

INTRODUCED: December 11, 2023

AN ORDINANCE No. 2023-363

To amend Ord. No. 2023-071, adopted May 8, 2023, which adopted the Fiscal Year 2023-2024 General Fund Budget and made appropriations pursuant thereto, by (i) transferring \$250,000.00 from the Office of the Deputy Chief Administrative Officer for Human Services, (ii) transferring \$17,320.00 from the Non-Departmental agency “Reserve for Children’s Fund” line item, (iii) creating a new line item entitled “Rings vs. Rent Scholarship Foundation (for School Year 2023-24 MLK MS Leadership Program)” in the Non-Departmental agency, and (iv) appropriating the total amount of \$267,320.00 of the transferred funds to such new line item in the Non-Departmental agency, all for the purpose of supporting leadership programming for students at Martin Luther King, Jr., Middle School.

\_\_\_\_\_  
Patron – Mayor Stoney

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JAN 8 2024 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Article I, Section 1 of Ordinance No. 2023-071, adopted May 8, 2023, which adopted a General Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, and made appropriations pursuant thereto, is hereby amended by:

(a) Transferring the total amount of \$250,000.00 from the Office of the Deputy Chief Administrative Officer for Human Services for the fiscal year commencing July 1, 2023, and ending June 30, 2024;

AYES:           9                    NOES:           0                    ABSTAIN: \_\_\_\_\_

ADOPTED:   JAN 8 2024   REJECTED: \_\_\_\_\_   STRICKEN: \_\_\_\_\_

- (b) Transferring the total amount of \$17,320.00 from the Non-Departmental agency “Reserve for Children’s Fund” line item for the fiscal year commencing July 1, 2023, and ending
- (c) June 30, 2024;
- (d) Creating a new line item in the Non-Departmental agency entitled “Ring vs. Rent Scholarship Foundation (for School Year 2023-24 MLK MS Leadership Program);” and
- (e) Appropriating \$267,320.00 of the funds transferred by subsections (a) through (b) of this section to the new line item in the Non-Departmental agency created by subsection (c) of this section entitled “Ring v. Rent Scholarship Foundation (for School Year 2023-24 MLK MS Leadership Program),” all for the purpose of supporting leadership programming for students at Martin Luther King, Jr., Middle School.

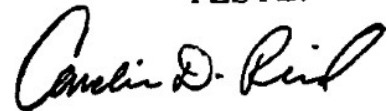
§ 2. This ordinance shall be in force and effect upon adoption.

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney’s Office

**A TRUE COPY:**

**TESTE:**



**City Clerk**



# City of Richmond

900 East Broad Street  
2nd Floor of City Hall  
Richmond, VA 23219  
www.rva.gov

## Master

**File Number: Admin-2023-1917**

**File ID:** Admin-2023-1917

**Type:** Request for Ordinance or Resolution

**Status:** Regular Agenda

**Version:** 1

**Reference:**

**In Control:** City Clerk Waiting Room

**Department:**

**Cost:**

**File Created:** 11/14/2023

**Subject:**

**Final Action:**

**Title:**

### Internal Notes:

### Code Sections:

**Agenda Date:** 12/11/2023

### Indexes:

**Agenda Number:**

### Patron(s):

**Enactment Date:**

**Attachments:** Admin-2023-1917 Reappropriations - RVRSF - Ordinance, Admin-2023-1917 Reappropriation - RVRSF - Total Operating Budget, Admin-2023-1917 Reappropriation - RVRSF - Project Budget and Request, Admin-2023-1917 Reappropriation - RVRSF - P&P Manual, Admin-2023-1917 Reappropriations - RVRSF - RPS Partnership Agreement

**Enactment Number:**

### Contact:

**Introduction Date:**

**Drafter:** eva.colen@rva.gov

**Effective Date:**

### Related Files:

## Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	11/14/2023	Traci DeShazor	Approve	11/16/2023
1	2	11/16/2023	Meghan Brown	Approve	11/16/2023
1	3	11/20/2023	Sheila White	Approve	11/17/2023
1	4	11/20/2023	Sabrina Joy-Hogg	Approve	11/21/2023
1	5	11/20/2023	Caitlin Sedano - FYI	Notified - FYI	
1	6	11/20/2023	Jeff Gray	Approve	11/21/2023
1	7	11/21/2023	Lincoln Saunders	Approve	11/29/2023
1	8	12/6/2023	Mayor Stoney	Approve	12/7/2023

## History of Legislative File

---

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
---------------	--------------	-------	---------	----------	-----------	-----------------	---------

