

## FY 2017 SCHOOL BOARD BUDGET QUESTIONS

#	QUESTION	DEPT.	RECEIVED	RESPONSE	DISTRIBUTED
1	How much funding comes from immigrant impact aid?	F&M	02/25/16	03/01/16	03/04/16
2	What would it cost to build a paid internship program for approximately five positions?	HR	02/25/16	03/18/16	
3	How will future reserve balances be affected by the proposed budget?	F&M	02/25/16	03/01/16	03/04/16
4	What are the Extended Day snow emergency policies? Is there a waiting list for the program? Please describe the subsidies provided to low-income families.	F&M	02/25/16	03/14/16	03/16/16
5	On the Issue of school psychologists and social workers/visiting teacher positions, ACI's Student Services subcommittee recommended 40.5 FTEs, which was endorsed by staff. The recommendation did not include Visiting Teacher positions. Why were the 40.5 FTEs reduced to 35 over 3 years? What is the Visiting Teacher position and how is it deployed? Do we have them now? What is the rationale for including them in this budget item (no description is included in the narrative). How many Visiting Teachers are included in the budget item? What is the breakout of Psych/SW/VT to be added with this budget item? Are VTs a SW doing different duty or do they have a different level of background, experience, credentials and pay grade?	DSSSE	02/29/16	03/09/16	03/10/16
6	I understand the social worker position at Carlin Springs has in the past shared funding with Arlington County's DHS. Is that current today? Does that occur at any other school? If not, can we revive it?	DSSSE	02/29/16	03/15/16	03/18/16
7	What is the existing partnership CIS NOVA has with APS? What are the performance outcome measures from that partnership(s)?	DSSSE	02/29/16	03/15/16	03/16/16
8	Regarding Communities in Schools NOVA at Barcroft, what are the existing resources and additional supports that the coordinator will adjust to optimize results? Is CIS NOVA currently working at Barcroft? What educational outcomes will be improved at Barcroft thru the partnership with CIS NOVA? What are examples of the measureable objectives that will be tracked on a school-wide, targeted group, and individual student basis?	DSSSE	02/29/16	03/15/16	03/16/16
9	Regarding Communities in Schools NOVA , how do schools without ISS coordinators connect students to school-wide services and target or individual supports?	DSSSE	02/29/16	03/15/16	03/16/16

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10	What are the ramifications of moving the ITC staff from an E scale (12 months) to a T scale (10 months) position? How much money would be saved? How would it affect workload/work plan?	IS	02/29/16	03/08/16	03/10/16
11	The budget narrative (pg 61) says the ITC budget item will affect 6 ES's plus small County-wide programs. But Response to SB Question 16.11 says only 5 ES's currently have a 0.5 ITC. Please clarify how the 6 FTEs in FY17 will be deployed and how the 0.5 FTE planned for FY18 will be deployed.	IS	02/29/16	03/04/16	03/04/16
12	How much funding is needed to support an initial cohort of 60 Arlington Tech students this fall? What are the constraining factors affecting how many students Arlington Tech can accept? How can these be addressed? Does Arlington Tech need marketing support or support for recruiting the 2017-2018 cohort of 100 students? If so, how much?	Dol	03/02/16	03/07/16	03/10/16
13	Support for clubs and activities - As APS grows to 30,000 students, more and more of our students are finding themselves locked out of traditional school sports, music, and theatre opportunities. What steps do we need to take and/or what resources can we put in place to support more of our middle and high school students who are interested in participating in club teams and activities such as indoor percussion ensemble and ultimate frisbee?	Dol	03/02/16	See Response to Question 17-31	N/A
14	World Languages - Some of our high school French and Latin classes are taught on-line. What would it cost to switch these classes back to live teachers?	Dol	03/02/16	03/14/16	03/16/16
15	Technology Funding - The budget shows that the 1-1 initiative will cost \$9.3 million in additional funds in our 2018-2020 budgets. The explanation is that these are due to increasing enrollment and a change from a 4-year time horizon to 3-year. Nevertheless, this is an extraordinary amount of new funding. What are some cost-neutral alternatives to 1-1 in all grades? How would the budget look different, for example, if we went to only providing devices to grades 5-12, or 8-12? Note that the response last year to my question on 1-1 was that it was budget neutral.	IS	03/02/16	03/09/16	03/10/16

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16	Arlington Mill and Fenwick Center - Will the Fenwick Center be ready to host the full Arlington Mill High School in Fall 2016? What is the cost for preparing the Fenwick Center for Arlington Mill and when will this funding be requested? If Arlington Mill moves to the Fenwick Center, what is the capacity for how large Arlington Tech can grow in the next few years within the existing Career Center facility?	F&O	03/02/16	03/08/16	03/10/16
17	Construction Management - What would it cost to move the construction management positions back to operating budget? Does staff recommend this move? If so, should/could it be phased in?	F&M / F&O	03/02/16	03/07/16	03/10/16
18	What would the following positions cost? STEM specialist (1 FTE) Outdoor Lab staff (1 FTE) Sustainability Coordinator (1 FTE, defined in Science Advisory Committee report) Out of School Time (OST) Council staff (1 FTE, defined in letter from APCYF)	F&M	03/02/16	03/04/16	03/04/16
19	In regards to HVAC technician positions: In the past, APS has had several open HVAC positions at any given time that they cannot fill. I believe that the hourly rate for those positions is significantly less than what the County pays for their HVAC technicians. How many open HVAC technician positions are there currently? Have we lost APS HVAC technicians in the past to Arlington County employment? How much of our inability to fill the positions with qualified applicants is due to the pay we are offering? How much would it cost to increase the pay for HVAC technicians to parity with the County, assuming all positions are filled?	F&O / F&M	03/03/16	03/15/16	03/16/16
20	Regarding technology funding, please explain: "By FY18, all grades 2-12 students will be issued devices; when combined with the transition to SOL testing on iPads, number of general use student computers drops significantly." The 1:1 initiative was proposed to be revenue neutral as planned replacement costs were redirected to personal devices. Now, increasing enrollment requires rising costs for the 1:1 initiative. What is the expected future spending over the current 10-year enrollment projections, including the value obtained by a 3 year lease period over a 4 year life of the device?	IS	03/03/16	03/09/16	03/10/16

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21	In reference to Academic Support for Level 5 English Language Learners, how will the 3.5 positions in the FY17 budget be deployed? How will the 6.0 position in the FY18 and FY19 budgets be deployed? What are the 5 schools that will be affected by this budget item? How many Level 5 ELLs are there in the 5 schools and what grades are they in?	Dol	03/03/16	03/07/16	03/10/16
22	What would the cost be to allow employees who work multiple hourly positions with APS to combine their positions to create a benefits-eligible position?	HR	03/03/16	03/18/16	
23	What is the cost of reinstating the G-scale professional development day? How much is currently budgeted for G-scale professional development?	HR	03/03/16	03/18/16	
24	Do other school divisions offer parental leave?	F&M	03/03/16	03/15/16	03/16/16
25	How much would it cost to increase the contracted daily hours for instructional assistants from 7.0 hours to 7.5 hours?	F&M	03/03/16	03/04/16	03/04/16
26	In reference to Central Registration, please provide the cost if this program only focused on Pre-School registration, Montessori and VPI.	DSSSE	03/07/16	03/16/16	03/18/16
27	What are the total costs, broken down, for the Residency Verification Office. Please provide information as to requirements regarding this office. Are these functions mandated by federal or state policy? Is the specific work of this office prescribed in APS policy? How does the work of this office differ from the work of the school registrars? Is it possible to fulfill the requirements of APS policy regarding residency using the resources that currently exist with school registrars at the school sites?	DSSSE	03/07/16	03/16/16	03/18/16
28	Community In Schools – Please provide an overview of this program in Arlington Public Schools, including total costs and costs per school. What staff is allocated total for APS and at each school? What is the turnover in CIS staff at the Arlington sites? What schools is CIS in (Wakefield, Arlington Mill, Gunston?) How is this funded? Operating funds? Grants? Are APS funds currently used to fund this program in these schools? Please provide a total budget for CIS in APS, broken down by school. Is the program currently operating in Barcroft School, where the FY2017 budget adds funds	DSSSE	03/07/16	03/16/16	03/18/16

