

## AGREEMENT

This AGREEMENT made and entered into this 4<sup>th</sup> day of June 2024, by and between COUNTY OF SAN JOAQUIN (hereinafter COUNTY), a political subdivision of the State of California, acting through the **First 5 San Joaquin Children and Families Commission** (hereinafter "COMMISSION"), and Tracy Unified School District (hereinafter "CONTRACTOR") whose principal place of business is at 1875 W. Lowell Drive, Tracy, CA 95376.

## RECITALS

1. The COMMISSION has reviewed and recommended that COUNTY enter into an Agreement with CONTRACTOR as set forth below.
2. CONTRACTOR proposes to conduct **Family Engagement Initiative**, as set forth in Exhibit "A", attached hereto and incorporated herein, hereinafter described as the "Program", and
3. COUNTY and CONTRACTOR are desirous of entering into an Agreement to memorialize the rights, duties, and obligations of each toward the other in connection with the services that CONTRACTOR will provide.

NOW THEREFORE, in consideration of the charges, fees, mutual covenants and conditions contained herein, COUNTY and CONTRACTOR hereby agree as follows:

### 1. **TERMS OF THE AGREEMENT**

The term of this Agreement is from **July 1, 2024** to **June 30, 2025**. Nothing in this Agreement shall be interpreted as requiring either party to renew or extend this Agreement.

### 2. **SCOPE OF WORK**

The services to be performed by CONTRACTOR under this Agreement shall include, but are not limited to, those items described in the Scope of Work, set forth in Exhibit "A", attached hereto and incorporated herein. In cases of ambiguity, the COMMISSION's Executive Director may interpret the Scope of Work by using CONTRACTOR's proposal and letters of clarification, copies of which documents are on file in the COMMISSION's Executive Director's office.

### 3. **FISCAL PROVISIONS**

- A. COUNTY shall pay CONTRACTOR an amount not to exceed **\$102,933**.

- B. The basis for this Agreement shall be cost reimbursement. CONTRACTOR shall submit an Itemized Budget Expenditure Report (IBER) with supporting backup documentation on a monthly or quarterly basis, at the direction of the COMMISSION's Executive Director. Payment shall not exceed CONTRACTOR's actual costs. The payment of the cost of services shall be adjusted to actual cost or maximum Agreement, whichever is less, at the end of Agreement period. Payment shall be made in accordance with the Program Budget marked Exhibit "B" and attached hereto. All payments are contingent upon the availability of state and federal funding.
- C. CONTRACTOR, with the prior written approval of the COMMISSION's Executive Director, may make line-item changes to the budget, as long as such changes do not change the total funding in the Agreement.

4. **INDEPENDENT CONTRACTOR**

In the performance of work duties and obligations imposed by this Agreement, CONTRACTOR is at all times acting as an independent CONTRACTOR and not as an employee of COUNTY. The sole interest of COUNTY is to assure that CONTRACTOR's services are rendered in a competent and efficient manner in order to maintain the high standards of COUNTY. CONTRACTOR shall not have any claim under this Agreement or otherwise against COUNTY for vacation, sick leave, retirement benefits, social security or workers' compensation benefits. CONTRACTOR acknowledges the fact that it is an independent CONTRACTOR and is in no way to be construed as an employee of COUNTY nor are any of the persons employed by CONTRACTOR to be so construed.

5. **STANDARD OF PERFORMANCE**

CONTRACTOR shall perform CONTRACTOR's work in strict accordance with approved methods and standards of practice in CONTRACTOR's professional specialty. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a professional manner and conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession.

6. **CONTRACTOR RESPONSIBILITIES**

- A. **Evaluation Plan** CONTRACTOR shall be required to develop and/or revise the Project's Evaluation Plan in conjunction with the COUNTY's evaluation consultant.
- B. **Data Input** CONTRACTOR shall be required to participate in pertinent training and input data into an Internet based or other data collection system as required by the COUNTY.
- C. **Reporting** CONTRACTOR shall submit monthly, quarterly and annual reports related to evaluation as required by the COUNTY.

- D. **Access** CONTRACTOR shall provide access to COUNTY staff and consultants to programmatic and client records. CONTRACTOR shall not refuse access to the records on the basis of confidentiality. The California Children and Families Act provides that identifiable confidential information may be released to the extent necessary for the provision of services.
- E. **Fees** CONTRACTOR shall not impose or collect from participants any fees for services rendered pursuant to this Agreement.
- F. **Compliance** CONTRACTOR shall comply with COMMISSION policies and procedures.

