Parkrose High	SUN CS	City of Portland
Parkrose	Shaver	SUN CS	Metropolitan Family Service
Portland Public	Arleta	SUN CS	City of Portland
Portland Public	Beaumont	SUN CS	City of Portland
Portland Public	Buckman	SUN CS	Impact Northwest
Portland Public	Clarendon - Portsmouth	SUN CS	Neighborhood House
Portland Public	Faubion	SUN CS	City of Portland
Portland Public	George	SUN CS	Neighborhood House
Portland Public	Grout	SUN CS	City of Portland
Portland Public (21CCLC)	Harrison Park	SUN CS	Impact Northwest
Portland Public (21CCLC)	Humboldt	SUN CS	Self Enhancement, Inc.
Portland Public	James John	SUN CS	LifeWorks NW
Portland Public	Jefferson High	SUN CS	Self Enhancement, Inc
Portland Public	Kelly	SUN CS	Impact Northwest
Portland Public	King	SUN CS	Immigrant and Refugee Community Organization
Portland Public	Lane	SUN CS	City of Portland
Portland Public	Lent	SUN CS	Immigrant and Refugee Community Organization
Portland Public	Madison High	SUN CS	Immigrant and Refugee Community Organization
Portland Public	Markham	SUN CS	Neighborhood House
Portland Public	Marysville	SUN CS	Impact Northwest

## ATTACHMENT A

183683

DISTRICT	SCHOOL	SERVICES	PROVIDER
Portland Public	Mt. Tabor	SUN CS	City of Portland
Portland Public	Ockley Green	SUN CS	Self Enhancement, Inc.
Portland Public (21CCLC)	Peninsula	SUN CS	Neighborhood House
Portland Public	Rigler	SUN CS	Immigrant and Refugee Community Organization
Portland Public	Robert Gray	SUN CS	Neighborhood House
Portland Public	Roosevelt High	SUN CS	Neighborhood House
Portland Public	Roseway Heights	SUN CS	City of Portland
Portland Public	Sabin	SUN CS	Immigrant and Refugee Community Organization
Portland Public	Scott	SUN CS	Impact Northwest
Portland Public	Sitton	SUN CS	City of Portland
Portland Public (21CCLC)	Vernon	SUN CS	Self Enhancement, Inc.
Portland Public	Woodlawn	SUN CS	Self Enhancement, Inc.
Portland Public	Woodmere	SUN CS	Impact Northwest
Portland Public (21CCLC)	Boise-Eliot	SUN CS	Self Enhancement, Inc.
Portland Public (CHIF)	Jackson	SUN CS	Neighborhood House
Portland Public (CHIF)	Marshall High	SUN CS	Impact Northwest
Portland Public (CHIF)	Whitman	SUN CS	Impact Northwest
Reynolds	Alder	SUN CS	Metropolitan Family Service
Reynolds	Davis	SUN CS	Metropolitan Family Service
Reynolds	HB Lee	SUN CS	Metropolitan Family Service
Reynolds (CHIF)	Glenfair	SUN CS	Metropolitan Family Service

**Centennial, David Douglas, Gresham-Barlow, Parkrose, &  
Reynolds School Districts**

**Use of Buildings for SUN Community Schools  
Adopted 7/1/09**

**Master Calendar**

- One person will be designated to manage the calendar for use of the building and approve space for extended-day activities. This will be the SUN Community School Site Manager, unless the principal opts to keep this responsibility.
- The SUN Community Schools Site Manager will work closely with the principal to determine building use and get the principal's approval for partner activities.
- If the SUN Community School (SUN CS) Site Manager is not managing the calendar, the principal and office staff will communicate with the Site Manager about building scheduling so that SUN CS can manage the extended-day schedule.

**Community Use of Building**

- SUN CS are allowed to use school buildings rent free within the custodial hours of the school. Hours outside the usual custodial schedule for the building will be requested on an individual basis and overtime rates will apply.
- SUN CS may allow use of the buildings by other groups or partners if the services are part of the SUN CS programming. SUN CS need to be aware that they assume liability for any groups that use the space under their agreement. Organizations or groups that are not part of the SUN CS programming need to request permission from the district and pay any applicable fees.
- SUN CS are not responsible for providing staffing or supervision during times when the District has issued permission to groups that are not part of SUN CS programming. The District and the individual user assume liability and supervision responsibilities for the activities that happen during non-SUN CS use of buildings.
- All use will be consistent with Board policies and district guidelines.

