

**STATE OF FLORIDA**  
**DEPARTMENT OF JUVENILE JUSTICE**  
*Office of Prevention and Victim Services*



**Delinquency Prevention  
Peer Mediation Program**

**Program Proposal  
Part 1**

***Fiscal Year 2007-08***

***Programs to operate July 1, 2007 – June 30, 2008***

**AGENCY NAME:** The School District of Palm Beach County  
**PROGRAM NAME:** Department of Alternative Education Peer Mediation Program  
**COUNTY:** Palm Beach  
**JUDICIAL CIRCUIT:** 15

**Deliver Applications**  
**PRIOR TO 5:00 PM EST, March 2, 2007**

Department of Juvenile Justice  
Prevention and Victim Services  
2737 Centerview Drive, Suite 220  
Tallahassee, FL 32399-3100

## SECTION A. PROGRAM INFORMATION

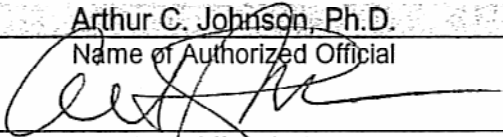
1. Program Name <b>Department of Alternative Education</b>	2. Program Physical Address <b>1800 Osceola Drive West Palm Beach FL 33409</b>
3. Mailing Address for Program Correspondence <b>1800 Osceola Drive</b> <b>West Palm Beach FL 33409</b>	4. Program Director's Name & Salutation <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <b>Alexandra Deveroux</b>
6. Amount of Grant Funds Requested <b>\$30,000.00</b>	5. E-mail Address <b>acevedo@palmbeach.k12.fl.us</b> 7. Program Director's Area Code, Telephone Number & Extension <b>(561) 242 - 4131</b>

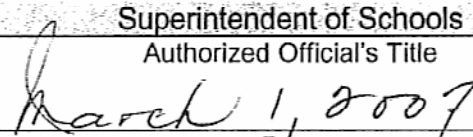
## SECTION B. AGENCY INFORMATION

1. Agency Name <b>The School District of Palm Beach County, FL</b>	2. Street Address <b>3300 Forest Hill Boulevard West Palm Beach, FL 33406</b>	
3. Chief Executive Officer Name & Salutation <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Dr. <b>Arthur C. Johnson</b>	4. Formal title of Chief Executive Officer <b>Superintendent of Schools</b>	
5. Mailing Address <b>3340 Forest Hill Boulevard, Suite C-316</b>	6. City <b>West Palm Beach, FL</b>	
7. Zip Code (Mailing) <b>33406</b>	8. Area Code, Telephone Number & Extension of CEO <b>(561) 434 - 8200</b>	
9. Area Code & Fax Number <b>(561) 434 - 8571</b>	10. E-mail address <b>beninati@palmbeach.k12.fl.us</b>	
11. Federal Identification Number	12. My Florida Marketplace Sequence Number	
13. Agency Status (check one) <input checked="" type="checkbox"/> Public Sector (Government) <input type="checkbox"/> Private Sector	15. If government: <input type="checkbox"/> Municipality <input type="checkbox"/> County <input type="checkbox"/> Law enforcement <input checked="" type="checkbox"/> School <input type="checkbox"/> Other	16. If not-for-profit – primary focus <input type="checkbox"/> Education <input type="checkbox"/> Social Services <input type="checkbox"/> _____ <input type="checkbox"/> _____
14. If private sector <input type="checkbox"/> For-Profit <input type="checkbox"/> Not-for-profit	17. Faith-based organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
18. Name of Fiscal Officer <b>Michael Burke</b>	19. Fiscal Officer's Area Code, Telephone Number & Extension <b>(561) 434 - 8584</b>	
20. Name of Fiscal Agency, if not Applicant <b>The School District of Palm Beach County, FL</b>		
21. Mailing Address for Fiscal Agent, if not Applicant <b>3340 Forest Hill Boulevard, Suite A-306 West Palm Beach, FL 33406</b>		

## SECTION C. CERTIFICATION

I certify that all facts, figures, and representations made in the application are true and correct.

Arthur C. Johnson, Ph.D.  
 Name of Authorized Official  
  
 Authorized Official's Signature

Superintendent of Schools  
 Authorized Official's Title  
  
 Date

**SECTION D. PROPOSAL SUMMARY**

**1. Synopsis of Services:** Provide a brief overview of the program including the programs main purpose, types of services offered and expected outcomes (50 words or less).

The Alternative Education Peer Mediation Program will provide a school decision making process based on restorative justice principals and values aimed at repairing harm committed against victims and communities. This new program will establish a Peer Mediation Board to serve at-risk youth in West Palm Beach and Riviera Beach, FL.

*principles*

**2. Program Proposal Numbers:**

Estimated number of youth to be served	70
Total amount of funds requested	\$ 30,000.00
Cost per Participant	\$ 428.57
Total number of Volunteers	10

3. Does your program intend to address substance abuse issues?  Yes  No

4. What resources will be used in addressing substance abuse issues?  
 Youth will receive Information Dissemination regarding substance abuse from the Peer Mediation Coordinator. Youth may also be referred to local substance abuse programs such as D.A.T.A.

5. Is your program currently funded by DJJ?  Yes  No  N/A

Current DJJ grant number: (if applicable)

6. Previous DJJ grants in the last 2 years?  Yes  No  N/A

7. Has the State of Florida terminated for non-compliance any grant/contract with your agency within the last 2 years?  Yes  No  N/A

**8. Program Budget Issues:**

Does the agency/organization receive other state funds?  Yes  No

*2006-2007 or 2007-2008?*

If yes, how much? Schools receive F.T.E. per student. The 2006-2007 Basic Student Allocation is \$3,981.64. These monies are used to provide education.

Is this program proposal to be funded in part with these other state funds?  Yes  No

If yes, other state funds compose what percentage of total funding?

Does the agency/organization receive private funds?  Yes  No

If yes, how much?

Is this program proposal to be funded in part with these private funds?  Yes  No

If yes, private funds compose what percentage of total funding?

1. Problem to be addressed:

Students eligible for the Turning Points and EXCEL Alternatives schools are at-risk due to low academic performance and disruptive behavior. These schools offer youth a new start, with academic and behavioral interventions to prepare and equip them with skills that will enable them to learn and be successful. Out of 88,535 SDPBC students enrolled in grades 6-12 during the 2005-06 school year, 21,848 students demonstrated serious disruptive behavior and 30,706 students performed below proficiency in reading and/or math (SSAASY Planning Reference Report.).

SDPBC data indicates that far too many secondary students are considered disruptive, and are involved in serious behavioral incidents. During the 2005 – 2006 school year, the average suspension rate was 24% at the middle school level and 21% at the high school level. These suspensions are both internal and external.

The Alternative Education Peer Mediation Program will target youth, ages 12 to 18, who attend Turning Points, EXCEL Alternatives, or another school and live in the following zip code areas: 33407 or 33415 in West Palm Beach and 33430 or 33404 in Riviera Beach, FL. These neighborhoods have high numbers of juvenile delinquency referrals for the type of delinquency offenses that would be appropriate for handling through a peer mediation-restorative justice program. The Alternative Education Peer Mediation Program will address referrals, including but not limited to, habitual tardiness, truancy, leaving school grounds without permission, dress code violations, public display of affections, cheating, failure to comply with class or school rules, disobeying rules on the bus, disruptive play or behavior, disrespectful language, bullying, harassment, confrontation, lying/misrepresentation, unauthorized sale/distribution of materials, inappropriate activities, bus disruption, disobedience or insubordination, profane/obscene language, physical aggression not involving law enforcement, repetitive disruptive behaviors or disobedience, hazing, un-served detention, firecrackers/poppers, gambling, sexual harassment, non-criminal menacing statements, or computer misuse. Youth in these zip code areas had 543 misdemeanors and 114 other charges that were not felonies during the past year (retrieved from the Florida Department of Juvenile Justice Office of Research and Planning web site, February, 2007).

