



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

Multnomah County Department of County Human Services, SUN Service System Division ("County"), **School Name**, and **Lead Agency** 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 \_\_\_\_\_

District Liaison signature & date \_\_\_\_\_

SUN CS Site Manager signature & date \_\_\_\_\_

SUN CS Lead Agency Supervisor signature & date \_\_\_\_\_

SUN Service System Manager signature & date \_\_\_\_\_

