

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

#### *Main Locations*

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

August 18, 2023

Nevada County Public Health Department  
500 Crown Point Circle Ste 110  
Grass Valley, CA 95945

MS. Alison Lehman,

Attached is your Agency Agreement Amendment for 23 – 24 from California Friday Night Live Partnership.

Please sign and return either by e-mail or by mail to:

E-mail: [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

**OR**

Mail: Tulare County Office of Education  
Attn: Karla Doyer, Purchasing & Agreements Manager  
P.O. Box 5091  
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,

  
\_\_\_\_\_  
Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

**TULARE COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
NEVADA COUNTY PUBLIC HEALTH DEPARTMENT**

**THIS AMENDMENT TO AGREEMENT** is entered into as of July 1, 2023, between the TULARE COUNTY SUPERINTENDENT OF SCHOOLS, referred to as **SUPERINTENDENT**, and **NEVADA COUNTY PUBLIC HEALTH DEPARTMENT**, referred to as **AGENCY** with reference to the following:

- A. The parties entered into an Agreement on June 27, 2023, to implement Friday Night Live (FNL) Social Emotional Learning (SEL) programming in Nevada County as described therein, herein referred to as “Agreement;”
- B. The parties now desire to:
  - a. Extend the Agreement by one year;
  - b. Increase the amount of the Agreement;
  - c. Replace Exhibit A with amended Exhibit A, Scope of Work; and
  - d. Add Exhibits B and C.

**ACCORDINGLY, IT IS AGREED:**

- 1. Paragraph 1 of the Agreement is hereby amended to read as follows:
  - 1. **TERM:** This Agreement shall become effective April 1, 2023 and shall expire on June 30, 2024.
- 2. Paragraph 3 of the Agreement is hereby amended to read as follows:
  - 3. **COST OF SERVICES:** SUPERINTENDENT shall pay AGENCY the actual costs of such services to the extent they are allowable not to exceed the sum of \$100,000.00.
- 3. Exhibit A shall be replaced with amended Exhibit A, Scope of Work.
- 4. Exhibits B and C are now included in the Agreement.
- 5. Except for the amended paragraphs and exhibits of said Agreement, all other terms and conditions of said Agreement shall remain in full force and effect.

**THE PARTIES**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

TULARE COUNTY SUPERINTENDENT  
OF SCHOOLS

Date: 8/17/23

By 

\_\_\_\_\_  
Tim A. Hire, Superintendent of Schools  
Tulare County Office of Education  
P.O. Box 5091, Visalia Ca 93278

NEVADA COUNTY PUBLIC HEALTH  
DEPARTMENT

Date:

By \_\_\_\_\_

Edward Scofield  
Chair, of the Board of Supervisors

# EXHIBIT A

## SCOPE OF SERVICES

AMENDED JULY 1, 2023 FOR THE IMPLEMENTATION PERIOD

### 1. RESPONSIBILITIES OF CONTRACTOR:

**Planning Period (completed June 30, 2023)**

- Contractor will deliver a project outline for a Friday Night Live (FNL) Social Emotional Learning (SEL) project, to be implemented in FY23/24. Contractor will attend a technical assistance (TA) meeting with the California Friday Night Live Partnership (CFNLP) to review the project outline and budget. This TA meeting will take place no later than April 30, 2023.
- Contractor will submit a draft project plan to the CFNLP no later than May 15, 2023.
- Attend additional TA meeting(s), as needed, to finalize the project plan.
- Contractor will submit a final project plan to the CFNLP no later than May 30, 2023.

**Implementation Period (July 1, 2023 – June 30, 2024)**

- Implement Friday Night Live (FNL) Social Emotional Learning (SEL) chapters based on the county’s approved project plan (see EXHIBIT B).
- Utilize the FNL Standards of Practice throughout project implementation. (see EXHIBIT C).
- Submit quarterly narrative reports, based on the schedule below:

<u>Quarter</u>	<u>Narrative Report Due</u>
July 1 – September 30, 2023	October 15, 2023
October 1 – December 31, 2023	January 15, 2024
January 1 – March 31, 2024	April 15, 2024
April 1 – June 30, 2024	June 30, 2024

- Report chapter activities through an online portal on a quarterly basis.

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

- The California Friday Night Live Partnership (CFNLP)/Superintendent will provide technical assistance (TA) to support the successful implementation of all contractor responsibilities.
- The CFNLP/Superintendent will provide a reporting template that will accompany the invoice(s).

# EXHIBIT A

## FEE SCHEDULE

The contract total for services to be provided is estimated to be \$100,000.00. This includes \$16,616.60 for the Planning Period (April 1, 2023 – June 30, 2023), and \$83,383.40 for the Implementation Period (July 1, 2023 – June 30, 2024).

### **Reporting:**

CONTRACTOR will record FNL activities on a quarterly basis through an online portal.

CONTRACTOR will submit quarterly narrative reports during the Implementation Period via email to [Katelyn.williford@tcoe.org](mailto:Katelyn.williford@tcoe.org).

### **Invoicing:**

Planning Period: CONTRACTOR shall submit one invoice for the planning period (April 1, 2023 – June 30, 2023) no later than July 15, 2023.

Implementation Period: CONTRACTOR shall submit invoice(s) as necessary, but no more than once per quarter. Invoice(s) shall be accompanied by a narrative report. Final invoice is due no later than June 30, 2024.