## FY 2017 SCHOOL BOARD BUDGET QUESTIONS

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	to expand the program? What funds are currently used to finance the program at Barcroft? Of the funds provided to CIS for its programs in Arlington Public Schools, what funds go to direct service and what funds go for overhead? Please provide a total budget breakdown of the funds provided by APS to CIS. Was there a competitive bid process used prior to engaging CIS? Were other program providers of similar services considered and asked to provide proposals for service?				
29	Please explain in greater detail the work and necessity for the Elementary Education Specialist and the Secondary Education Specialist. How does this differ from current Title 1? Why are these positions not allocated at the school level? Please justify further this add to staff.	Dol	03/07/16	03/08/16	03/10/16
30	What would the cost be to accept all 70 applicants to the Arlington Tech program this year?	Dol	03/07/16	03/08/16	03/10/16
31	Student Activities – Sport and Extracurricular Expansion -- What would be the cost of adding funds to the budget to address the need to expand sports and extracurricular activities at the secondary level so that all students can participate in such activities? Stipends?	Dol	03/07/16	03/08/16	03/10/16
32	Compensation – a) What is the cost of increasing our hourly minimum wage to \$14.50? Approximately how many employees are affected? b) Does increasing the minimum wage to \$14.50 provide an increase to all employees who are not covered by the STEP increase? If not, who is left (excluding longevity)? c) What is the cost of providing a STEP increase to those employees who are not currently eligible for a STEP increase due to longevity? d) What is the cost of providing a 1.75% increase in salary to those employees in longevity? If we provide a STEP, either a 1.75% or STEP to longevity employees, and increase the minimum wage to \$14.50 per hour for hourly employees, have ALL our employees received an increase?	F&M	03/07/16	03/11/16	03/14/16
33	In reference to Extended Day, a) What has been the surplus at the end of each fiscal year in Extended Day for the past three years? b) Why do we have a surplus for Extended Day? c) What funds does the	F&M	03/07/16	03/15/16	03/18/16

## FY 2017 SCHOOL BOARD BUDGET QUESTIONS

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	County transfer for Extended Day? Has this remained the same for the past three years? d) How many people are on the waiting list for Extended Day? At what Schools and how many are wait-listed at each school? What has this wait list been for the past three years, approximately? e) Why are we not using the surplus in Extended Day to expand Extended Day Services? f) The Kids in Action program was rolled into Hoffman Boston Extended Day. Were funds transferred from the County for this consolidation? How many additional students now attend Hoffman Boston Extended Day as a result of this consolidation? Is there a waiting list for Extended Day at Hoffman Boston?				
34	How many central office staff positions have been added in this budget? In what departments? What is the total cost of central office staff added? How many positions, in all departments, have been added to address our technology initiative, at the school vs. central office level? What is the cost of the adds to staff for our technology initiative, at the school vs. central office level?	F&M / IS	03/07/16	03/10/16	03/10/16
35	Tuition Reimbursement: How much additional funding would you need to provide reimbursement to everyone that requests it? Please provide a three-year history of tuition reimbursements by scale.	HR	03/08/16	03/18/16	
36	How many people are in each Master's cohort and where are the funds for these cohorts budgeted?	HR	03/08/16	03/18/16	
37	Do we provide a salary advance for newly-hired employees when they first join APS?	HR	03/08/16	03/18/16	
38	What is the cost of adding the ATSS positions recommended by the Special Education evaluation?	DSSSE	03/08/16	03/16/16	03/18/16
39	How are we able to fund the CIS position at Barcroft with Title I funds? What else could be funded using these funds?	Dol	03/08/16	03/16/16	03/18/16
40	How much would it cost to provide afterschool tutoring at elementary schools?	Dol	03/08/16	03/15/16	03/16/16
41	What would be the cost to provide MSA coordinators at Gunston, Kenmore, and Jefferson as well as positions at the elementary schools for the balance of the 4 FTE?	Dol	03/08/16	03/16/16	03/18/16

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42	How much would it cost to perform a longitudinal study?	IS	03/08/16	03/18/16	03/18/16
43	What would it cost to provide all employees with a compensation increase? What would it cost to provide a 1.75% increase to employees who are not eligible for an increase in compensation?	F&M	03/08/16	03/11/16	03/14/16
44	What would it cost to provide the following increases: (1) E, P, T scales: add 1.75% to longevity steps (N, L1, L2 and L3).  (2) All other scales (A, C, D, G, M, X): Add a step "O". (Increase between steps M & N is 3% which should be considered for the new step "O". Where needed, delete individual lane steps below \$14.50 per hour.)  (3) Hourly/temporary workers (pay plan pages 45, 46, 50): 3% (or whatever number is decided for the new step "O".)	F&M	03/10/16	03/11/16	03/14/16
45	If we raise the minimum hourly rate to \$14.50, are there any other ramifications we should consider?	F&M	03/10/16	03/11/16	03/14/16
46	Please provide a history of School Board salary increases going back as far as possible.	F&M	03/11/16	03/15/16	03/16/16
47	What are the ramifications of the General Assembly's providing the state's share of a 2% salary for all funded SOQ instructional and support positions effective December 1, 2016? Additional information regarding the increase: Participation is optional and requires a local match. Local school divisions must provide at least a 2% salary increase by December 1, 2016 to be eligible for the state funding.	F&M	03/11/16	03/17/16	03/18/16
48	Please provide the detail on the ESOL/HILT changes from FY16 actual to FY17 projected.	F&M	03/15/16	03/16/16	03/18/16
49	Does CIS have a request for \$180K in to the County?	F&M	03/15/16	03/17/16	03/18/16
50	Does the HB Woodlawn projected enrollment of 679 for FY17 reflect the proposed 10% increase in enrollment? Why would we not increase the enrollment to 725 now? Does the projected enrollment include the HILT students?	F&O	03/15/16		

ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 15, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Brenda Wilks

**BUDGET QUESTION:** I understand the social worker position at Carlin Springs has in the past shared funding with Arlington County's DHS. Is that current today? Does that occur at any other school? If not, can we revive it?

**RESPONSE:** At one time, DHS' Division of Child and Family Services funded mental health support at two schools: Carlin Springs and Wakefield. Due to County budget constraints, this funding is no longer provided. When the County withdrew that resource, APS funded a 1.0 T-scale clinical psychologist. This position currently supports three schools (Kenmore, Carlin Springs and Career Center) to specifically address counseling as a related service (CARS), and support the schools general counseling program (counseling of students with behavioral or social emotional needs that are not currently identified as Special Education students).



ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 16, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Brenda Wilks

**BUDGET QUESTION:** In reference to Central Registration, please provide the cost if this program only focused on Pre-School registration, Montessori and VPI.

**RESPONSE:** The FY 2017 Proposed Budget included \$217,800 and 3.0 positions for Central Registration. If the program was modified as described above, only 1.0 position and \$72,600 would be required.

ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 15, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Brenda Wilks

**BUDGET QUESTION:** What are the total costs, broken down, for the Residency Verification Office? Please provide information as to requirements regarding this office. Are these functions mandated by federal or state policy? Is the specific work of this office prescribed in APS policy? How does the work of this office differ from the work of the school registrars? Is it possible to fulfill the requirements of APS policy regarding residency using the resources that currently exist with school registrars at the school sites?

**RESPONSES:** Yearly expenditures for residency verification is approximately \$42,400. The function is staffed with two part-time, hourly employees: a specialist and an investigator. Residency functions follow APS Policy, 25-2.1, Admissions and Placement and the Code of Virginia §22.1-3 and §22.1-3.1. The day-to-day activities of the residency function are not specifically defined in the policy. The Department of Student Services and Special Education (DSSSE) provides additional support to schools in verifying the residency status of families who have not provided sufficient documentation to demonstrate residency.

School registrars are clerical staff who are assigned a wide variety of clerical duties by their principals. Registering and confirming residency is handled differently throughout the division depending on the school and the individual assigned to register students. In cases of returned mail, insufficient documentation, etc., they reach out for support from the Residency Specialist in DSSSE who is only assigned to residency verification. The residency support provided by DSSSE helps to build consistent practice across all schools.

ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 16, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Brenda Wilks  
Deirdra McLaughlin

**BUDGET QUESTION:** Community In Schools – Please provide an overview of this program in Arlington Public Schools, including total costs and costs per school. What staff is allocated total for APS and at each school? What is the turnover in CIS staff at the Arlington sites? What schools is CIS in (Wakefield, Arlington Mill, Gunston?) How is this funded? Operating funds? Grants? Are APS funds currently used to fund this program in these schools? Please provide a total budget for CIS in APS, broken down by school. Is the program currently operating in Barcroft School, where the FY2017 budget adds funds to expand the program? What funds are currently used to finance the program at Barcroft? Of the funds provided to CIS for its programs in Arlington Public Schools, what funds go to direct service and what funds go for overhead? Please provide a total budget breakdown of the funds provided by APS to CIS. Was there a competitive bid process used prior to engaging CIS? Were other program providers of similar services considered and asked to provide proposals for service?

**RESPONSE:** APS' partnership with Communities in Schools NOVA (CIS) was in response to recommendations made by the Arlington Dropout Task Force. The agreement with CIS began in July 2013 when the two organizations entered into a Memorandum of Understanding (MOU). Historically, APS has entered into partnerships with other non-profit organizations using an MOU. The agreement is updated annually to coincide with APS' fiscal year and expires in June 2016. Under the terms of the agreement, CIS agreed to provide two CIS coordinators at schools selected by APS. APS agreed to reimburse CIS for one coordinator and CIS agreed to fund the second coordinator through fundraising activities. Copies of the MOUs are attached. The partnership was developed as part of a larger focus on targeting students at risk of dropping out of school. APS selected Arlington Mill and Wakefield High Schools as the sites at which the full-time CIS coordinators would be assigned. CIS augments the supports provided by APS staff by engaging and coordinating services of volunteers, community partners (DHS, AFAC, AHC, etc.), bringing in mentors, tutors, and basic interventions such as dental and vision care.

The program was budgeted in the FY 2014 budget in the Department of Instruction. The program budget was later moved to the Department of Special Education and Student Services. The original budget was for two positions in FY 2014. When it was clarified that APS paid for the services of only one position, the funding and corresponding positions were removed from budget as part of the FY 2015 budget development. In FY 2016, \$92,600 is budgeted; for FY 2017, the proposed budget includes an additional \$92,600 for a total of \$185,200. The program is budgeted in the Department of Special Education and Student Services in the Operating

Fund. All funding paid to CIS is allocated to the direct costs of providing CIS school-based staff. CIS does not charge partner schools overhead. Apart from the funding received from APS and Alexandria City Schools, CIS is funded through a variety of sources including state funds, corporate donations, individual contributions/events, and grants.

CIS NOVA assigned a full-time site coordinator at Wakefield and Arlington Mill in the first year of the agreement; APS paid for one of the site coordinators and CIS paid for the other. In the second year, CIS assigned a site coordinator to Gunston Middle School without added cost and added a part-time outreach coordinator for \$20,000. A CIS site coordinator and a part-time outreach coordinator began work at Barcroft on March 7, 2016. The prorated cost of adding the positions is approximately \$34,700 and will be paid with Title I funds through June 30, 2016.

Only one CIS staff position assigned to APS turned over when a site coordinator moved out of the area for personal reasons. The employee is now working for a CIS affiliate in Florida.

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**ARLINGTON PUBLIC SCHOOLS (APS)**  
**And**  
**COMMUNITIES IN SCHOOLS OF NORTHERN VIRGINIA (CIS NOVA)**

**SITE COORDINATOR POSITION**

In support of their common effort to administer the Communities In Schools (CIS) Program, Arlington Public Schools (APS) and Communities in Schools of Northern Virginia (CIS NOVA) enter into this Memorandum of Understanding (MOU). Pursuant to this MOU, the parties will share funding for two exempt positions, with APS funding one position and CIS NOVA funding the other position. CIS NOVA is responsible for meeting the responsibilities of this MOU. APS and CIS will each designate appropriate personnel to be responsible for the orderly implementation of this MOU. The MOU will be reviewed annually.

- A. Time Frame:** During the period of July 1, 2015 to June 30, 2016 with the option of continuing based on availability of funds and satisfactory performance of the employees.
1. APS will reimburse CIS NOVA a base salary of \$55,000 plus \$17,600 (32%) for benefits and professional development for one full-time 12-month exempt position for an employee who will work on an APS 260 day schedule.
  2. CIS NOVA will provide a base salary of \$55,000 plus \$17,600 (32%) for benefits and professional development for one full-time 12-month exempt position.
  3. For FY16, APS will provide additional one-time funding of \$20,000 to provide for a part-time Outreach Coordinator to work at the Arlington Career Center. The Outreach Coordinator will be subject to the same Requirements listed in Section B. of this MOU. APS agrees to the use of 8,744.12 remaining from FY15 for this purpose as well.
  4. CIS NOVA will hire and supervise two Site Coordinators and a part-time Outreach Coordinator (see position description below) with the assistance and agreement of the administrators where the positions will be located and following APS hiring procedures, to include but not limited to criminal background checks, national CPS checks and full reference checks, to be conducted at the sole expense of CIS.
  5. The Site Coordinators shall implement the "CIS Program," an integrated student services model that supports students at-risk of dropping out of school, and do so in a manner that supports and enhances the educational mission of APS and ensures APS student safety, educational progress and an appropriate learning environment.
  6. The Site Coordinators are the sole employees of CIS NOVA, subject to CIS NOVA supervision, benefits, procedures, grievance procedures and pay scales. The Site Coordinators in no manner will be considered employees of APS nor entitled to access to APS benefits or grievance procedures outlined in APS School Board Policies and/or APS Policy Implementation Procedures (PIPs).
  7. Site Coordinators who work on a schedule compatible with the APS 260 day schedule, APS designated holidays and breaks and hours of operation at the designated APS facility. Leave outside of that time period, other than that required by federal or state law, will not be permitted.
  8. Site Coordinators will be assigned to a school, the location to be determined by APS.
  9. As a grant funded or County government funded position, continuation or maintenance of the position through APS in the next fiscal year depends on receipt of continued funding.
- B. Requirements:** As a condition of working at an APS designated program or school, Site Coordinators will adhere to the following requirements as a condition of working at an APS designated school or program:
1. Complete an APS background check (as described above) and provide results of a negative TB test taken in the last 12 months), and receive an APS identification badge. All Site Coordinators shall demonstrate understanding and training in the Family Educations Rights Privacy Act (FERPA), APS School Board Policy 35-4.10 and APS PIP 45-1.1 et. seq. No person shall be permitted on site at any

APS school until such requirements are met, to the satisfaction of the APS Assistant Superintendent for Human Resources.

2. Hold all appropriate licensure as required for the position.
3. Work under the general supervision of CIS NOVA with input from the school principal or designee while performing duties within APS designated schools.
4. Access student record information for legitimate educational reasons associate with the CIS Program, and maintaining compliance with FERPA.
5. Obtain written consent from the school administrator to access education record information concerning all students participating in the program.
6. Obtain written parental/guardian consent to access education record information for students under 18. Students 18 or over may provide written consent without parent/guardian authorization unless a court has determined otherwise.
7. Demonstrate ethical and culturally competent behaviors and work effectively with students, staff and parents.
8. Protect the confidentiality of student records and information and refrain from sharing information with third parties without written permission.
9. Track use of hours and such hours will be reported to the school principal, or designee.
10. Comply with all School Board Policies and PIPs.
11. The time periods and evaluation deadlines herein shall be compatible with those used by the APS school year and its PIPs for T-scale personnel.
12. Follow the direction of school management in the event of disruptions, emergencies or as necessary to maintain the learning environment or school functions.

