

**Memorandum of Understanding – Drop Out Prevention Manager**  
between  
**Big Brothers Big Sisters of the Sun Coast, Inc.**  
and  
**The School Board of Sarasota County, Florida**

This Agreement is entered into this 3rd day of June, 2014, effective August 1, 2014, by and between the Big Brothers Big Sisters of the Sun Coast, Inc. hereinafter referred to as “BBBSSC”, located at 101 W. Venice Ave., #34, Venice, Florida 34285, and The School Board of Sarasota County, Florida, hereinafter referred to as “SBSC”, located at 1960 Landings Boulevard., Sarasota, Florida 34231-3331.

**Purpose**

The BBBSSC will provide one Drop Out Prevention Manager to the SBSC as a special project by the BBBSSC to perform services in accordance with its mission to provide mentoring and career related services to the community at large. The job description for Drop Out Prevention Manager is attached as Attachment A and is incorporated into this Agreement. This Agreement delineates the relationship and responsibilities shared by the BBBSSC and the SBSC. Under this special project, the Drop Out Prevention Manager provided by the BBBSSC will provide drop-out prevention services, workforce services, career counseling and other career related services described in this Agreement to students at high schools in Sarasota County. The BBBSSC will review the need for this special project periodically to ensure that the mission and needs of the BBBSSC are being served through this special project.

**BBBSSC Responsibilities**

1. BBBSSC, in cooperation with SBSC and its school principals, shall recruit, hire and pay One (1) Drop Out Prevention Manager, who will provide services at the following schools:
  - Booker High
  - Sarasota High
  - Venice High
  - North Port High
  - Riverview High (includes Cyesis program)
2. BBBSSC will provide a staff liaison to interface with appropriate SBSC staff to assure that quality services are provided.
3. Comply with Florida's Public Records Law including:
  - a) keeping and maintaining public records that ordinarily and necessarily would be required by the SBSC in order to perform the service;
  - b) providing the public with access to public records on the same terms and conditions that the SBSC would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;

- c) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- d) meeting all requirements for retaining public records and transfer, at no cost, to the SBSC all public records in possession of BBBSSC upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the SBSC in a format that is compatible with the information technology systems of the SBSC.

### **SBSC Responsibilities**

1. SBSC will provide supervision to the Drop Out Prevention Manager in the school environment, in cooperation with the appropriate school principals.
2. SBSC will assist the Drop Out Prevention Manager in recruiting participants and coordinating planned activities, allow the Drop Out Prevention Manager access to youths on their caseload for guidance, assessment and training sessions.
3. SBSC will provide appropriate office space for the Drop Out Prevention Manager in the assigned high schools.
4. SBSC will provide the Drop Out Prevention Manager appropriate computer access and related training.
5. SBSC will provide the Drop Out Prevention Manager appropriate training and guidance on documentation and data collection required.
6. SBSC will work with the BBBSSC liaison to assure program implementation, sharing any concerns or suggestions as appropriate.
7. SBSC will be responsible for assuring that the Drop Out Prevention Manager has been fingerprinted by the authorized law enforcement agency and processed by the State Department of Law Enforcement and the Federal Bureau of Investigation for criminal background checks. The results of all background investigations and fingerprinting will be reported in writing to the BBBSSC and the Superintendent of Schools.
8. SBSC shall provide monthly reimbursement to the BBBSSC upon receipt of required financial statements and requests for payment. Reimbursement will be at the rate of \$3,818.18 monthly for a period of ten months and a final eleventh payment of \$3,818.20, August 1, 2014 through June 30, 2015. (Total \$42,000.00). The invoices will commence on August 1, 2014 and continue through June 30, 2015. The annualized amount of \$42,000.00 includes benefits available to BBBSSC employees and includes an Administrative fee. BBBSSC employee benefits are more fully described in the BBBSSC Policies and Procedures Manual. A summary plan description is also available for certain employee benefits; the plan description will control those benefits. Please note that all BBBSSC employees may not be eligible for all BBBSSC employee benefits as certain eligibility criteria will apply. BBBSSC's provision of benefits is in no way a contract to continue providing such benefits as benefits are subject to funding availability and other conditions. BBBSSC reserves the right to revise benefits as necessary. BBBSSC

employees will be notified promptly of any changes in employee benefits.

**TERM OF AGREEMENT**

This Agreement shall be effective as of August 1, 2014, and continue in effect through June 30, 2015, unless terminated by mutual agreement of the parties, terminated as a result of the at-will nature of the employment, or until either party hereto shall cancel it by giving to the other party notice thirty (30) days in advance of the desired date of cancellation. Nothing in this Agreement or the job description, or any other written or oral statements, may be considered a contract for any specific period of time. This Agreement may be modified only with the consent of both parties.

Signed:

\_\_\_\_\_  
Joy Mahler, CEO  
Big Brothers Big Sisters of the Sun  
Coast, Inc.

Date: \_\_\_\_\_

\_\_\_\_\_  
Jane Goodwin, Chair  
The School Board of Sarasota County, Florida

Date: \_\_\_\_\_

Approved for Legal Content  
March 28, 2014, by Matthews, Eastmoore,  
Hardy, Crauwels & Garcia, Attorneys for  
The School Board of Sarasota County, Florida  
Signed: \_\_\_\_\_ASH\_\_\_\_\_

**BIG BROTHERS BIG SISTERS OF THE SUNCOAST, INC.**  
**Position Description**

**Position Title: Drop Out Prevention Manager – Sarasota County Schools**

**Reports to: Director**

**Status:**

**Supervised by: Assigned Principal**

**Full-Time, Exempt**

Purpose: To increase the graduation rate of Sarasota County students by providing alternative graduation options and mentoring services resulting in positive postsecondary placements

**Job Duties**

- Assist assigned high school guidance and dropout prevention teachers with the identification of students at-risk of failing to graduate with their age appropriate class.
- Provide identified students names to BBBSSC staff providing mentoring services for at risk youth
- Assist in the documentation of participating students with disabilities as required by Individual Education Plans or Academic Intervention Plan and Big Brothers Big Sisters of the Sun Coast, Inc. Programs
- Assist the GED Chief Examiner to develop GED Exit Option Curricula Model in conjunction with existing dropout prevention and workplace readiness curricula, and state standards
- Counsel and document the identified students and parents concerning graduation options, transcript analysis results, eligibility for various programs, parental rights and consent, and career options for a positive postsecondary placement
- Assist students in developing a new plan of study, reflecting graduation options through district dropout prevention programs
- Provide career exploration opportunities and assist the student in developing a career path based on abilities, interests, needs and barriers
- Conduct and document all preliminary assessment mandated for graduation option chosen to include (Test of Adult Basic Education, GED Official Practice Tests, Education, FCAT Preparation Assessment)
- Assist Dropout Prevention personnel in the identification and placement of students in OJT programs, internships, and career path employment opportunities
- Assist the GED Examiner in meeting the requirements for specialized testing
- Participate in program specific training as required

**Minimum Qualifications**

- Bachelors Degree from an Accreditation Institution
- Two years experience in education and/or school or career counseling
- Valid Driver's License
- Teaching Certification Preferred but not required
- Flexible scheduling to accommodate student testing and job placement