---

**Text of Legislative File Admin-2023-1917**

# City of Richmond

## Intracity Correspondence

**O&R Transmittal**

**DATE:** November 1, 2023

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor

**THROUGH:** J.E. Lincoln Saunders, Chief Administrative Officer

**THROUGH:** Sabrina Joy-Hogg, Deputy Chief Administrative Officer for Finance and

Admin-istration

**THROUGH:** Sheila White, Director of Finance

**THROUGH:** Meghan Brown, Interim Director of Budget and Strategic Planning

**THROUGH:** Traci Deshazor, Deputy Chief Administrative Officer for Human Services

**FROM:** Eva Colen, Office of Children and Families

**RE:** FY24 Reappropriations for Rings Vs. Rent Scholarship Foundation (for School Year

2023-24 MLK MS Leadership Program)

**ORD. OR RES. No.**

**PURPOSE:**

To amend Ord. No. 2023-071, adopted May 8, 2023, which adopted the Fiscal Year 2023-2024 General Fund and made appropriations pursuant thereto, to (i) transfer \$250,000.00 from the Office of the Deputy Chief Administrator for Human Services, (ii) \$17,320.00 from the Non-Departmental agency, Reserve for Children's Fund line item, (iii) transfer create a new line item entitled "Rings Vs. Rent Scholarship Foundation (for School Year 2023-24 MLK MS Leadership Program)", and (iv) appropriate the total amount of \$267,320.00 of the transferred funds to such new line item in the Non-Departmental agency, for the purpose of supporting leadership programming for students at Martin Luther King, Jr. Middle School.

**BACKGROUND:**

Rings Vs. Rent Scholarship Foundation (RVRSF) is a charitable organization authorized to conduct business in the Commonwealth of Virginia. RVRSF operates youth programs both in- and out-of-school, primarily out of Martin Luther King, Jr. Middle School (MLK MS).

After Councilmember Robertson introduced RVRSF to the City, the Office of Children and Families

(OCF) approached RVRSF in February 2023 about a pilot grant to the organization to support their youth programs at MLK MS. On July 24, 2023, City Council approved a \$50,000 grant contract via Ordinance Number 2023-195 to support RVRSF's six-week summer program for 10 students. During the summer program, OCF's Positive Youth Development Consultant, Torey Edmonds, conducted site visits and provided technical assistance to RVRSF to help them prepare their budget, policies and procedures manual, and other materials so that they were able to meet the stipulations of the City's grant contract. RVRSF also received City funds through the Positive Youth Development Fund to support their summer program. Ultimately, \$32,680.00 of costs related to the summer program were determined to be eligible for City funding. RVRSF requested that the remaining \$17,320.00 of that grant be redirected to its school-year programming during the school day.

In addition to the reappropriation of the funds remaining from the Children's Fund, this paper requests a reappropriation of \$250,000.00 from the Office of the Deputy Chief Administrative Officer for Human Services to the same new line item in the Non-Departmental agency. These funds, housed in the "Management Services" line of the budget for the Office of Children and Families in the adopted FY24 General Fund Budget, reflect an amendment requested by Councilmember Robertson during the FY24 budget process to appropriate \$250,000 for the purpose of increasing funding for MLK Life Coach Program operated by RVRSF during the school day at MLK Middle School.

**COMMUNITY ENGAGEMENT:**

At the formal meeting of City Council held on February 13, 2023, RVRSF participated in the Citizen Comment Period to request City funding for their program at MLK MS.

RVRSF also participated in public comment at the July meeting of Education and Human Services Standing Committee when the grant contract for their summer program was under consideration.

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:**

Positive youth development activities and programs align with City efforts to reduce youth violence.

**FISCAL IMPACT:** \$267,320.00

**DESIRED EFFECTIVE DATE:** Immediately

**REQUESTED INTRODUCTION DATE:** December 11, 2023

**CITY COUNCIL PUBLIC HEARING DATE:** January 8, 2024

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Education and Human Services

**AFFECTED AGENCIES:** Human Services, Budget, Finance

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Ord. No. 2023-071

**ATTACHMENTS:**

- Total operating budget

- Project budget and request
- Budget justification
- RPS partnership agreement
- Policies and procedures manual

**STAFF:** Eva Colen

INTRODUCED: December 11, 2023

AN ORDINANCE No. 2023-

To amend Ord. No. 2023-071, adopted May 8, 2023, which adopted the Fiscal Year 2023-2024 General Fund Budget and made appropriations pursuant thereto, by (i) transferring \$250,000.00 from the Office of the Deputy Chief Administrative Officer for Human Services, (ii) transferring \$17,320.00 from the Non-Departmental agency “Reserve for Children’s Fund” line item, (iii) creating a new line item entitled “Rings vs. Rent Scholarship Foundation (for School Year 2023-24 MLK MS Leadership Program)” in the Non-Departmental agency, and (iv) appropriating the total amount of \$267,320.00 of the transferred funds to such new line item in the Non-Departmental agency, all for the purpose of supporting leadership programming for students at Martin Luther King, Jr., Middle School.