#### **C. CIS NOVA Obligations:**

1. Supervise the performance of the Site Coordinators. The term of these positions shall be from date of hire through the current fiscal year which ends June 30. CIS NOVA will do the daily supervision and all formal evaluations of the Site Coordinators, incorporating input from APS regarding performance. CIS NOVA will also provide access to its grievance procedures for all personnel and workplace grievances. CIS NOVA's performance process will be used should there be unsatisfactory performance. This includes responsibility for documenting performance issues.
2. Comply with APS timeframes for evaluation of probationary employees, even after a probationary period (as determined by APS) has expired.
3. Timely bring to the attention of the Assistant Superintendent for Human Resources any complaints related to the Site Coordinators.
4. Engage in the interactive process and provide any reasonable accommodations, at its sole expense, under the Americans with Disability Act.
5. Administer any complaints of harassment, discrimination, etc., requests for FMLA leave and disability accommodations.
6. Bring to the immediate attention of the APS Superintendent or designee any complaints raised by students, parents or community members. CIS NOVA will comply with all reasonable requests of the Superintendent related to those complaints including investigative techniques, communications and outcomes.
7. Comply with all applicable Federal, State and Local laws, codes and regulations.

#### **D. APS Obligations:**

1. Provide access to the APS internet, email and phone systems with an APS network login.
2. Provide classroom and office space and appropriate furniture, computer and a telephone or intercom system.
3. Provide orientation for the Site Coordinators to APS schools, staff, philosophies, policies, rules and regulations.
4. Retain responsibility for the supervision and care of its own schools, programs, services and students.
5. Assist in the administrative and professional supervision of Site Coordinators insofar as their presence and participation in the CIS program affects the operation of the designated school.

**E. Site Coordinator Responsibilities** - Below are examples of services the Site Coordinators will perform for APS (May not include all duties performed.):

1. Manage the assigned CIS Site (school or program).
2. Implement and monitor the annual Site plan in partnership with APS school administration.
3. Ensure that needs assessment, service delivery, data tracking, and evaluation/reporting occur.
4. Participate in interdisciplinary meetings with school staff and other resource providers to effectively utilize existing resources and address gaps in services.
5. Support school orientations, open houses, and parent events.
6. Establish and maintain relationships within the community that benefit the school and students.
7. Work with APS to secure community support and partnerships to meet school-wide and students' needs as identified in the Site plan.
8. Assist in the recruitment, orientation and training of service providers, volunteers, and student interns.
9. Coordinate data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
10. Document progress and track Site and student outcomes.
11. Carry out other duties as assigned by CIS NOVA.

**F. Payment Terms**

1. CIS NOVA will invoice APS on or about the first of each applicable fiscal year (July 1,) for \$92,600. APS will pay CIS within 30 days of receipt of invoice. Any funds not expended by CIS NOVA for the designated purpose in any fiscal year will be returned by CIS to APS; or, with the written permission of APS, any unexpended funds will be retained by CIS NOVA to apply toward the same use in FY 17, should the position be funded for continuation. A report of any unspent sums must be provided to APS by no later than June 1 of each year that this Amendment or MOU is in effect. CIS NOVA shall not maintain cash on hand under this agreement. If renewals are permitted under this agreement, CIS and APS shall negotiate the addition any unspent allocation to the following year's budget; however, this is generally not permitted. CIS NOVA will not be reimbursed for the equivalent amount of salary and benefits that exceeds the leave allocations permitted to APS employees under its School Board Policies and PIPS. Any excess leave, leave without pay, or other absences shall be applied as a credit to the upcoming year invoice or reimbursed to APS, as determined by APS.
2. CIS NOVA will provide notice of an increase in benefits package rates and such increase shall be effective for the next unfunded school year if approved, in whole or in part, by APS. Any increase in payroll tax burden shall be effective upon implementation by the federal government. APS will not reimburse for cost of living increases, market rate adjustments, salary increases or the like when the ASP School Board has not implemented any or all of those for its own employees.

**G. Additional Terms**

1. Term. This agreement is in effect for one fiscal year beginning in July 1, 2015 and ending June 30, 2016. On the expiration of the term, the agreement may be renewed for an additional year by written amendment to this MOU. This MOU may be terminated at any time by either party on thirty days' notice to the other party.
2. Indemnification. To the fullest extent permitted by law, CIS NOVA, for itself, heirs, representatives, successors and assigns agrees to save, defend, keep harmless and indemnify APS, and all of its officials, agents and employees (collectively, "APS") from and against any and all claims, Office of Civil Rights complaints, loss, damage, injury, costs (including court costs and attorneys' fees), charges, liability or exposure, however caused, resulting from, arising out of or in any way connected with CIS NOVA's performance (or nonperformance) of the agreement terms or its obligations under this MOU. This indemnification shall survive any termination of this MOU.
3. Insurance. Maintain in force during the term of this MOU general liability, bodily injury property damage of One Million Dollars (\$1,000,000) and medical malpractice and professional liability insurance with coverage of at least One Million Five Hundred Dollars (\$1,500,000), insuring itself and its agents and employees and student for their acts, omissions or negligence and naming the Board as an additional insured. If requested, CIS shall supply a Certificate of Coverage to APS. CIS NOVA shall

be responsible for the acts or omissions of its staff, agents and employees causing harm to persons not a party to this Memorandum of Understanding. CIS NOVA shall also provide a certificate of insurance showing coverage for the following:

- Tort claims
- Professional Educators liability
- Workers compensation
- General Liability

4. Treatment of Property and Equipment. If the APS permits CIS NOVA to purchase real or personal property with these funds, APS retains a residual financial interest enabling the County to recover these assets, its contribution to their purchase and/or determine final disposition selecting such treatment or course of action as it may determine is in its best interests. No such property shall be sold, moved or disposed of by the CIS without the express written approval of the APS Purchasing Agent.
5. Modification. This MOU may also be altered, amended, or updated through the use of written addenda that are mutually acceptable to CIS and APS as indicated by the signature of authorized officials. For the purpose of assessing the program, and if necessary, making desirable changes in the program and the agreement, representatives of CIS and APS will review the agreement annually.
6. Employment Discrimination Prohibited. The parties agree that they will not discriminate in its employment practices or services on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, marital status, genetic information, gender identity or expression, and/or disability, or on the basis of any other classification protected under federal law. The parties further certify that they are equal opportunity employers and are currently in compliance with all applicable state and federal laws regarding equal opportunity and nondiscrimination
7. No Joint Venture. The relationship of the parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically enumerated herein, nor shall anything contained in this Agreement be construed to create any partnership or joint venture between the parties.
8. Severability. Should any portion of this Agreement be declared invalid or unenforceable for any reason, such Agreement without the prior written consent of the other party. Any attempted assignment, transfer or delegation without such consent shall be void.
9. Non-Appropriation. All funds for payments and/or the retention of the position outlined herein by the APS as outlined in this MOU are subject to the availability of an annual appropriation for this purpose by the Arlington County School Board of Arlington County, Virginia ("Board"). In the event of non-appropriation of funds by the Board for any matter related to this Amendment or the underlying MOU, APS will terminate this Amendment or the MOU, without charge or other liability to the APS, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this MOU are spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this MOU, cancellation will be accepted by the CIS NOVA on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and APS shall not be obligated under this MOU beyond the date of termination specified in APS' written notice.
10. APS Purchase Order Requirement. Purchases by APS are authorized only if an APS Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Entities providing goods or services without a signed APS Purchase Order do so at their own risk. APS will not be liable for payment of any purchases made by its employees without appropriate purchase authorization issued by the APS Purchasing Agent.