2. Identify any strengths and challenges with program implementation and identify strategies that will be used to improve the overall program implementation:

In order to serve Palm Beach County youth, The School District of Palm Beach County has a lengthy partnership with the Department of Juvenile Justice and the court system. This program will utilize the strength of the School District partnerships with DJJ, the court system, School Police, the Department of Alternative Education, as well as an existing local alternative educational partnership with EXCEL Alternatives to address prevention strategies for students who face many personal, social, and educational challenges. A challenge for the DJJ Peer Mediation Program will be to train 10 to 20 youth to act as peer mediators. The program will incorporate training sessions during the first four months in order to equip students with the skills and knowledge necessary to mediate issues among peers. The DJJ Peer Mediation Coordinator/Family Counselor and an off-duty School Police Officer will collaborate to provide training and mentoring for the peer leaders and participants. On duty School Police Officers will work in partnership with the team and students by providing support at EXCEL Alternatives and Turning Points schools during school hours. Another challenge is the ethnic and cultural diversity among the targeted population. Two Language Interpreters/Translators will provide home communication in Spanish, French, Haitian-Creole, or English. They will also work with the students and staff to provide cultural awareness and understanding. They may assist the Program Coordinator and/or School Police during program planning, peer mediation sessions, and follow-up with students.

3. Describe strategies for parental/guardian involvement:

Parents/guardians will be encouraged to attend peer mediation sessions and participate in monitoring their child(ren)'s behavior. The Program Coordinator, with assistance from the Language Interpreters/Translators, will follow-up with students and their families through phone calls and/or conferences. The part-time DJJ Peer Mediation School Police Officer will provide family orientation and training relating to the program. They may assist in identifying or developing materials that focus on the victim, the youth, and the community. Parents may receive information related

to the program, substance abuse and consequences, program referral to counseling, training, or workshops.

**SECTION E.2. PROGRAM PROPOSAL.** *How do you plan to address the problem described in E.1? What does the proposed program intend to do? (Do not exceed one page)*

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This grant will provide a new School District of Palm Beach County Department of Alternative Education Peer Mediation Program. At-risk youth enrolled at Turning Points or EXCEL Alternatives will receive orientation and information about the Peer Mediation Program. Alternative Education students may volunteer or be recommended by staff to serve as leaders in the Peer Mediation Program. Training will be conducted by the DJJ Peer Mediation Coordinator/Family Counselor and an off-duty School Police Officer, with assistance from two Language Interpreters/Translators. The initial training will begin in August and be completed by December. The training will include workshops on all aspects of Peer Mediation, including public safety and security, community protection, offenses and consequences, offender accountability, and the peer mediation-restorative process. Peer mediation sessions may be conducted from December through June by teams of peer leaders who have successfully completed the peer mediation training that will include role plays of mock peer mediation sessions. Peer leaders may act as Peer Mediators, or participate in supporting roles. Peer leaders may also participate in future training workshops to assist in training and mentoring new peer leaders. Volunteers may assist with training workshops, peer mediation sessions in supporting roles, or by providing mentorship to peer leaders.

The DJJ Peer Mediation Coordinator/Family Counselor will act as a liaison between major groups, coordinate training workshop and peer mediation schedules, recruit, train, and recognize volunteers, work with School Police and DJJ to establish a referral process, and maintain on-going collaboration with system stakeholders. The DJJ Peer Mediation Coordinator/Family Counselor will ensure that initial and exit conferences are conducted, conduct progress reviews of peer mediation agreements, and ensure continuation of peer leader training and mentoring. The Coordinator will further provide data and work with the School District Department of Alternative Education Administrator to complete reports, maintain volunteer information, and ensure volunteer recognition.

**SECTION E.3. PROGRAM GOAL, OBJECTIVES, and STRATEGIES.** *What is the programs primary goal? How will you measure the programs achievement (objectives)? What steps will be taken to achieve objectives (strategies)? How will you know if the program works? (Do not exceed one page)*

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**PRIMARY GOAL**

**Measurable Objective A:**

To provide a peer mediation-restorative justice program for at-risk youth enrolled in Alternative Education.

Strategies (for achieving Measurable Objective A):

1. Develop a training program to train youth in leadership, the juvenile justice peer mediation-restoration process, and peer mentoring techniques by August, 2007 and train a minimum of 20 youth to become Peer Leaders by December, 2007.
2. Deliver a peer mediation-restorative justice program for at-risk youth enrolled in Alternative Education to a minimum of 50 youth with school discipline code violations of level 1 and 2 offenses by June 30, 2008.

**Measurable Objective B:**

Reduce the number of school referrals for level 1 and 2 offenses by 50% at Turning Points and EXCEL Schools during the 2<sup>nd</sup> semester of the 2007-2008 school year as measured by a comparison of the numbers of referrals for levels 1 and 2 offenses between the 1<sup>st</sup> and 2<sup>nd</sup> semesters.

Strategies (for achieving Measurable Objective B):

1. Provide mentoring and follow-up for youth involved in the peer mediation process, as evidenced by monthly reports of mentoring and follow-up activities reported quarterly.
2. Provide home language support for youth and families whose first language is Spanish, French, Haitian-Creole, or English as evidenced by monthly reports of home language support communication and support activities reported quarterly.



**SECTION E.4. PROGRAM EVALUATION.** *How will you know if the program works?*

Youth served in a program are expected to remain crime free while in the program and at least 85% of youth complete the program should remain crime free for six months.

Describe the program evaluation plan. Include in that description the type of Performance Evaluation Instrument that will be used and a timeline for evaluation activities:

The program evaluation plan will employ formative and summative evaluation, utilizing a variety of documentation as outlined in the following table:

Descriptor	Evidence Collected	Evidence Location	Collection Schedule	Person Responsible	Numerator/Denominator	Success Standard	Results
Hire part-time DJJ Peer Mediation Coordinator/ Family Counselor	Employment record	Department of Alternative Education	1 <sup>st</sup> Quarter Report	Alternative Education Administrator	1 P/T Peer Mediator Coordinator	100%	
Hire a part-time School Police Officer	Employment record	Department of Alternative Education	1 <sup>st</sup> Quarter Report	Alternative Education Administrator	1 P/T School Police Officer	100%	
Hire 2 Language Interpreters/ Translators	Employment records	Department of Alternative Education	1 <sup>st</sup> Quarter Report	Alternative Education Administrator	1 P/T Spanish/English & 1 P/T French/Haitian-Creole/ English	100%	
Develop a training program in leadership and peer mediation	Plans, training material lists	Peer Mediation Coordinator's office	By August 2007	Peer Mediation Coordinator & School Police Officer	Program will include leadership, peer mediation-restoration, & mentoring	100%	
Identify youth and conduct training	Attendance Logs; Copies of certificates of completion	Peer Mediation Coordinator's Office	Monthly, 2 <sup>nd</sup> Semester	Peer Mediation Coordinator will maintain copies of records	# of youth attending Peer Mediation training 1st semester	85%	
Provide home/school communication & support	Phone Logs; Sample Written Materials	Peer Mediation Coordinator's Office	Monthly	Peer Mediation Coordinator will maintain copies of records	# of families receiving home/school communications	85%	