7. **GENERAL PROVISIONS**

- A. **Modifications or Amendments** This Agreement may be modified or amended only by a subsequent written agreement signed by both parties.
- B. **Compliance with Applicable Statutes, Ordinances and Regulations** CONTRACTOR shall comply with the applicable Federal, State, County and local laws in performance of work under this Agreement. Specifically, CONTRACTOR must:
  - i. Certify that it is a non-discrimination employer pursuant to Title 2, Chapter 5 to the California Code of Regulations.
  - ii. Comply with the minimum wage and maximum hours' provision of the Federal Fair Labor Standards Act.
  - iii. Assume all responsibility for complying with the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, and Sub-part F.
  - iv. Comply with all Federal, State, County and local laws, rules, and regulations applicable to its performance under this Agreement. If Federal, State, County or local laws, rules, regulations or guidelines touching upon this Agreement be adopted or revised during the term hereof, CONTRACTOR shall comply with them or notify COUNTY, in writing, that it cannot so comply so that COUNTY may take appropriate action.
  - v. Comply with Assembly Bill 1522, known as the Healthy Workplaces, Healthy Families Act of 2014. With a few exceptions, the new law requires all employers to provide employees performing work in California with paid sick leave, beginning on July 1, 2015.
- C. **Compliance with Immigration Law** CONTRACTOR shall employ only individuals who are in compliance with any and all current laws and regulations of the United States (U.S.) Dept. of Homeland Security, U.S. Citizenship and Immigration Service.
- D. **Licenses and Permits** CONTRACTOR represents and warrants to COUNTY that CONTRACTOR has all licenses, permits, certificates, qualifications and approvals of whatsoever nature, which are legally required for CONTRACTOR to practice its profession and perform work under the Agreement.
- E. **Conflict of Interest**

- i. CONTRACTOR has read and is aware of the provisions of Sections 1090 et seq. and 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees and agrees to be bound thereby. CONTRACTOR certifies that it is unaware of any financial or economic interest of any public officer or employee of COUNTY relating to this Agreement which would constitute violations of the foregoing sections of the Government Code. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, COUNTY may immediately terminate this Agreement by giving written notice thereof.
  - ii. CONTRACTOR certifies that its employees and officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest, as statutorily defined, which either directly or indirectly arises from this Agreement.
  - iii. CONTRACTOR shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family or business ties.
  
- F. **Nepotism** When relatives are in the same chain-of-command of management official or supervisor with authority to take personnel management actions, such persons may not select a relative for a position anywhere in the CONTRACTOR's organization under his or her jurisdiction or control. Such persons having the authority to appoint, employ, promote, or advance person or to recommend such action, may not advocate or recommend a relative for a position in the CONTRACTOR's organization.
  - i. For purposes of this statement, relative is defined as a spouse, parents, children, siblings, aunts or uncles, in-laws or stepparents or stepsiblings.
  - ii. Except by consent of COUNTY's Human Services Agency Director or designee, which consent shall not be unreasonably withheld for exceptional or unusual circumstances, no person shall be employed by CONTRACTOR who is in a direct chain-of-command or supervision with any relative, as defined above.
  
- G. **Confidentiality** Contractor shall:
  - i. Have a policy on confidentiality and will not publish, use or disclose any information concerning eligible individuals, applicants or recipients who receive service through this program for any purpose not connected with the administration of CONTRACTOR's or COUNTY's responsibilities under this project except with the informed written consent of the eligible individuals.
  - ii. Not publish or disclose, or use or permit, or cause to be published any information pertaining to an applicant or recipient of program services.
  
- H. **Non-Exclusive Rights** This Agreement does not grant to CONTRACTOR any exclusive privileges or rights to provide services to COUNTY. COUNTY may contract with other counties, private companies or individuals for similar services.

- I. **Assignment** This Agreement is binding upon COUNTY and CONTRACTOR and their successors. Except as otherwise provided herein, neither COUNTY nor CONTRACTOR shall assign, sublet or transfer its interest in this Agreement or any part thereof, delegate its duties hereunder without the prior written consent of the other. Any assignment, transfer, or delegation made without such written consent shall be void and shall be a material breach of this Agreement.
- J. **Termination**
- i. **Cause** If a CONTRACTOR materially breaches the term of this Agreement, COUNTY shall have the following alternative remedies:
    - a. Terminate the Agreement with CONTRACTOR subject to any regulatory required notice of termination.
    - b. Complete the unfinished work, under this Agreement, with a different CONTRACTOR.
    - c. All other remedies provided by law.
  - ii. **For Convenience** Either party to this Agreement may for any reason terminate this Agreement at any time by giving to the other party thirty (30) days' written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
  - iii. **Disputes** CONTRACTOR shall continue with the responsibilities under this Agreement during any dispute.
- K. **Governing Law** The laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and shall also govern the interpretation of this Agreement.
- L. **Venue** For any actions arising out of this Agreement, they shall be held in the County of San Joaquin, California.
- M. **Indemnification** CONTRACTOR agrees that it shall indemnify, defend and hold harmless COUNTY, its agents, elected officials, officers, volunteers, authorized charges, damages, claims, liens, and cause of actions, of whatsoever kind or nature, including, but not limited to: reasonable attorney fees, which are in any manner directly or indirectly caused, occasioned or contributed to in whole or in part through any act, omission, fault or negligence, whether active or passive, of CONTRACTOR or CONTRACTOR's officers, agents, employees or authorized representatives, which relates in any manner to this Agreement, any work to be performed by CONTRACTOR arising from the operation of this Agreement, even though the same may have resulted from the joint, concurring or contributory negligence, whether active or passive, of COUNTY or any other person or persons, except those injuries or damages that are the result of willful acts or the sole negligence of COUNTY, its officers, agents or employees.
- i. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons and damage to any property, regardless of

where located, including the property of the COUNTY, and any liability of COUNTY for private attorney general fee awards. It is further expressly understood and agreed that the duty to indemnify shall include, but not be limited to: any internal costs for staff time, investigation costs and expenses, and fee of County Counsel reasonably incurred as a result of any act, omission, fault or negligence, whether active or passive, of CONTRACTOR or CONTRACTOR's officers, agents, employees or authorized representatives, which relates in any manner to this Agreement, or any authority delegated to CONTRACTOR under this Agreement.