11. Changes to Purchase Orders. Any changes to an existing Purchase Order must be approved in advance through issuance of a written change order by the Purchasing Department. APS will not assume responsibility for the cost of any changes made without issuance of a written change order.
12. FERPA. For purposes of this Agreement only, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the University has determined that ACG has an educational interest in the educational records of the APS Students records are determined necessary by APS in order to carry out this Amendment.
13. Immigration Reform and Control Act. In accordance with § 2.2-4311.1 of the Code of Virginia, CIS shall certify that it has not, and will not during the performance of the MOU, knowingly employed an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
14. Removal Rights. APS retains the right to restrict access and/or remove the CIS NOVA employee from participation in the activities outlined in this Amendment and/or prohibit access to APS schools for any reason, to include but not limited to poor performance or behaviors that violate APS expectations, philosophies, policies, rules and/or regulations or other applicable state standards, rules or statutes. Such decision is final.
15. No Waiver of Sovereign Immunity. Nothing herein nor any action taken by APS shall be construed as a waiver of either the sovereign or governmental immunity of APS and its Board.
16. Headings. The section headings in this Contract are inserted only for convenience and are not to be construed as part of this Contract or a limitation on the scope of the particular section to which the heading precedes
17. No Third Party Beneficiaries. This Agreement is not intended to and shall not confer upon CIS State office, any student or any other person or business entity other than the parties hereto, any rights or remedies with respect to the subject matter of this MOU and Amendment.
18. Dispute Resolution. The parties to this MOU agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. In the event of a dispute regarding the terms of this MOU or its implementation, such disputes shall be submitted to the Assistant Superintendent of Instruction, or designee, for resolution. The decision of the Assistant Superintendent of Instruction is final.
19. Limitations and Waiver. The purpose of this Agreement is to establish a framework for collaboration to achieve the goals outlined herein. Damages or other relief are not contemplated as between the parties and the right to recover such or seek further relief is expressly waived by the parties. Any disputes are resolved by the DISPUTE RESOLUTION provision herein. The sole exceptions to this waiver are for claims that are covered under the insurance provided by CIS NOVA or by operation of the INDEMNIFICATION provision herein.
20. Survival. Those provision that by their nature should survive termination of this Agreement, will survive termination of this Agreement.
21. Entire Agreement. This MOU constitutes the entire understanding of the parties and supersedes all prior oral or written agreements.
22. Authorized Signatures. The signatory for each party certifies that he or she is an authorized agent to sign on behalf of such party.
23. This MOU shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia, APS School Board policies, APS PIPS and any related state or VDOE laws or

regulations as applicable, to the extent it does not infringe on the waiver at the LIMITATIONS AND WAIVER outlined above.

The undersigned parties confirm their understanding of this agreement.

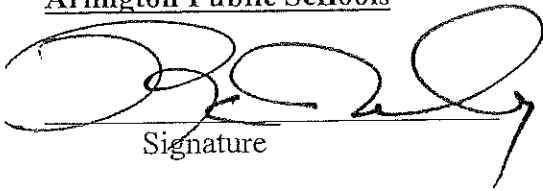
CIS NOVA

\_\_\_\_\_  
Signature

Patrick F. Brennan  
Print

\_\_\_\_\_  
Date

Arlington Public Schools

  
Signature

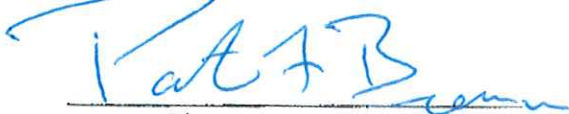
Patrick K. Murphy  
Print

Aug 24, 2015  
Date

regulations as applicable, to the extent it does not infringe on the waiver at the LIMITATIONS AND WAIVER outlined above.

The undersigned parties confirm their understanding of this agreement.

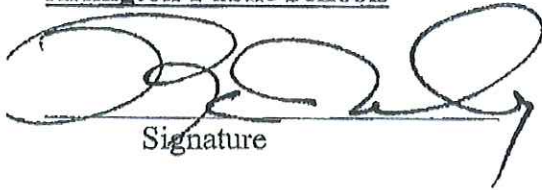
CIS NOVA

  
Signature

Patrick F. Brennan  
Print

Aug 27, 2015  
Date

Arlington Public Schools

  
Signature

Patrick K. Murphy  
Print

Aug 24, 2015  
Date

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**ARLINGTON PUBLIC SCHOOLS (APS)**  
**And**  
**COMMUNITIES IN SCHOOLS OF NORTHERN VIRGINIA (CIS NOVA)**

**SITE COORDINATOR POSITIONS**

In support of their common effort to administer the Communities In Schools (CIS) Program, Arlington Public Schools (APS) and CIS of Northern Virginia (CIS NOVA) enter into this Memorandum of Understanding (MOU). This MOU is to clarify the parties' decision to share funding for two exempt positions, with APS funding one position and CIS NOVA funding the other position. CIS NOVA is responsible for meeting the responsibilities of this MOU with the assistance of Communities In Schools of Virginia (CISVA) acting as the fiscal agent. APS and CIS NOVA will each designate appropriate personnel to be responsible for the orderly implementation of this MOU. These individuals, along with others with related responsibilities from each party, will meet to discuss implementation and any other areas of concern on a no less than quarterly basis. With the completion of the work of the CIS Task Force which was outlined in the MOU dated March 21, 2012 between APS and CISVA, and the development of the CIS NOVA affiliate, this MOU continues the next steps of implementation of the CIS program in APS.

**A. Time Frame:** During the period of July 1, 2013 to June 30, 2014 with the option of continuing based on availability of funds and satisfactory performance of the employees.

1. APS will reimburse CISVA a base salary of \$55,000 plus \$17,600 (32%) for benefits for one full-time 12-month exempt position for an employee who will work on an APS 260 day schedule.
2. CIS NOVA will provide a base salary of \$55,000 plus \$17,600 (32%) for benefits for one full-time 12-month exempt position.  
Site Coordinators who work on a schedule compatible with the APS 260 day schedule, APS designated holidays and breaks and hours of operation at the designated APS facility. Leave outside of that time period, other than that required by federal or state law, will not be permitted.
3. CIS NOVA will hire and supervise two Site Coordinators (see position description below) with the assistance and agreement of the administrators where the positions will be located and following APS hiring procedures, to include but not limited to criminal background checks, national CPS checks and full reference checks, to be conducted at the sole expense of CIS.
4. The Site Coordinators shall implement the "CIS Program," an integrated student services model that supports students at-risk of dropping out of school.
5. The Site Coordinators are the sole employees of CIS NOVA, subject to CIS supervision, benefits, procedures, grievance procedures and pay scales. The Site Coordinators in no manner will be considered an employee of APS nor entitled to access to APS benefits or grievance procedures outlined in APS School Board Policies and/or APS Policy Implementation Procedures (PIPs).

6. Site Coordinators will be assigned to a school, the location to be determined by APS.
7. The Site Coordinators shall implement the CIS Program at APS schools and do so in a manner that supports and enhances the educational mission of APS and ensures APS student safety, educational progress and an appropriate learning environment.
8. As a grant funded or County government funded position, continuation or maintenance of the position through APS in the next fiscal year depends on receipt of continued funding.

**B. Requirements:** As a condition of working at an APS designated program or school, Site Coordinators will adhere to the following requirements as a condition of working at an APS designated school or program:

1. Complete an APS background check (as described above) and provide results of a negative TB test taken in the last 12 months), and receive an APS identification badge. All Site Coordinators shall demonstrate understanding and training in the Family Educations Rights Privacy Act (FERPA), APS School Board Policy 35-4.10 and APS PIP 45-1.1 et. seq. No person shall be permitted on site at any APS school until such requirements are met, to the satisfaction of the APS Assistant Superintendent for Human Resources.
2. Hold all appropriate licensure as required for the position.
3. Work under the general supervision of CIS NOVA with input from the school principal or designee while performing duties within APS designated schools.
4. Access student record information for legitimate educational reasons associate with the CIS Program, and maintaining compliance with FERPA.
5. Obtain written consent from the school administrator to access education record information concerning all students participating in the program.
6. Obtain written parental/guardian consent to access education record information for students under 18. Students 18 or over may provide written consent without parent/guardian authorization unless a court has determined otherwise.
7. Demonstrate ethical and culturally competent behaviors and work effectively with students, staff and parents.
8. Protect the confidentiality of student records and information and refrain from sharing information with third parties without written permission.
9. Track use of hours and such hours will be reported to the school principal, or designee.
10. Comply with all School Board Policies and PIPs.
11. The time periods and evaluation deadlines herein shall be compatible with those used by the APS school year and its PIPs for T-scale personnel.
12. Follow the direction of school management in the event of disruptions, emergencies or as necessary to maintain the learning environment or school functions.

**C. CIS NOVA Obligations:**

1. Supervise the performance of the Site Coordinators. The term of these positions shall be from date of hire through the current fiscal year which ends June 30. CIS NOVA will do the daily supervision and all formal evaluations of the Site Coordinators, incorporating input from APS regarding performance. Acting as the fiscal agent, CISVA will enroll the Site Coordinators in TriNet, the outsourced payroll and benefits organization used by

CISVA and affiliate employees, to provide access to the same benefits and human resources services as the CIS employees which includes a yearly evaluation.