MAIL: Tulare County Office of Education  
California Friday Night Live Partnership  
Attn: Katelyn Williford  
PO Box 5091  
Visalia, CA 93278-5091

EMAIL: [katelyn.williford@tcoe.org](mailto:katelyn.williford@tcoe.org)

## FNL SEL Project Plan

County: Nevada

### 1. FNL SEL Chapters

#### a. Lyman Gilmore Club Live

- Chapter meetings are currently one day per week and 30 minutes for 6<sup>th</sup> graders and 30 minutes for 7<sup>th</sup>/8<sup>th</sup> graders. The CL SEL chapter is expanding into the after-school program and setting up a new chapter that will meet Wednesdays at 2 p.m. for an hour. We will continue to have our regular Club Live meetings during lunch time for students not enrolled in the after-school program but the after-school program will allow for a longer, more concentrated time to focus on SEL specific work.
- There will potentially be 12 additional chapter meetings per quarter next year depending on the school schedule and extenuating circumstances (i.e. weather conditions, illness etc.).
- We are looking to do at least one school-wide activity per quarter with the potential for more based off the capacity of the group.
- We are hoping to have at least 3 opportunities for presentations to school staff throughout the year but plan on at least 1 presentation.
- The FNL coordinator has had one informal meeting with the after-school program coordinator to discuss the CL SEL expansion and was given preliminary approval to start the chapter next year. A formal email was sent to the program coordinator to get formal approval and we have received formal approval to start in the fall.

#### a. Nevada Union Friday Night Live

- Chapters meetings will be held once per week for an hour.
- There will potentially be 12 chapter meetings per quarter next year depending on the school schedule and extenuating circumstances (i.e. weather conditions, illness etc.).
- We are looking to do at least one school-wide activity per quarter with the potential for more based off the capacity of the group.
- We are hoping to have at least 3 opportunities for presentations to school staff throughout the year but plan on at least 1 presentation.
- The FNL coordinator is working on outreach to Nevada Union to discuss the FNL SEL chapter. An email has been sent to the Nevada Union librarian to garner interest in the group and aid in finding the right contact to get the chapter formed. The email was forwarded to the assistant principal and we are waiting for a response.

### 2. Community of Practice

The county intends to establish a partnership with county SEL CoP. An introductory meeting was held between county staff and the SEL CoP coordinator. Moving forward, check-in meetings throughout the year will be established to maintain the partnership and facilitate collaboration.

## EXHIBIT B

3. An assessment was done of the FNL coordinator's capacity to take on the additional work associated with the FNL SEL work. The organizational plan was developed to accommodate the extra workload while maintaining the current job duties of the FNL coordinator. The budget provides the support for additional staff time devoted to expanding meeting times, trainings, and the implementation of school-wide activities. An in-depth program plan/timeline for each SEL chapter will be organized at the beginning of the school year to help keep the program on track. Quarterly evaluations will be done to continue assessing and planning the FNL SEL work to ensure time is being used wisely and efficiently.

### 4. Timeline

- Quarter 1: July 1 – September 30, 2023
  - Research and Plan SEL curriculum
  - Implement at least two SEL Chapters
  - Recruit 10-20 students per chapter
  - Host first SEL chapter meetings
  - Brainstorm quarterly school-wide activities and organize an activity outline
- Quarter 2: October 1 – December 31, 2023
  - Plan and implement first SEL chapter school-wide activity
  - Evaluate school-wide activity
  - Brainstorm ideas for a school staff presentation
  - Create a presentation outline
- Quarter 3: January 1 – March 31, 2024
  - Plan specifics of school staff presentations i.e. PowerPoints, scripts, etc.
  - Work on presentation skills with mock presentations to the regular Club Live chapter/other student volunteers
  - Plan and implement second SEL chapter school-wide activity
  - Evaluate school-wide activity
  - FNL coordinator will conduct an mid-year evaluation survey on the effectiveness of program activities
- Quarter 4: April 1, 2024 – June 30, 2024
  - Implement at least one school staff presentation per chapter
  - Conduct evaluation survey with presentation participants
  - Dedicate chapter meeting to discuss survey results
  - Plan and implement third SEL chapter school-wide activity
  - Evaluate school-wide activity
  - Conduct an end of year survey to assess the effectiveness of the SEL chapter



## Friday Night Live/Club Live Youth Development Standards of Practice

Youth in FNL/Club Live programs will experience the following:

- **A Safe Environment**
  - Physical safety – to feel safe physically, free from the risk of harm.
  - Emotional Safety – to feel safe emotionally, to feel like they can be who they are.
- **Opportunities for Community Engagement**
  - Knowledge of Community – to learn about their community and its resources.
  - Interaction/Interface with the Community – to interact and work with community members.
  - Communication with the Community – to communicate about the program or youth issues.
  - Contribution to the Community – to give back and serve the community.
- **Opportunities for Leadership and Advocacy**
  - Decision-Making and Governance – to participate in decision-making and occupy leadership roles, such as staff or board roles.
  - Youth Voice – to learn to express their opinions constructively and to hear those of others.
  - Action – to take action on issues or projects they care about outside of the program – in the community, at school.
- **Opportunities to Build Caring and Meaningful Relationships with Peers and Adults**
  - Peer Knowledge – to learn about their peers and build relationships with them.
  - Adult Knowledge/Guidance – to learn about the adult staff and build relationships with them.
  - Emotional Support – to feel supported emotionally by others in the program.
  - Practical Support – to feel like their practical needs are met by adult staff.
  - Sense of Belonging – to feel like they belong, like they matter to the group and its success.
- **Opportunities to Engage in Interesting and Relevant Skill Building Activities**
  - Specific Skills – to develop and build specific skills through program activities.
  - Challenging and Interesting Activities – to engage in interesting and challenging activities.

