

**FOURTH AMENDMENT TO AGREEMENT BETWEEN THE CITY OF SAN PABLO  
AND WEST CONTRA COSTA UNITED SCHOOL DISTRICT TO PROVIDE  
MATCHING FUNDS FOR BEACON DIRECTORS IN SAN PABLO SCHOOLS  
(Fiscal Year 2021/22)**

**THIS FOURTH AMENDMENT** to Agreement between the City of San Pablo and West Contra Costa Unified School District to Provide Matching Funds for Beacon Directors in San Pablo Schools is entered into this **1<sup>st</sup> day of July 2021**, by and between the CITY OF SAN PABLO ("COSP") and the West Contra Costa Unified School District ("WCCUSD") (collectively the "Parties").

**R E C I T A L S**

**WHEREAS**, the Parties entered into an Agreement between the City of San Pablo and the West Contra Costa Unified School District to provide matching funds for Beacon Directors in San Pablo Schools dated July 3, 2017 to assist the academic, social, civic and health needs and achievement for students, their families and the community ("Agreement"); and

**WHEREAS**, the Parties entered into the First Amendment to the Agreement on July 1, 2018 and extended the term for fiscal year 2018/19 with both parties providing additional matching funds;

**WHEREAS**, the Parties entered into the Second Amendment to the Agreement on July 1, 2019 and extended the term for fiscal years 2019/20 and 2020/21 with both parties providing additional matching funds;

**WHEREAS**, the Parties entered into the Third Amendment to the Agreement on September 1, 2020 for a change in the match fund contribution from WCCUSD for the 2020/21 contract period; and

**WHEREAS**, due to program and budget changes resulting from the COVID-19 pandemic, the City desires to extend the Agreement for an additional one-year option in alignment with a new City budget cycle and to restore the WCCUSD match contribution; and

**WHEREAS**, Parties desire to continue Coordination of Community Schools program services at all six San Pablo schools for an additional year, and the parties have agreed to modify the terms of the Agreement related to compensation, term, and notices;

**WHEREAS**, the Parties desire to amend the WCCUSD match funding contribution for fiscal year 2021/22;

**NOW, THEREFORE, THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:**

1. **MATCHING FUNDS**, Section 1.1 of the Agreement, "Matching Fund Responsibilities," is amended to provide that COSP shall contribute \$90,000 and WCCUSD shall contribute \$90,000 to fund Beacon Directors for the 2021-22 Fiscal Year

2. **TERM**, Section 1.4 of the Agreement, "Effective Date and Term" is amended to

the following:

“The City has exercised the option to extend the term of the agreement for one additional year to June 30, 2022 despite the language in the original Agreement.”

3. **NOTICES**, Section 3.4 of the Agreement, “Notices” is amended to replace the City’s mailing address for official notices as:

San Pablo City Hall  
1000 Gateway Avenue  
San Pablo, CA 94806  
Attn: City Manager

4. All other terms and conditions of the Agreement, as amended, shall remain in full effect.

**West Contra Costa Unified School District**

**City of San Pablo**

Date: \_\_\_\_\_, 20\_\_

Date: \_\_\_\_\_, 20\_\_

By \_\_\_\_\_  
Peter Wold, Associate Superintendent of  
Business Services

By \_\_\_\_\_  
Matt Rodriguez, City Manager

Approved as to form:

By \_\_\_\_\_  
Martine Blake, Director of Family & Community  
Engagement Department

By \_\_\_\_\_  
Lynn Tracy Nerland, City Attorney

Attest:

By \_\_\_\_\_  
Dorothy Gantt, City Clerk

Attachments: Service Summary

Attachment: Service Summary

## **Matching Funds for San Pablo Beacon Community Schools**

### **Background**

On November 21, 2011, the City of San Pablo City Council passed a resolution to develop a San Pablo Full Service Community Schools (FSCS) Initiative with the goal of transforming all schools in the City into Full Service Community Schools. In a Full Service Community School (Community School), the school district, city, county, community and faith-based organizations, businesses, families and philanthropists form a strong, deep and transparent partnership to jointly address the identified needs of students, families and the community in a comprehensive, integrated and accountable way.

The City of San Pablo conducts needs assessments to understand priority needs of children, youth and their families. The information collected guides the programmatic areas and overall direction of the San Pablo Beacon Community Schools Initiative.

### **Scope of Work**

To leverage partnership between Cities and Schools, the City of San Pablo has agreed to match and expand funds to hire Lead Agencies/Beacon Directors at all six San Pablo schools: Helms, Dover, Lake, Bayview, Downer and Riverside. In addition, the funding will be utilized by lead agencies to subcontract for additional services supporting youth development and violence prevention, based on the needs of each individual school site. The City of San Pablo, in collaboration with WCCUSD, will be supervising these community school directors, overseeing their work plans and providing site support on implementation. Please see attached San Pablo Beacon Community Schools Collaborative Leadership Roles and Responsibilities.

### **Evaluation**

The City of San Pablo's Youth, School and Community Partnerships Division has contracted Public Profit to evaluate the San Pablo Beacon Community Schools Initiative. Evaluation reports support programs' continuous quality improvement and provide the public with information about the quality and benefits of youth services programs.

### **Performance Measures**

The City's evaluation system measures the services contracted for and delivered. Beacon Directors and their Lead Agencies are responsible for data collection as required, and responsible for complying with any monitoring and reporting requests that are made by the City's Program Evaluator during the evaluation process. The Program Evaluator works with Lead Agencies to develop and distribute evaluation tools that will track performance measures. The mixed methods study design combines program attendance; stakeholder interviews; document review; and youth surveys to explore the evaluation questions.