**Supervision/Security**

- The agency/partner sponsoring each activity will be responsible for all participants of their program – monitoring where they are at all times.
- The agency/partner will ensure compliance with District and state health regulations such as use of kitchen facilities and food handlers cards.
- Classrooms and other spaces must be left in the condition they were found or better.

## ATTACHMENT C



**SUN Service System/SUN Community School  
Collaboration Agreement  
September 2009**

Multnomah County Department of County Human Services, SUN Service System Division ("County"), **Gordon Russell Middle School**, and **Metropolitan Family Service** hereby enter into a one-year collaboration agreement to fulfill a shared vision for services delivered at the school as part of the SUN Service System. These services include SUN Community Schools.

SUN Service System is a system of relationships that links academic and enrichment programs and social services so that all students, families and individuals succeed and the community is strengthened. The vision for SUN is that every child has access to services that support educational success. The success of SUN hinges upon strong partnership and collaboration among school districts, governments, nonprofits, community organizations and businesses. To this end, the Parties are committed to creating and supporting a shared vision, common goals, and a clear communication structure.

This agreement is in effect September 1, 2009 through August 31, 2010.

This agreement references SUN Community Schools which is defined as follows (further definition can be found in the SUN Service System Program Model or from County staff):

**SUN Community Schools (SUN CS):** SUN Community Schools transform schools into full-service community centers that help youth and families succeed. The SUN CS model aims to retain and support students and their families by opening the school as a community center and service delivery site before and after school, evenings and weekends. SUN CS accomplish this through community building at youth, family and neighborhood levels. SUN CS core service categories include:

- Academic Support and Skill Development (for youth and adults)
- Family Engagement/Involvement
- Social, Health and Mental Health Services.
- Community and Business Involvement
- Service Integration
- Site Management

The SUN CS Site Manager coordinates a system to ensure access for students, families and community members to County-funded and community health and human services. All SUN CS services are to be linked with the school day and are planned and delivered in close collaboration with the school principal and staff.

SUN CS outcomes include:

- Improve school attendance
- Improve academic performance
- Improve behavior and pro-social skills
- Increase developmental assets (including engagement in school)

## **AGREEMENTS**

**The Principal agrees to:**

1. Champion and provide significant leadership in:
  - Creating a community school that is a true collaboration, comprised of quality partnerships between the school and community resources
  - Using SUN CS strategies to support school-day academics
  - Integrating SUN CS into the school vision and school improvement (or other) plan

2. Jointly manage the provision of SUN CS services with the SUN CS Lead Agency. The Lead Agency is a non-school agency (non-profit or the City of Portland) that delivers the SUN CS Services at a given SUN CS school site.
  - Joint management includes participation of the Principal in the following:
    - Providing leadership in linking the school day with the extended day
    - Selection process for the SUN Site Manager
    - Establishing a SUN CS advisory body
    - Collaboratively developing a SUN CS annual plan aligned with the school improvement plan
    - Ongoing operational functions
    - Developing partnerships with businesses
3. Provide access to the school site and space necessary for SUN CS to perform their work.
4. Inform SUN CS staff of relevant school and district policies and procedures.
5. Include SUN CS Site Managers in school communications, including written and email communications related to school business. This includes providing a school mailbox for staff.
6. Assist with recruitment of low achieving and at-risk students. Schools will collaborate with SUN CS on general recruitment of students in a manner that ensures that students in need of assistance are referred to appropriate services and encouraged to attend. This collaboration also includes identifying specific low achieving and at-risk students and providing data necessary for the lead agency staff to recruit them, serve them and monitor their progress when a parental Release of Information is in place and on file with the School.
7. Take the lead in defining a referral and monitoring system within the school for student and family access to services and include SUN CS in that system.
8. Provide access to demographic and academic data on individual students when a parental Release of Information is in place and on file with the School. Specific data items are listed in the SUN CS release of information form.
9. Actively participate at the school level in SUN Service System evaluation, cooperating in the collection and distribution of information related to assessment as specified in the Intergovernmental Agreement between the County and the District.
10. Schedule time at an early staff meeting for the SUN CS Site Manager to introduce themselves, their programs and the referral process. It is recommended that SUN CS Site Managers attend staff meetings on a regular basis.
11. Be available, or have a designee available, to meet individually with SUN CS to address specific students and/or issues when the need arises.
12. Bring issues or concerns directly to the school-based staff first for resolution. The lead agency (in the case of SUN CS) and District liaison to the County will be included in these conversations if issues cannot be resolved between the employee and the principal directly. The County and District should be informed of any continuing concerns around SUN CS Lead Agency issues as well. The contact at the County for SUN CS is Diana Hall.
13. When speaking about the SUN Service System or doing press interviews, acknowledge the County and City of Portland as partners and funders in the SUN Service System.