\_\_\_\_\_  
Patron – Mayor Stoney

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING:

AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Article I, Section 1 of Ordinance No. 2023-071, adopted May 8, 2023, which adopted a General Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, and made appropriations pursuant thereto, is hereby amended by:

(a) Transferring the total amount of \$250,000.00 from the Office of the Deputy Chief Administrative Officer for Human Services for the fiscal year commencing July 1, 2023, and ending June 30, 2024;

(b) Transferring the total amount of \$17,320.00 from the Non-Departmental agency “Reserve for Children’s Fund” line item for the fiscal year commencing July 1, 2023, and ending



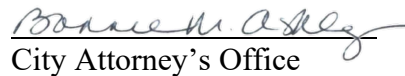
June 30, 2024;

(c) Creating a new line item in the Non-Departmental agency entitled “Ring vs. Rent Scholarship Foundation (for School Year 2023-24 MLK MS Leadership Program);” and

(d) Appropriating \$267,320.00 of the funds transferred by subsections (a) through (b) of this section to the new line item in the Non-Departmental agency created by subsection (c) of this section entitled “Ring v. Rent Scholarship Foundation (for School Year 2023-24 MLK MS Leadership Program),” all for the purpose of purpose of supporting leadership programming for students at Martin Luther King, Jr., Middle School.

§ 2. This ordinance shall be in force and effect upon adoption.

APPROVED AS TO FORM:

  
City Attorney's Office

**ACT NOW Program Budget Information and Request Form**  
**100 Student INCENTIVE Based Budget and Home, School & Community Youth Programs 2023 - 2024 Program**  
**Program/Activity: Life Coach Academy Home, School and Community Youth Programs**

Personnel	Payment				Subtotal
List each staff by role	Hourly Rate	Hours per Day	# of Days per Week	# of Weeks	List total payment for each staff
Personnel (Program Director, Building Administrator, Life Coach 6th grade, Life Coach 7th Grade)		8	5	28	\$ 215,000.00
TOTAL STAFF COSTS					\$ 215,000.00

Materials (if applicable)	Quantity & Cost		Subtotal
Describe the type of supplies	Quantity	Cost	List total cost for each supply line
Team Apparel (Team Blazer (Jackets), Hats, Skirts, Shirts, Ties, Wristbands)	100	\$ 750.00	\$ 50,000.00
Team Journals	100	\$ 6.00	\$ 600.00
Team Backpacks	100	\$ 60.00	\$ 6,000.00
Team Water Bottles	100	\$ 20.00	\$ 2,000.00
TOTAL MATERIALS COST:			\$ 58,600.00

Other Costs	Detail	Subtotal
Item	Provide a description for each item	List total payment for each item line
Administrative/Program Support	Collaborate with school staff to develop and promote positive school climate	\$ 110,000.00
Field Trip Expenses	5-Scheduled Field Trips in and out of State (meals, snacks, drinks, transportation, admission fees for high school and college athletic events)	\$50,000.00
Professional Development and Training	Student and Staff Professional Development Training Seminars & Retreats	\$ 50,000.00
Awards programs	Team parent meetings, LCA awards and activities that celebrate attendance, academics and student improvement	\$40,000
LCA Monthly Engagement Incentives	Monthly incentives for attendance, bahavior, academics	\$50,000.00
TOTAL OTHER COST:		\$ 300,000.00

The total program budget for this program is: (total staff + total materials + total other )	\$ 573,600.00
Total Funding Request (total program budget amount minus any in-kind costs)	\$267,320

## **Budget Justification as requested: \$267,320.00**

### **• Enrollment:**

- The total base enrollment for the student program is 125, however, we have rolling enrollment, recruitment and outreach activities that attract more students to the program. Our program is self-recruiting. When the students who are not in the program see all the great things that their classmates are doing and learning, they want to be a part of the program. Our enrollment is growing every day.
- Out of the 125-base student enrollment, there is a group of 25 students that have had discipline, attendance, and academic issues in their previous school, that the school administration has referred to our organization to work with throughout the school year.
- There will be times throughout the school year that our enrollment will exceed 125 based on our rolling enrollment and recruitment and outreach, but the program will never have less than 125 students to work with.

