



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2020-05-19 10:05 - Regular School Board Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	E. OFFICE OF STRATEGY & OPERATIONS
<b>DEPARTMENT</b>	Grants Administration

<b>Special Order Request</b>
<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Time</b>
<b>Open Agenda</b>
<input checked="" type="radio"/> Yes <input type="radio"/> No

**ITEM No.:**

E-12.

**TITLE:**

First Amendment to Pre-Apprenticeship Agreement from CareerSource Broward

**REQUESTED ACTION:**

Approve the First Amendment to the Agreement No. 2019-2020-CR-ISY-PA-2335 between The School Board of Broward County, Florida, and CareerSource Broward. The original Agreement was approved by the Board on June 25, 2019. The Amendment extends the end date of the original Agreement from June 30, 2020, to December 31, 2020, and modifies the budget providing no additional funds.

**SUMMARY EXPLANATION AND BACKGROUND:**

The original Agreement provided funding to serve in-school youth in a pre-apprenticeship program. The Amendment extends the end date of the original Agreement from June 30, 2020, to December 31, 2020, and modifies the budget providing no additional funds. The impact of the COVID-19 crisis postponed the planned student summer internships, which were to be funded by this grant. The extension will allow for students to engage in internships during the first semester of the 2020/21 school year. The program design includes individual career pathway plans, employability skills development, financial literacy skills, and on-the-job training delivered by District teachers, counselors, and job coaches.

The Amendment has been reviewed and approved as to form and legal content by the Office of the General Counsel. This Amendment will be executed after School Board approval.

**SCHOOL BOARD GOALS:**

**Goal 1: High Quality Instruction**   
  **Goal 2: Safe & Supportive Environment**   
  **Goal 3: Effective Communication**

**FINANCIAL IMPACT:**

There is no additional financial impact to the District.

**EXHIBITS: (List)**

(1) Executive Summary (2) CareerSource Broward Amendment (3) Approved ARF RSBM 062519 EE-6

**BOARD ACTION:**

## APPROVED

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: James Payne	Phone: 754-321-8420
Name: Stephanie Williams-Louis	Phone: 754-321-2260

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature

*Maurice Woods*  
 5/12/2020, 11:46:18 AM

Approved In Open Board Meeting On: **MAY 19 2020**

By: School Board Chair

**AMENDMENT NO. 1**  
**TO**  
**SUB-RECIPIENT AGREEMENT**  
**2019-2020-CR-WIOA- PA- 2335,**  
**FOR**  
**PROGRAM YEAR 2019-2020**  
**BETWEEN**  
**CAREERSOURCE BROWARD**  
**AND**  
**THE SCHOOL BOARD OF BROWARD COUNTY**

**AMENDMENT NO. 1**  
**TO**  
**AGREEMENT NO. 2019-2020-CR-ISKY-PA-2335**  
**(PROGRAM YEAR 2019-2020)**  
**BETWEEN**  
**CAREERSOURCE BROWARD**  
**AND**  
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

THIS AMENDMENT TO SUB-RECIPIENT AGREEMENT NO. 2019-2020-CR-WIOA-OSY- 2335, which was entered into the 25<sup>th</sup> day of June, 2019, by and between CAREERSOURCE BROWARD hereinafter referred to as CSBD, the administrative entity and fiscal agent for the CareerSource Broward Council of Elected Officials and the Broward Workforce Development Board, Inc. having its principal office at 2890 W. Cypress Creek Road, Fort Lauderdale, FL 33309 and THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA hereinafter referred to as SUB-GRANTEE, existing under and by virtue of the laws of the State of Florida as a public body politic, having its principal office at 600 S.E. Third Avenue, Fort Lauderdale, FL 33301, begins on the date this Sub-Recipient Agreement is executed by the parties and terminates December 31, 2020.

WITNESSETH THAT:

WHEREAS, CSBD and SUB-RECIPIENT entered into the above-referenced Sub-Recipient Agreement which ends on June 30, 2020, to serve in-school youth in a pre-apprenticeship program; and

WHEREAS, CSBD wishes to extend the term of the Agreement for an additional six months to end December 31, 2020; and

WHEREAS, SUB-RECIPIENT has also been approved for a modification of its budget which does not increase the Agreement amount;

NOW THEREFORE, in consideration of the premises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto agree as follows:

1. The budget attached to this Amendment, labeled Exhibit A-1 replaces Exhibit "A" wherever Exhibit A is referenced in the Agreement. All references to Exhibit A are now considered references to Exhibit A-1.
2. Article 5, Section 5.16, Sub-recipient Agreement Term, is amended to change the termination date from June 30, 2020 to December 31, 2020.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

EXECUTION PAGE

IN WITNESS THEREOF, the parties hereto have made and executed this document on the respective dates under each signature:

WITNESSED BY:

\_\_\_\_\_ L.S.

