

Contract # OBSD- Parent Engagement & Homeless Liaison

THIS CONTRACT is made and entered into this the _____ day of _____, 20____ by and between **Pacific County**, hereinafter referred to as "COUNTY," and **Ocean Beach School District**, hereinafter referred to as "CONTRACTOR."

TERMS AND CONDITIONS

THE PURPOSE of this Agreement is to provide for the delivery of Family Engagement and Homeless Liaison services as described in this contract and in Attachment A- Statement of Work. The effective dates for this agreement shall begin April 1, 2016 and end June 31, 2017. The County and the CONTRACTOR agree to the terms and conditions set forth in the following provisions:

- 1) **CONTRACT REPRESENTATIVES**: Each party to this Contract shall have a Contract representative. Each party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

A. For the Contractor:	B. For the County:
Jenny Risner	Katie Lindstrom
Superintendent Ocean Beach School District	Deputy Director, Pacific County Public Health & Human Services
500 Washington Ave. South Long Beach, WA 98631 360-642-3739	7013 Sandridge Road Long Beach, WA 98631 360-642-9300 ex 2648

The County will monitor the Contractor's programmatic obligations under this Contract and will report any substantial non-compliance of this Contract to the Contractor.

- 2) **PAYMENT**: All expenses under this program must be incurred and all program activities complete by June 30, 2016 for state fiscal year 2016, and June 30, 2017 for state fiscal year 2017. Payment to the CONTRACTOR for performance hereunder shall be on the basis of reimbursement for actual reimbursable costs provided that such reimbursable costs are in accordance with specific contract allocations set forth below. An invoice shall be submitted along with appropriate back up documentation, by the 15th of the month following the date of service to the Pacific County Health Department at PO Box 26 South Bend, WA 98585. Invoices received after July 15, 2017, will not be paid

- 3) STATEMENT OF WORK: The Contractor shall perform such services and accomplish such tasks, including the furnishing of all necessary personnel, materials and equipment necessary for or incidental to the performance of the work identified as Contractor responsibilities throughout this Contract, in the Exhibit A- Statement of Work.
- 4) BUDGET: The award amount for this contract is outlined in exhibit B- Budget. County shall pay an amount not to exceed the amount shown on the exhibit B-Budget for the performance of all things necessary for or incidental to the performance of work as set forth in exhibit A- Statement of Work.
- 5) AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336: The Contractor must comply with the ADA, also referred to as "ADA" 28 CFR Part 35, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- 6) ATTORNEY'S FEES/COST OF SUIT AND VENUE: If either party files suit to enforce this Contract, parties agree that the prevailing party in any such action shall be entitled to collection costs, reasonable attorney's fees, and costs of suit.
 - a. Choice of Law, Jurisdiction and Venue. This Contract has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in the Pacific County Superior Court.
 - b. Severability. If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

Should the COUNTY determine that the severed portions substantially alter this Contract so that the original intent and purpose of the Contract no longer exists, the COUNTY may, in its sole discretion, terminate this Contract.

- 7) BACKGROUND CHECKS: CONTRACTOR must maintain (and provide proof upon demand), of acceptable completion of a criminal background check (within the past 2 years) for any individual who works or volunteers as part of this program that will have supervised or unsupervised access to vulnerable adults or children.
- 8) COMPLIANCE WITH LAWS: The Contractor shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended including, but not limited to:

Washington State Laws and Regulations

- a. Affirmative action, RCW 41.06.020 (11).
 - b. Boards of directors or officers of non-profit corporations – Liability - Limitations, RCW 4.24.264.
 - c. Disclosure-campaign finances-lobbying, Chapter 42.17 RCW.
 - d. Discrimination-human rights commission, Chapter 49.60 RCW.
 - e. Ethics in public service, Chapter 42.52 RCW.
 - f. Office of minority and women’s business enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC.
 - g. Open public meetings act, Chapter 42.30 RCW.
 - h. Public records act, Chapter 42.56 RCW.
 - i. State budgeting, accounting, and reporting system, Chapter 43.88 RCW.
- 9) CONFIDENTIALITY/SAFEGUARDING OF INFORMATION: “Confidential Information” as used in this section includes: All material provided to the Contractor by the County that is designated as “confidential” by the County; All material produced by the Contractor that is designated as “confidential” by the County; and All personal information in the possession of the Contractor that may not be disclosed under state or federal law. “Personal information” includes but is not limited to information related to a person’s name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver’s license number and other identifying numbers, and “Protected Health Information” under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
 - a. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of the County or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto, including and in accordance with 42 CFR 431.300 through 431.307, and Revised Code