- N. **Insurance Requirements** During the term of this Agreement, CONTRACTOR shall maintain and carry in full force insurance of the following types and minimum amounts with a company or companies that are acceptable to COUNTY, insuring CONTRACTOR while CONTRACTOR is performing duties under this Agreement:
- i. **Workers' Compensation** A program of Workers' Compensation Insurance or a state-approved self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including employer's liability with one million dollars (\$1,000,000) limits, covering all persons providing services on behalf of CONTRACTOR and all risks to such persons under this Agreement.
  - ii. **Comprehensive General Liability Insurance** The policy shall have limits for bodily injury or property damage including personal injury of two million dollars (\$2,000,000) each occurrence and four million dollars (\$4,000,000) aggregate.
  - iii. **Automobile Liability** CONTRACTOR agrees to hold harmless and indemnify COUNTY for any and all liabilities associated with the use of any automobiles in relation to tasks associated with this Agreement.
  - iv. **Additional Named Insured** All policies, except for Workers' Compensation, shall contain additional endorsements naming COUNTY and its officers, employees, agents, servants and volunteers as additional insured with respect to liabilities arising out of performance of services.
  - v. **Policies Primary and Non-Contributory** All policies required above are to be primary and non-contributory with any self-insurance programs carried or administered by COUNTY.
  - vi. **Proof of Coverage** CONTRACTOR shall furnish certified copies of the policies and all endorsements to the COUNTY Purchasing Department evidencing the required insurance coverage, including endorsements above required, prior to the commencement of performance of services, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days' written notice to COUNTY. CONTRACTOR shall maintain such insurance from the time CONTRACTOR commences performance of services hereunder until the completion of such services. If COUNTY elects to renew this Agreement, CONTRACTOR shall provide COUNTY with certified copies of the policies and all endorsements for each additional term of this Agreement. All insurance shall be in a company or companies authorized by

law to transact insurance business in the State of California. Certificates of insurance are to be mailed to:

**San Joaquin County  
Purchasing and Support Services  
44 N. San Joaquin Street, Suite 540  
Stockton, California 95202**

- vii. **Payment Withheld** If CONTRACTOR does not obtain the described insurance, or if COUNTY is not furnished at the time of specified with the requisite insurance certificates, or if the described insurance is terminated, altered, or changed in a manner not acceptable to COUNTY, COUNTY may withhold payments to CONTRACTOR or terminate this Agreement.
- viii. **Liability Insurance** Coverage in the minimum amounts set forth herein shall not be construed to relieve CONTRACTOR from liability in excess of such coverage, nor shall preclude COUNTY from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- O. **Entire Agreement** This document contains the entire Agreement between the parties and supersedes oral or written understanding they may have had prior to the execution of this Agreement. If any ambiguity is created between this Agreement and its exhibits, this Agreement shall prevail.
- P. **Severability** Each paragraph and provision of this Agreement is severable, and if one or more paragraphs or provisions are declared invalid, the remaining provisions of this Agreement will remain in full force and effect.
- Q. **Enforcement of Remedies** No right or remedy herein conferred on or reserved to COUNTY is exclusive of any other right or remedy herein or by law or equity provided or permitted but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.
- R. **Modification and Waiver** No supplement, modification, or waiver of this Agreement shall be binding unless executed in writing by the party to be bound thereby. No waiver of any of the provisions of this Agreement shall be deemed to or shall constitute a waiver of any other provisions hereof (whether similar or not), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.
- S. **Exhibits to Contract** Additional provisions shall be attached hereto and incorporated herein as sequential exhibits and shall have the same force and effect as set forth in this Agreement.

- T. **Headings** Paragraph headings are not to be considered a part of this Agreement and are included solely for convenience of reference and are not intended to be full or accurate description of the contents thereof.
- U. **Force Majeure** Without affecting any right of termination as set forth in this Agreement, either party may suspend this Agreement at any time because of strike of its personnel, war, declaration of state of national emergency, acts of God, or other cause beyond the control of the party, by giving the other party written notice of, and reason for, the suspension.
- V. **Audit** CONTRACTOR agrees that COUNTY or its designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. CONTRACTOR agrees to maintain records pertaining to the performance of this Agreement. CONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, CONTRACTOR agrees to include a similar right of COUNTY to audit records and interview staff in any subcontract related to performance of this Agreement.
- i. CONTRACTOR shall maintain accurate and complete records including a physical inventory of employee payroll time sheets. These records shall be preserved in accordance with recognized commercial accounting practices.
  - ii. CONTRACTOR shall permit COUNTY to examine and audit these records and all supporting records at all reasonable times. Audits shall be made no later than (a) five (5) calendar years after completion of services rendered or (b) five (5) calendar years after expiration date of this Agreement, whichever comes later.