Develop Parent/ Guardian Involvement	Attendance Logs	Peer Mediation Coordinator's Office	1 <sup>st</sup> Semester & 2 <sup>nd</sup> Semester	Peer Mediation Coordinator will maintain copies of Logs	# of Parents/ Guardians participating	85%	
Provide Orientation & Peer Mediation Training	Attendance Logs	School Police Officers	1 <sup>st</sup> & 2 <sup>nd</sup> Semester	Peer Mediation Coordinator will maintain copies of logs	#of youth receiving training	85%	
Provide mentoring & follow-up crime free support	School Police Logs; Student Discipline Records; DJJ records	School Police office; Peer Mediation Coordinator's Office office; Court Liaison's office	2 <sup>nd</sup> & 3 <sup>rd</sup> Semester	School Police will maintain copies of records and provide copies to Alternative Education Program Administrator	# of youth who remain crime free during 3 <sup>rd</sup> semester	85%	

The Alternative Education Peer Mediation Coordinator/ Family Counselor will be the primary source for the Department of Alternative Education DJJ Peer Mediation Program documentation and reporting. The Alternative Education DJJ Peer Mediation Coordinator/Family Counselor will maintain service logs, attendance logs, and copies of student discipline reports, peer mediation agreements. The Alternative Education DJJ Peer Mediation Coordinator will also maintain records of services provided for family members, including home visits, training workshops, referrals, and student incentives.

Quarterly reports will be completed by the Alternative Education DJJ Peer Mediation Coordinator, under the direction of an Alternative Education Administrator and will include updates of progress in meeting program goals and objectives. The Alternative Education DJJ Peer Mediation Coordinator/Family Counselor will collaborate and coordinate with School Police Officers, the Language Interpreters/Translators, school staff, and DJJ staff to ensure the program's success.

The Department of Alternative Education Director will assign an educational administrator to monitor grant progress, ensure program evaluation, and recommend improvements during the formative evaluation process. The Department of Alternative Education Director will ensure submission of quarterly and summative/final reports.

**SECTION E.5. BUDGET SUMMARY.** What are your program costs? **NOTE:** Complete detailed budget narrative (Appendix A) before filling in the necessary information for this section.

<b>Column A</b> Budget Category	<b>Column B</b> Grant Funds Requested	<b>Column C</b> Local Match Contribution	<b>Column D</b> Total Program Budget
Personnel (Salaries & Benefits)	\$25,122.71		\$25,122.71
Contracted Staff / Services			
Equipment (\$1000 or more)			
Property (\$999 or less)			
Consumable Materials & Supplies / Postage / Printing & Copying	\$2,549.79		\$2,549.79
Rent / Telephone / Utilities			
Training / Seminars	\$780.50		\$780.50
Staff Travel	\$1,067.00		\$1,067.00
Background Screenings	\$480.00		\$480.00
Other: Guest speakers, Incentives for Youth		\$6,000.00	
<b>TOTAL</b>	<b>\$30,000.00</b>	<b>\$6,000.00</b>	<b>\$30,000.00</b>

For each category in Column C above, name the source of your cash or in-kind contributions that make up your local match. Refer to instructions for match requirements.

<b>Budget Category</b>	<b>Source of Local Match Contribution (Column C)</b>
Personnel (Salaries & Benefits)	
Contracted Staff / Services	
Equipment (\$1000 or more)	
Property (\$ 999or less)	
Consumable Materials & Supplies / Postage / Printing & Copying	
Rent / Telephone / Utilities	
Training / Seminars	
Staff Travel	
Background Screenings	
Other	Joe Green

STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE

*Office of Prevention and Victim Services*



**Delinquency Prevention  
Peer Mediation Program**

**Program Detail  
Part 2**

***Fiscal Year 2007-08***

*Programs to operate July 1, 2007 – June 30, 2008*

**Applications Due to the address below by:**

**5:00 PM (EST) March 2, 2007**

Department of Juvenile Justice  
Office of Prevention & Victim Services  
2737 Centerview Drive, Suite 220  
Tallahassee, Florida 32399-3100

**SECTION E.6. PARTNERSHIP.** What other agencies will work with you, what services will they provide to help the program succeed and what will you do to help them succeed? Be specific. Include all partners providing local match. Add partners as needed. Evidence of partnership should be provided in Appendix B with the provision of signed agreements.

Partner	Activities	When
<b>Required:</b> Law Enforcement Agency (please identify)		
Law Enforcement Agency: School District of Palm Beach County School Police Department	Provide Mentoring Of Targeted Youth; Follow-Up With Targeted Youth	School Year: 2007-2008 Follow-up: 1 <sup>st</sup> Semester School Year: 2008-2009
Turning Points School	Provide Normative Education To Increase Academic Performance And Improve Behavior; Provide An Office; Program Support; Participate In Family Nights	School Year: 2007-2008; minimum of one semester
EXCEL Alternatives	Provide Normative Education To Increase Academic Performance And Improve Behavior; Program Support; Participate In Family Nights	School Year: 2007-2008; 2 <sup>nd</sup> semester for participating youth completing Turning Points School
Department of Juvenile Justice Circuit 15	Assist In The Identification Of Qualifying Youth, Based On Zip Code Data And Family Histories; Provide Juvenile Probation Officer(S)	School Year: 2007-2008
Department of Alternative Education, School District of Palm Beach County	Recommend Targeted Youth For DJJ Peer Mediation Program; Hire And Supervise The DJJ Peer Mediation Coordinator, Part Time School Police Officers, & Language Interpreters/ Translators; Provide Fiscal And Technical Grant Management	School Year 2007-2008
Joe Green	Guest speakers, Incentives for youth	

(To add new rows – with the cursor in the last cell, click Table, Insert, Rows Below)

**SECTION E.7. Timeline.** Add or edit activities as necessary.

Activity												
Month:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Program planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recruit/hire/train program staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting referrals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Admit youth to program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide services to youth	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Collect data for quarterly reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collect program-specific data for evaluation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Participate at Juvenile Justice Board and Council meetings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide timeline for each of the service components identified in the Service Component table in Section E.2 of this application

Provide orientation to at-risk youth enrolled at Turning Points & EXCEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruit Peer Leaders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train Peer Leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct Peer Mediation sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recruit & train volunteers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct initial & exit conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Home Language & cultural support/activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide parent/guardian support/involvement activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide student, volunteer, and parent involvement recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<b>SAMPLE CHART</b>		
<b>QUARTERLY BUDGET CHART</b>		
<b>QUARTER</b>	<b>PLANNED EXPENDITURE</b>	<b>CUMULATIVE TOTAL</b>
July 1, 2007 – Sept 31, 2007	\$9,000	\$9,000
Oct 1, 2007 – Dec 31, 2007	\$12,000	\$21,000
Jan 1, 2008 – March 31, 2008	\$15,000	\$36,000
April 1, 2008 – June 30, 2008	\$10,000	\$46,000

TO BE COMPLETED:

<b>QUARTERLY BUDGET CHART</b>		
<b>QUARTER</b>	<b>PLANNED EXPENDITURE</b>	<b>CUMULATIVE TOTAL</b>
July 1, 2007 – Sept 31, 2007	\$7,500.00	\$7,500.00
Oct 1, 2007 – Dec 31, 2007	\$7,500.00	\$15,000.00
Jan 1, 2008 – March 31, 2008	\$7,500.00	\$22,500.00
April 1, 2008 – June 30, 2008	\$7,500.00	\$30,000.00

## Detailed Budget Narrative

The program's budget should be directly related to the services to be provided as identified in the proposal. Using the forms in the following pages, describe in detail the program costs by category.