\_\_\_\_\_ L.S.

BY: \_\_\_\_\_  
(Signature)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

AS TO CAREERSOURCE BROWARD:

WITNESSED BY:

\_\_\_\_\_ L.S.

\_\_\_\_\_ L.S.

BY: \_\_\_\_\_  
(Signature)

MASON C. JACKSON

TITLE: President/CEO

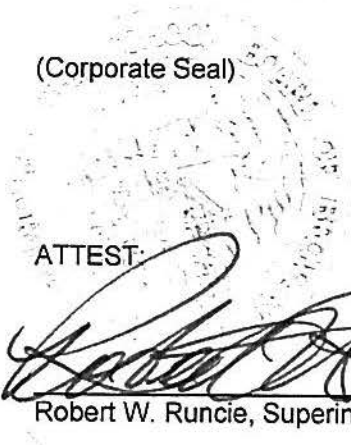
DATE: \_\_\_\_\_

Approved as to form by the CareerSource Broward  
Rochelle J. Daniels  
General Counsel  
2890 West Cypress Creek Road  
Fort Lauderdale, FL 33309


BY: \_\_\_\_\_  
Rochelle J. Daniels  
General Counsel

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(Corporate Seal)



ATTEST:

  
Robert W. Runcie, Superintendent of Schools

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By   
Donna P. Korn, Chair

Approved as to Form and Legal Content:



Digitally signed by Maya A.  
Moore  
Reason: CareerSource Broward  
Amendment 1  
Date: 2020.04.30 14:42:45 -04'00'

Office of the General Counsel

**2019-20 BUDGET**

**Administration**

**EXHIBIT A-1**

Reminder: Administration is limited to 5%  
 Note: Totals will automatically calculate when related cells are filled.

Line Item						TOTAL
<b>Personnel</b>						
Salaries *						0
Fringe Benefits						0
Mileage and Travel						0
Staff Incentives						0
Other (Specify)						0
<b>Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non Personnel</b>						
Supplies						0
Materials						0
Books						0
Teaching Aids						0
Postage						0
Telephone						0
Maintenance						0
Printing						0
Equipment Rental						0
Equipment Purchase						0
Space Rental						0
Insurance						0
Utilities						0
** Indirect Costs	5,112	Rate of 5%				5,112
Audit						0
Legal						0
Accounting						0
*Profit						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
<b>Total Non-Personnel</b>	<b>5,112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,112</b>
<b>Total ADMINISTRATION</b>	<b>5,112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,112</b>

**2019-20 Budget  
Services**

Note: Totals will automatically calculate when related cells are filled.

Line Item						TOTAL
<b>Personnel</b>						
Salaries *	42,365					42,365
Fringe Benefits	14,396					14,396
Mileage and Travel	3,000					3,000
Staff Incentives						0
Other						0
<b>Total Personnel</b>	<b>59,761</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59,761</b>
<b>Non Personnel</b>						
Supplies	37,361					37,361
Materials						0
Books						0
Teaching Aids						0
Postage						0
Telephone						0
Maintenance						0
Printing						0
Equipment Rental						0
Equipment Purchase						0
Space Rental						0
Insurance						0
Utilities						0
** Indirect Costs						0
Audit						0
Legal						0
Accounting						0
*Profit						0
Credential Training						0
						0
						0
						0
Other (specify)						0
<b>Total Non-Personnel</b>	<b>37,361</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,361</b>
<b>Total SERVICES</b>	<b>97,122</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97,122</b>



**BUDGET  
SUMMARY**

Reminder: Administration is limited to 5%

Note: Items with 0 will automatically calculate when related cells are filled.

Line Item	Annual Expense	Administration	Services
<b>Personnel</b>			
Salaries *	42,365	0	42,365
Fringe Benefits	14,396	0	14,396
Mileage and Travel	3,000	0	3,000
Other	0	0	0
Staff Incentives	0	0	0
<b>Total Personnel</b>	<b>59,761</b>	<b>0</b>	<b>59,761</b>
<b>Non Personnel</b>			
Supplies	37,361	0	37,361
Materials	0	0	0
Books	0	0	0
Teaching Aids	0	0	0
Postage	0	0	0
Telephone	0	0	0
Maintenance	0	0	0
Printing	0	0	0
Equipment Rental	0	0	0
Equipment Purchase	0	0	0
Space Rental	0	0	0
Insurance	0	0	0
Utilities	0	0	0
** Indirect Costs	5,112	5,112	0
Audit	0	0	0
Legal	0	0	0
Accounting	0	0	0
*Profit	0	0	0
Other	0	0	0
<b>Total Non- Personnel</b>	<b>42,473</b>	<b>5,112</b>	<b>37,361</b>

<b>GRAND TOTAL</b>	<b>102,234</b>
--------------------	----------------

\* Note: This page is READ ONLY. All values are based on calculation from other sheets.