- **Program Attendance:** Sites record program enrollment and attendance data into the Cityspan database.
- **Youth Surveys:** Programs that last the full year survey youth once in the Spring. Programs that have multiple cycles per year survey youth both in the Fall and the Spring.
- **Stakeholder Interviews:** Stakeholder interviews are conducted for the Coordination of Community Schools and the Family Engagement grant strategies.
- **Document Review:** Program Evaluator reviews documents related to the coordination of community schools and related programs. Documents may include literacy data, self-assessment reports, youth/parent feedback, or any other prepared reports compiled by the Grantee and/or City.
- **Population level data:** Program Evaluator collects and analyzes publicly available population level indicators to include in the findings report.

## Evaluation Outputs

Data is analyzed and summarized into a high-level citywide summary, an at-a-glance summary infographic, six school profiles, a Richmond High profile, and a summer profile. These annual reports are presented to City Council in the Fall of each year, along with a Power Point presentation.

## Matching Funds

<b>Fund Name</b>	<b>Amount FY 21/22</b>
City of San Pablo Funds	\$90,000*
WCCUSD School Site Match	\$24,000 (\$4,000 per school)
WCCUSD Central Office Match	\$66,000
	<b>\$180,000</b>

\*Match amount is part of a total city investment of \$621,500 toward San Pablo schools, and Richmond High for 2020-21 as part of the Team for Youth Grant program.

## **San Pablo Beacon Community Schools Initiative Collaborative Leadership Roles and Responsibilities**

## **City of San Pablo, Youth, School & Community Partnerships Division, Beacon Community Schools Initiative**

- Sets the overall mission, principles, values, and strategic direction of the Initiative, informed by community needs and input.
- Administers the Team For Youth grant program, the funding arm of Community Schools.
- Develops and executes Lead Agency contracts, ensures contract compliance, monitors fiscal practices and reports to Finance and City Council.
- Monitors programmatic implementation of Community Schools and scale-up strategy.
- Monitors adherence to the evaluation model; data collection activities, continuous improvement, and reporting on the impact of services on children, youth, and families.
- Facilitates and sustain relationships between multiple and diverse entities (WCCUSD, School sites, Lead Agencies, County, others).
- Leverages resources to maximize investments in schools.
- Facilitates San Pablo Beacon Director and Lead Agency meetings.
- Produces Initiative-wide communications; development and distribution of program information.
- Sets accountability and quality standards for Beacon Community Schools.
- Fosters consistency in Beacon Community Schools philosophy and direction across all school sites.

## **West Contra Costa Unified School District, Community Engagement Office**

- Collaborates on setting overall mission, principles, values, and strategic direction of the Initiative.
- Leverages resources to maximize investments in schools.
- Contributes match funding for Beacon Directors.
- Collaborates on review and selection of Lead Agencies.
- Leads professional learning communities and technical assistance to Beacon Directors.
- Through the use of a FERPA agreement, supports providing access to WCCUSD student data for Cityspan Technologies, a web-based data system to track programs and participants.
- Supports providing access to school facilities for programs and services; including afterschool, weekend, school breaks, and summer.
- Facilitates coordination between district departments.
- Promotes alignment and coordination with Family Engagement programs, Culture & Climate programs, Health & Wellness programs, and Expanded Learning programs.
- Incubates models that can inform the larger system in San Pablo schools

## **Beacon Community Schools Lead Agency**

### *Advocacy & Communication*

- Establishes and maintains mutually beneficial relationships with key internal and external stakeholders including families, school district, local businesses, leaders, and community based organizations, etc.
- Promotes the Beacon Community School, its programs and services, through marketing, social media, and communications.

#### *Strategic Planning & Sustainability*

- Develops consensus among key stakeholders in alignment with the Beacon Community Schools Initiative vision, goals, and priority service areas.
- Provides a work plan documenting SMART goals and strategies to achieve identified priorities.
- Grows and diversifies the school's financial and human resources providing match funding to City of San Pablo grant dollars.
- Demonstrates and documents best practices, progress toward shared vision, and concrete results for children, youth, and families in the school community and neighborhood.

#### *Staffing & Program Development*

- Hires, supervises, trains and provides performance reviews of Beacon Directors and staff in addition to standard human resource functions. Include City of San Pablo in hiring of staff.
- Oversees day to day operations of the Beacon Community School activities, programs and services.
- Provides professional development for Beacon Directors to maintain high quality staff.
- Supports Beacon Director integration within the school, agency, and community.
- Develops, implements, and improves program offerings based on children, youth and family strengths and needs.
- Oversees subcontracting contract development and compliance, including adherence to provisions in the City of San Pablo Lead Agency Grant Agreement.
- Fosters innovation in youth development, community development and education strategies.
- Regularly assesses and document program and staff progress.
- Supports and participate in City of San Pablo programs and signature events.
- Maintains ongoing communication with City of San Pablo staff.

#### *Fiscal Management & Minimum Grant Requirements*

- Provides financial oversight of all Beacon Community School programs and services.
- Develops accurate, comprehensive, up to date budgets
- Ensures adequate cash flow and timely invoicing.
- Provides timely reports to City of San Pablo.
- Provides insurance documents – Certificate of Insurance, Additionally Insured Endorsement, Waiver of Subrogation, Physical Abuse and Molestation Insurance.
- Monitors and meets participant and attendance targets for Beacon Community School programs and services.