- Include all detail as outlined in narrative for each category.
- Include only expenses (1) directly related to the proposed program and (2) necessary for program implementation.
- For contracted services, provide details regarding the contractual provisions, including the frequency of service, expected outcomes, deliverable and procurement method.
- Title to equipment purchased with grant funds is vested with the Department of Juvenile Justice and the State of Florida. At the end of the grant, possession of tangible personal property valued at \$1000 or more will revert to the state.

The following expenses will not be paid for with DJJ grant funds:

- |  |  |
|--|--|
| ➤ Audit expenses \$1000 or more                  |  |
| ➤ Construction                                   |  |
| ➤ Costumes                                       |  |
| ➤ Decorative Items for Office or home            |  |
| ➤ Employment subsidies for participants or staff |  |
| ➤ Entertainment for Guests/Dignitaries           |  |
| ➤ Frames for awards or certificates              |  |
| ➤ Incentives for tests, participation, etc.      |  |
|  | ➤ Lobbying                                       |
|  | ➤ Meals (except on approved student day program) |
|  | ➤ Field trips                                    |
|  | ➤ Memorabilia (bags, pencils, pens, rings, etc.) |
|  | ➤ Program evaluation expenses \$1000 or more     |
|  | ➤ Refreshments                                   |
|  | ➤ Remodeling                                     |
|  | ➤ Telegrams                                      |
|  | ➤ Vehicles                                       |
|  | ➤ Weapons  |



**APPENDIX A – BUDGET NARRATIVE**

**Personnel**  
**Employee Salaries:** List each position by title and name of employee (if available – "TBA" if not already hired). Show the number of hours each position will work each week, the number of weeks per year and the percentage of time to be worked that is directly to this grant program. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Attach a position description for each grant paid position, including the minimum requirements, to the end of Appendix A.

Ex	Title and Staff Member Name	Number of hours per week?	Number of weeks per year?	% of time related to this grant program?	Annual Salary	Amount paid with Grant Funds	Amount paid with Local Match
Ex	Lead Program Specialist, Sam Jones	40	52	100%	\$26,320		
a.	DJJ Peer Mediation Coordinator	10	48	100%	\$12,398.39	\$12,398.39	
b.	P/T (after school/duty hours) School Police Trainer/Mentor	50 hrs. 1 <sup>st</sup> semester/60 hrs. 2 <sup>nd</sup> semester	48	100%	\$2,610.30	\$2,610.30	
c.	2 P/T (after school/duty hours) Language Translators/Interpreters (1 Spanish/1 HC/French)	4 hrs. wk. 1 <sup>st</sup> sem./6 hrs. per month 2 <sup>nd</sup> semester	48	100%	\$7,829.82	\$7,829.82	

**Personnel (continued)**  
**Employee Benefits:** Detail the benefits related to each position listed above. Enter "0" in any column rather than leaving it blank if there is no amount for that column.

# Position	Employer FICA & Medic. / mo. (7.65%)	Employer Health Ins. / mo.	Employer Life Ins. / mo.	Employer Dental Ins. / mo.	Employer Retirement contribution / mo.	Workers Comp. / mo. (%)	Un-employment t / mo. (%)	Other	Monthly Total	TOTAL (Monthly total x # mo./year)	Amount paid with Grant Funds	Amount paid with Local Match
Ex:	201.35	217.50	14.50	0	52.64	48.69	18.66		554.34	6,652.08	\$6,652.08	
a.	16.64	0	0	0	22.84	6.62	0	0	46.10	553.20	\$553.20	
b.	42.04	0	0	0	8.24	15.67	0	0	65.95	791.40	\$791.40	
c.	49.92	0	0	0	9.78	18.60	0	0	78.30	939.60	\$939.60	

(To add new rows – with the cursor in the last cell, click Table, Insert, Rows Below)

**Contracted Staff/Services/Consultants:** For each contractual staff, consultant, or contracted service, enter the name, if known, the service to be provided, hourly or daily fee (based on 8-hour day), and estimated time on the project. (Consultant fees in excess of \$250 per day require additional justification and prior approval from your Grant Manager.) Provide details regarding the contractual revisions including the frequency of service, expected outcomes, deliverable and procurement method.

Name of Contracted Staff or Company	Service Provided	Rate of Pay (Show Computation & Total)	Amount paid with Grant Funds	Amount paid with Local Match
Example: ABC Mental Health Center	Group counseling w/ Licensed Mental Health Counselor	\$60/hour x 2 hours/week x 40 weeks = \$4,800		
N/A				
<b>Contracted Staff/Services Category Total:</b>				

**Equipment (\$1000 or more):** Itemize non-expendable items to be purchased or leased with grant funds (tangible property having a useful life of more than one year and having an acquisition cost of \$1000 or more per unit). Describe if the property or equipment will be purchased or leased. Explain how the equipment is necessary for the success of this project. Title to equipment purchased with grant funds is vested with the Department of Juvenile Justice and the State of Florida and must be returned to the Department at the end of the grant.

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
Example: (2) Dell Latitude 540 Laptop Computers	2 computers x \$1,349 ea. = \$2,698		
N/A (School District and EXCEL will provide equipment)			
<b>Equipment (\$500 or more) Category Total:</b>			

**Property (\$499 or less):** Itemize non-expendable items to be purchased with grant funds (tangible property having a useful life of more than one year and having an acquisition cost of \$499 or less per unit). Explain how the equipment is necessary for the success of this project. Note: Computer software, hard cover books and reusable curriculum less than \$500 each are considered property. Title to equipment purchased with grant funds is vested with the Department of Juvenile Justice and the State of Florida and must be returned to the Department at the end of the grant.

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
Example: (4) Computer desks for youth curriculum activities	4 desks x \$65.50 each = \$262		
N/A (School District & EXCEL will provide property)			
<b>Property (\$499 or less) Category Total:</b>			

**Operational Expenses:** Itemize program-related materials and supplies separately by type (i.e. office supplies, copy paper, copying/printing, postage, consumable workbooks for curriculum) that are expendable or consumed during the course of the program and show the formula used to arrive at total program costs.

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
<b>Example: Copy Paper</b>			
Copy Paper	\$27.40/case x 7 cases = \$191.80		
Consumable workbooks for training	\$26.75 x 4 cases = \$107.00	\$107.00	
Pens, pencils, notebooks, supplies for participants	\$10 per participant x 70 = \$700.00 \$1,742.79 ÷ 70 = \$24.90 per student	\$700.00 \$1,742.90	
<b>Consumable Materials &amp; Supplies: Category Total:</b>		<b>\$2,549.79</b>	

**Educational Trips:** Itemize any trips necessary for program implementation. Detail the educational or community-service related benefits of each trip and how it relates to the goals of the program. Itemize all costs associated with each trip including transportation, admission fees. **Match only**

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
<b>Example: Educational trip to Harbor Branch Oceanographic Institute, Fort Pierce, FL</b>			
N/A	[Admission @ \$12.50/each x 6 youth = \$75] + [mileage \$0.445/mile x 62 miles = \$27.59] = \$102.59		
<b>Educational Trips Category Total:</b>			

**Rent / Telephone / Utilities:** Itemize program-specific costs to implement the program for pro-rated share or applicable percentage of the total costs of these items. List each item separately and show the formula used to arrive at total program costs.

