

Salinas City Elementary School District

REPORT TO BOARD OF TRUSTEES	BOARD MEETING DATE: 6/26/17	School Site Plan Reference Page
	Approved By _____ Date: _____ Asst. Supt.: Bus. Dept. <i>L. Cholesterol 6-20-17</i> Asst. Supt.: Ed Serv. <i>B. Sanders</i> Asst. Supt.: Human Resources <i>B. Sanders</i> Superintendent <i>M. F. Mader</i>	

DATE: June 16, 2017

FROM: Lori Sanders, Assistant Supt., Educational Services

SIGNATURE: *B. Sanders*

SUBJECT: Memorandum of Understanding with Harmony at Home for Olweus Bullying Prevention Program: ACTION

ATTACHMENTS: Memorandum of Understanding

RECOMMENDATION:

Approve the Memorandum of Understanding (MOU) with Harmony at Home to expand the Olweus Bullying Prevention Program to two additional sites beginning in 2017-18, El Gabilan and Boronda Meadows. Sites entering Year 2 training and support are Lincoln, Monterey Park, Mission Park, Kammann, University Park and Boronda Dual Immersion Academy. Sites entering Year 3 training and support are Roosevelt and Loma Vista.

ANALYSIS:

It is estimated that bullying will impact one of every three students in the United States. The Olweus Bullying Prevention Program takes a holistic approach to prevention, moving beyond a traditional focus on the bully and target, creating a cultural change so all members of the school community actively participate in preventing bullying by shifting from being by-standers to up-standers who respond and report bullying as it happens.

FISCAL IMPACT:

Fees totaling \$140,486 will be paid by Supplemental and Concentration Funds

PROGRAM IMPACT:

Harmony at Home will provide two days of training to each site's School Climate Leadership Team, who, in turn, train all classified and certificated staff members with the assistance of Harmony at Home's on-site program coordinator. All training and classroom materials are provided. Harmony at Home will also provide on-going consultation, parent trainings and four hours per week of Bully Prevention Counseling at all Year 1-3 schools.

Memorandum of Understanding

Harmony At Home (HAH) and Salinas City Elementary School District (SCESD) agree to the following terms for implementation of the Olweus Bullying Prevention Program in:

- Lincoln Elementary School
- Monterey Park Elementary School
- Mission Park Elementary School
- Kamman Elementary School
- University Park Elementary School
- Boronda Dual Immersion Academy

(HAH is contributing half the cost for implementation of OBPP at Boronda DIA)

For the term beginning July 1, 2016 and ending June 30, 2019 Salinas City Elementary School District will pay for the services outlined below in the following manner:

1st year for 6-schools:

Due July 1, 2016 - **\$75,725** *(Total cost for 1st year is \$102,225 minus County STRYVE grant funding for 1st year \$26,500)*

2nd year for 6-schools:

Due July 1, 2017 - **\$73,540**

3rd year for 6-schools:

Due July 1, 2018 - **\$57,140**

TOTAL **\$206,405**

HAH will, for each school:

1. Provide at least two full days (a minimum of 12 hours) of training (not including lunch and break time) to members of the school's Bullying Prevention Coordinating Committee (BPCC) on mutually agreed training dates (Consecutive days recommended, but not more than 1 month apart).
2. Provide a minimum of 36 hours of telephone (or in-person) consultation over a 36-month period following the BPCC Training with the on-site program coordinator or BPCC chair for approximately one hour monthly.
3. Provide additional training (e.g., parent or ongoing BPCC or staff trainings) as requested on mutually agreed upon dates.
4. Provide the following presentation equipment (PC format laptop computer, presentation posters, handouts, and examples of support materials) to conduct the BPCC training.
5. Provide for the acquisition of 3yr digital subscription to Olweus Core and Supplemental Training materials for each site.
6. Provide Bullying Prevention Program Counselor 4 hours per week.
7. Provide bottled water and lunch for both training dates.

A. Designated Elementary Schools will each:

1. Designate a Bullying Prevention Coordinating Committee (BPCC) to spearhead the initiative in the school. This committee is an essential and required aspect of implementing the OBPP. Each member will be expected to fully participate in the BPCC 2-day training and will have

Memorandum of Understanding

Harmony At Home (HAH) and Salinas City Elementary School District (SCESD) agree to the following terms for implementation of the Olweus Bullying Prevention Program in:

- Loma Vista Elementary School
- Roosevelt Elementary School

For the term beginning June 1, 2015 and ending June 1, 2018 Salinas City Elementary School District will pay for the services outlined below in the following manner:

1st year for 2-schools: Due June 30, 2015 - \$36,380

(\$24,475 per school for 1st year – (County STRYVE grant funding) \$12,570)

2nd year for 2-schools: Due June 30, 2016 - \$32,816

3rd year for 2-schools: Due June 30, 2017 - \$26,396

TOTAL \$95,592

HAH will, for each school:

1. Provide at least two full days (a minimum of 12 hours) of training (not including lunch and break time) to members of the school's Bullying Prevention Coordinating Committee (BPCC) on mutually agreed training dates (Consecutive days recommended, but not more than 1 month apart).
2. Provide a minimum of 36 hours of telephone (or in-person) consultation over a 36-month period following the BPCC Training with the on-site program coordinator or BPCC chair for approximately one hour monthly.
3. Provide additional training (e.g., parent or ongoing BPCC or staff trainings) as requested on mutually agreed upon dates.
4. Provide the following presentation equipment (PC format laptop computer, presentation posters, handouts, and examples of support materials) to conduct the BPCC training.
5. Provide for ordering of BPCC training materials, including Schoolwide Guides and BPCC Notebooks for all BPCC members, Teacher Guides for all classroom teachers, and one copy of Class Meetings That Matter (K-5)
6. Provide Bullying Prevention Program Counselor 4 hours per week.
7. Provide bottled water and lunch for both training dates.

A. Designated Elementary Schools will each:

1. Designate a Bullying Prevention Coordinating Committee (BPCC) to spearhead the initiative in the school. This committee is an essential and required aspect of implementing the OBPP. Each member will be expected to fully participate in the BPCC 2-day training and will have specific roles and responsibilities (which will be defined during the BPCC training or earlier as needed). The composition of the committee generally should consist of: a school building administrator (principal or assistant principal); a teacher representative from each grade; a school counselor, social worker, psychologist or other school-based mental health professional; a representative of the non-teaching staff (such as a playground monitor, bus driver, cafeteria worker, custodian); one or two parents; a community member (e.g.,

Harmony At Home (HAH) and Salinas City Elementary School District (SCESD) agree to the following terms for implementation of the Olweus Bullying Prevention Program in:

- El Gabilan Elementary School
- Boronda Meadows Elementary School

For the term beginning July 1, 2017 and ending June 30, 2020 Salinas City Elementary School District will pay for the services outlined below in the following manner:

1st year for 2-schools:

Due July 1, 2017 - \$40,550

2nd year for 2-schools:

Due July 1, 2018 - \$28,816

3rd year for 2-schools:

Due July 1, 2019 - \$22,396

TOTAL \$91,762

HAH will, for each school:

1. Provide at least two full days (a minimum of 12 hours) of training (not including lunch and break time) to members of the school's Bullying Prevention Coordinating Committee (BPCC) on mutually agreed training dates (Consecutive days recommended, but not more than 1 month apart).
2. Provide a minimum of 36 hours of telephone (or in-person) consultation over a 36-month period following the BPCC Training with the on-site program coordinator or BPCC chair for approximately one hour monthly.
3. Provide additional training (e.g., parent or ongoing BPCC or staff trainings) as requested on mutually agreed upon dates.
4. Provide the following presentation equipment (PC format laptop computer, presentation posters, handouts, and examples of support materials) to conduct the BPCC training.
5. Provide for the acquisition of 3yr digital subscription to Olweus Core and Supplemental Training materials for each site.
6. Provide Bullying Prevention Program Counselor 3-4 hours per week.
7. Provide bottled water and lunch for both training dates.

A. Designated Elementary Schools will each:

1. Designate a Bullying Prevention Coordinating Committee (BPCC) to spearhead the initiative in the school. This committee is an essential and required aspect of implementing the OBPP. Each member will be expected to fully participate in the BPCC 2-day training and will have specific roles and responsibilities (which will be defined during the BPCC training or earlier as needed). The composition of the committee generally should consist of: a school building administrator (principal or assistant principal); a teacher representative from each grade; a school counselor, social worker, psychologist or other school-based mental health professional; a representative of the non-teaching staff (such as a playground monitor, bus

driver, cafeteria worker, custodian); one or two parents; a community member (e.g., coordinator of after-school programs, youth program staff member, or representative from the business or faith community); and other school personnel (such as a nurse, librarian, school resource officer, coach, or Title IX representative) who may bring particular expertise to the committee.