CONTRACTOR: Tracy Unified School District  
1875 W. Lowell Drive  
Tracy, CA 95376

COUNTY: County of San Joaquin  
Children and Families Commission  
102 S. San Joaquin Street  
Stockton, CA 95202

IN WITNESS WHEREOF, COUNTY and CONTRACTOR have executed this Agreement, effective on the date and year first written above, to the terms and conditions set forth above, COUNTY and CONTRACTOR have placed their signatures below:

COUNTY OF SAN JOAQUIN, a political subdivision of the State of California

By: \_\_\_\_\_  
Chris Woods  
Director, San Joaquin County Human Services Agency

CONTRACTOR, Tracy Unified School District

By: \_\_\_\_\_  
Mary Petty  
Director of Continuous Improvement State and Federal Programs

APPROVED AS TO FORM, Office of County Counsel

By: \_\_\_\_\_  
Rachael Allgaier  
Deputy County Counsel

**Exhibit A**  
**Family Engagement**  
**Scope of Work 2024-2025**

<b>Agency:</b> Tracy Unified School District		
<b>Initiative:</b> Family Engagement Initiative		
<b>Program Name:</b> Building Literacy Together Program		
Description of Major Milestones	Method	Evaluation Methods
<p>1. <b>Family Engagement Modules:</b> Family Engagement Specialist (FES) will complete the Quality Counts California Family Engagement Modules.</p> <p>Type of Measurement: Completed Module  Annual Target Quantity: 5</p> <p>Start Date: July 1, 2024  Target Date: June 30, 2025</p>	<p>FES will complete the Quality Counts California Family Engagement Modules accessible online at: <a href="https://qualitycountsca.net/early-educators/family-engagement/">https://qualitycountsca.net/early-educators/family-engagement/</a>. The Modules include:</p> <p>Module 1 – The What, Why and How of Family Engagement  Module 2 – Build Strengths-Based Relationships  Module 3 – Respect the Family’s Role in the Child’s Development  Module 4 – Show Cultural Respect  Module 5 – Take a Shared Approach to Family Engagement</p> <p>Completion of the Modules will occur within the first 90 days of hiring.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form</li> </ul> <p>ON FILE</p> <ul style="list-style-type: none"> <li>• Proof of completion</li> </ul>
<p>2. <b>Parent Engagement and Leadership Assessment Tool:</b> Director of State and Federal Programs and School Readiness Coordinator (SRC) will complete the Parent Engagement and Leadership Assessment Tool (Comprehensive Version).</p> <p>Type of Measurement: Assessment Tool  Annual Target Quantity: 1</p> <p>Start Date: July 1, 2024  Target Date: September 30, 2024</p>	<p>Director of State and Federal Programs and SRC will complete the Parent Engagement and Leadership Assessment (Comprehensive Version) to inform work supporting family engagement.</p> <p>Additional information can be found at: <a href="https://www.sjckids.org/Programs/Contractor-Resources">https://www.sjckids.org/Programs/Contractor-Resources</a></p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form</li> </ul> <p>ON FILE</p> <ul style="list-style-type: none"> <li>• Completed assessment</li> </ul>



**Exhibit A**  
**Family Engagement**  
**Scope of Work 2024-2025**

<p>3. <b>Family Engagement:</b> FES and Preschool staff will implement Family Engagement services aligned with the Parent Involvement – Family Engagement continuum.</p> <p>Type of Measurement: Activities  Annual Target Quantity: 8</p> <p>Type of Measurement: Parents/Caregivers (Unduplicated)  Annual Target Quantity: 60</p> <p>Start Date: July 1, 2024  Target Date: June 30, 2025</p>	<p>FES and Preschool staff will provide family engagement opportunities to TUSD preschool families. The family engagement activities include the following:</p> <ul style="list-style-type: none"> <li>• <b>Abriendo Puertas Workshops</b> <ul style="list-style-type: none"> <li>○ <i>Abriendo Puertas</i> is a 10-week course that provides families with information regarding their child’s development. The course provides opportunities for families to share parenting class.</li> </ul> </li> <li>• <b>Latino Literacy Workshops</b> <ul style="list-style-type: none"> <li>○ The Latino Literacy workshop provides families an opportunity to share literature with their child. The program is a lending library for families. Prior to providing families with the book, they will learn how to interact with their child and the book.</li> </ul> </li> <li>• <b>Parent Project: Loving Solutions</b> <ul style="list-style-type: none"> <li>○ Loving Solutions is a 10-week course that provides families with parenting skills. It provides them with an interactive book that allows them to reflect on their parenting style.</li> </ul> </li> <li>• <b>Kindergarten Readiness Workshop</b> <ul style="list-style-type: none"> <li>○ Families are invited to attend a parent workshop hosted by kindergarten teachers. Parents receive kindergarten expectations and can ask questions regarding kindergarten.</li> </ul> </li> <li>• <b>Literacy Workshops</b> <ul style="list-style-type: none"> <li>○ Program staff host three literacy workshops for parents. Listening &amp; Speaking, Reading, and Emergent Writing. Through the workshop we share developmental milestones and share strategies on how parents can support their child at home.</li> </ul> </li> <li>• <b>Family Connection Workshops</b> <ul style="list-style-type: none"> <li>○ Monthly parent workshops with current information that is relevant to families. Topics to be discussed</li> </ul> </li> </ul>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form <ul style="list-style-type: none"> <li>○ Include numbers served in each activity listed in the method.</li> </ul> </li> <li>• Database</li> </ul> <p>ON FILE:</p> <ul style="list-style-type: none"> <li>• Sign-in sheet for each activity</li> <li>• Meeting Agenda</li> <li>• Flyer (pre-approved)</li> <li>• Resource referral/follow up log</li> <li>• Client Consent Form</li> </ul>
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**Exhibit A  
Family Engagement  
Scope of Work 2024-2025**