**Note:**

The principal holds final decision-making power regarding services provided at the school and will make their decisions based upon knowledge of the budget allocations for SUN CS and how they relate to the annual plan.

**The County agrees to:**

1. Ensure that SUN CS Lead Agencies activities and expenditures are in compliance with the SUN CS Program Instructions (included) and this agreement. The Program Instructions include that the County will:

- Require that Lead Agencies collect and maintain the District-approved Release of Information from parents/guardians for all enrolled students involved in SUN CS extended-day activities.
- Require that Lead Agencies comply with District criminal background check and fingerprinting policy.
- Require that Lead Agencies follow the district Community Use of Buildings guidelines when requesting building use and inform the District of activity scheduling that affects major janitorial projects.
- Require that Lead Agencies develop SUN CS annual plans collaboratively with the school principal and advisory bodies. Annual plans are to be aligned to district and school building improvement plans.
- Adopt and implement behavioral expectations and discipline protocols that represent best practice and are in alignment with the school's practices.
- Require that Lead Agencies provide the following information to School Principals:
  - Lists of students registered for classes and their class schedules
  - List of instructors indicating whether they are paid, district staff and/or have cleared a background check
  - Copies of Releases of Information for students participating in extended-day activities

Information will be shared in a timeline and manner agreed upon by both parties.

2. Make all reasonable efforts to reduce the burden of data collection on school staff. A minimum of one-month notice will be given for any change in evaluation collection from standard.
3. Provide additional information or data on schools as needed to satisfy other reporting requirements and/or District needs.
4. Work cooperatively with the School and District to resolve performance issues and/or remove from Schools those subcontractors or staff identified as unsatisfactory or non-compliant with the goals of the District, and/or the SUN Service System.

**The Lead Agency agrees to:**

1. Adhere to the SUN CS Program Instructions (included) and to jointly manage the development of the SUN CS collaboration and provision of services with the Principal in the manner described in this document.

Principal signature & date

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District Liaison signature & date

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SUN CS Site Manager signature & date

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SUN CS Lead Agency Supervisor signature & date

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SUN Service System Manager signature & date

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**SUN Service System/SUN Community School  
Collaboration Agreement  
September 2009**

Multnomah County Department of County Human Services, SUN Service System Division ("County"), **Gordon Russell Middle School**, and **Metropolitan Family Service** hereby enter into a one-year collaboration agreement to fulfill a shared vision for services delivered at the school as part of the SUN Service System. These services include SUN Community Schools.

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Principal signature & date

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District Liaison signature & date

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SUN CS Site Manager signature & date

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SUN CS Lead Agency Supervisor signature & date

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SUN Service System Manager signature & date

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**SUN Community School/Mid & East County Districts**  
**Release of Information Language Template**  
*Adopted September 2009*

Child's First Name	Last Name	Nickname
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Harold Oliver Intermediate SUN Community School is a partnership of Centennial School District, City of Portland Parks and Recreation/Multnomah County Schools Uniting Neighborhoods (SUN) Initiative and Metropolitan Family Service. SUN Community Schools aim to extend the school day and develop local schools as "community centers." We all work together at Harold Oliver Intermediate School to meet the needs of our students and their families.