of Washington Chapters 70.02, 71.05, and 71.34. Upon request, the Contractor shall provide the County with its policies and procedures on confidentiality. The County may require changes to such policies and procedures as they apply to this Contract whenever the Contractor reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by the County. Upon request, the Contractor shall immediately return to the County any Confidential Information that the County reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

- b. Unauthorized Use or Disclosure: The Contractor shall notify the County within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

10) DEBARMENT: The CONTRACTOR hereby declares that it is not suspended or debarred from securing federal and/or state funds and shall remain so during the term of this Agreement/Contract. Suspension and/or debarment of the CONTRACTOR from securing federal or state funds shall be cause for immediate termination of the Agreement/Contract by the COUNTY.

11) DOCUMENTS ON FILE: Documents consistent with federal and state regulations, as applicable, shall be kept on file in the office of the Contractor and available for review. Such documents shall include, but not be limited to:

- a. Personnel Policies;
- b. Job Description(s);
- c. Organizational Chart;
- d. Travel Policies;
- e. Fiscal Management;
- f. Articles of Incorporation/Tribal Charter;
- g. Bylaws;
- h. IRS Nonprofit Status Certification;
- i. Latest Agency Audit;
- j. Insurance policies required by Contractor;
- k. Indirect cost agreement, when applicable; and

12) EVALUATION AND MONITORING: The Contractor shall cooperate with, and freely participate in, any monitoring or evaluation activities conducted by the County that are pertinent to the intent of this Contract. The County representative shall have full access to and the right to examine, during normal business hours and as often as is necessary, all of the Contractor's records with respect to all matters covered in this Contract. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payroll, and records of

matters covered by this Contract. Such rights extend for six years from the date final payment is made hereunder.

13) FINANCIAL MANAGEMENT SYSTEMS: Contractor's financial systems shall contain the following:

- a. Accurate, current and complete disclosure of the financial results of each contract;
- b. Records that identify the source and application of funds;
- c. Control over and accountability for all funds, property and other assets;
- d. Comparison of actual outlays with budgeted amount for each contract;
- e. Procedures that minimize the time elapsing between the transfer of funds from the County and their disbursement by the Contractor;
- f. Procedures for determining reasonableness and allocability of costs;
- g. Accounting records that are supported by source documentation;
- h. Procedures for timely and appropriate resolution of audit findings and recommendations.

14) INDEMNIFICATION: To the fullest extent permitted by law, the CONTRACTOR agrees to indemnify, defend and hold the COUNTY and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any action or omission, negligent or otherwise, of the CONTRACTOR, its employees, agents or volunteers or CONTRACTOR's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this Contract; or 3) are based upon the CONTRACTOR'S or its subcontractors' use of, presence upon or proximity to the property of the COUNTY. This indemnification obligation of the CONTRACTOR shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the COUNTY. This indemnification obligation of the CONTRACTOR shall not be limited in any way by the Washington State Industrial Insurance Action RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the CONTRACTOR hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the CONTRACTOR are a material inducement to COUNTY to enter into the Contract, are reflected in the CONTRACTOR's compensation, and have been mutually negotiated by the parties.

- c. Participation COUNTY – No Waiver. The COUNTY reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of CONTRACTOR's indemnity obligations under the Contract.

- d. Survival of Contractor's Indemnity Obligations. The CONTRACTOR agrees all CONTRACTORS's indemnity obligations shall survive the completion, expiration or termination of this Contract.

15) INSURANCE: Without limiting the CONTRACTOR'S indemnification of COUNTY, and prior to commencement of this Contract, CONTRACTOR shall obtain, provide and maintain during the term of this Contract, policies or insurance of the type and amounts described below and in a form satisfactory to the COUNTY.