- 
- **Program Operations:** My Life Coach Academy is a community and school-focused program that will increase positive behaviors in middle school students who attend Martin Luther King, Jr. Middle School in the City of Richmond. The program will provide engagement strategies that foster self-care and a career-focused lifestyle for continuous life learning and success planning strategies for at-risk youth. The program offers various activities that center on time management, anger management, self-regulation, teamwork, career exploration, and college and career readiness. Our students participate in sports games that students actively participate in and adapt to utilize essential life skills. Along with these activities, students participate in workshops and sessions emphasizing the importance of positive habits, self-reflection, critical thinking, problem-solving, communication, and leadership.

## **Personnel/Administrative/Program Support (\$127,320):**

The personnel that are included in the total operating budget that will carry out the duties of Life Coach Academy are the Program Director, Building Administrator, 6<sup>th</sup> grade Life Coaches, and 7<sup>th</sup> grade Life Coaches. We are requesting \$110,000 to be allocated to this line item.

The goal of Life Coach Academy is to collaborate with school staff to develop, implement, and promote a positive school climate:

- Duties and responsibilities are:
  - Support the development and implementation of school-wide behavioral protocols grounded in trauma responsive practices
  - Implements de-escalation, conflict resolution, bullying, prevention, and intervention strategies

- Works collaboratively with school administrative staff to provide support in implementing violence and bullying prevention programs
- Monitors student behavior and discipline data and makes recommendations to develop interventions to teach skills such as responsible thinking/decision-making, de-escalation, problem-solving, and conflict resolution skills in students
- Serves as liaison between school, home, and community partners to provide services to students and caregivers
- Supports students transitioning back to school from suspension

- **Life Coach Academy Program Objectives & Deliverables**

- **Goal: Increase students' ability to manage conflict in a healthy way.**

- Objective 1: Provide students with training and resources on conflict resolution skills, such as active listening, empathy, and problem-solving.

- Objective 2: Encourage students to practice these skills in real-life scenarios, such as through role-playing exercises or group discussions.

- Objective 3: Foster a school culture that values open communication and dialogue and encourages students to express their needs and concerns in a constructive manner.

- Objective 4: Provide students with alternative ways of expressing themselves and dealing with anger, such as through art, music, or other forms of creative expression.

- Deliverable 1: Training materials such as handouts or presentations that teach conflict resolution skills like active listening, empathy, and problem-solving.

- Deliverable 2: Role-playing exercises or group discussions that allow students to practice these skills in a safe and supportive environment.

- Deliverable 3: A school culture that values open communication and dialogue and encourages students to express their needs and concerns in a constructive manner.

**Goal: To increase the number of low-income students who are prepared to go to high school with the skills and knowledge necessary to pursue post-secondary education or a career.**

Objective 1: Provide students with information and resources to help them plan for post-secondary education or a career.

- Deliverable 1: College and career counseling services that provide students with information about the college application process, financial aid, and career options.

- Deliverable 2: Workshops and seminars that help students develop skills such as resume writing, interviewing, and networking.

- Deliverable 3: Mentoring programs that connect students with professionals in their field of interest.

Objective 2: Increase access to post-secondary education and career opportunities for low-income students.

- Deliverable 1: College field trips and career fairs that expose students to a variety of post-secondary education and career options.

- Deliverable 2: Scholarships and financial aid resources to help low-income students afford college or vocational training.

- Deliverable 3: Partnerships with local businesses and organizations to provide internships, apprenticeships, or job shadowing opportunities for students.

- **Time Management Strategies:**

- Objective: Develop effective time management skills.

- Goal: Improve organizational skills and punctuality.

- Deliverables: Time management workshops, personalized schedules, and goal-setting exercises.

- **Anger Management Strategies:**

- Objective: Provide tools for managing anger in a constructive way.

- Goal: Reduce disruptive behaviors related to anger.

- Deliverables: Anger management workshops, relaxation techniques training, and behavior tracking.

**Team Apparel (25,000):** (Team Blazers (Jackets), Hats, Shirts, Skirts, Ties, Wristbands) We are creating a team atmosphere in the school using the power of teams and teamwork.

**Field Trip Expenses (\$50,000)** – There are 5 scheduled field trips in and out of the state. These are incentive based field trips for the students based on their attendance, academic performance, and behavior. The five field trips are to a Baltimore Ravens football game, Hampton, Virginia Tech, University of Virginia basketball game, and the Martin Luther King, Jr. Memorial in Washington, DC.

