

## Salinas City Elementary School District

<b>REPORT TO BOARD OF TRUSTEES</b>	BOARD MEETING DATE: 6/26/17	School Site Plan Reference Page										
<p>DATE: June 16, 2017</p> <p>FROM: Lori Sanders, Asst. Superintendent, Ed. Services Hilda Huerta, Administrator: School Improvement &amp; Parent Involvement</p> <p>SIGNATURE: <i>L Sanders</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Approved By</b></td> <td style="width: 30%;"><b>Date:</b></td> </tr> <tr> <td>Asst. Supt.: Bus. Dept. <i>L. Christensen</i></td> <td>6-20-17</td> </tr> <tr> <td>Asst. Supt.: Ed Serv. <i>L Sanders</i></td> <td></td> </tr> <tr> <td>Asst. Supt.: Human Resources <i>[Signature]</i></td> <td></td> </tr> <tr> <td>Superintendent: <i>M I [Signature]</i></td> <td></td> </tr> </table>		<b>Approved By</b>	<b>Date:</b>	Asst. Supt.: Bus. Dept. <i>L. Christensen</i>	6-20-17	Asst. Supt.: Ed Serv. <i>L Sanders</i>		Asst. Supt.: Human Resources <i>[Signature]</i>		Superintendent: <i>M I [Signature]</i>	
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Superintendent: <i>M I [Signature]</i>												
<p><b>SUBJECT:</b> Parent Digital Literacy Training: <b>ACTION</b></p> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Loaves, Fishes &amp; Computers, Inc. Contract</li> <li>2. Proposal</li> </ol> <p><b>RECOMMENDATION:</b> The administration recommends that the Board approve the Loaves, Fishes &amp; Computers, Inc. Contract for 2017-2018.</p> <p><b>ANALYSIS:</b> Loaves, Fishes, &amp; Computers (LFC) will provide Spanish Digital Literacy Skills to Salinas City Elementary School District Parents. Schools with the highest concentration of low income, English Learner, and Foster Youth will have the highest number of opportunities for Digital Literacy Skill Training. The trainings will be provided at various school locations. LFC will provide a pre and post survey to all digital literacy class participants to improve the experience and impact of participants.</p> <p><b>FISCAL IMPACT:</b></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Title I: \$24,363</td> </tr> <tr> <td style="text-align: right;">Local Control Funding Formula/Supp. Con.: \$ 8,000</td> </tr> <tr> <td style="text-align: right;">Total Amount: \$32,363</td> </tr> </table> <p><b>PROGRAM IMPACT:</b> SCESD has identified the need to increase the literacy levels, including digital literacy, of students and families to promote a solid literacy foundation among more families in our district. The Digital Literacy Training will increase student and family success by giving them the ability to use a computer to monitor their child's progress in many of web based educational programs such as Footsteps2Brilliance, communicate with teachers, access to parent resources on line, computer usage, connecting to the internet, internet bullying awareness, email/Google account creation, how to use email via Gmail, introduction to Word Processing via Google Docs, internet safety, and social media precautionary measures.</p>			Title I: \$24,363	Local Control Funding Formula/Supp. Con.: \$ 8,000	Total Amount: \$32,363							
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ACTION - C3a												

**SALINAS CITY ELEMENTARY SCHOOL DISTRICT**

840 S. Main St. • Salinas, CA 93901  
Phone: (831-753-5600 • Fax: (831) 753-5610

Requisition#  
**R18-00178**

**CONTRACT FOR SERVICES**

This is an agreement for services between the **Salinas City Elementary School District** ("District") and **Loaves, Fishes & Computers, Inc.**, an independent contractor ("Contractor"), entered this 15th day of June, 2017. **THIS IS NOT AN EMPLOYMENT AGREEMENT.**



1. Contractor agrees to perform these special services in his/her capacity as an independent contractor:

Parent digital literacy classes during the 2017-2018 school year.

2. Services shall begin on or about **August 10, 2017**, and terminate no later than **June 1, 2018**. Services shall not be assigned or subcontracted to anyone without written consent of District.

3. District agrees to pay Contractor upon invoiced for **\$32,363** and payable when the services performed are satisfactory to District. *If over \$5,000 – Board approval date: \_\_\_\_\_*

4. District retains the right to cancel this contract in the event of funding shortage or for any other reason by written notice of not less than **10** calendar days. In such case, Contractor will be paid through the date of service only. Address stated below will be used for notice purposes.

