



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Probation



**Date:** June 21, 2016  
**Board Meeting Date:** August 9, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** John T. Keene, Chief Probation Officer

**Subject:** Revenue Agreement with San Mateo County Superintendent of Schools to Provide Staffing Support to Community School Site

**RECOMMENDATION:**

Adopt a resolution authorizing a Revenue Agreement with the San Mateo County Superintendent of Schools to provide staffing support to Community School for the term of July 1, 2016 through June 30, 2017 in an amount not to exceed \$200,000.

**BACKGROUND:**

For many years, the Probation Department has provided Group Supervisors to the Office of Education's Community Schools to maintain order and manage behavioral issues. In 2007, Probation and the Superintendent of Schools signed a Memorandum of Understanding that each agency would provide 50% of the cost of the staff. In fiscal year 2009-10, the agencies entered into a Revenue Agreement #070538, which held that 100% of the cost of four (4) Group Supervisors would be borne by the Office of Education. In following years, the agencies entered into Revenue Agreements #071170 for fiscal year 2010-11, #071754 for fiscal year 2011-12, and #072202 for fiscal year 2012-13. For fiscal year 2013-14 the agencies entered into Revenue Agreement #072632 which reduced the staffing level to two Group Supervisors, one extra-help Group Supervisor, and backfill positions due to the closure of two sites. The agencies entered into Revenue Agreement #073340 for fiscal year 2014-15 and #073881 for fiscal year 2015-16 for the same staffing level as the previous year.

**DISCUSSION:**

For FY 2016-17, the Office of Education (OED) has informed the Probation Department that there has been a reduction of students in their program. OED will continue to provide for the cost of salaries and benefits but is now requesting just one (1) Group Supervisor, plus one (1) extra-help backfill position for hours the Group Supervisor is scheduled to work for the Community School site.

The term of the agreement is July 1, 2016 through June 30, 2017. County Counsel has reviewed and approved the Agreement and Resolution as to form.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

Approval of this agreement contributes to the Shared Vision 2025 outcome of Safe Neighborhoods by ensuring that youth are safe in school and have an optimum environment for learning.

**PERFORMANCE MEASURE(S):**

Measure	FY 2015-16 Actual	FY 2016-17 Projected
Percent of classroom disruptions in which Group Supervisors intervene to maintain classroom safety	100%	100%

**FISCAL IMPACT:**

The term of the Agreement is July 1, 2016 through June 30, 2017. This Revenue Agreement shall reimburse the Probation Department \$200,000 for salaries and benefits for one (1) Group Supervisor, plus one (1) extra-help Group Supervisor and backfill positions at Community School. These funds have been included in the Adopted Budget for FY 2016-17.