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
<b>Ex: Rent for program location (110 Main St. Our town, FL)</b>			
	\$560/month x 12 months = \$6,720		
<b>Rent / Telephone / Utilities Category Total:</b>			

**Training / Seminars:** Itemize costs associated with required or anticipated staff training or seminars, and include any associated costs (i.e., mileage, per diem, meals, hotel, registration fees). Travel expenditures are limited for reimbursement as authorized in Section 112.061, Florida Statutes [Meals can be reimbursed while traveling a minimum of 50 miles from official headquarters w/ overnight stay at \$6.00 for breakfast, \$11.00 for lunch and \$19.00 for dinner. Mileage is reimbursed at \$.445 per mile; Reasonable accommodation costs; All conference travel must be requested and approved in writing in advance].

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
<b>Example:</b> 2005 DJJ Statewide Prevention Conference in Anytown, FL attended by Program Director and Prevention Specialist 2007 DJJ Statewide Prevention Conference in Anytown, FL attended by DJJ Peer Mediation Coordinator	$[\$50 \text{ registration fee} \times 2 \text{ staff} = \$100] + [\text{hotel @ } \$95/\text{night} \times 2 \text{ nights} \times 2 \text{ staff} = \$380] + [\text{meals @ } \$36/\text{day} \times 3 \text{ days} \times 2 \text{ staff} = \$216] + [253 \text{ miles roundtrip @ } \$0.445/\text{mile} = \$112.58] = \$808.58$ $[\$50 \text{ registration fee} \times 1 \text{ staff} = \$50] + [\text{hotel @ } \$95/\text{night} \times 2 \text{ nights} \times 2 \text{ staff} = \$380] + [\text{meals @ } \$36/\text{day} \times 3 \text{ days} \times 1 \text{ staff} = \$108] + [500 \text{ miles roundtrip @ } \$0.485/\text{mile} = \$242.50] = \$780.50$	\$780.50	\$780.50
<b>Training / Seminars Category Total:</b>		<b>\$780.50</b>	

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
<b>Staff Travel:</b> Itemize costs associated with anticipated program-related staff travel (i.e., home visits, community meetings, etc.) <b>Example:</b> Local (in-county) mileage for the three case managers Local (in-county) mileage for Interpreters/Translators & Program Coordinator for home visits	$\$0.445/\text{mile} \times 250 \text{ miles/mo} \times 11 \text{ mo} \times 3 \text{ staff} = \$3,671.25$ $\$0.485 \times 200 \text{ miles/mo} \times 11 \text{ mo} = \$1,067.00$	\$1,067.00	\$1,067.00
<b>Staff Travel Category Total:</b>		<b>\$1,067.00</b>	

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
<b>Background Screening:</b> When the Department of Juvenile Justice contracts with a provider for any program serving youth; all personnel, including provider owners, operators, employees, volunteers, and contracted staff, and interns of these providers in the facility are required to be background screened through the Department of Juvenile Justice as mandated in Sections 984.01 and 985.01, Florida Statutes. The cost is \$32 per person to be paid by the grantee. Other BS should be identified and itemized.	$16 \text{ screenings} \times \$32 \text{ each} = \$512$ $15 \text{ screenings} \times \$32 \text{ each} = \$480.00$	\$480.00	

**Background Screening:** When the Department of Juvenile Justice contracts with a provider for any program serving youth, all personnel, including provider owners, operators, employees, volunteers, and contracted staff, and interns of these providers in the facility are required to be background screened through the Department of Juvenile Justice as mandated in Sections 984.01 and 985.01, Florida Statutes. The cost is \$32 per person to be paid by the grantee. Other BS should be identified and itemized.

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
<b>Background Screening Category Total:</b>		\$480.00	

**Other:** List and describe any other expense related to this grant program that is not specifically listed above. Please breakout and show your computation of each line item.

Item	Cost Computation & Total	Amount paid with Grant Funds	Amount paid with Local Match
<b>Other Category Total:</b>			

**Position Descriptions**  
Attach a position description for each grant paid position,  
Including the minimum requirements.

# APPENDIX A

## Budget Narrative Job Descriptions

# **BUDGET: DJJ PEER MEDIATION GRANT EXPENDITURES**

## **Personnel**

The School District of Palm Beach County Department of Alternative Education DJJ Prevention Grant is a new program that will provide Peer Mediation restorative justice services to 20 at-risk youth in the West Palm Beach and Riviera Beach, FL zip codes. A part-time Peer Mediation Coordinator/Family Counselor will be hired to work the youth, their families, the schools, School Police, Probation Officers, and others to ensure that the program services are delivered as outlined in the grant. The Peer Mediation Coordinator/Family Counselor will be employed for one 10 hours per week for year and will actively participate in planning, service delivery, formative data collection, preparation of quarterly reports, home/school communications, and other grant related activities and duties. A part-time, off duty School Police Officer will be employed for 50 hours the first semester and 60 hours the second semester to provide orientation, training, and mentoring to youth selected as Peer Leaders/Mentors as well as youth participating in Peer Mediation. Two Language Interpreters/Translators will provide interpretation/translation services, home/school communications, and home visits 4 hours per week during the first semester and 6 hours per month during the second semester. One Interpreter/Translator will provide Spanish/English services and the other will provide Haitian-Creole/French/English services. Both will assist with cross-cultural understanding among participants. All of these duties will be scheduled beyond the regular school day so that students and parents may participate.

The part-time salary for 12-months for the Peer Mediation Coordinator/Family Counselor is \$12,398.39. The part-time salary for 110 hours for the School Police Officer is \$2,610.30. The part-time salaries for two Interpreters / Translators is \$7,829.82. FICA, Medicare, Health and Life Insurance, Retirement, Worker's Compensation, and Unemployment will total \$2,284.20. Part-time benefits include 7.65% for FICA and Medicare, Retirement at 10.5%, and Worker's Compensation and Unemployment at 2.85% of each salary.

## **Operational Expenses**

Operational expenses include copy paper at \$107.00. Consumable workbooks and training materials for training sessions with youth is allocated at \$700.00 or \$10 per participant. Training supplies, including pens, pencils, lined paper, notebooks, and other supplies is allocated at \$1,742.79 or \$24.90 per participant. The total expenditure for the year for operational expenses paid for by the grant is \$2,549.79.

## **Training/Seminars**

Anticipated staff training includes the Florida Statewide Prevention Conference to be attended by the DJJ Peer Mediation Coordinator/Family Counselor. Travel includes registration, hotel, meals, and mileage from Palm Beach County to the conference. The estimated cost is \$780.50.

### **Staff Travel**

Local (in-county) mileage for the DJJ Peer Mediation Coordinator/Family Counselor and/or Interpreters/Translators to make home visits and participate in grant activities for youth and their families is \$1067.00 for the year.

### **Background Screening**

DJJ background screenings will be conducted for 1 DJJ Peer Mediation Coordinator/Family Counselor, 2 School Police Officers, 2 Language Interpreters/Translators, and 10 volunteers at \$32.00 each for a total of \$480.00.

## **BUDGET: DJJ PREVENTION GRANT LOCAL MATCH EXPENDITURES**

### **Contracted Staff/Services/Consultants**

### **Other**

Joe Green will provide celebrities as guest speakers. He will also provide incentives for youth participants, including tickets to sporting events and/or concerts. The value of the donations meets or exceeds \$6,000.00.