Name and Address of Contractor:	District Signatures:
<b>Loaves, Fishes &amp; Computers</b>  938 S. Main Street Salinas, CA 93901	Principal/Dept. Head (required) <span style="float: right;">Date</span>  <u>6-20-17</u> Controller or Asst. Supt. of Business Services (required) <span style="float: right;">Date</span>  <u>6/17/17</u> Asst. Supt. of Ed Services or Human Resources (required) <span style="float: right;">Date</span>
<b>Signed:</b>	Superintendent (required if contract is \$5,000.00 and over) <span style="float: right;">Date</span>
<b>Date:</b>	
<b>Contractor License/Soc. Sec. No.:</b>  27-0187805	Budget Account: <u>01-3010-0-1110-2495-5800-00-000-4125-0000 324,363</u> <u>01-0940-0-1110-2495-5800-00-200-2003-0000 78,000</u>

**To Contractor: This offer is not valid without required District signatures. Please sign and return all copies to Business Office, 840 S. Main St. Street, Salinas, CA 93901, prior to \_\_\_\_\_, if you accept this offer.**



## Loaves, Fishes & Computers/Salinas City Elementary School District Digital Literacy Skills Training Project

### Proposal for the 2017-2018 School Year

**Prepared by:** Christian Mendelsohn, Executive Director of LFC

**Prepared on:** June 1, 2017

**Background:** LFC is an award winning nonprofit organization that has since 2009, provided over 3200 computers and technical assistance to low income families and individuals. Loaves, Fishes and Computers' (LFC) mission is to help overcome the digital and economic divides by providing low-cost or no-cost computer systems, technology assistance and computer repair to low-income families, seniors, veterans, people with disabilities, and non-profit organizations, while providing volunteers a place to learn, share & grow in the field of Computer Science & Information Technology.

**Reporting on the 2016-2017 school year's pilot year:** LFC was approved to teach digital literacy classes on the Chromebook platform to the families within SCESD, at various locations throughout the school year. This was LFC's first time teaching and coordinating digital literacy classes. The accepted proposal offered technical assistance to the families for the first three cohorts, and not a single family came into LFC for that purpose (SCESD was not billed for any of this proposed time). The project came under budget, with more classes taught than proposed. We feel the project went very well, and provided a learning opportunity to perform better for the 2017-2018 school year. Here are some statistics of the 2016-2017 classes:

- 9 cohorts
- 55 classes
- 147 students that attended more than 3 classes (we had a handful that attended less than 3)
- 85% attendance rate of those 147 students.
- Average students/class: 16.33
- Total cost to SCESD: \$20,525.24
- Total cost per student/cohort: \$139.62
- Total cost per student sitting/class: \$22.85

## Proposal for the 2017-2018 School Year

### 1. **Project:**

- a. Promote Digital Literacy & Connectivity Among Families of the Salinas City Elementary School District (SCESD).

### 2. **A Quick Snapshot/Synopsis of the 2017-2018 project's details:**

- a. The 2017-2018 year will be very similar to last year's project. This proposal will not include any technical support being offered to the families of SCESD as we did in last years. Details changed from 2016-2017 will be highlighted in yellow. The anticipated cost to SCESD to complete this project will be a total of \$32,363. This is an increase of \$7.5k over last year's approved budget due to more classes being taught, and expenses to fairly pay our teachers and teaching assistants for the setup, breakdown and their travel. LFC will also be providing more snacks for each student because we realize they come to class around supper time.

### 3. **Lead Staff Person:**

- a. Christian Mendelsohn, LFC Executive Director
  - i. [Christian@loavesfishescomputers.org](mailto:Christian@loavesfishescomputers.org)
  - ii. Mobile: 831-383-0412
- b. Jordan Azevedo, LFC Programs and Operations Manager
  - i. [Jordan@loavesfishescomputers.org](mailto:Jordan@loavesfishescomputers.org)