2. Ensure that all employees submit to a complete background check, in accordance with CIS' Total Quality System (TQS).
3. Comply with APS timeframes for evaluation of probationary employees, even after a probationary period (as determined by APS) has expired.
4. Timely bring to the attention of the Assistant Superintendent for Human Resources any complaints related to the Site Coordinators.
5. Engage in the interactive process and provide any reasonable accommodations, at its sole expense, under the Americans with Disability Act.
6. Administer any complaints of harassment, discrimination, etc., requests for FMLA leave and disability accommodations.
7. Bring to the immediate attention of the APS Superintendent or designee any complaints raised by students, parents or community members. CIS will comply with all reasonable requests of the Superintendent related to those complaints including investigative techniques, communications and outcomes.
8. Comply with all applicable Federal, State and Local laws, codes and regulations.

**D. APS Obligations:**

1. Provide access to the APS internet, email and phone systems with an APS network login.
2. Provide classroom and office space and appropriate furniture, computer and a telephone or intercom system.
3. Provide orientation for the Site Coordinators to APS schools, staff, philosophies, policies, rules and regulations.
4. Retain responsibility for the supervision and care of its own schools, programs, services and students.
5. Assist in the administrative and professional supervision of Site Coordinators insofar as their presence and participation in the CIS program affects the operation of the designated school.

**E. Site Coordinator Responsibilities - Below are examples of services the Site Coordinators will perform for APS (May not include all duties performed.):**

1. Manage the assigned CIS Site (school or program).
2. Implement and monitor the annual Site plan in partnership with APS school administration.
3. Ensure that needs assessment, service delivery, data tracking, and evaluation/reporting occur.
4. Participate in interdisciplinary meetings with school staff and other resource providers to effectively utilize existing resources and address gaps in services.
5. Support school orientations, open houses, and parent events.
6. Establish and maintain relationships within the community that benefit the school and students.
7. Work with APS to secure community support and partnerships to meet school-wide and students' needs as identified in the Site plan.

8. Assist in the recruitment, orientation and training of service providers, volunteers, and student interns.
9. Coordinate data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
10. Document progress and track Site and student outcomes.
11. Carry out other duties as assigned by the CIS NOVA Executive Director.

**F. Payment Terms**

1. CISVA, acting as fiscal agent for CIS NOVA, will invoice APS for \$72,600. APS will pay CISVA within 30 days of receipt of invoice. Any funds not expended by CISVA for the designated purpose in any fiscal year will be returned by CISVA to APS; or, with the written permission of APS, any unexpended funds will be retained by CISVA to apply toward the same use in FY 15, should the position be funded for continuation. A report of any unspent sums must be provided to APS by no later than June 1 of each year that this MOU is in effect. If renewals are permitted under this agreement, CISVA and the County shall negotiate the addition any unspent allocation to the following year's budget; however, this is generally not permitted.
2. CIS will provide notice of an increase in benefits package rates and such increase shall be effective for the next unfunded school year if approved, in whole or in part, by APS. Any increase in payroll tax burden shall be effective upon implementation by the federal government. APS will not reimburse for cost of living increases, market rate adjustments, salary increases or the like when the ASP School Board has not implement any or all of those for its own employees.

**G. Additional Terms**

1. Term. This agreement and its pecuniary arrangements are contingent on Board approval and remains in effect for one fiscal year beginning in July 1, 2013 and ending June 30, 2014. On the expiration of the term, the agreement may be renewed for an additional year by written amendment to this MOU. This MOU may be terminated at any time by either party on thirty days' notice to the other party.
2. Insurance. Maintain in force during the term of this MOU a Directors & Officers policy of One Million Dollars (\$1,000,000) insuring itself and its agents and employees for their acts, omissions or negligence and naming the Board as an additional insured. If requested, CIS NOVA shall supply a Certificate of Coverage to APS. CIS NOVA shall be responsible for the acts or omissions of its staff, agents and employees causing harm to persons not a party to this Memorandum of Understanding. Worker's compensation coverage for CIS NOVA employees will be provided through TriNet.
3. Treatment of Property and Equipment. If the APS permits CIS NOVA to purchase real or personal property with these funds, APS retains a residual financial interest enabling the County to recover these assets, its contribution to their purchase and/or determine final disposition selecting such treatment or course of action as it may determine is in its

best interests. No such property shall be sold, moved or disposed of by the CIS NOVA without the express written approval of the APS Purchasing Agent.

4. APS Purchase Order Requirement. Purchases by APS are authorized only if an APS Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Entities providing goods or services without a signed APS Purchase Order do so at their own risk. APS will not be liable for payment of any purchases made by its employees without appropriate purchase authorization issued by the APS Purchasing Agent.
5. Changes to Purchase Orders. Any changes to an existing Purchase Order must be approved in advance through issuance of a written change order by the Purchasing Department. APS will not assume responsibility for the cost of any changes made without issuance of a written change order.
6. Modification. This MOU may also be altered, amended, or updated through the use of written addenda that are mutually acceptable to CIS NOVA and APS as indicated by the signature of authorized officials. For the purpose of assessing the program, and if necessary, making desirable changes in the program and the agreement, representatives of CIS NOVA and APS will review the agreement annually.
7. Employment Discrimination Prohibited. The parties agree that they will not discriminate in its employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability, veteran status, sexual orientation, or on the basis of any other classification protected under federal law. The parties further certify that they are equal opportunity employers and are currently in compliance with all applicable state and federal laws regarding equal opportunity and nondiscrimination.
8. No Joint Venture. The relationship of the parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically enumerated herein, nor shall anything contained in this Agreement be construed to create any partnership or joint venture between the parties.
9. Severability. Should any portion of this Agreement be declared invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.

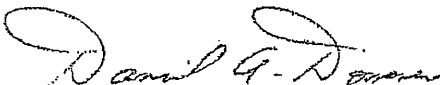


10. Non-Appropriation. All funds for payments and/or the retention of the position outlined herein by the APS as outlined in this MOU are subject to the availability of an annual appropriation for this purpose by the Arlington County School Board of Arlington County, Virginia ("Board"). In the event of non-appropriation of funds by the Board for any matter related to this Amendment or the underlying MOU, APS will terminate this Amendment or the MOU, without charge or other liability to the APS, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this MOU are spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this MOU, cancellation will be accepted by the CIS NOVA on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and APS shall not be obligated under this MOU beyond the date of termination specified in APS' written notice.
11. FERPA. For purposes of this MOU only, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), CIS NOVA has an educational interest in the educational records of the APS Students. Access of student record information for legitimate educational reasons associated with the CIS Program will be done to maintain compliance with FERPA.
12. Immigration Reform and Control Act. In accordance with § 2.2-4311.1 of the Code of Virginia, CIS shall certify that it has not, and will not during the performance of the MOU, knowingly employed an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
13. Removal Rights. APS retains the right to restrict access and/or remove the CIS employee from participation in the activities outlined in this Amendment and/or prohibit access to APS schools for any reason, to include but not limited to poor performance or behaviors that violate APS expectations, philosophies, policies, rules and/or regulations or other applicable state standards, rules or statutes. Such decision is final.
14. Headings. The section headings in this Contract are inserted only for convenience and are not to be construed as part of this Contract or a limitation on the scope of the particular section to which the heading precedes.
15. No Third Party Beneficiaries. This Agreement is not intended to and shall not confer upon CIS NOVA or CISVA; any student or any other person or business entity other than the parties hereto, any rights or remedies with respect to the subject matter of this MOU.
16. Dispute Resolution. The parties to this MOU agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. In the event of a dispute regarding the terms of this MOU or its implementation, such disputes shall be submitted to the Assistant Superintendent of Instruction, or designee, for resolution. The decision of the Assistant Superintendent of Instruction is final.
17. Entire Agreement. This MOU constitutes the entire understanding of the parties and supersedes all prior oral or written agreements.
18. Authorized Signatures. The signatory for each party certifies that he or she is an authorized agent to sign on behalf of such party.

