



Communities
In Schools
Northeast Florida

*Communities in Schools of Northeast Florida, Inc.
and
School District of Clay County
Letter of Agreement*

I. Purpose

The purpose of this agreement is to define the roles and responsibilities of Communities In Schools of Northeast Florida, Inc. and the School District of Clay County (School District) in their collaborative efforts to deliver community-based integrated student services through the implementation of the CIS Model at designated school sites and the CIS Five Basic Resources: a one-on-one relationship with a caring adult; a safe place to learn and grow; a healthy start and a healthy future; a marketable skill upon graduation; a chance to give back to peers and community

II. Background

The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life. Since 1989, Communities In Schools of Northeast Florida, Inc. has been serving children. The organization is a local, private, non profit organization whose mission is dedicated to connecting resources from the community to children to insure they stay in school and prepare for a successful life. It is the organization's goal to create partnerships to advocate for children. Communities In Schools provides its services at no cost to the children who receive them.

The mission of the School District of Clay County is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging and rewarding for all children. The School District will increase student achievement by providing students with learning opportunities that are rigorous, relevant, and transcend beyond the boundaries of the school walls. The School District will insure a working and learning environment built upon honesty, integrity, and respect. Through these values, the District will maximize student potential and promote individual responsibility.

III. Communities In Schools of Northeast Florida, Inc. responsibilities will include, but are not limited to,

- Nominate a School District designee to serve on the CIS Board of Directors. This individual will be included in all communication and will report to the board on applicable School District progress, status and issues.
- Assist and advise the School District on the identification of the schools that will benefit the most by implementing the CIS Model.

- Develop an annual working agreement at each school site with the school principal, identifying the specific resources the school and CIS will contribute to the collaboration, as well as contributions of other community volunteers and service providers.
- Work with the School District to insure that all adults working with youth in CIS programs have been properly background screened.
- Work with the School District to complete an annual needs assessment at each CIS school site to determine needed resources and services as shown in the CIS Model.
- Develop an annual site operations plan that provides written expectations and goals for each school year by which the effectiveness of the services delivered can be evaluated.
- Maintain the security and confidentiality of all student information, as well as provide regular reports on the status of each CIS school site and an evaluation summary of all outcomes in the end of the year report.
- Provide an orientation and ongoing needed training for staff, school faculty, volunteers, and partners.
- In the event of a problem arising with a CIS employee or volunteer, investigate and remove the individual while the investigation is underway and until the matter is settled to the satisfaction of the School District and CIS.

IV. School District of Clay County responsibilities will include, but are not limited to,

- Designate a staff member as the liaison to CIS. This liaison will insure that CIS has access and ongoing communication with the appropriate departments and persons that are necessary for support of this collaboration.
- Assist individual school principals in understanding and supporting the implementation of the CIS Model at selected school sites.
- Provide ongoing communication to principals at selected and future CIS sites on the importance and value of the collaboration in addressing the needs of youth at risk of dropping out.
- Assist and advise CIS in identifying at-risk populations with the School District through the sharing of existing needs assessments, current student data, and school improvement plans.
- Assist CIS in planning and securing the necessary allocations and community partners for implementation of the CIS Model at all selected sites.
- Make relevant student data available to CIS in a timely manner for the purpose of monitoring and evaluating student progress, including items such as student attendance,

grades, behavior incidents, and promotion/graduation status. Allow CIS to enter relevant student data into the CIS Data Management System.

- Provide ongoing communication to CIS on school system policies and procedures that could impact the work of CIS staff, partners, and volunteers.
- Work with CIS in the arbitration of problems arising with CIS school site employees as needed.

V. Duration of Agreement

This agreement is entered into in August 2011 and will remain in effect until July 2012.

For School District of Clay County

Frank Farrell, Chairman

Date

For Communities In Schools of Northeast Florida, Inc.

Sandra Hartley, Executive Director

Date