	include, but not limited to: Communication, The Importance of Play, and STEM.	
<p><b>4. Screening, Referrals, Linkages, and Service Coordination:</b> FES will determine usage and access to community services and aid with linkages, referrals, support, and collaboration with programs, as needed, to all families served in F5SJ programs.</p> <p>Type of Measurement: Families Served Annual Target Quantity: 60</p> <p>Start Date: July 1, 2024 Target Date: June 30, 2025</p>	<p>FES will:</p> <ul style="list-style-type: none"> <li>• Assess and document the needs of families.</li> <li>• Provide information regarding usage and access to health and dental insurance for families identified with need.</li> <li>• Promote linkages to available services and support.</li> <li>• Provide information and referrals to programs/services that may include California Work Opportunity and Responsibility to Kids (CalWORKs); Women, Infant, and Children (WIC); CalFresh; food subsidy programs; community awareness, public outreach, and education on issues related to children and their families.</li> <li>• Collaborate with community partners to make sure the family's basic needs are met.</li> <li>• Document all referrals and assistance provided to families in the Database.</li> </ul> <p>Health insurance and dental insurance screening and referrals are to be recorded in the Database.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Database</li> <li>• Scope of Work Reporting Form</li> </ul> <p>ON FILE</p> <ul style="list-style-type: none"> <li>• Referral logs or forms</li> </ul>
<p><b>5. Strategic Communications Campaigns:</b> FES will incorporate messages, information, and material from one or more F5SJ community awareness/education campaigns.</p> <p>Type of Measurement: Activities Target Quantity: 4</p> <p>Start Date: July 1, 2024 Target Date: June 30, 2025</p>	<p>FES will incorporate campaign messages, information, and resources into existing services (parent workshops, home visits, outreach events, or other special activities) in prior approved formats, in an effort to spread campaign messages throughout the county.</p> <p>Messaging must include at least four of the following campaigns:</p> <ul style="list-style-type: none"> <li>• Talk. Read. Sing. Draw. Play. (TRSDP) (parent engagement/ early literacy campaign)</li> <li>• Well Together San Joaquin (mental health/ emotional wellness campaign)</li> <li>• Healthy Baby San Joaquin (marijuana use prevention campaign for pregnant and/or breastfeeding parents)</li> </ul>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form shall reflect: <ul style="list-style-type: none"> <li>○ Type of activities</li> <li>○ Dates of activities</li> </ul> </li> </ul> <p>ON FILE</p> <ul style="list-style-type: none"> <li>• Meeting Agenda</li> <li>• Flyer for community event or workshop</li> </ul>



**Exhibit A  
Family Engagement  
Scope of Work 2024-2025**

	<ul style="list-style-type: none"> <li>• Be Their Voice San Joaquin (child abuse awareness and prevention/ father involvement campaign)</li> <li>• San Joaquin TEETH (oral health campaign)</li> <li>• Raising Quality! (finding quality care/child development resources)</li> </ul> <p>Campaign information and resources are accessible at <a href="http://www.sjckids.org">www.sjckids.org</a>.</p>	
<p>6. <b>Sustainability:</b> School Readiness Coordinator (SRC) will work with F5SJ staff and consultants on issues pertaining to sustainability.</p> <p>Type of Measurement: Achieved/Not Achieved Annual Target Quantity: N/A</p> <p>Start Date: July 1, 2024 Target Date: June 30, 2025</p>	<p>SRC will work with F5SJ staff and consultants regarding sustainability. Potential areas include involvement in county-wide strategic planning efforts, pursuit of additional funding, organizational capacity building to incorporate program elements into service delivery, communication of program outcomes, or promotion of infrastructure support (technology improvement, etc.).</p> <p>F5SJ will provide additional details throughout the year.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form shall reflect: <ul style="list-style-type: none"> <li>○ Activities completed</li> </ul> </li> </ul>
<p>7. <b>Professional Development:</b> FES will attend professional growth training throughout the year.</p> <p>Type of Measurement: Certificates of Completion or Attendance Records Annual Target Quantity: 7 meetings Annual Target Quantity: 3 required trainings</p> <p>Start Date: July 1, 2024 Target Date: June 30, 2025</p>	<p>FES will attend meetings that must include:</p> <ul style="list-style-type: none"> <li>• Contractor Meetings (three per year, all must be attended by Primary or Secondary Contact)</li> <li>• Quarterly Program meetings with F5SJ</li> </ul> <p>FES will attend/complete professional development opportunities/trainings that must include the following:</p> <ul style="list-style-type: none"> <li>• Community Links (monthly)</li> </ul> <p>In addition, FES may also include other local and F5SJ sponsored trainings, meeting, conferences, internal agency trainings, such as:</p> <ul style="list-style-type: none"> <li>• Strengthening Families Protective Factors Framework</li> <li>• Adverse Childhood Experiences (ACEs)</li> </ul>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form shall reflect: <ul style="list-style-type: none"> <li>○ Type/title of trainings/meeting</li> <li>○ Dates of trainings/meeting</li> <li>○ Staff in attendance</li> <li>○ Certificates of Completion or attendance record</li> </ul> </li> </ul>