In order to provide your child and family with the best services and support possible, we need your permission to be able to share information with each other which will help us better meet the needs of each child. This information includes student name, student ID #, grade level, achievement test scores, course grades and grade point averages, attendance, Individual Education Plan, and behavior/discipline data.

*Children may participate in SUN activities whether or not their Parent/Guardian agrees to the release or exchange of educational information between the school and other agencies.*

☐ **YES**, I am authorizing the release and exchange of student records Centennial School District, City of Portland/Multnomah County SUN Service System, Metropolitan Family Service, their volunteers, designated partners and evaluators. I understand that for the purposes of coordinating support to my child that Harold Oliver Intermediate School and Metropolitan Family Service SUN employees may also verbally share information regarding my child's education and development.

Those receiving information under this release understand that this information is protected under state and federal law. They are not authorized to release it to any agency or person not listed in this release without specific written consent of the parent/legal guardian.

☐ **NO**, I do NOT authorize the release and exchange of student records, but I want my child to participate in SUN activities.

Note: If you are not authorizing release of records, you do still need to read the SUN Behavioral Expectations and discuss any questions or concerns you have with the SUN Site Manager. Certain behavioral expectations must be met by participants to ensure safety and well-being of all participants.

Parent/Legal Guardian	Date
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This permission is effective from 9/1/2009 until 8/30/2010 unless cancelled in writing.

## Example Attachment A – Section X

**Multnomah County, Department of County Human Services  
Example Program Instructions  
SUN Community School Services  
Regional Service Center or Target Outreach Population (TOP)  
Effective July 1, 2009 to June 30, 2010**

The following program instructions are required protocols for SUN Community School (SUN CS) services. All services in the SUN Service System are to be delivered in accordance with SUN Service System Models: for Regions, the model is dated 1/16/09 (RFP P09-9745); and for Target Outreach Populations, the model is dated 2/22/08 (RFP P08-9329). A full description of SUN Community School services can be found in the models.

**Target Population**

SUN Community School services and programs are not exclusive to a particular target group; they serve a broad range of students and families both from the school site and surrounding community. The intent behind this is to bring together youth with varying abilities and life situations to support their development and success. However, targeted recruitment of students at risk of academic failure is required.

Circumstances that may lead to adolescents being considered at risk of academic failure include: poor academic performance, poor class attendance, suspension/expulsion, behavioral issues, English not the primary language, foster care placement, gang involvement, homelessness, individualized education plan (IEP), poverty, substance abuse and teen pregnancy.

**Required Services**

SUN CS services are broadly broken down into the following Core Service Categories. All five Core Service Categories are required as part of the contracted SUN Community School services along with the following Required Service Components:

Core Service Category	Required Service Components
1. Academic Support and Skill Development (for youth and adults)	<ul style="list-style-type: none"> <li>• Academic classes</li> <li>• Homework assistance</li> <li>• Enrichment &amp; Recreation</li> <li>• Tutoring/Mentoring</li> <li>• Summer Programs</li> <li>• Life Skills Development</li> <li>• Adult Anti-Poverty Education and Support (ESL, GED, Parenting, etc.)</li> </ul>
2. Family Engagement/Involvement	<ul style="list-style-type: none"> <li>• Outreach</li> <li>• Parent support and life skills development</li> <li>• Family educational nights</li> <li>• Family/community events</li> <li>• Access to resources</li> </ul>
3. Community & Business Involvement	<ul style="list-style-type: none"> <li>• SUN Community Schools Advisory Body</li> <li>• Family/community events</li> </ul>
4. Service Integration	<ul style="list-style-type: none"> <li>• Partner coordination</li> <li>• Coordination of communication and service for specific students and families</li> <li>• Service Access, I &amp; R and Linkage to a wide range of services including: <ul style="list-style-type: none"> <li>• Housing Stability services</li> <li>• Economic Self-Sufficiency services</li> <li>• Basic Needs services</li> <li>• Health services</li> <li>• Mental Health services</li> </ul> </li> </ul>

Core Service Category	Required Service Components
5. Site Management & Providing Services/Activities	<ul style="list-style-type: none"> <li>• Site Management</li> <li>• Annual Planning</li> <li>• Service/Activity Coordination and Delivery</li> </ul>

More detailed description of these services, including optional service components, can be found in the SUN Service System Model beginning on page 17.