- a. General Liability Insurance. CONTRACTOR shall maintain commercial general liability insurance with at least as broad as Insurance Services Office form CG 00 0, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.
- b. Professional Liability (Errors & Omissions) Insurance. CONTRACTOR shall maintain professional liability insurance that covers the services to be performed in connection with this Contract, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Contract and CONTRACTOR agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Contract.
- c. Workers' Compensation Insurance. CONTRACTOR shall, at its own expense, maintain Workers' Compensation Insurance (statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

16) INDEPENDENT CAPACITY OF THE CONTRACTOR: The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and its employees or agents performing under this Contract are not employees or agents of the County. The Contractor will not hold itself out as or claim to be an officer or employee of the County by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Contractor. The Contractor acknowledges that the entire compensation for this Contract is specified in *Exhibit B-Budget* and the Contractor is not entitled to any County benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to County employees.

17) PUBLIC RECORDS ACT: This Agreement and all public records associated with this Agreement shall be available from the COUNTY for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the CONTRACTOR are needed for the COUNTY to respond to a request under the Act, as determined by the COUNTY, the CONTRACTOR agrees to make them promptly available to the COUNTY. If the CONTRACTOR considers any portion of any record provided to the COUNTY under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the CONTRACTOR shall clearly identify any specific information that it claims to be confidential or proprietary. If the COUNTY receives a request under the Act to inspect or copy the information so identified by the CONTRACTOR and the COUNTY determines that release of the information is required by the Act or otherwise appropriate, the COUNTY's sole obligations shall be to notify the CONTRACTOR (a) of the request and (b) of the date that such information will be released to the requester unless the CONTRACTOR obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the CONTRACTOR fails to timely obtain a court order enjoining disclosure, the COUNTY will release the requested information on the date specified.

The COUNTY has, and by this section assumes, no obligation on behalf of the CONTRACTOR to claim any exemption from disclosure under the Act. The COUNTY shall not be liable to the CONTRACTOR for releasing records not clearly identified by the CONTRACTOR as confidential or proprietary. The COUNTY shall not be liable to the CONTRACTOR for any records that the COUNTY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

CONTRACTOR agrees to indemnify and, to the greatest extent legally possible, to hold harmless the COUNTY in any action by a third party due to the negligence, recklessness or intentional actions by the CONTRACTOR relating to its performance of this contract. This includes any lawsuit filed by a third party for the COUNTY's allegedly improper release of confidential or proprietary information pursuant to a public records request.

18) REPORTING: CONTRACTOR shall submit to the COUNTY performance and service reports via the Performance Based Prevention System (PBPS). PBPS Reports must be entered no later than the 10th day of the month following service for all months where the CONTRACTOR provides services under this contract.

19) MODIFICATION: Either party may request a change or addition to this Agreement. No change or addition to this Agreement shall be valid or binding upon either party unless such change or addition is in writing and properly executed by both parties.

- 20) NONCOMPLIANCE WITH NONDISCRIMINATION LAWS: During the performance of this Contract, the Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further Contracts with the state. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.
- 21) ORDER OF PRECEDENCE: In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:
- a. Applicable federal and State of Washington statutes and regulations
 - b. Terms and Conditions
 - c. Statement of Work – *Exhibit A*
 - d. Budget – *Exhibit B*
- 22) OWNERSHIP: Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the CONTRACTOR or the CONTRACTOR's subcontractors or consultants for delivery to the COUNTY under this Agreement shall be the sole and absolute property of the COUNTY. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the COUNTY at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the CONTRACTOR uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the COUNTY is owned by the CONTRACTOR and is not "work made for hire" within the terms of this Agreement.
- 23) TREATMENT OF ASSETS: The Contractor shall take the following actions to secure the financial interest of the County in items purchased with funds awarded under this Contract.

The Contractor shall name the County as lien holder on certificates of title for motor vehicles.