1. Transportation:

- Bus rentals for 5 trips: \$20,000 (\$4,000 per trip)
- Gas and parking fees: \$5,000
- Total Transportation Budget: \$25,000

2. Game Tickets (Baltimore Ravens football game, Hampton University, Virginia Tech University, University of Virginia basketball game, Martin Luther King, Jr. Memorial):

- 125 tickets (100 students + 25 adults)
- Cost of \$100 per ticket/student for all 5 trips: \$12,500

3. Per Diem for Food:

- Per diem rate for students and adults (including meals and snacks): \$25 per person per day
- Number of days: 1 day per trip (5 trips)
- Total per diem budget: \$25/person/day x 125 people x 5 trips = \$12,500

**Professional Development and Training (\$25,000)** – The following Professional Development, Training, Seminars and Retreats are for students and staff:

- Conflict Resolution Skills
- De-escalation Techniques
- Self-regulation Techniques
- Problem solving Skills
- Responsible thinking/decision making
- Bullying, gang prevention, violence prevention and intervention strategies

1. Needs Assessment:

- Conduct surveys or interviews to understand the specific conflict-related challenges faced by students and staff.
- Identify common themes or issues that need to be addressed.

2. Objective Setting:

- Clearly define the objectives of the program. For example:
  - Develop effective communication skills.
  - Foster empathy and understanding.
  - Teach problem-solving strategies.

3. Curriculum Design:
  - Break down the curriculum into modules or sessions.
  - Include theoretical concepts and practical activities.
  - Cover topics such as active listening, perspective-taking, and negotiation.
4. Interactive Workshops:
  - Conduct hands-on workshops to engage participants actively.
  - Role-playing exercises can simulate real-life conflict scenarios.
  - Encourage open discussions to share experiences and insights.
5. Guest Speakers:
  - Invite experts in conflict resolution or experienced professionals to share their insights.
  - Hearing real-life stories can be inspiring and offer practical tips.
6. Technology Integration:
  - Use online platforms for interactive activities, webinars, or virtual simulations.
  - Encourage the use of online tools for ongoing practice and reinforcement.
7. Peer Mediation Program:
  - Train selected students to become peer mediators.
  - Establish a structured process for students to resolve conflicts among their peers.
8. Counselor Involvement:
  - Collaborate with school counselors to integrate conflict resolution into their support programs.
  - Provide resources and training to counselors to address specific student needs.
9. Feedback Mechanism:
  - Establish a feedback loop to continuously improve the program.
  - Gather input from both students and staff on the effectiveness of the training.
10. Resources and Materials:
  - Develop a resource kit with materials, handouts, and guides.
  - Curate a list of recommended books, articles, or videos on conflict resolution.
11. Assessment and Certification:
  - Implement assessments to measure the participants' understanding and application of conflict resolution skills.
  - Provide certificates or recognition for completion.
12. Follow-Up Sessions:
  - Schedule follow-up sessions to reinforce key concepts.
  - Address any emerging issues or challenges that participants may face.

**Awards Program (\$40,000)** – Team and parent meetings, Life Coach Academy awards and activities that celebrate attendance, academics, and student improvement.

S.H

**Partner Agreement**  
between  
**Richmond Public Schools**  
and  
**My Life Coach Academy**

This Partner Agreement (PA) sets forth the terms and Agreement between Richmond Public Schools (RPS) and My Life Coach Academy.

**Background**

My Life Coach Academy (MLCA) is a community and school focused program that will increase positive behaviors in middle schools that are located in low-income communities. The program will provide engagement strategies that foster self-care and a career focused lifestyle for continuous life learning and success planning strategies for at-risk youth. MLCA supports teachers, counselors, and community organization staff in their work to increase the expectations of attending college or trade-school by prospective low-income, first-generation college students in grades rising 6th-8<sup>th</sup> graders.

**Purpose**

The purpose of this Agreement is to outline the partnership between My Life Coach Academy and RPS and to establish roles and responsibilities of each party.

---

**Responsibilities of My Life Coach Academy**

1. MLCA will provide school wide support initiatives and positive interactions with at-risk students by teaching and reinforcing basic life skills for success such as time management, effective supports for reducing problematic behavior, intentional focus on developing caring relationships between students and staff, creating a success plan, engagement of the community to promote advocacy to help create a nurturing and safe learning environment for students, and becoming college or career focused by 9<sup>th</sup> grade.
2. MLCA staff will:
  - a. Provide daily morning and afternoon check -in with students.
    - i. MCLA life coaches positively engage students as they enter the building in the morning and engage them during dismissal.
    - ii. While engaging students during these time periods, life coaches are also observing body language and listening to conversations among the students, which may alert them to potential student conflict or other situations that may need to be addressed.

¶

The Life Coaches will primarily work with the 6th & 7th grade students on the 6th & 7th grade hallways.

- b. During scheduled times agreed upon by MLK administration, MLCA staff will coach and counsel students on the lessons for the week. The topics are administered in group, individual, experimental, and holistic approaches.