**TITLE: ALTERNATIVE EDUCATION FAMILY COUNSELOR****QUALIFICATIONS:**

1. Bachelor's degree in Counseling, Guidance, Social Work, Psychology, or Marriage and Family Therapy. (Master's degree or License-eligibility preferred)
2. Three (3) years of successful experience as a family counselor, school counselor, school psychologist, social worker, or any other full-time counselor in the mental health field.
3. Demonstrated ability to provide individual, group and family therapy.
4. Demonstrated ability to provide individual and group social skills training.

**PERFORMANCE RESPONSIBILITIES:****Essential Functions:**

1. Provides ongoing counseling and consultation to Alternative Education or DJJ involved students and their families at assigned location(s) for the purpose of increasing the positive behaviors of students and increasing the skills of families in promoting and maintaining positive change.
2. Conducts individual, group and family counseling sessions with Alternative Education or DJJ involved students with the goal of increasing positive behavior.
3. Provides ongoing consultation with families of students and facilitates family support groups to increase the skills of parents in promoting and maintaining positive change.
4. Assists in the development and implementation of a behavior system based on positive reinforcement.
5. Confers with Child and Adolescent Psychiatrists and other medical professionals as necessary.
6. Intercedes on behalf of students and their families to assure coordination of community-based service system.
7. Collaborates with Alternative Education staff, Juvenile Probation Officers, School Police, and/or community agencies or facilities to provide support for Alternative Education or DJJ involved students at assigned location(s).
8. Maintains current documentation and clinical notes on clients seen.
9. Provides social skills training to assist students in developing self-control, stress management, responsible decision-making, social problem solving, and communication skills in order to handle behavioral issues in a positive manner.
10. Provides information dissemination and peer resistance training to Alternative Education or DJJ involved students and their families to increase knowledge and alter attitudes about issues related to alcohol, tobacco, drug use, substance abuse, and violence.
11. Attends IEP, ELL, 504, or other meetings as appropriate.
12. Observes established school philosophy, policies and regulations.

### **Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 2/00  
Revised: 7/02  
Bargaining Unit: T  
Responsible to: Principal

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

JOB CODE: 92200

## TITLE: LANGUAGE TRANSLATOR/INTERPRETER II

## QUALIFICATIONS:

1. Bachelor's degree.
2. Oral and written proficiency in the target language and in English.
3. Extensive knowledge of the target population's culture.
4. Demonstrated ability to work with culturally diverse groups.
5. Documentation of qualifying translator/interpreter experience.
6. Ability to organize and plan effectively.

## PERFORMANCE RESPONSIBILITIES:

## Essential Functions:

1. Translates written materials used to serve the target population.
2. Interprets oral communications to better serve the target population.
3. Assists in fulfilling ESOL program goals and requirements.
4. Assists with cultural harmony initiatives for district schools.
5. Collaborates with community agencies and organizations in assisting families to access available resources.
6. Develops target language curriculum materials.
7. Establishes and Maintains Directory of Multilingual Resources.
8. Participates in Professional Development Workshops.
9. Conducts in-service training in target language.

## Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 8/18/93  
Salary Level: Language Interpreter II – Level 15  
Bargaining Unit: D  
Responsible to: Coordinator, Office of International Student Support/Multicultural Awareness

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

**TITLE: SCHOOL POLICE OFFICER****QUALIFICATIONS:**

- 1) Minimum of two (2) years of successful experience as a Law Enforcement Officer preferred.
- 2) Must possess a State of Florida Criminal Justice Standards and Training Commission Certificate as a Law Enforcement Officer.\*
- 3) Demonstrated ability to work effectively with students, parents, school personnel and community agencies.
- 4) Demonstrated ability to effectively communicate, both orally and in writing.
- 5) Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

- 1) Works closely with the principal and staff of the school to foster a better understanding of the law enforcement function and maintain a secure learning environment.
- 2) Investigates crimes against persons, property and other offenses which are committed on School Board property.
- 3) Identifies and prevents (through counseling and referral) delinquent behavior, including substance abuse.
- 4) Promotes positive relations between students and law enforcement.
- 5) Provides classroom presentations on crime prevention and fundamental concepts and structure of law.
- 6) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- 7) Performs other duties as assigned.

\* An otherwise qualified person lacking only Florida certification can be hired interim at a lower rate until passing certification standards.

New: 11/90  
 Revised: 11/93, 09/99  
 Salary Level: 15  
~~Salary Range: \$28,495 - \$46,842~~  
 Bargaining Unit: R  
 Responsible to: Lieutenant

## APPENDIX B

### Program-Specific Partnership Agreements

The School District of Palm Beach County DJJ Prevention Grant Partnership  
Agreement

Law Enforcement Agreement Between  
The School District of Palm Beach County School Police and  
The School District of Palm Beach County Department of Alternative Education

# The School District of Palm Beach County

## Department of Alternative Education DJJ Peer Mediation Grant

### Partnership Agreement

The School District of Palm Beach County Department of Alternative Education agrees to partner with Turning Points School, EXCEL Alternatives, The Department of Juvenile Justice Circuit 15, The School District of Palm Beach County Police Department (School Police), and Joe Green to provide prevention services for 20 targeted youth who are identified and referred to the DJJ Prevention Program at Turning Points.

Partners agree to the following:

**School District of Palm Beach County Police Department (School Police)** will

- Monitor student behavior of participating youth at Turning Points and EXCEL Alternatives schools.
- Mentor targeted youth.
- Provide follow-up with targeted youth.

**Turning Points School** will

- Provide normative education to increase academic performance and behavior for a minimum of one semester for targeted youth.
- Provide program support for targeted youth.
- Provide academic progress reports and behavioral records.

**EXCEL Alternatives School** will

- Provide normative education to increase academic performance and behavior for a minimum of one semester for targeted youth who have completed a minimum of one semester at Turning Points School.
- Provide program support for targeted youth.
- Provide academic progress reports and behavioral records.
- Provide an office for DJJ Peer Mediation Grant staff.

**The Department of Juvenile Justice Circuit 15** will

- Assist in the identification of qualifying youth, based on zip code data and family DJJ histories.
- Provide Juvenile Probation Officer(s) to work with targeted youth.

**The School District of Palm Beach County Department of Alternative Education will**

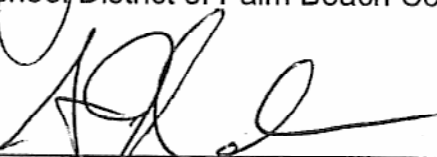
- Recommend targeted youth.
- Hire and supervise grant staff.
- Provide fiscal and technical Grant Management.

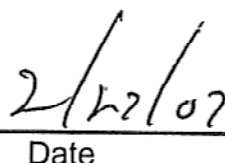
**Joe Green will**

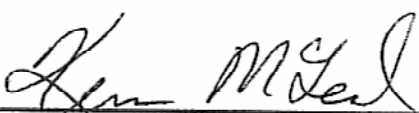
- Provide incentives for participating youth, including sports and/or musical concert tickets
- Provide volunteer guest speakers for orientation, training workshops, and volunteer recognition events.