2. Designate a chair (or co-chairs) for the BPCC (typically the Site Coordinator for), who will serve as a contact/liaison to the Harmony At Home's Olweus Bullying Prevention Program (HAH's OBPP) Team. This individual must be available for regular consultation meetings as described in Section A, above, and be able to articulate BPCC progress, goals and details about the fidelity of program implementation. The Site Coordinator(s) will also oversee required recordkeeping.
3. Work with HAH's OBPP Team to order required materials to be available before the BPCC Training, which include the following:
(Please note: the cost to SCESD is reflecting the cost of a 3yr digital subscription to the Core and Supplemental Materials for all participating schools; if schools request paper copies, there will be an additional cost.)
 - **Required Materials for Students:**
 - Olweus Bullying Questionnaire (OBQ) for grades 3- 12 (one per student):* (scan able, on-line or interactive version)
 - **Required Materials for each BPCC member:**
 - (a) *OBPP Schoolwide Guide* by Olweus, Limber, Flerx, Mullin, Riese, & Snyder (2007).
 - (b) *OBPP Teacher Guide* by Olweus and Limber, with Flerx, Mullin, Riese, & Snyder (2007).
 - (c) *OBPP Coordinating Committee Notebook* by Limber, Flerx, Mullin, Riese, & Snyder (2011).
 - **Required Materials for each Classroom Teacher:**
 - (a) *OBPP Teacher Guide* by Olweus and Limber, with Flerx, Mullin, Riese, & Snyder (2007).
 - **Additional OBPP recommended materials for each school include:**
 - (a) *OBPP Class Meetings and Individual Interventions – A How-To Guide and DVDs* by Flerx, Limber, Mullin, Olweus, Riese, & Snyder (2008)
- * **Recommended Supplemental Materials for each Teacher or Teacher Workgroup include:**
 - (b) *Class Meetings That Matter-A Year's Worth of Resources for K-5* by Flerx, Limber, Mullin, Riese, & Snyder (2009).
 - (c) *Cyber Bullying: A Prevention Curriculum for 3-5* by Kowalski, Limber, & Agatston (2008).
 - (d) *Bullying – Videos available for either elementary or middle school – useful for parent and community training/information.*
4. Schedule a full two-day training (minimum of 12 hours, not including lunch and break time) for all members of the BPCC. The school will provide required space/equipment/materials for the training (i.e., seating, tables, laptop, screen, DVD player, microphone/speakers (as appropriate); and refreshments/accommodations for participants' breakfast.

Memorandum of Understanding

5. Provide time for the committee to meet for approximately one hour every two weeks for the first 3 months, and one hour each month after that, for at least the first three years of implementation. The BPCC will be required to maintain written documentation of progress that will be shared and reviewed by HAH's OBPP Team. Planning and record-keeping documents are included in OBPP program materials; supplemental resources may be provided by HAH's OBPP Team, as needed.
6. Schedule a one-day training (minimum of 6 hours, not including lunch and break time) for all staff after the BPCC training and prior to the launch of the program. This training will be conducted by the BPCC with consultation support by HAH's OBPP Team.
7. Following a pre-training baseline administration, annually administer the anonymous Olweus Bullying Questionnaire (OBQ) (for students in grades three and higher). The analyses will be reviewed and interpreted with HAH's OBPP Team for school-specific planning; BPCC will share key findings with administrators, staff, parents, and (as appropriate) with students.
8. Require all classroom teachers to conduct class meetings weekly with their students in grades K-6. The designated building administrator will work with the BPCC to monitor compliance and professional development support needed.
9. Ensure that staff discussion groups are regularly convened (for about one hour per month) to engage in in-depth discussion and reflection on bullying prevention and related issues. The staff discussion groups typically consist of 4-15 teachers and other staff members and are led by members of the school's BPCC. Suggested content is provided in OBPP program materials; supplemental suggestions tailored to the needs of the school will be provided by HAH's OBPP Team.
10. Establish school-wide rules against bullying and encourage consistent positive and negative consequences for behavior. Materials will be provided by HAH's OBPP Team to facilitate this process.
11. Review and refine your school's supervisory system to specifically address bullying, including common "hot spots" for bullying.
12. Work to actively engage parents in bullying prevention activities through parent meetings, newsletters, and handout materials.
13. Comply with additional program requirements as outlined on the OBPP Schoolwide Implementation Checklist: First Year of Implementation, (Schoolwide Guide, Document 7).
14. Abide by all copyright agreements for use, duplication, and distribution of OBPP required and supplemental program materials, as well as training and consultation materials.

Memorandum of Understanding

Agreed to:

SCESD Representative Name: _____ Title: _____

Signature _____ Date: _____

Harmony At Home Executive Director: Julianne Leavy

Signature:  _____ Date: 5-5-17

OBPP Program Manager & Certified OBPP Trainer: Frances "Pinkie" Weesner

Signature:  _____ Date: 5/5/17