19. Governing Law. This MOU shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia, APS School Board policies, APS PIPS and any related state or VDOE laws or regulations.

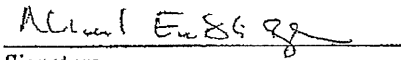
The undersigned parties confirm their understanding of this agreement.

CISVA Signatures (Acting as Fiscal Agent for CIS NOVA)

  
Signature

Daniel A. Domenech  
Print

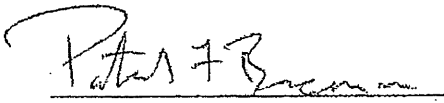
7/31/13  
Date

  
Signature

Mark E. Emblidge  
Print

7/31/13  
Date

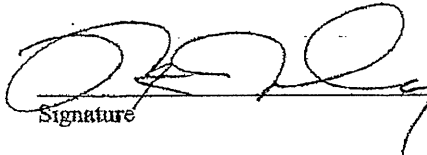
CIS NOVA Signatures

  
Signature

Patrick F. Brennan  
Print

7/31/13  
Date

Arlington Public Schools Signature

  
Signature

Patrick K. Murphy  
Print


8-6-13  
Date

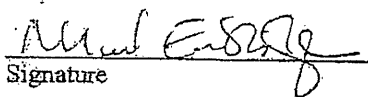
Addendum  
MEMORANDUM OF UNDERSTANDING  
Between  
ARLINGTON PUBLIC SCHOOLS (APS)  
And  
COMMUNITIES IN SCHOOLS OF NORTHERN VIRGINIA (CIS NOVA)

Pursuant to Section G.1. Term, the MOU is extended for an additional one year period, beginning July 1, 2014 and ending June 30, 2015, under the same terms and conditions.

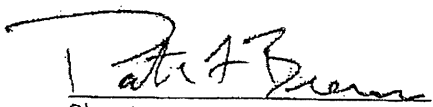
The undersigned parties confirm their agreement to extend the MOU:

CISVA Signatures (Acting as Fiscal Agent for CIS NOVA)

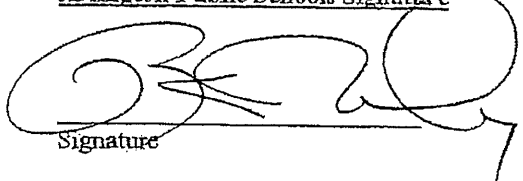
  
Signature Daniel A. Domenech 6/2/14  
Date

  
Signature Mark E. Emblidge 5/28/14  
Date

CIS NOVA Signature

  
Signature Patrick F. Brennan 5/28/14  
Date

Arlington Public Schools Signature

  
Signature Patrick K. Murphy 6-2-14  
Date

ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 14, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Bobby Kaplow

**BUDGET QUESTION:** What has been the surplus at the end of each fiscal year in Extended Day for the past three years?

**RESPONSE:** In FY14, Extended Day ended a year with a surplus for the first time.

The end of the year (deficit)/surplus for the past three years is as follows:

**FY13:** (\$ 299,917) deficit; **FY14:** \$ 307,708; **FY15:** \$ 21,520

**BUDGET QUESTION:** Why do we have a surplus for Extended Day?

**RESPONSE:** A surplus is created when revenue exceeds expenses. Variables that affect revenue include: the total enrollment and the number of families paying at a reduced rate on the sliding fee scale.

Staffing has the most significant effect on Extended Day costs, as over 80 percent of the program's budget comprises wages, salaries and benefits. Programs are staffed based on staff-to-child ratios. Additional staff, exceeding the standard ratios, is often required to meet the specific needs of a program or provide additional support for individual students.

**BUDGET QUESTION:** What funds does the County transfer for Extended Day? Has this remained the same for the past three years?

**RESPONSE:** The County does not transfer any funds specifically to the Extended Day program. The County transfers APS' share of local revenue to APS and APS determines how the funds will be distributed by fund. In our budget, funding identified as "County Transfer," only means that the source of the funds is local but does not mean that the County designates the funding for a particular purpose. The amount of the County transfer budgeted in Extended Day varies from year to year based on projected tuition revenue and projected expenditures. At the end of the year, the actual amount of County Transfer provided to Extended Day varies based on actual tuition revenue Day and actual expenditures incurred.

**BUDGET QUESTION:** How many people are on the waiting list for Extended Day? At what schools and how many are wait-listed at each school? What has this wait list been for the past three years, approximately?

**RESPONSE:** About 280 children are currently on a wait list for Extended Day services (about 3,700 children are enrolled and attending). Eight of the 29 programs – Claremont (69), Henry (29), Abingdon (26), Glebe (25), Key (22), Carlin Springs (21), Science Focus (19) and Tuckahoe (18) – comprise 80 percent of the total number of children on wait lists.

The children on wait lists are not necessarily without child care services as we work closely with other local programs (i.e., YMCA, ReachFar Foundation, AHC, Aspire, DPR) to help families find other options. Many of the children on our wait list are currently receiving services in other programs.

The number of children on Extended Day wait lists has steadily increased in recent years, a reflection of the increase in the overall student enrollment in APS.

**BUDGET QUESTION:** Why are we not using the surplus in Extended Day to expand Extended Day Services?

**RESPONSE:** Wait lists are not due to a lack of funds. Wait lists occur due to staffing and/or space restraints. Extended Day staffing is determined by staff-to-child ratios by age group. When a program's enrollment exceeds the current staff size, a wait list is created until new staff is hired to accommodate the children on the wait list.

Extended Day must also meet licensing standards regarding space. When a program's enrollment exceeds the space available, a wait list is established until additional space can be obtained. This is a much more challenging issue than staffing, as space is limited and finite.

Rising school enrollment results in the conversion of what was once shared space during after school hours to classrooms, offices and other specific uses. Also, each school offers a wide variety of valuable afterschool activities that are unrelated to Extended Day. These activities take place in spaces that might otherwise be available to Extended Day.

Extended Day works very closely with the administrators at each school to acquire additional space but often there is very little space available.

**BUDGET QUESTION:** The Kids in Action (KIA) program was rolled into Hoffman-Boston Extended Day. Were funds transferred from the County for this consolidation? How many additional students now attend Hoffman-Boston Extended Day as a result of this consolidation? Is there a waiting list for Extended Day at Hoffman-Boston?

**RESPONSE:** Extended Day absorbed many of the children from the Kids in Action programs at Hoffman-Boston and Drew Model. No funds were transferred to Extended Day for this consolidation but DPR has granted Extended Day exclusive use of the recreation center space at each site to accommodate the increase in enrollment in the programs and the KIA staff collaborates with Extended Day to lead activities twice each week at each site.

The enrollment at Hoffman-Boston has increased by 20 children (35%). Hoffman-Boston currently has a wait list of seven children, due to unusually high volume of staff turnover. In recent months, half the Hoffman-Boston staff has accepted jobs in other APS positions, forcing us to delay additional enrollment.

The Drew enrollment has increased by 30 children (48%). There is no wait list at Drew.

ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 16, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Brenda Wilks

**BUDGET QUESTION:** What is the cost of adding the ATSS positions recommended by the Special Education evaluation?

**RESPONSE:** The Special Education evaluation recommended adding 2.0 ATSS coordinators; the FY 2017 cost is \$254,600.

**ARLINGTON PUBLIC SCHOOLS**

**MEMORANDUM**

**DATE:** March 10, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Connie Skelton

**QUESTION:** How are we able to fund the CIS position at Barcroft with Title I funds? What else could be funded using these funds?

**RESPONSE:**

**How are we able to fund the CIS position at Barcroft with Title I funds?**

For 2015-16, all districts in Virginia received additional one-time Title I funding based on a recalculation at the state level that was distributed to each school using the same formula used to allocate funds to districts and schools (States provide districts with their share of the federal Title I funding less a percentage used for state administrative use, using a state-developed and federally-approved formula.). Barcroft, in consultation with the Elementary Director, Title I Supervisor, and Assistant Superintendents of Instruction and DSSSE agreed to fund a CIS position with Barcroft's share of the unanticipated funding anticipating that a budget request would be forthcoming for FY 2017. The rationale being that this would enable the CIS staff person to begin work at Barcroft prior to July 1.