A non-expendable personal property inventory report shall also be submitted to the County as requested. The County's interest in property purchased under this contract and prior contracts from the same funding source is automatically transferred forward to the next contract year at the close of this contract period. The Contractor shall maintain records, perform inventories and maintain control systems to prevent loss, damage or theft of equipment, materials and supplies. A Contractor which is a nonprofit organization shall keep property records in accordance with OMB Circular A-110, Uniform Administrative

Requirements for Grants and Agreements with Nonprofit Agencies for all purchases funded by this contract.

In the event of loss, destruction or damage to any property purchased under this contract, the Contractor shall notify the County and shall take all reasonable steps to protect that property from further damage. Unless otherwise directed by the County, the Contractor shall surrender to the County all property purchased under this contract prior to settlement upon completion, termination or cancellation of this contract.

28. RECAPTURE: In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, the County reserves the right to recapture funds in an amount to compensate the County for the noncompliance in addition to any other remedies available at law or in equity. Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by County. In the alternative, County may recapture such funds from payments due under this Contract.
29. RECORDS MAINTENANCE: The Contractor shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.
30. TERMINATION FOR CAUSE/SUSPENSION: In the event that the County determines that the Contractor failed to comply with any term or condition of this Contract, the County may terminate the Contract in whole or in part upon written notice to the Contractor. Such termination shall be deemed "for cause." Termination shall take effect on the date specified in the notice.

In the alternative, the County upon written notice may allow the Contractor a specific period of time in which to correct the non-compliance. During the corrective-action time period, the County may suspend further payment to the Contractor in whole or in part, or may restrict the Contractor's right to perform duties under this Contract. Failure by the Contractor to take timely corrective action shall allow the County to terminate the Contract upon written notice to the Contractor.

"Termination for Cause" shall be deemed a "Termination for Convenience" when the County determines that the Contractor did not fail to comply with the terms of the Contract or when the County determines the failure was not caused by the Contractor's actions or negligence.

If the Contract is terminated for cause, the Contractor shall be liable for damages as authorized by law, including, but not limited to, any cost difference between the original Contract and the replacement Contract, as well as all costs associated with entering into the replacement Contract (i.e., competitive bidding, mailing, advertising, and staff time).

31. TERMINATION FOR CONVENIENCE: The County may terminate this Contract for Convenience, in whole or in part, upon ten (10) business days' written notice, the calculation of such period beginning on the second day after mailing. If this Contract is terminated for convenience, the County shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.
32. TERMINATION PROCEDURES: After receipt of a notice of termination, except as otherwise directed by the County, the Contractor shall:
- a. Stop work under the Contract on the date, and to the extent specified, in the notice;
 - b. Place no further orders or subcontracts for materials, services, or facilities related to the Contract;
 - c. Assign to the County all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the County has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts. Any attempt by the Contractor to settle such claims must have the prior written approval of the County; and
 - d. Preserve and transfer any materials, Contract deliverables and/or County property in the Contractor's possession as directed by the County.

Upon termination of the Contract, the County shall pay the Contractor for any services rendered or goods delivered by the Contractor prior to the effective date of termination. The County may withhold any amount due as the County reasonably determines is necessary to protect the County against potential loss or liability resulting from the termination. The County shall pay any withheld amount to the Contractor if the County later determines that loss or liability will not occur.

The rights and remedies of the County under this section are in addition to any other rights and remedies provided under this Contract or otherwise provided under law.

39. WAIVER: Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.
- 24) AMENDMENTS: No provision of this Agreement may be amended or modified except by a further written document signed by the COUNTY and the CONTRACTOR.

25) ENTIRE AGREEMENT. This written Agreement constitutes the parties' entire and integrated agreement, and supersedes all prior and contemporaneous negotiations, representations, or agreements, whether written or oral. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the COUNTY and CONTRACTOR have executed this AGREEMENT the date(s) so noted below.