### **Program Requirements**

- 1) The agency will collaboratively manage SUN CS services with the school. This includes conducting the hiring process of the SUN CS Site Manager jointly with the school principal and appropriate SUN advisory committee members and/or parents. The agency, with the established advisory group(s), the School(s), and other participants, will develop a job description outlining the responsibilities and roles of the SUN CS Site Manager.

The focus of the Site Manager role is on coordinating a system to ensure access to County-funded and community human and health services. SUN CS Site Managers act as the coordinator of all extended-day services and partners within a school building, following the protocol in Attachment 1. In SUN CS where the district is required to provide Supplemental Education Services (SES), the SUN CS Site Manager will follow the specific protocol for SES sites (Attachment 1).

- 2) SUN CS Site Managers work collaboratively with the Principal and the advisory body to use local needs assessment to establish a SUN Community School Annual Plan and budget. The Plan is for a comprehensive aligned service system that addresses the unique needs of the school site and supports the school improvement plan. The school Principal shall have the final decision on what services will be provided in the school. The principal and advisory committee will sign off on the final annual plan and have access to the budget.
- 3) Extended-day activities are required to emphasize academic support over enrichment activities; at least one-third (1/3) of extended-day activities offered for youth must be academically focused. 30 minutes per program day of homework assistance or other academic support appropriate to the age level is required at each site.
- 4) The agency will ensure that the following functions are fulfilled as part of the SUN CS effort: **Advisory, Operating** (handling day to day operations of SUN CS, typically the principal, lead agency supervisor and co-manager), **Student Support** (fostering communication between various services to collaborate in supporting specific students and families), **Partner Coordination** (linking all service and program partners for coordination and information sharing purposes) and **Service Access/Information & Referral** (providing and linking to resources). The manner in which these functions are fulfilled at individual schools will be based upon existing and developed structures.

### **Advisory Structure**

A structure will be established to solicit input from a broad array of stakeholders to guide the SUN CS development and work. Efforts must engage members from the following groups: teachers, youth, parents & family members, and community members. An existing committee such as a site council or PTA can be used as an advisory body, if the committee is able to act in an advisory capacity for SUN CS. Input needs to be solicited on SUN CS issues at least four times annually.

### **Coordination of Communication about Students and Families**

In their role of service integration and coordination, SUN CS Site Managers develop and maintain a communication and referral system among partners to ensure the linkage of students and families to a range of services. As part of this, SUN CS Site Managers are to

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connect with existing groups of school staff and/or service providers (such as Student Success Meetings) in order to support collaboration and integration of services for specific students and families.

### **Partner Coordination**

The SUN CS Site Manager facilitates and provides leadership for the collaborative process and development of a continuum of services for children, families and community members within a school neighborhood. As part of this the Site Manager is expected to connect with all school-based and school-linked service and program partners in that school for coordination and information sharing purposes. This coordination may happen individually, in small groups or through the convening of larger Partner Coordination Meetings.

### **Service Access/Information & Referral**

The SUN CS Site Manager will provide a wide range of social, mental and health services and/or link students and families with resources such as School-Based Health Clinics, Immunizations, Touchstone case management and Regional Service Centers that can provide these services.