**What else could be funded using these funds?**

Any activity aligned with the Barcroft Title I School-wide plan and allowable under federal Title I guidelines which supports instructional programs to ensure that at-risk (using the federal proxy of economically disadvantaged) children meet challenging content and achievement standards may be funded with Title I funds. As this funding was one-time, we were required to submit our request to VDOE for approval as allowable based on their determination of alignment with Barcroft's plan and federal guidelines which we received.

**ARLINGTON PUBLIC SCHOOLS**

**MEMORANDUM**

**DATE:** March 16, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Connie Skelton

**QUESTION:** What would be the cost to provide MSA coordinators at Gunston, Kenmore, and Jefferson as well as positions at the elementary schools for the balance of the 4 FTE?

**RESPONSE:** Currently the FY 2017 budget includes a \$400,000 placeholder to implement the recommendations of the Minority Student Achievement evaluation. These funds are sufficient to provide 4.0 FTE Minority Achievement coordinators at a cost of \$369,200 with additional funding of \$30,800 available for other needs.

Gunston, Kenmore, and Jefferson each currently has a 0.5 FTE Minority Achievement coordinator so 1.5 FTE would be needed to increase these schools to a full-time coordinator. This would leave funding available for 2.5 FTE which could then be deployed to specific elementary schools for an elementary pilot.



**ARLINGTON PUBLIC SCHOOLS**

**MEMORANDUM**

**DATE:** 3/16/2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Raj Adusumilli

**BUDGET QUESTION:**

How much would it cost to perform a longitudinal study?

**RESPONSE:**

Based on our conversation with Mr. Reid Goldstein on March 11, 2016, we have projected an outline for the examination of Free and Reduced Lunch (FRL) status and graduation rates at APS for this longitudinal study. The outline suggests a series of analyses using various comparison groups. Also, certain assumptions made around the analytical approach, expected deliverable for the project as well as the data that would likely be required to complete the analysis as described above to get an estimate of the cost to perform the outlined longitudinal study.

Based on the variation of the approach, the deliverables and the availability of the data required for the longitudinal study the estimates could range from as minimum of \$14,400 and could go up to \$38,500.

ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 17, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Deirdra McLaughlin

**BUDGET QUESTION:** What are the ramifications of the General Assembly's providing the state's share of a 2% salary for all funded SOQ instructional and support positions effective December 1, 2016? NB: Additional information regarding the increase: Participation is optional and requires a local match. Local school divisions must provide at least a 2% salary increase by December 1, 2016 to be eligible for the state funding.

**RESPONSE:** The General Assembly's budget provides the state's share of funding for an average 2% salary increase for all funded SOQ instructional and support positions effective December 1, 2016. Based on guidance from VDOE, if the School Board were to provide a step increase in FY 2017, this would qualify APS to receive the state's share of funding. A step increase for the full year would cost \$7.6 million; the state's share of funding is \$382,075.

ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 16, 2016  
**TO:** Members of the School Board  
**VIA:** Patrick K. Murphy  
**FROM:** Deirdra McLaughlin

**BUDGET QUESTION:** Please provide the detail on the ESOL/HILT changes from FY16 actual to FY17 projected.

**RESPONSE:** The FY 2016 actual enrollment was 4,394. The FY 2017 projected enrollment is 4,637, an increase of 243 students. The detail is shown in the table below.

	FY 2016 Actual	FY 2017 Projection	Difference
Elementary	2,994	3,067	73
Secondary	1,400	1,570	170
Total	4,394	4,637	243

ARLINGTON PUBLIC SCHOOLS

MEMORANDUM

**DATE:** March 17, 2016

**TO:** Members of the School Board

**VIA:** Patrick K. Murphy

**FROM:** Deirdra McLaughlin

**BUDGET QUESTION:** Does CIS have a request for \$180K in to the County?

**RESPONSE:** Communities in Schools NOVA (CIS) has requested funding of \$170,000 for FY 2017 from the County (see Attachment 1).



## **Communities In Schools of Northern Virginia Request for FY2017 Funding**

### **WHO:**

Communities In Schools of Northern Virginia (CIS NOVA) surrounds students in need with a community of support, empowering them to be successful in school, graduate on time, and achieve in life. CIS NOVA is an affiliate of the national organization, Communities In Schools, the largest provider of integrated student supports in the country, serving 1.5 million young people and their families each year across 25 states and the District of Columbia.

### **WHY:**

In a recent poll, 88% of U.S. teachers said that student poverty is the #1 barrier to effective learning in the classroom. In Arlington Public Schools, 31.4 % of students qualify for subsidized meals: that is approximately 8,000 students. In addition, 11% of children 18 years of age and younger live in poverty in Arlington.

The CIS model identifies the needs of low-income youth, such as food, housing, physical and mental health, positive relationships with adults, and skills development. Connecting the existing resources of the community to address these student needs in a coordinated way enables teachers to teach and students to learn and thrive.

CIS believes that all students deserve to have a one-on-one relationship with a caring adult, need a safe place to learn and grow, cannot learn best if they are not healthy, should have marketable skills when they graduate from high school, and can give back to their peers and the community while they are in school.

### **HOW:**

CIS NOVA provides a continuum of support to low-income students and their families from pre-K through high school at Barcroft Elementary School, Gunston Middle School, Wakefield High School, and Arlington Mill High School. Full time site coordinators at each of these schools identify student needs, match community resources to those needs, and monitor results. Resources include mentoring, tutoring, dental care, food assistance, college and career counseling, and workforce development.

For example, CIS NOVA works with the Arlington Food Assistance Center to provide backpacks with food for students in need. Arlington Mill students have had free vision testing and dental exams. Students at Gunston participate in a STEM Club and recently competed in a robotics competition. Ninth grade students have the opportunity to explore the hospitality industry through a career fair with the Hyatt-Regency in

Crystal City. Last year, CIS NOVA leveraged the resources of 27 local and regional community organizations to provide thousands of volunteer hours for approximately 2,500 students and families. As a result, 80% of students served met academic goals, 85% met behavioral goals, and 96% were promoted to the next grade.

CIS NOVA has been working with Arlington Public Schools (APS) since 2009 with a focus on reducing the dropout rate. Since that time, the dropout rate has declined by 65%, from 11.9% in 2009, to 4.2% in 2015.

#### **WHAT'S NEXT:**

To provide integrated community support to more students in need, and to provide more in-depth support, CIS NOVA seeks to better leverage the resources of the business, non-profit, faith, government, and higher education communities, as well as of individual Arlington residents, in a coordinated, effective manner. To do this, CIS NOVA requests funding from Arlington County Government to supplement the funding that it receives from APS, the United Way, the Arlington Community Foundation, and from private donations.

#### **FUNDING REQUEST:**

CIS NOVA requests funding in the FY 2017 budget for two FTEs for a total of \$170,000 (\$85,000 per FTE). The positions are:

1. *Strategic Resource Officer* to develop a network of existing resources in the business, non-profit, faith, government, and higher education communities to provide integrated community support for low-income students in Arlington Public Schools; to develop a community strategy and culture to provide this support, including identifying best practices; and to cultivate local, regional and state funding to continue and expand this work.
2. *Outreach Coordinator* to connect the community's resources with the needs of individual students in APS; to recruit and coordinate community volunteers; and to expand support services to students during the summer.

#### **EFFECTIVENESS:**

In addition to the success of CIS NOVA in helping to reduce the dropout rate in Arlington from 11.9% in 2009 to 4.2% in 2015, and in improving student success in meeting academic and behavioral goals, a recent national study of CIS by Economic Modeling Specialists, Inc. concluded that for each one dollar invested, CIS creates \$11.60 of economic benefit to the community.

A modest investment in CIS NOVA is consistent with Arlington County's practice of funding local non-profit organizations that provide a social safety net and other important support for Arlington residents. CIS NOVA partners with many local non-profits, businesses and individuals to help Arlington youth succeed. By funding the two positions requested, CIS NOVA will be able to create a strong network of community support for low-income youth, which will benefit the entire community.

**FOR MORE INFORMATION:**

Patrick Brennan, Executive Director

CIS NOVA

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