### 4. **Project Description:**

- a. *Digital Literacy Skills Training* (September, 2017 - May, 2018)
  - i. LFC shall coordinate and provide (mostly) Spanish & English Digital Literacy Skills Training and drop-in technical assistance support to Salinas City Elementary School District families. Drop-in technical assistance support shall be reserved for participants enrolled in the Digital Literacy Skills Training for the 2017-2018 school year.
  - ii. All families who have students enrolled in one of 14 schools within the Salinas City Elementary School District shall be offered this opportunity on a first come first serve basis.
  - iii. Salinas City Elementary School District schools with the highest concentration of students will have the highest number of opportunities/vacancies available for Digital Literacy Skills Training.
  - iv. Digital Literacy Skills Training shall be provided at various locations within the Salinas City Elementary School District: Some at schools, some at community rooms/centers.
  - v. A total of 9 Digital Literacy Skills Training cohorts will be offered, consisting of 9 classes per cohort.
  - vi. A target of 18 Participants will be enrolled in each cohort/class. It will be required that all participants shall complete all 9 classes that make up each cohort.
  - vii. A target of 23 Participants shall be confirmed to get a target of 18 students. From the data collected for Cohorts #1-4, an average of 83% of those that confirmed actually showed up at class.
  - viii. Total anticipated participation will be 162 parents, one parent per head of household.
  - ix. At least 8 of 9 cohorts will be taught in Spanish. We anticipate, based on need, 1 of 8 cohorts will be taught in English.
  - x. Majority of cohorts will be offered when the Harvest Season is not in effect (September-February) with some cohorts falling in the Harvest Season (March-May)

- xi. Each class will be lead by one bilingual instructor and one bilingual instructor's assistant.
- xii. The first class will be 2.5 hours in length. The remaining 8 classes will be two hours in length.
- xiii. Loaves, Fishes & Computers shall create a simple pre & post electronic survey to administer to all digital literacy class participants, during the first class and the last class.
- xiv. Loaves, Fishes & Computes shall ask each parent to sign in on paper when they arrive at each digital literacy class, including name, school, address, phone and email (indicating their information will be kept private). LFC will track the participants and upload all sheets into a Google Drive Folder shared with SCESD.
- xv. Salinas City Elementary School District will provide hired parent coordinators for each school. The purpose of the parent coordinators is to facilitate the coordination and logistics of the the Digital Literacy Skills Training classes and its participants, to include: What locations, times and dates work best for participants, room usage, performing marketing/outreach to families including producing fliers/handouts, participant enrollment, what resources are needed, etc. Vice Principals of each school will work closely with Parent Coordinators.
- xvi. Salinas City Elementary School District will provide childcare for the participants of each class.

**5. Project Timeline (these dates are estimated from the 2016 actual dates):**

- a. August XX, 2016: Proposal is reviewed and determined over the course of 1-2 months by the SCESD community and board of directors.
- b. August, 2017: SCESD's Coordinating of parent coordinators
- c. September, 2017 - May, 2018: Digital Literacy Skills Training occurs at various locations.

**6. The Need:**

- a. Salinas City Elementary School District has identified the need to increase the literacy levels, including digital literacy, of their students and families to promote a solid literacy foundation among more SCESD households. SCESD has partnered with *Footsteps 2 Brilliance*, "a transformative pre-K through 3rd grade literacy solution that utilizes mobile technology to connect school, home, and the community for academic success. Its innovative Mobile Technology Platform allows comprehensive literacy apps to be accessed online or offline from any mobile device (Apple or Android) or traditional computer." *Footsteps 2 Brilliance* is offered free of charge to all families with students enrolled in the SCESD.
- b. Ideally, Digital Literacy Skills Training shall increase student and family success by giving them the ability to use a computer to monitor their child's progress in *Footsteps 2 Brilliance*, communicate with instructors, access parent resources online, and be familiar enough to monitor and control their child's [or children's] computer usage in general.

**7. Areas of Interest/Activities Covered With This Project:**

- a. *Digital Literacy Skills Training* will be on the Chromebook platform, with the following proposed cohorts. Additional funds have been allocated to develop and [after first initial classes have been held] refine the Chromebook Digital Literacy Skills Training curriculum:
  - i. **Class #1 (2.5 hours): Chromebook computer overview**, basic usage, benefits of a computer, basic safety, connecting to the internet, internet connection options (low-cost internet available within our community, or, hotspots available for checkout), bullying awareness, laptop & hotspot checkout availability from SCESD. This is a time for parents and instructor/instructor's assistant to become comfortable with each other. Questions

are asked. Simple electronic survey administered. Future cohorts discussed. Ask participants to bring an email address of someone they want to write their first email to for class #2.