- i. Components of the program consist of:
  - ii. **Groups** – to build bonds and engage as a cohort/group/team. Topics: Anger management, mindset, trauma recovery, leadership, core values, substance awareness, communication.
  - iii. **Individual** – a safe space to dive deeper into underlying issues. Topics: Family, past trauma, current challenges, expectations, personal “why”.
  - iv. **Experimental** – exposure to new experiences and ways of thinking. Topics: volunteering, yoga, family video, music, sports and fitness, content creation, virtual classes.
  - v. **Holistic** – whole person not just the offender. Topics: trauma informed care, family dynamics, youth outreach, community service, forgiveness, gratitude, vision and goals, and reflective listening.
- c. MLCA staff will also engage students during their lunch-time. During this time the MLCA staff are able to build on their relationships.
3. The program's administrator and life skills coaching staff will implement the program and track the progress of its intended goals while sharing and partnering with school wide initiatives, support systems and its intended mission, goals, and objectives.
  - a. **Program Director** / Administrator-Direct report to the Principal
  - b. **Life Skills Coaches (MLCA staff)** (3) will engage with identified 6th & 7th graders through weekly group sessions on topics determined by behavior data collected weekly.
  - c. MLCA will incorporate MLK's schools values and PBIS Program as part of their student engagement.
  - d. Only MLCA staff will be engaging with 6th & 7th grade students and approved guest speakers.
4. The Life Coaches will collaborate with the administration to use targeted time the students have available throughout the day to facilitate year-round scheduled mentoring, counseling, Social Emotional Learning relationship building practices, anger management, time management and success planning strategies. In addition, there will be counseling for students, small and large group time-management series meetings to include social and emotional success planning strategies, as well as field trips and positive exposure to many areas of interest.
5. The service is delivered through regularly scheduled pre-planned individual; small group and team meetings during the Fall, Spring and Summer sessions based on an agreed upon time with school administration.
6. MLCA staff will provide an introductory presentation of the program at the midpoint of each school year to the feeder elementary school students followed by an assembly for the students in the 5<sup>th</sup> grade at the end of the year.
7. When My Life Coach Academy holds its activities on school grounds or in a school building after hours, My Life Coach Academy agrees to complete an RPS facilities reservation as needed.
8. My Life Coach Academy will provide appropriate supervision to ensure that all its participants who are RPS students adhere to the Student Code of Responsible Ethics

while participating in the program.

9. My Life Coach Academy agrees to the following regarding COVID-19 mitigation efforts:

- COVID 19 PROTOCOL: By signing this written agreement, My Life Coach Academy is certifying that all employees and representatives of My Life Coach Academy have submitted proof of vaccination to My Life Coach Academy prior to entering any RPS school or central office building. Should My Life Coach Academy implement an exemption process for employees and representatives, My Life Coach Academy agrees to implement a weekly COVID-19 testing protocol for employees and representatives exempted from the vaccination requirement. Any costs related to COVID-19 testing will be the responsibility of My Life Coach Academy; and,
- My Life Coach Academy agrees to adhere to RPS COVID-19 guidelines while on RPS property. RPS Health and Safety Measures can be found at <https://www.rvaschools.net/about/health-safety-20>. The provisions as stated in this section shall continue to be in effect until further notice. Failing to adhere to the stated COVID-19 protocols shall be considered an event of default and grounds for termination of the Partnership pursuant to the terms previously agreed upon in this Agreement.

---

#### **Responsibilities of RPS**

- RPS agrees it will make every attempt to have the building administrator give My Life Coach Academy at least twenty-four (24) hours' notice if the space reserved for My Life Coach Academy will not be available for use by My Life Coach Academy on a particular day or for a particular period of time.
- RPS allows My Life Coach Academy to work with the students of Martin Luther King, Jr. Middle School to implement the CARE Life Skills Coaching Program.
- The principal of MLK will be the key point of contact for the MLCA Program Director.
- Distribution of parent/guardian consent letters for programs, field trips, after-school activities, etc. will be coordinated by MLK's administration.
- A dedicated office space, desks, chairs, and phone, will be provided for the MLCA team on the 6th grade hallway, to meet with students and conduct business for the duration of the program, as long as the space is not needed for an activity that is being sponsored by the school.
- Custodial support for use of the building during non-school hours.
- Provide de-identified data related to performance goals, if there is a completed and signed data sharing agreement on file with MLCA in the Office of Community Partnerships.
- Provide regular feedback to the MLCA administrator regarding the quality of the program.

## **Results**

My Life Coach Academy seeks the following outcomes:

1. MLCA will decrease negative behaviors in schools by 40% focusing on immediate change in student's personal behavior and their ability to make positive decisions while in their school and in the community in which they live and increase student achievement and engagement.
2. The MLCA program will reduce suspensions as well as classroom interruptions by 40% that involve students that require focused need-based attention in life skills and the development of character, attitude, respect, and the value of education, which will increase student achievement and engagement.
3. MLCA will increase the number of students thinking about colleges and universities throughout the Commonwealth of Virginia and the United States of America by exposing them to these options during their middle school years, which will increase student achievement and engagement.