**Exhibit A  
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	<p><i>Any new staff will contact F5SJ for a professional development plan.</i></p>	
<p>8. <b>Evaluation:</b> SRC and FES will comply with all data collection and reporting associated with Family Engagement evaluation requirements.</p> <p>Type of Measurement: Achieved/Not Achieved Annual Target Quantity: N/A</p> <p>Start Date: July 1, 2024 Target Date: June 30, 2025</p>	<p>SRC and FES will participate fully in local evaluation to demonstrate family engagement outcomes. SRC and FES will work with F5SJ Staff and local evaluator to collect and report on type(s) of family engagement services.</p> <p>Individually identifiable data will not be accessible to the public, nor will any individually identifiable data be transmitted to a statewide evaluator or included in any reports.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Database</li> <li>• Scope of Work Reporting Form</li> </ul>
<p>9. <b>Outreach and Recruitment:</b> FES will conduct targeted outreach and recruitment.</p> <p>Type of Measurement: Outreach, enrollment, and retention activities/events Annual Target Quantity: 2</p> <p>Start Date: July 1, 2024 Target Date: June 30, 2025</p>	<p>Outreach and recruitment efforts will be made to ensure equitable access to representatives of the targeted group.</p> <p>FES will:</p> <ul style="list-style-type: none"> <li>• Participate in agency or community events with the purpose of recruiting and establishing a waitlist for the program.</li> <li>• Build and maintain relationships with FES in order to promote program referrals.             <ul style="list-style-type: none"> <li>○ Posting flyers in the community.</li> <li>○ Attending district events to promote our preschool program.</li> <li>○ Working with other FES in our district to support families with information regarding the program.</li> </ul> </li> <li>• Build and maintain a waitlist of potential clients</li> <li>• Update program information with 2-1-1 and the Community Resource Directory, as needed, at least once per program year to strengthen the referral system.</li> </ul> <p>Other recruitment and relationship building efforts include, but are not limited to, the following places:</p> <ul style="list-style-type: none"> <li>• Attending and participating in district FES meetings.</li> </ul>	<p>SUBMIT QUARTERLY:</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form</li> </ul> <p>ON FILE:</p> <ul style="list-style-type: none"> <li>• Referral logs and forms</li> <li>• Mailing lists</li> <li>• Sign-in lists</li> <li>• Virtual presentation participant numbers</li> <li>• Activity or event flyers</li> <li>• Applications (program specific)</li> <li>• Waitlist data entered and updated in Database at least monthly</li> <li>• Proof of update with 2-1-1 and Community Resource Directory</li> </ul>



**Exhibit A**  
**Family Engagement**  
**Scope of Work 2024-2025**

<p>10. <b>Parent Advisory Committee:</b> SRC and FES will facilitate a Parent Advisory Committee meeting a minimum of twice annually.</p> <p>Type of Measurement: Meetings  Annual Target Quantity: 2</p> <p>Start Date: July 1, 2024  Target Date: June 30, 2025</p>	<p>SRC and FES will meet with the Parent Advisory Committee bi-annually during the school year. The purpose of this committee is to involve parents in their children’s education and to seek their input and advise the program in improving services.</p>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form</li> </ul> <p>ON FILE</p> <ul style="list-style-type: none"> <li>• Sign-in sheet</li> <li>• Meeting agenda</li> <li>• Flyer (pre-approved)</li> </ul>
<p>11. <b>Developmental Screenings:</b> School Readiness Lead will provide comprehensive developmental and mental health screening using the Ages &amp; Stages Questionnaire (ASQ) system for children served in the program.</p> <p>Type of Measurement: Children Served  Annual Target Quantity: 60</p> <p>Start Date: July 1, 2024  Target Date: June 30, 2025</p>	<p>SRL will administer the ASQs and Ages and Stages Questionnaire: Social Emotional (ASQ:SE) to children who do not have a current Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP) within 60 days of entrance into the program. [Indicate Staff] will:</p> <ul style="list-style-type: none"> <li>• Work with parents/guardians to complete the appropriate ASQ and ASQ:SE.</li> <li>• Discuss results with parents/guardians.</li> <li>• Complete follow-up activities and rescreening, as needed.*</li> <li>• Recommend and assist parents/guardians with referrals for further individualized follow-up/referral when scores indicate a possible developmental delay, behavioral, or mental health concern. <ul style="list-style-type: none"> <li>○ Referrals will be to Help Me Grow or the appropriate agency (i.e., school district, United Cerebral Palsy, Valley Mountain Regional Center, etc.) based on the age/need of the child and or need of the parents/guardians.</li> </ul> </li> <li>• Return completed ASQ and ASQ:SE tools to parents/guardians after screening and score summary is completed.</li> <li>• Record screenings and referrals (as necessary) in the Database.</li> </ul>	<p>SUBMIT QUARTERLY (electronically)</p> <ul style="list-style-type: none"> <li>• Scope of Work Reporting Form shall include: <ul style="list-style-type: none"> <li>○ Information to clarify any discrepancies in numbers reported when compared to the Database report</li> <li>○ Information to clarify any discrepancies in numbers reported when compared to other milestone activity</li> </ul> </li> <li>• Screening data entered into Database at least quarterly</li> </ul> <p>ON FILE</p> <ul style="list-style-type: none"> <li>• Completed ASQ and ASQ:SE Score Summaries for each child</li> <li>• Referral documentation and follow-up information</li> </ul>