- 5) SUN CS services are expected to involve youth in meaningful ways in advisory and implementation roles, such as through the formation of a SUN Youth Advisory Committee.
- 6) The agency must collect and maintain school district-approved Release of Information from parents/guardians for all enrolled students involved in extended-day activities.
- 7) The agency must ensure that all staff that obtain or learn confidential information while providing SUN CS services not disclose this information to third parties unless the Release of Information from the parent/guardian has been obtained.
- 8) The agency must include the following information in its registration form: name, date of birth, gender, ethnicity (using the designated options from ServicePoint), grade, address, emergency contact information, behavioral language, SUN required yearly release of information and any additional partner release of information language.
- 9) The agency must adopt and implement behavioral expectations and discipline protocols that represent best practice and share such expectations and protocols with parent(s) and/or guardian(s) at the time of registration, prior to participation. (This includes using the County-required behavioral language in all registration materials.)
- 10) The agency must comply with any criminal records check and fingerprinting requirements as stipulated by the School District(s). If the District(s) stipulate changes, the agency will implement changes immediately and have two months to come into total compliance with requirements. In PPS, agencies are to comply with the district's Criminal History Verification requirements for all employees who will have unsupervised contact with students.
- 11) The agency must ensure for any program operating under the auspices of SUN Community Schools in the school that the program is in compliance with the District's Criminal History Verification requirements. Verification will be done at the program's expense for all employees who will have unsupervised contact with students as a result of the provision of services as part of SUN CS. Agencies are encouraged to develop Memoranda of Understanding with partners that include this requirement.
- 12) The agency will provide the following information to the school principal at the beginning of each session of programming (unless the timing is otherwise specified): access to Releases of Information forms, a list of registered students with schedules, and a list of instructors' schedules. Information will be shared in a timeline and manner agreed upon by both

- 13) The agency is to follow the Community Use of Buildings Guidelines for their district when scheduling the use of district buildings.
- 14) At each SUN CS site, a Safety Plan is to be in place prior to the start of programming. A Safety Notebook is to be developed and maintained. The notebook should be kept in a designated location and made available to the School, District, and/or SUN SS upon request. Contents of the notebook are to include: emergency procedures, staff and partner information, and student behavior expectation information so that someone can back up the Site Manager as necessary in an emergency. An outline for a safety plan is included in the SUN CS Orientation Manual.
- 15) SUN CS must comply with the SUN CS PR Standards established by the City and County, including using all required logos and tagline in any outreach or marketing materials. Contact SUN SS PDS staff for a copy of the Standards.
- 16) SUN CS are to engage in community awareness efforts including outreach for activities, events and services.
- 17) In the event of a furlough of more than 2 weeks in any of the County's school districts, the agency will work with SCHOOL, parents and community to identify needs during the furlough time. SUN CS furlough activities and services are to reflect the identified community priorities with a focus on providing safe places for children. During the furlough period, agency SUN CS staff will provide a reasonable level of direct programming either through coordinating activities themselves or contributing to a partnership effort. The level of programming will be related to the resources available within the contract. The agency will develop furlough plan according to direction from SUN SS.
- 18) SUN CS Program Supervisors are expected to attend all SUN CS Program Supervisor meetings and SUN CS Site Managers are expected to attend all SUN CS Site Manager meetings. Representatives at network meetings have the responsibility and authority to update the County on agency's activities that have an impact on the SUN Community School services.
- 19) Fee Structure: Providers must operate under the fee structure established by the System partners to promote consistency and equity across the County. The structure was developed to allow those families who are able to pay fees a mechanism through which to do so. It is essential that efforts are made to ensure that any fees are not a barrier to participation. The fee structure is as follows:
  - There are two tiers of fees within the structure. Tiers are based on poverty with the determining criteria being the % of FRL in a school.
  - The tier a school falls into determines the fee amount for the entire school. (i.e. some schools won't charge fees to any students and some will charge on a sliding fee scale basis to all students).
  - The fee amount relates to fees for ongoing extended day activities. All schools still may charge for special events or activities (field trips, individual specialty classes, etc.) and may determine what is appropriate based on their community.
  - At all schools, any fees are to be collected using a sliding scale fee that starts at \$0.
  - The fee range for on-going extended-day activity/class charges is developed at the individual school and must begin at \$0.

Tier	Poverty Criteria	Fee Amount for Extended-Day Activities
Tier 1	High Poverty Schools (those at 50% or higher FRL*) and High Schools	No Fees
Tier 2	Lower Poverty Schools (those with 49% or lower FRL*)	Fees charged by activity or class using sliding scale beginning at \$0

\* Tier status will be determined using 09-10 FRL data and will be reviewed every 3 years.