## **Certification**

My Life Coach Academy certifies to RPS by the signing of this document that all volunteers, interns, partners, and/or employees who will have direct contact with students and/or will be present on RPS property when school age children are present have not been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Code of Virginia § 19.2-392.02 and/or any offense involving sexual molestation or physical or sexual abuse or rape of a child and would otherwise meet the requirements to be employed by school division under Virginia law. Convictions for any violent felony as stated above and certain misdemeanors are strictly prohibited. Please refer to the Volunteer Background Prohibited Sheet for more information. If it is discovered that My Life Coach Academy did not notify RPS of a charge or conviction of one of its employees, interns, partners, and/or volunteers participating in the program of a violent felony as defined above or any offense listed on the strictly prohibited list, RPS may terminate this agreement immediately upon written notification to My Life Coach Academy. If the agreement is discontinued due to the failure of My Life Coach Academy to notify RPS of the charge or conviction of one of its employees or volunteers participating in the program of a violent felony as defined above or any offense involving sexual molestation or physical or sexual abuse or rape of a child, permission of any and all employees, interns, partners, or volunteers of My Life Coach Academy to have direct contact with students and/or enter upon an RPS campus will be immediately revoked.

My Life Coach Academy agrees that, at the request of RPS, an employee or volunteer assigned to the program(s) subject to this Agreement, will be reassigned to a more appropriate placement in RPS or will be removed from RPS completely, if it is discovered that the employee or volunteer is engaged in activities that, while not criminal in nature, makes their placement inappropriate in their current school placement or in RPS in general.

**Confidentiality**

My Life Coach Academy agrees that it will comply with all federal, state, and local laws and regulations regarding the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and Va. Code §22.1-287, for any and all student records and information that it receives from RPS. Additionally, My Life Coach Academy agrees that it will comply with all federal, state, and local laws and regulations regarding the confidentiality of student health records and information, including but not limited to the Health Information Portability and Accountability Act (HIPAA) and Va. Code §32.1127.1:03, for any and all student health records and information that it receives from RPS. Under no circumstances will any and all information provided by RPS be released by My Life Coach Academy to any third party without the written permission of the parent or guardian of the student participating in the program and/or the adult student participating in the program.

**Limited Liability of RPS**

RPS shall not be responsible for any and all personal injury and/or property damage that occurs to the employees, volunteers or participants of My Life Coach Academy while on and/or traveling to and/or from and/or between any RPS property, and/or involved in any activities that are being held or implemented pursuant to this Agreement.

**Value**

No funding is needed from RPS to implement the program. RPS will not pay any money to MLCA for the implementation of this program at MLK.

**Duration**

This PA may be modified in writing by the mutual consent of authorized officials from RPS and My Life Coach Academy. This PA shall become effective upon signature by the authorized officials from both parties and will remain in effect until June 30, 2024. Either party can terminate this Agreement for any reason with 60 days written notice.

**Anti-Discrimination:**

My Life Coach Academy will not discriminate against any student or staff who wants to participate in its activities because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, and/or any other basis prohibited by federal or state law relating to discrimination, except where the disability is such that, even with reasonable accommodations, the disability prevents the student or staff member from meaningfully participating in the activity. However, per the terms of this agreement, if the disability prevents a student or staff member who would like to participate from meaningfully participating in the program, My Life Coach Academy will offer a similar but alternative activity where a person with a disability could more meaningfully participate.

**Mutual Agreement**

This Agreement contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended or modified except by a writing executed by the duly authorized officials of both My Life Coach Academy and RPS.

**Severability**

If any provision of the Agreement is held to be invalid or unenforceable for any reason, this PA shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.

**Captions**

The caption headings contained herein are used solely for convenience and shall not be deemed to limit or define the provisions of this PA.

**No Waiver**

Any failure of a party to enforce that party's rights under any provision of this PA shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

**Governing Law**

This PA shall be governed and construed in accordance with the laws of the Commonwealth of Virginia.

**Binding Effect**

This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns. The parties are bound under the terms of this PA only to the extent funds are available to perform its obligations hereunder.