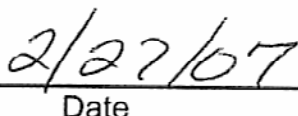
  
James Kelly, Chief  
School District of Palm Beach County Police Department

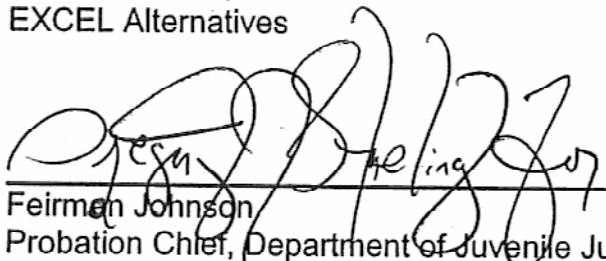
  
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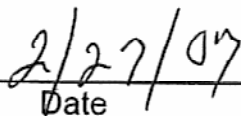
  
Anthony Hamlet, Administrator  
Turning Points School

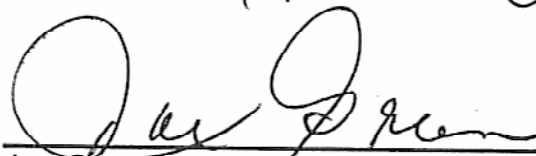
  
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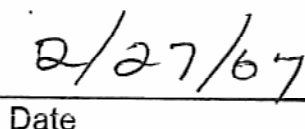
  
Kevin McCleod, Administrator  
EXCEL Alternatives

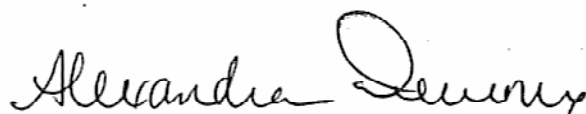
  
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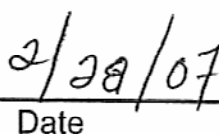
  
Feirmen Johnson  
Probation Chief, Department of Juvenile Justice, Circuit 15

  
Date

  
Joe Green

  
Date

  
Alexandra Deveroux, Director  
Department of Alternative Education

  
Date

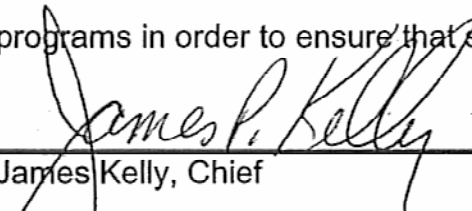


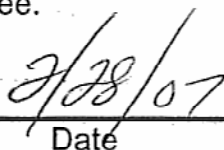
LAW ENFORCEMENT AGREEMENT  
BETWEEN  
THE SCHOOL DISTRICT OF PALM BEACH COUNTY SCHOOL POLICE  
AND  
THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
DEPARTMENT OF ALTERNATIVE EDUCATION

The School District of Palm Beach County School Police enters into agreement with The School District of Palm Beach County Department of Alternative Education to provide law enforcement services and education for targeted youth enrolled in delinquency prevention programs at Department of Alternative Education Schools, beginning July 1, 2007.

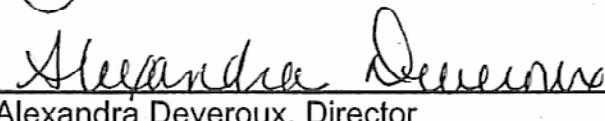
Services may include, but are not limited to, School Police Officers assigned to the schools, an "officer friendly" program to mentor targeted youth, "Aggressors, Victims, and Bystanders" Trainings for youth, peer mediation support and training, bullying prevention training, Too Good for Drugs, Techniques for Effective Aggression Management (T.E.A.M.) training, peer resistance skills training, and other prevention activities or trainings.

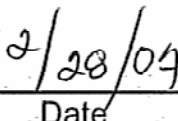
School Police will work with identified alternative education schools, targeted youth and their families, the DJJ Prevention Counselor, and other prevention partners to ensure safety, promote lawful behavior, and provide adult role models for targeted youth and their families. The School Police will assist The Department of Alternative Education in a six month follow-up of students who complete prevention programs in order to ensure that students remain crime free.

  
James Kelly, Chief

  
Date

The School District of Palm Beach County School Police

  
Alexandra Deveroux, Director

  
Date

The School District of Palm Beach County Department of Alternative Education

# APPENDIX C

Description of Agency  
Organization Mission

The School District of Palm Beach County (SDPBC), Florida, located on Florida's southeastern coast, is a county school district, containing 37 municipalities and covering over 2,578 square miles. The SDPBC opened the 2006-07 school year as the 11<sup>th</sup> largest school district in the United States, with 176,162 students enrolled in 166 district schools. The number of employees is 21,616 (*including teachers*). The average teacher salary is \$48,200.

Out of 88,535 students enrolled in grades 6-12 during the 2005-2006 school-year, 21,848 students demonstrated serious disruptive behavior and 30,706 students performed below proficiency in reading and/or math (SSAASY Planning Reference Report.). SDPBC data indicates that far too many secondary students are considered disruptive, and are involved in serious behavioral incidents such as battery, drugs, alcohol, theft, robbery, fighting, threat/intimidation, trespassing, vandalism, sex offenses, weapons possessions, disorderly conduct, and other offenses leading to suspensions and expulsions. During the 2005 – 2006 school year, the suspension rate in all district schools was 24% at the middle school level and 21% at the high school level. The Department of Alternative Education serves at-risk youth in DJJ, transition, therapeutic, and choice schools.

The Mission Statement of the School District of Palm Beach County is:

The School Board of Palm Beach County is committed to excellence in education and preparation of all our students with the knowledge, skills and ethics required for responsible citizenship and productive employment.

The Mission Statement of the Department of Alternative Education is:

To nurture the development of mentally healthy, socially appropriate, productive, self-sufficient students in a supportive educational environment committed to excellence in all endeavors.

# APPENDIX D

## Current Agency Budget



# SCHOOL DISTRICT OF PALM BEACH COUNTY

Board Meeting Date: September 13, 2006

*Final Budget Adoption*

*DIVISION: Budget*

## Approval of 2006-2007 District Summary Budget

**Description:**

The recapitulation of this budget is scheduled below.

General Fund	\$1,445,548,796
Special Revenue – Food Service	75,801,882
Special Revenue – Other	134,366,038
Debt Service	306,322,652
Capital Projects	1,627,513,133
Internal Services	29,179,074
Sub-Total	<hr/> \$3,618,731,575
Less Transfers:	(189,131,254)
Total Funds	<hr/> \$3,429,600,321

**Item Type:**

Action

**Recommendation:**

I recommend the School Board adopt the final district summary budget in the amount of \$3,429,600,321 for FY 2007.

**Legal Review Required:**

No

**Contact:**

Joseph M. Moore ([moorej@palmbeach.k12.fl.us](mailto:moorej@palmbeach.k12.fl.us))

Michael J. Burke ([burkem@palmbeach.k12.fl.us](mailto:burkem@palmbeach.k12.fl.us))

**Financial Impact:**

The financial impact to the school district is a budget of \$3,429,600,321 in all funds for FY 2007.