For Portland Public Schools SUN CS sites only:

- 20) The agency will provide copies of all the executed parental Release of Information forms to the District Liaison at the end of the year if the agency chooses not to participate in the eSIS access protocols as defined by the District.
- 21) The agency will provide the following information to the school principal at the beginning of each session of programming (unless the timing is otherwise specified):
- A list of all students with signed Release of Information forms.
  - Copies of the signed Release of Information forms if the Lead Agency or County chooses not to participate in the eSIS access protocols as defined by the District.
  - A list and schedule of students served and their SUN CS activity schedule.
  - A list of instructors indicating which are district staff, which are paid employees and which have successfully completed Criminal History Verification. See Attachment 2.
  - A list of the schedule of classes including the instructor and location.

### Service Locations

SUN Community School Site	Tier

### Outputs and Outcomes

Where the contract is awarded for less than a 12 month period, required output and outcome targets are figured proportionately to the yearly requirements.

SUN Service System	Output or Outcome	100% funding level	75% funding level	Source
SUN Community School Services	Extending the hours that the school is open to the community to provide service	15 hours per week	12 hours per week	ServicePoint
SUN Community School Services	A significant number of school enrollment will be served in enrolled extended-day activities or individual, group and family support	200 students	150 students	ServicePoint
SUN Community School Services	Students involved with SUN CS will participate regularly (attending 30 days or more per year)	100 students	75 students	ServicePoint
SUN Community School Services	Students who are at risk of academic failure (not meeting established state or district standards, performing below grade level, ELL, living in poverty (qualified for Free/Reduced lunch) or teacher/staff referral) will be recruited and served	100 students	75 students	ServicePoint
SUN Community School Services	Families will be served in extended-day family programs & services (children & adults)	3 family non-enrollment events	3 family non-enrollment events	ServicePoint



SUN Service System	Output or Outcome	100% funding level	75% funding level	Source
SUN Community School Services	Adults (parents and community members) will participate in adult education	50	35	ServicePoint
SUN Community School Services	Regular attendees will meet reading and math benchmarks or show increase in benchmark scores	75%	75%	SUN SS will gather data from District
SUN Community School Services	Regular attendees attend school regularly	90% average daily attendance	90% average daily attendance	SUN SS will gather data from District
SUN Community School Services	Regular attendees will show improvement in developmental and interim academic indicators including: <ul style="list-style-type: none"> <li>• Turning in homework on time</li> <li>• Homework completion to teacher's satisfaction</li> <li>• School attachment/engagement</li> <li>• Participation in class</li> <li>• Attentiveness in class</li> <li>• Classroom academic performance</li> <li>• Positive self-identity/confidence</li> <li>• Behavior</li> <li>• Working well with others/relational skills</li> <li>• Positive adult relationships</li> <li>• Intention to graduate or stay in school</li> </ul>	75%	75%	Teacher & Student Survey

### Reporting

Required reporting for SUN CS services includes: the SUN CS Annual Plan, Half-Yearly Progress Report, Final Yearly Progress Report, and Annual Teacher and Student Surveys.

Data requirements include having the minimum data set electronically entered in ServicePoint no later than the specified dates below.

A Teacher Survey is required to be administered to solicit feedback on all regularly attending participants. The Teacher Survey will be administered in May. A Student Survey will also be administered in late May to students participating at that time. SUN SS staff will communicate with contractors about the format, timing and logistics of the Teacher and Student surveys.

Reports and data are due according to the following schedule:

Report	Due Date
<b>Final Annual Plan &amp; Signature Sheets</b> (Initial Plan due 6/30/09)	October 16, 2009
<b>ServicePoint Data Due</b> (for period July 1, 2009 – September 30, 2009)	October 16, 2009
<b>ServicePoint Data Due</b> (for period October 1, 2009 – December 31, 2009) <b>Half-Yearly Progress Report</b> (for period July 1, 2009 – December 31, 2009)	January 30, 2010
<b>ServicePoint Data Due</b> (for period January 1, 2010 – March 31, 2010)	April 17, 2010
<b>Teacher Surveys &amp; Student Surveys</b>	May/June 2010 Due June 30, 2010
<b>ServicePoint Data Due</b> (for period April 1, 2010 – June 30, 2010) <b>Final Yearly Progress Report</b> (for period January 1, 2010 – June 30, 2010)	July 31, 2010

**Extended-Day Definition:**

Within SUN CS, Extended-Day is considered to be the time before or after the official school day for students or at lunch. This can be any out of school time - before school, after school, evening, weekend or summer hours. The exact hours that define the extended day will depend on the specific school start and end times and student schedules.