- ii. **Class #2 (2 hours): Email/Google+ account creation**, how to use email via Gmail, write first email. Online keyboarding training encouraged while waiting for all students to show up and for homework.
  - iii. **Class #3 (2 hours): Email/Google+ account creation**, how to use email via Gmail, write first email. Online keyboarding training encouraged while waiting for all students to show up and for homework.
  - iv. **Class #4 (2 hours): Internet usage**. What one can do with the internet, the benefits of the internet, the most common resources available, for health, social service, employment and education, etc. Incorporate *Footsteps 2 Brilliance* in internet usage examples, mentioning briefly. Online keyboarding training encouraged while waiting for all students to show up and for homework.
  - v. **Class #5 (2 hours): Internet usage**. What one can do with the internet, the benefits of the internet, the most common resources available, for health, social service, employment and education, etc. Incorporate *Footsteps 2 Brilliance* in internet usage examples, mentioning briefly. Online keyboarding training encouraged while waiting for all students to show up and for homework.
  - vi. **Class #6 (2 hours): Introduction to Word Processing via Google Docs**. The most common uses for it, type, edit, save, accessing docs later, etc. Reminder: Where they can go to if they need any technical assistance/advice. Online keyboarding training encouraged while waiting for all students to show up and for homework.
  - vii. **Class #7 (2 hours): Introduction to Word Processing via Google Docs**. The most common uses for it, type, edit, save, accessing docs later, etc. Reminder: Where they can go to if they need any technical assistance/advice. Online keyboarding training encouraged while waiting for all students to show up and for homework.
  - viii. **Class #8 (2 hours): Internet safety**, information safeguarding, signs of internet bullying, and other precautionary measures. Social Media. What is it, what should they talk to their children about? Online keyboarding training encouraged while waiting for all students to show up and for homework.
  - ix. **Class #9 (2 hours): Internet safety & general questions people have**. Last survey given to students. Laptops & hotspots returned to SCESD.
- b. SCESD shall provide daycare for each digital literacy class.

#### 8. Proposed Times & Days (TBD after this proposal has been approved):

- a. September, 2017 - February, 2018: Digital Literacy Skills Training occurs at various locations with the SCESD.
  - i. End of September, 2017 (On Harvest Season)
    1. 1 cohort = 9 classes
    2. 18 Participants/cohort = 18 Total Participants
    3. Classes held in Spanish
  - ii. October, 2017 (Off Harvest Season):
    1. 2 cohorts = 18 classes

2. 18 Participants/cohort = 36 Total Participants
3. Classes held in Spanish
- iii. November, 2017 (Off Harvest Season):
  1. 1 cohort = classes
  2. 18 Participants/cohort = 18 Total Participants
  3. Classes held in Spanish
- iv. January, 2018 (Off Harvest Season):
  1. 1 cohorts = 9 classes
  2. 18 Participants/cohort = 18 Total Participants
  3. Classes held in Spanish
- v. February, 2018 (Off Harvest Season):
  1. 2 cohorts = 18 classes
  2. 18 Participants/cohort = 36 Total Participants
  3. Classes held in Spanish
- vi. March, 2018 (Off Harvest Season):
  1. 2 cohorts = 18 classes
  2. 18 Participants/cohort = 36 Total Participants
  3. 1 cohort held in Spanish
  4. 1 cohort held in English (suggest this is promoted throughout the district and, has a waiting list for 2-3 months before class begins)
- vii. Total
  1. 162 Participants
  2. 9 cohorts
  3. 81 classes

**9. Geographic focus of this project:**

- a. Salinas City Elementary School District Area

**10. Budget Summary:**

- a. Total budget for this project is: \$32,363
- b. Specific line items include:
  - i. *Digital Literacy Skills Training: \$24,300 (@ \$300/class x 81 classes)*
  - ii. *Curriculum Refinement (from last years) for Chromebook Usage: \$400*
  - iii. *Development, Administrative & Oversight of this project: \$7,663*
    1. Total: \$32,363
    2. Total cost per student: \$199.77 for 18.5 hours of training
    3. Total cost per student/hour of training: \$10.80/hour
    4. Total cost per student sitting/class: \$22.20 (\$199.77/9 classes)
  - iv. All services rendered, including digital literacy classes, management and administrative costs shall be invoiced by LFC to SCESD on a monthly basis, invoiced on the month following.

**11. Resources:**

- a. Have Available:
  - i. (2) local & experienced bilingual Digital Literacy Skills Training instructors & instructor's assistants that have been briefed on this project.

- ii. SCESD to provide Chromebooks
- b. Needed:
  - i. Review, refinement and approval of this proposal.

*Loaves, Fishes & Computers is thankful for reviewing this proposal. Please contact us for any reason.  
Thanks!*