**Full Review Required:**

Yes

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE SCHOOL DISTRICT OF PALM BEACH COUNTY ARE  
7.2 % MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.  
FISCAL YEAR 2006 - 2007**

**Proposed Millage Levy:**

Local Effort	5.089
Discretionary	0.510
Supplemental Discretionary	0.113
Capital Outlay	2.000
Debt Service	0.160
<b>TOTAL MILLAGE:</b>	<b>7.872</b>

ESTIMATED REVENUES	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	INTERNAL SERVICE	TOTAL ALL FUNDS
Federal	\$ 3,057,000	\$ 128,415,465				\$ 131,482,465
State Sources	370,555,740	2,791,037	\$ 5,877,206	\$ 47,520,953		426,744,936
Local Sources	925,413,658	25,867,331	24,510,333	894,071,454	\$ 29,203,838	1,899,066,614
<b>TOTAL SOURCES</b>	<b>\$ 1,299,036,398</b>	<b>\$ 157,073,833</b>	<b>\$ 30,387,539</b>	<b>\$ 941,592,407</b>	<b>\$ 29,203,838</b>	<b>\$ 2,457,294,015</b>
Transfers In	41,000,000		146,831,254			187,831,254
Nonrevenue Source:						
Fund Balances (July 1, 2006)	97,570,144	17,095,562	225,097,124	690,868,063		1,030,630,893
<b>TOTAL REVENUE &amp; BALANCES</b>	<b>\$ 1,437,606,542</b>	<b>\$ 174,169,395</b>	<b>\$ 402,315,917</b>	<b>\$ 1,632,460,470</b>	<b>\$ 29,203,838</b>	<b>\$ 3,675,756,162</b>

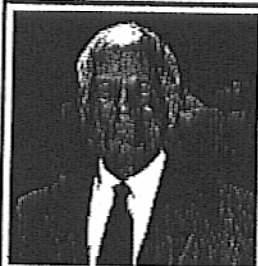
EXPENDITURES	\$	\$	\$	\$	\$	\$
Instruction	917,175,834	44,844,637				\$ 962,020,470
Pupil Personnel Service:	42,374,221	12,702,674				55,076,895
Instructional Media Service:	18,168,704	24,759				18,193,463
Instruction & Curriculum Service:	31,863,490	16,553,640				48,417,130
Instructional Staff Training	14,664,810	17,678,518				32,343,328
Instruction Related Technology:	5,193,371	344,931				5,538,302
Board of Education	5,359,787					5,359,787
General Administrator	7,188,761	2,671,194				9,859,955
School Administrator	96,493,883					96,493,883
Facilities Acquisition & Construction	496,155					1,445,125,371
Fiscal Services:	4,661,599			\$ 1,444,629,216		4,661,599
Food Service						59,529,694
Central Services:	14,034,162	59,529,694				43,434,510
Pupil Transportation Service:	42,187,022	196,510				45,466,894
Operation of Plant	133,131,266	3,279,872				133,144,266
Maintenance of Plant	39,547,420	13,000				39,548,520
Administrative Technology Service	5,640,842	1,100				5,640,842
Community Services:	18,362,929					18,362,929
Debt Service	1,662,287					182,888,685
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,398,206,542</b>	<b>\$ 157,840,528</b>	<b>\$ 181,226,398</b>	<b>\$ 1,444,629,216</b>	<b>\$ 29,203,838</b>	<b>\$ 3,211,106,522</b>
Transfers Out				187,831,254		187,831,254
Fund Balances (June 30, 2007)	39,400,000	16,328,867	221,089,519			276,818,386
<b>TOTAL EXPENDITURES,</b>	<b>\$ 1,437,606,542</b>	<b>\$ 174,169,395</b>	<b>\$ 402,315,917</b>	<b>\$ 1,632,460,470</b>	<b>\$ 29,203,838</b>	<b>\$ 3,675,756,162</b>

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.

# APPENDIX E

## List of Board of Directors

## THE SCHOOL BOARD OF PALM BEACH COUNTY



**DISTRICT 1 (*description*)**  
**Monroe Benaim, M.D., Vice Chairman**  
 Term Expires: Nov. 2008  
 Business Phone: (561) 748-1136  
 Business Fax: (561) 743-9506  
 Secretary: Wanda Morelli  
 Phone: (561) 434-8038

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**DISTRICT 2 (*description*)**  
**Mrs. Paulette Burdick**  
 Term Expires: Nov. 2008  
 Business Phone: (561) 820-9213  
 Business Fax: (561) 804-0015  
 Secretary: Carol Keller-Bass  
 Phone: (561) 434-8137

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**DISTRICT 3 (*description*)**  
**Mr. Bill Graham, Chairman**  
 Term Expires: Nov. 2010  
 Business Fax: (561) 588-2308  
 Secretary: Wanda Morelli  
 Phone: (561) 434-8038

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**DISTRICT 4 (*description*)**  
**Mr. Robert J. Kanjian**  
 Term Expires: Nov. 2010  
 Business Fax: (561) 434-7385  
 Secretary: Kristin Workman  
 Phone: (561) 434-8136

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**DISTRICT 5 (*description*)**  
**Mr. Mark Hansen**  
 Term Expires: Nov. 2008  
 Business Fax: (561) 434-7385  
 Secretary: Carol Keller-Bass  
 Phone: (561) 434-8137



**DISTRICT 6 (*description*)**  
**Dr. Sandra Richmond**



	<p>Term Expires: Nov. 2010 Business Fax: (561) 434-7385 Secretary: Wanda Morelli Phone: (561) 434-8038</p>
	<p><b>DISTRICT 7 (<i>description</i>)</b> <b>Debra Robinson, M.D.</b> Term Expires: Nov. 2010 Business Fax: (561) 840-6525 Secretary: Kristin Workman Phone: (561) 434-8136</p>

# APPENDIX F

## Articles of Incorporation

# SCHOOL BOARD MEMBERS

Monroe Benaim, MD, Board Vice Chairman

William Graham, Board Chairman

Paulette Burdick

Mr. Robert J. Kanjian

Mark Hansen

Dr. Sandra Richmond

Debra Robinson, MD

# APPENDIX G

## Prevention Strategies

## The School District of Palm Beach County Department of Alternative Education Peer Mediation Grant Prevention Strategies

The School District of Palm Beach County Department of Alternative Education Department of Juvenile Justice (DJJ) Peer Mediation Grant program will utilize evidenced-based strategies to engage students in a peer mediation-restorative justice led by a Program Coordinator/Family Counselor and School Police Officer with the assistance of Language Interpreters/Translators. School staff, Palm Beach County School Police Officers, and community volunteers will provide support and mentoring for students enrolled in the program. Research indicates that mentoring decrease substance use and reinforce strengths that may lead to the delayed onset of drug use or participation in delinquent behavior. The program will provide additional support for students and their families in terms of Parent/Guardian Involvement through home/program communication, home visits, and parental participation in student led activities. The participation of parents will help to alter student's attitudes, and is identified as a factor against substance abuse. (<http://www.unf.edu/dept/fie/sdfs/strategies>)

The School District of Palm Beach County Department of Alternative Education Department of Juvenile Justice (DJJ) Peer Mediation Grant program will promote a balanced approach as outlined in the Florida Department of Juvenile Justice Probation & Community Corrections Procedure Handbook, 2005. The approach has three goals:

- Community Protection and Public Safety;
- Offender Accountability; and
- Competency Development.

The public has a right to safe and secure communities. In this approach, the offender is made aware of and held responsible for repairing loss, damage, or injury perpetrated upon the victim and the community. Victims and communities should appropriately be provided the opportunity to be a party in establishing accountability goals for juvenile offenders. Youths should become more capable of being productive and responsible citizens in the community. (FDJJ, Probation & Community Corrections Procedure Handbook, pages 7-8).

The program will target at-risk youth who will receive training in peer mediation and may become Peer Leaders and peer mediators during the first semester of the program. During the second semester, students will become empowered to lead peer mediations with a focus on restorative justice. The adult mentors will assist the Peer Leaders in the process, including developing agreements. Parents/ Guardians will be invited and encouraged to participate in the program and to monitor their children's progress.