CONTRACTOR

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Date

Frank Wolfe, Chair

CONTRACTOR Tax Identification Number

Steve Rogers, Commissioner

Lisa Ayers, Commissioner

APPROVED AS TO FORM:

ATTEST:

Pacific County Prosecutor's Office

Clerk of the Board

Date

Exhibit A- Statement of Work

CONTRACTOR agrees to provide the following services for Ocean Beach School District youth and their families: PARENT ENGAGEMENT & HOMELESS LIAISON

The Parent Engagement & Homeless Liaison serves as the liaison between school and parents, relaying the needs of one to the other; educates teachers and staff on how to communicate and work effectively with parents as equal partners; advises and trains parents on how to address issues with the leadership staff in school meetings; serves as a school-based intermediary contact for concerns and comments made by parents and community members; provides referrals to community-based services for families; expands opportunities for continued learning, voluntary community service and civic participation; develops community collaborations; promotes sharing of power with parents as decision-makers; helps parents understand the educational system so they can become better advocates for their children's education; and maintains parent resource center (where applicable.)

Responsible for supporting the needs of the homeless student population and ensuring the delivery of mandated services to facilitate the student's attendance and access to appropriate education. Position assesses students and families; interprets laws relating to homeless students; works as a team member to develop intervention strategies; provides case management; monitors student progress; and makes referrals. Position also acts as a resource to school staff and conducts related training.

Parent Engagement Resources: Provides workshops, classes, and activities for parents at their local school(s) and/or district on a regular basis; recruits volunteers from the community to host various workshops and classes to speak directly with parents; provides materials such as event calendars, brochures, educational resources and DVDs; creates opportunities for parents who have limited English proficiency, a disability or are underrepresented because of social economics or racial barriers to participate in education initiatives and enrichment workshops; and provides technical assistance relating to parental involvement as needed locally or at the district level.

Program Evaluation: Conducts surveys to assess the needs of parents at their local school(s) and/or district; reviews annual reports to evaluate the effectiveness of their parent involvement programs; develops, analyzes, and distributes the results of parent surveys to the school's leadership team and county agencies.

Compliance: Keeps excellent records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents; ensures compliance of the school or district's parent involvement program with all state and federal guidelines.

Program coordination and Collaboration: Coordinates and implements research-based strategies for their local school(s) and/or district parent involvement program to engage parent in improving student achievement; collaborates with local, regional, and state organizations to

create opportunities to help families understand school academic standards, assessments and report cards; collaborates with parents, teachers, and the school's leadership team to develop a family-friendly school climate; collaborates with other parent engagement professionals such as parent mentors and early education school transition coaches or other designees; and promotes parents as partners by involving them in the decision-making process regarding parental involvement activities.

Essential Duties:

1. Interprets laws relating to homeless students and ensures the delivery of mandated services.
2. Assesses students identified as homeless and makes visits to living areas/shelters to assess the family environment.
3. Collaborates and conducts training with school staff to develop interventions for students identified as homeless and develops individualized service plans.
4. Implements case management services (including individual counseling); monitors student/family progress and status, and makes referrals to other professional staff members or community agencies as needed.
5. Serves as a liaison between schools and such agencies/facilities as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students.
6. Provides families with information related to the needs of their child and acts as a resource to parent/guardians by providing family support activities and communicating available services.
7. Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless student, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
8. Conducts training to school staff on school laws as it relates to the homeless student population and recommends strategies for supporting the needs of these students.
9. Maintains necessary records ensuring confidentiality of students and their families and prepare related reports.
10. Takes part in opportunities for professional development at the local, regional, and/or state level with proper authorization; attends all local meetings and training pertaining to job duties; shares ideas and experiences with school or district staff, leadership team, and/or other parent professionals.
11. Coordinates recognition to parents and volunteers.
12. Conducts trainings with school staff during faculty meetings to determine school needs and shares updates on parent involvement best practices and proper administration.
13. Establish and maintain effective working relationships with students, parents, staff, and outside agencies and must have strong public speaking and presentation skills.
14. Must have the ability to work flexible hours including some nights and weekends.
15. Must have a valid driver's license and reliable transportation to be able to meet with families at their place of residence.

Exhibit B- Budget

Fund Source	Funding Period		Total
	<i>April 1, 2015-June 31, 2016</i>	<i>July 1, 2016-June 31, 2017</i>	
DBHR (PFS)	<i>\$15,000</i>	-	\$15,000
Millage	<i>\$8,000</i>	-	\$8,000
Total	<i>\$23,000</i>	-	