**Exhibit A**  
**Family Engagement**  
**Scope of Work 2024-2025**

	<p>* F5SJ policy supports re-screening annually but not continuing to re-screen and practice a skill without a referral for children who score below the developmental screening cut-off.</p> <p>Programs will complete the annual target quantity by documenting the number of children receiving ASQ and ASQ:SE screening and the number of children who enter the program with an existing IFSP or IEP, combined. Staff administering the ASQ and ASQ:SE tool will receive agency based or F5SJ training prior to tool use.</p>	
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**Exhibit B  
BUDGET REQUEST FORM**

**Agency:** Tracy Unified School District

**Program:** Family Engagement Initiative- Building Literacy Together Program

**Period:** July 1, 2024- June 30, 2025

A	B	C	D	E	F	G	H	I
PERSONNEL				% of salary attributed	Total salary attributed	Amount of Col F requested from	%	Amount of Col F provided by
Position Title		Salary		to program	to program	Commission		other sources
A.	Translator/Clerk Typist	\$42,514		25.00%	\$10,629	\$10,629	100.00%	\$0
B.	Family Engagement Specialist	\$35,355		100.00%	\$35,355	\$35,355	100.00%	\$0
C.	Extra Services	\$2,000		100.00%	\$2,000	\$2,000	100.00%	\$0
Total Personnel Excluding Benefits						\$47,984		
Benefits Percentage				<b>38.78%</b>		\$18,608		
Total Personnel Including Benefits						\$66,592		
<b>II. OPERATING EXPENSES</b>						<b>Amount requested from Commission</b>		
A.	Rent and Utilities					\$0		
B.	Communications/Phones					\$1,200		
C.	Office Expenses					\$2,000		
D.	Equipment Lease					\$0		
E.	Equipment Purchase					\$0		
F.	Travel					\$500		
G.	Training/Conferences					\$4,000		
H.	Consultants/Subcontractors (if any)					\$0		
I.	Program Costs					\$24,634		
J.	Other, please describe					\$0		
Total Operating Expenses						\$32,334		
Total Personnel Including Benefits and Total Operating Expenses						\$98,926		
<b>III. INDIRECT EXPENSES</b>								
Personnel Including Benefits & Total Operating Expense						<b>4.05%</b>	\$4,007	
<b>IV. TOTAL REQUEST</b>						\$102,933		

**Exhibit B**  
**Tracy Unified School District**  
**Family Engagement Initiative**  
**July 1, 2024 through June 30, 2025**  
**BUDGET NARRATIVE**

**Summary:**

A total of **\$102,933** is requested for expenses to be incurred from July 1, 2024, to June 30, 2025. These funds will be used to implement the Building Literacy Together (BLT) Family Engagement Initiative program.

**I. Personnel:**

A total of **\$47,984** is requested for salary expenses, excluding benefits, for a 12-month period. The requested amount represents funding for the following positions:

- A. Translator/Clerk Typist:** A total of **\$10,629** is requested for **25 percent** of the Translator/Clerk Typist salary to enroll families in the program, perform data input, keep, and maintain records, file, promote events and meetings, translate written material, and translate during workshops, meetings, and parent education trainings (Contracted days:190) ( $\$42,514 \times 0.25 \text{ FTE} = \$10,629$ ).
- B. Family Engagement Specialist (FES):** A total of **\$35,355** is requested for **100 percent** of the FES. The FES will be the liaison between the preschool program and families. The FES will connect families with community resources, lead, and host family workshops, provide trainings, and collaborate with preschool staff to support families with their various needs. In addition, the FES will provide parent workshops in *Abriendo Puertas*, *Loving Solutions*, and *Latino Literacy Project* (Contracted days: 185) ( $\$35,355 \times 1 \text{ FTE} = \$35,355$ ).
- C. Extra Services:** A total of **\$2,000** is requested for **100 percent** of the extra services salaries to cover the cost of classified and or certificated staff to support in parent education activities. This line item includes personnel to provide childcare, translation during parent workshops and trainings, including kindergarten orientation meetings, and to facilitate a parenting program. This line item includes custodial support, as needed, for parent workshops/trainings and professional development that occurs with First 5 San Joaquin (F5SJ) funded staff after their contracted hours. The line item also includes the FES to provide support (parent workshops, community resources, Kindergarten Readiness workshops, and *Abriendo Puertas* workshops) to our families.

