OPERATIONAL AGREEMENT BETWEEN FRESH LIFELINES FOR YOUTH, INC., AND LINCOLN HIGH SCHOOL

This Operational Agreement stands as evidence that the Fresh Lifelines for Youth, Inc., (FLY), and Lincoln High School intend to work together toward the mutual goal of providing maximum available assistance to Lincoln High School and FLY. Given that Lincoln High School would like additional services for youth participants, and the lack of law-related education services for youth at Lincoln High School, both agencies believe that implementation of this proposal, as described herein, will further this goal. To this end, each agency agrees to participate in the program by coordinating/providing the following services:

FLY will closely coordinate the following services with Lincoln High School through the following:

General Description of Arrangements Between Agencies

Fresh Lifelines For Youth, Inc. shall provide a law-related education program for youth at Lincoln High School. The target program participants are youth on probation, youth referred by probation, and/or at-promise youth identified by Lincoln High School staff/providers. The program will provide youth with practical information about laws relevant to their daily lives, an environment that fosters the cultivation of social emotional learning skills, and links to social services.

Specific Services Provided by FLY

Under the terms of this operational agreement FLY will:

- From **August 2021** through **May 2022,** provide a 13-week law-related education program during the fall and/or spring semester, with the potential of providing further services;
- Offer program once a week on **Wednesdays** for 90 minutes each at Lincoln High School (program days/times are subject to change each semester);
- Provide snacks to Law Program youth participants;
- Promote the Law program at Lincoln High School and in the community to recruit up to 30 youth to participate in the program each semester;
- Coordinate a field trip to a local Law School/University with transportation and food covered;
- Create and distribute a welcome packet for youth and their families which may include a summary of the Program, a permission slip, and a youth friendly flyer;
- Develop, administer, and analyze evaluation tools for the program;
- Plan and coordinate a recognition ceremony for the Law Program participants;
- Make recommendations to staff, probation officers, or service providers, regarding what services youth may need;
- Help link the youth with the recommended services;

- During each cycle be available for the entire Lincoln High School community (for example, service providers, youth, family members, staff) to answer questions about juvenile law; and
- Recruit eligible youth who have completed the Law Program for yearlong case management or mentoring services.

Specific Services Provided by Lincoln High School

Under the terms of this operational agreement Lincoln High School will:

1) Refer at least 15-30 youth who are motivated, fit FLY's target population needs, and available to attend the thirteen-week law-related education program each semester;

2) Attend collaborative meetings to share information about youth as well as receive input on additional services and planning that could assist youth and their families;

3) Provide at no cost classrooms that FLY can use for the program at Lincoln High School and a private space on campus to conduct baseline assessments.

4) Allow the FLY Program to use its own evaluation tools which include but are not limited to worksheets to assess the student's knowledge, skills, attitudes, and behaviors, and exit interviews. FLY will share pertinent data with Lincoln High School regarding the best interests of the youth.

5) Share with the FLY Program what worked well and did not work well with the Program. FLY would like to receive Lincoln High School suggestions and constructive criticisms to help build on the successful collaboration.

Referral Process

Lincoln High School staff or Probation will refer youth who are available and motivated to attend the 13-week program each semester, and are deemed at risk for involvement in juvenile court.

Frequency of Meetings Between Agencies

Representatives of both agencies will meet and/or talk over the phone several times during the semester.

Purpose of Meetings

Representatives of both agencies will meet and or speak to share observations of youth, identify the salient issues and most appropriate services for each youth, and plan specifically how to work as a team to wrap the youth and family with services they need.

Persons Who Will Attend Meetings

The facilitators for the FLY Program or the Program Manager will attend the meetings between the agencies.

Time Frame of Agreement

The time frame of this agreement will commence on **August 2021** through **May 2022**.

Protocol if MOU/Operational Agreements are Not Being Met

Any adjustments to this Agreement must be mutually agreed upon and in writing.

If either party feels that the Operational Agreements are not being met it may in writing provide a list of issues and possible solutions. The receiving party will have five (5) business days from receipt of the letter to respond. If either party is not satisfied it can send a written request for a face-to-face meeting to be held within five (5) business days of the receipt of the letter.

This meeting must be attended by all persons for both agencies who attend the regularly scheduled meetings between the providers as well as their immediate supervisors.

If the issue(s) cannot be resolved than the Agencies must select and agree on a neutral third party to help mediate the dispute. If the parties cannot agree on an appropriate mediator each side will submit two names, they will be placed in a hat and the name randomly selected. The parties must meet with the mediator as soon as practicable and no more than ten (10) business days after the mediator is selected, unless there are exceptional circumstances that justify a further delay.

Both parties must try in good faith to apply the mediator's solution. If after all reasonable efforts are made the issue cannot be resolved, the contract can be terminated in thirty (30) days.

At all times the youth shall not be affected by the service providers disagreements, and while negotiating their differences, both agencies will continue to do their best to ensure that the youth receive the services described in this Operational Agreement.

We, the undersigned, as authorized representatives of Fresh Lifelines for Youth, Inc., and Lincoln High School do hereby approve this document.

This Agreement will remain in effect from August 2021 through May 2022.

Accepted by:

_____

Trevor Arceneaux
Alameda County Associate Director
Fresh Lifelines for Youth (FLY), Inc.

Date: _____

_____
Matthew Steinecke
Principal
Lincoln High School

Date: _____