This focus of the SUN CS funding comes from the desire of the funders to support schools by wrapping services around the school day (not funding schools directly) and is reflected in the target number of 15 extended (as defined above) hours per week. It also fits with requests from schools that we not interrupt class time by pulling students out of class.

In some cases, the SUN CS Site Manager may include in the SUN CS Annual Plan limited services during the school day if that is the only time a population can meet and/or if this meets the needs of a given school. For contracted SUN CS providers, permission must be requested from SUN SS to deliver services during the day and the SUN CS Annual Plan must indicate how the target # of extended hours will be met, since daytime hours do not extend the amount of time the school is open to the community. Any students, parents or adults served during the day do count as part of the # served. Daytime activities are considered the exception and not the rule in SUN CS programming.

**SUN Community Schools Program**

Effective July 1, 2009

**General and SES (Supplemental Education Services) Role Protocols:  
SUN CS Site Managers, School Districts, Multnomah County and City of Portland  
2009/10****Multnomah County/City of Portland – SES Specific**

- Has the obligation for ensuring that the SUN CS lead agency within a specific region does not provide SES services at a school designated to receive such services through the State AYP measures.
- Is responsible for the contractual or direct oversight of the SUN CS Lead agency at specific school sites that are eligible to receive SES services. This oversight includes monitoring the Lead Agency to ensure compliance with the protocols listed for SUN CS Site Managers.

**District – SES specific**

- Is responsible for following all guidelines and expectations for a local educational agency as set forth in the provisions in NCLB, Title I, Part A, Subpart 1, Sec. 1116, the Supplemental Educational Services Non-Regulatory Guidance and Oregon Department of Education's approval and monitoring processes.
- Information will be shared between the District and the SUN CS Site Manager as it relates to the SUN CS Site Manager role defined below.
- Determine who the primary District SES contact person is for each school.
- Work with SES providers and SUN CS Site Manager to support the SES program, recruitment and retention strategies, and resolve issues as they are identified.

**SUN CS Site Manager – General**

- The SUN CS Site Manager will act as coordinator of all extended-day activities and extended-day partners within a school building. The District will require that other agencies who seek to provide extended-day services in a school site with a SUN CS program coordinate with the SUN CS Site Manager.
- The SUN CS Site Manager will develop a memorandum of understanding (MOU) for each extended day partner to define the specific roles and responsibilities of all parties. The roles and responsibilities may include building usage, recruitment and registration, fingerprinting/background checks, supplies, staffing, applicable fees and payments, and other program logistics.

**SUN CS Site Manager – SES specific**

- The SUN CS Site Manager will work with all SES providers in the same manner (a standard MOU for each SES provider providing services on-site):
  - Distribute official SES materials approved by the district. If materials are developed by the SUN CS Site Manager, the materials must be approved by the district prior to usage.
  - Will not conduct specific recruitment for any one SES program. Only general SES information and registration information will be provided by the SUN CS Site Manager.
  - If the SUN CS Site Manager receives general inquiries about SES programs, s/he will provide only district approved SES information about each program.
  - Student information obtained through SUN CS will not be shared with SES providers unless a release of information is signed by a parent or guardian.
  - SUN CS Site Manager will not refer a student or family to a specific SES provider.

## Definition of "Extended-day Partners"

183683

Extended-day Partners are individuals or organizations who provide services outside the academic school day.

This definition is used for the purposes of clarifying roles and responsibilities between Multnomah County/City of Portland, the SUN CS Lead Agency, the SUN CS Site Manager and school districts as it relates to the delivery of Supplemental Educational Services and is not intended to define other aspects of the SUN Service System and its relationships to its partners or districts, for example the Health Clinics or Touchstone.

ATTACHMENT 2  
SUN Community Schools

183683

**EXAMPLE SUN Community School Instructor List**  
**Fall 2009**

Instructor Name	Paid employee of SUN	District Staff	Cleared Background ✓/ Fingerprinting	Notes
Diana Hall			X	
Yoyo Ma	X	X		

To be given to school principal and/or office staff each term.