**In Kind:** School Readiness Coordinator: Funds are not requested for the salary of the School Readiness Coordinator (SRC). The SRC will continue to oversee the F5SJ funded preschool program in TUSD. This position will oversee curriculum and instruction and will monitor student progress for all sites. This position will coordinate the parent

**Exhibit B**  
**Tracy Unified School District**  
**Family Engagement Initiative**  
**July 1, 2024 through June 30, 2025**  
**BUDGET NARRATIVE**

involvement, staff professional development and articulation between Preschool, Transitional Kindergarten (TK) and Kindergarten teachers across the district (Contracted days: 215). School Readiness lead will continue to provide Developmental Screenings to families.

**Benefits:**

A total of **\$18,608** is requested for benefits for positions as identified. Benefits include health, life, dental and vision insurance, retirement, and state and federal mandated benefits and employer paid payroll taxes. The program anticipates the benefits costing approximately **38.78 percent** of the total personnel expenses ( $\$47,984 \times 38.78\% = \$18,608$ ).

**II. Operating Expenses:**

**A. Rent and Utilities:** None requested.

**B. Communications/Phones:** A total of **\$1,200** is requested for cell- phone services for the FES. The FES spends most of their time away from their desk hosting and facilitating parent meetings and out in the community collecting resources and information to share with program families. A cellphone will make it easier for program families to communicate with the FES when they are out in the field. This line item includes the monthly service fee and the price of the cell phone. The amount was calculated by estimating the cost of \$75 per month plus \$300 for the one-time purchase of the phone equipment [ $\$300 + (\$75 \times 12 \text{ months}) = \$1,200$ ].

**C. Office Expenses:** A total of **\$2,000** is requested for Office Expenses. Office expenses include, but are not limited to, office consumable supplies and small office equipment. This line item also includes materials, postage, printing and duplicating costs, and shredding fees. The amount was calculated by estimating the cost of \$166 per month ( $\$166.67 \times 12 \text{ months} = \$2,000$ ).

**D. Equipment Lease:** None requested.

**E. Equipment Purchase:** None requested.

**F. Travel:** A total of **\$500** is requested for Travel. The amount requested is for a program related mileage, parking, and tolls for budgeted staff including, but not limited to, the Translator/Clerk Typist, and FES. The estimated travel cost will average approximately \$42 per month. The mileage rate will not exceed the

**Exhibit B**  
**Tracy Unified School District**  
**Family Engagement Initiative**  
**July 1, 2024 through June 30, 2025**  
**BUDGET NARRATIVE**

Internal Revenue Service published rate of reimbursement. All out-of-county travel must be pre-approved by First 5 San Joaquin (F5SJ) (\$41.67 x 12 months = \$500).

**G. Training/Conferences:** A total of **\$4,000** is requested for Training/Conferences. The amount requested would cover registration fees, travel expenses, and mileage for the FES and Translator/Clerk. This line item may also include, but is not limited to, expenses for consultants/trainers and expenses related to in-house training on topics related to early childhood education and family engagement. Any out-of-county training must be pre-approved by F5SJ prior to registering.

**H. Consultants/Subcontractors:** None requested.

**I. Program Costs:** A total of **\$24,634** is requested for program costs for the family engagement initiative.

**\$13,134** Family engagement materials: include, but are not limited to, materials for parent workshops or training. This line item will also include materials needed to implement the *Abriendo Puertas* program, Latino Literacy Project, and Loving Solutions, Family Connection monthly workshops with families (6 programs x \$2,189/program = \$13,134).

**\$2,000** Healthy snacks provided to parents in accordance with F5SJ food policy during workshops and training.

**\$8,000** Parent Education Lending Library: provide parent education books to families on different topics that are relevant to child development, behavior, and some self-care books for families to borrow. This line item includes books, and a bookshelf that will house the books for families. It also includes board games and educational materials to provide families with the opportunity to borrow that promotes positive parent/child interaction and learning opportunities for families.

**\$1,500** Strategic Communication Campaign: includes materials to distribute to families that share from the F5SJ messaging campaigns (ie. San Joaquin Teeth, Talk. Read. Sing. Draw. Play.).

**J. Other:** None requested.

**III. Indirect Expenses:**

**Exhibit B**  
**Tracy Unified School District**  
**Family Engagement Initiative**  
**July 1, 2024 through June 30, 2025**  
**BUDGET NARRATIVE**

A total of **\$4,007** is requested for Indirect Expenses to cover day-to-day administrative and overhead costs that are not easily distinguishable for a specific project. This includes, but is not limited to, accounting/fiscal support, human resources support, miscellaneous fees, insurance costs, and other operating expenses. TUSD Indirect Cost Rate is currently estimated at **4.05 percent** of Total Personnel Including Benefits and Total Operating Expenses based on the California Department of Education (CDE) determined Indirect Cost Rate. If the CDE increases the rate during the year, TUSD reserves the right to submit a budget revision to increase indirect cost up to the allowed rate ( $\$98,926 \times 4.05\% = \$4,007$ ).