



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PROBATION

**File #:** 19-888

Board Meeting Date: 9/17/2019

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**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 - Gateway Site

### **RECOMMENDATION:**

Adopt a resolution authorizing a revenue agreement with the San Mateo County Superintendent of Schools to provide staffing support to Community School - Gateway Site for the term of July 1, 2019 through June 30, 2020, 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 (OED) 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 FY 2009-10, the agencies entered into Revenue Agreement No. 070538, which held that 100% of the cost of four (4) Group Supervisors would be reimbursed by the Office of Education. For FY 2010-12, the agencies entered into Revenue Agreement Nos. 071170 and 071754, respectively, for the same staffing levels as the preceding year. For FY 2012-13 the agencies entered into Revenue Agreement No. 072202 which then reduced the staffing levels to three (3) full-time Group Supervisors. For FY 2013-14 the agencies entered into Revenue Agreement No. 072632 which reduced staffing levels due to the closure of two (2) sites and then staffed two (2) full-time Group Supervisors and one (1) extra-help Group Supervisor. For FYs 2014-15 and 2015-16 the agencies entered into Revenue Agreement Nos. 07340 and 073881, respectively, for the same staffing levels as the preceding year. For FY 2016-17 the agencies entered into Revenue Agreement No. 074734 which reduced the staffing levels further to one (1) full-time Group Supervisor and one (1) extra-help Group Supervisor as the OED informed the Probation Department that there had been a reduction of students in their program. For FY 2017-18 the agencies entered into Revenue Agreement No. 075312 for staffing levels to remain the same as in the prior year. For FY 2018-19 the agencies entered into Revenue Agreement No. 076170 and continues to remain the same as the prior Revenue Agreement.

### **DISCUSSION:**

For FY 2019-20, the Office of Education (OED) will continue to provide for the total cost of salaries

and benefits for the one (1) full-time Group Supervisor and one (1) extra-help Group Supervisor.

The term of the agreement is July 1, 2019 through June 30, 2020.

County Counsel has reviewed and approved the agreement and resolution as to form.

The entity has ensured 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, equal benefits and the Living Wage Ordinance.

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:**

| <b>Measure</b>   | <b>FY 2018-19 Actual</b> | <b>FY 2019-20 Projected</b> |
|--|--------------------------|-----------------------------|
| 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, 2019, through June 30, 2020. 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 - Gateway Site. These funds have been included in the Approved Recommended Budget for FY 2019-20.