**PERSONNEL DETAILS  
Salaries**

List all positions included and the total amount of wages requested for each cost category. Add more lines if necessary. All allocations of salary across cost categories must be supported by matching job descriptions and a cost allocation plan.

NOTE: Columns with 0 will be automatically calculated when other items are entered.

Job Title	Staff member (If known)	Total Annual Salary	% of Salary to Admin Budget	\$ to Admin Budget*	% of Salary to Services Budget	\$ to Services Budget**	% of Salary from Other WorkForce One Programs	\$ from other WorkForce One Programs	% of Salary from Other Sources of Funding**	\$ to Other Sources of Funding***	Total % (Must total 100)	Total \$
<b>EX: Case Manager</b>	<b>Jane Doe</b>	<b>\$26,000</b>	<b>10</b>	<b>\$2,600</b>	<b>50</b>	<b>\$13,000</b>	<b>10</b>	<b>\$2,600</b>	<b>30</b>	<b>\$7,800</b>	<b>100</b>	<b>\$26,000</b>
Grant Facilitator	Christi Dingman	\$41,490			81.50%	\$33,814						\$41,490
Accounting Specialist II	Niurca Jensen	\$49,757			11.11%	\$5,528						\$49,757
Grant Facilitator - Extended Calendar	Serge Treyger	\$3,023			100.00%	\$3,023						\$3,023
<b>TOTALS</b>						<b>\$42,365</b>						<b>\$94,270</b>

\*Total must match the total salaries on Administration Budget (Budget Sheet #1)

\*\*Total must match the total salaries on Services Budget (Budget Sheet #2)

\*\*\*Include all non-WorkForce One Funds

**PERSONNEL DETAILS  
Fringe Benefits**

Enter fringe benefits for all positions listed on Budget page 4. Add more lines if necessary.  
NOTE: Columns with 0 will be automatically calculated when other items are entered.

Job Title	Staff member (if known)	Total Salary	Total Fringes	% of Fringes compared to Salary	% of Fringes to Admin Budget	\$ for fringes to Admin Budget*	% of Fringes to Services Budget	\$ to for Fringes Services Budget**	% of Fringes from other WorkForce One Programs	\$ for Fringes from other WorkForce One Programs	% of Fringes from Other Sources of Funding**	\$ for Fringes from Other Sources***	Total % (Must total 100)	Total \$
<b>EX: Case Manager</b>	<b>Jane Doe</b>	<b>\$26,000</b>	<b>\$4,680</b>	<b>18%</b>	<b>10</b>	<b>\$468</b>	<b>50</b>	<b>\$2,340</b>	<b>10</b>	<b>\$468</b>	<b>30</b>	<b>\$1,404</b>	<b>100</b>	<b>\$4,680</b>
Grant Facilitator	Christi Dingman	\$41,490	\$14,619	35%			81.50%	\$11,914					100.00%	\$15,867
Accounting Specialist II	Niurca Jensen	\$49,757	\$17,376	34%			11.11%	\$1,930					100.00%	\$17,313
Grant Facilitator - Extended Calendar	Serge Treyger	\$3,023	\$552	18%			100.00%	\$552					100.00%	\$3,023
<b>TOTALS</b>								<b>\$14,396</b>						<b>\$36,203</b>

\*Total must match the total fringes on Administration Budget (Budget Sheet #1)  
\*\*Total must match the total fringes on Services Budget (Budget Sheet #2)  
\*\*\*Include all non-WorkForce One Funds

**BUDGET  
Non-Personnel Costs**

Itemize any items in your budget under the categories listed and provide cost breakdown.  
Add more lines if necessary.  
*Note: Items with 0 will automatically calculate when related cells are filled.*

Cost Category*	Item	Quantity	Unit Cost	Total Cost**
<b>EX: Equipment Purchase</b>	staff desks	<b>10</b>	<b>\$400</b>	<b>\$4,000</b>
<u>Supplies</u>	toolkits, PPE Gear (hardhats/goggles/gloves)			<b>\$37,361</b>
	T-shirts for intern students for on-site identification purposes			
	early childhood activity kits			
<u>Materials</u>				
<u>Books</u>				
<u>Teaching Aids</u>				
<u>Credential Training</u>				
<u>Subcontractor</u>				
<u>Telephone</u>				
<u>Maintenance</u>				
<u>Printing</u>				
<u>Equipment Rental</u>				
<u>Equipment Purchase</u>				
<u>Space Rental</u>				
<u>Other</u>				
<u>Computer Equipment</u>				
<b>Total</b>				<b>\$37,361</b>