**Contact Information**

Grady Hart  
Community Partnerships Coordinator  
Richmond Public Schools  
301 North 9<sup>th</sup> Street, 13<sup>th</sup> Floor  
Richmond, VA 23219  
804.819.4382  
[ghart@rvaschools.net](mailto:ghart@rvaschools.net)

Michael Bailey  
CEO/Executive Director  
Rings vs Rent Scholarship Foundation and My Life Coach Academy  
7372 Patriots Landing Place, Quinton, VA 23141  
804-337-0329  
[mbaileylca@outlook.com](mailto:mbaileylca@outlook.com)

**Signed**



3/16/2023 | 14:00 EDT

Mr. Jason Kamras, Superintendent Date  
Richmond Public Schools



Micheal Bailey, CEO and Executive Director  
Rings vs Rent Scholarship Foundation and My Life Coach Academy

Date

3/2/23

*Approved as to form by the Counsel of the School Board of the City of Richmond:*

Harrell & Chambliss LLP 3/10/23

Harrell & Chambliss LLP

Date



## LIFE COACH ACADEMY Home, School, and Community Youth Programs

7372 PATRIOTS LANDING PLACE, QUINTON, VA 23141

COMPANY: RINGS VS RENT SCHOLARSHIP FOUNDATION / PUBLIC CHARITY 501 (C) (3) 1/15/14

### LIFE COACH ACADEMY BUDGET DETAILED WORKSHEET 2023-2024

<b>LCA MIDDLE SCHOOL YOUTH SUPPORT DAY SCHOOL PROGRAM @ MLK MIDDLE</b>	<b>(100) YOUTH SERVICE PROGRAM</b>	<b>BUDGET AMOUNT</b>
<b>LCA DIRECTOR-PROJECT COORDINATOR</b>	<b>1-Direct Principal Report</b>	<b>\$ 125,000</b>
<b>LCA BUILDING DIRECTOR / HEAD COACH</b>	<b>1-LCA Building Administrator</b>	<b>\$ 85,000</b>
<b>*LCA LIFE COACHES / Asst. Coaches FULL-TIME STAFF 40 HRS (Weeks 40)</b>	<b>3 Coaches Full-Time Staff 36 Week Contract / School Year</b>	<b>*(\$ 165,000.00) City of Richmond</b>
<b>LCA HIGH SCHOOL &amp; COLLEGE STUDENT INTERNS &amp; COUNSELORS PROGRAMS.</b> (YEAR-ROUND LCA STUDENT ENGAGEMENT PROGRAM DAY SCHOOL AND AFTER SCHOOL STAFF-CERTIFIED & TRAINED LCA MENTORS STUDENTS STAFF).	20-STUDENT MENTORS/COUNSELORS CURRENTLY ENROLLED IN RPS HIGH SCHOOLS OR LOCAL COLLEGES  \$10,000.00 ANNUAL STIPEND PER COUNSELOR (Day School Only)	<b>\$250,000.00</b>
<b>*MEAL ALLOWANCE per (100 Student LCA Youth Program Team 1-Year) 2023-2024. (36-WEEKS)</b>	<b>100-Day Schedule \$25 PER DAY</b> (Meals, Snacks, Drinks, Meals 2 Go, field trips community meetings and events.	<b>\$ 250,000.00</b> <b>*(\$85,000.00)</b> <b>City of Richmond</b>
<b>*TRANSPORTATION-LOCAL ASSISTANCE FOR LCA STUDENTS, MENTORS, ADULT VOLUNTEERS, COLLEGE STUDENTS AND LCA STAFF (60-mile radius year-round)</b>	<ul style="list-style-type: none"> <li>• (2) 15 Passenger Vans Rentals</li> <li>• 100 Day Transportation Schedule</li> <li>• Charter Bus Transportation</li> <li>• Fuel &amp; Mileage expenses (20K)</li> </ul>	<b>\$ 75,000.00</b> <b>*(\$17,320.00)</b> <b>CITY OF Richmond</b>
<b>LCA INCENTIVE AND ENGAGEMENT</b> <ul style="list-style-type: none"> <li>• Water Country</li> <li>• Kings Dominion Passes</li> <li>• Sports Camp Application Fees</li> <li>• COLLEGE &amp; PRO SCHEDULE EVENTS</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Field Trips include travel &amp; overnight lodging, entertainment and educational exposure opportunities and Admission fees to Athletic Sports Camps.</li> </ul>	<b>\$ 100,000</b>
<b>AWARDS PROGRAMS</b> AND COMMUNITY EVENT ENGAGEMENT ACTIVITIES THAT CELEBRATE ATTENDANCE, ACADEMICS AND CARE IMPROVEMENT FALL AND SPRING.	<ul style="list-style-type: none"> <li>• Annual scheduled team parent meetings, professional development seminars, LCA Awards and Celebrations.</li> </ul>	<b>\$ 50,000</b>
<b>TECHNOLOGY AND COMPUTER PROGRAMMING EQUIPMENT.</b>	Software, laptops and computer repairs and additional annual technology support	<b>\$ 30,000</b>
<b>ART, EDUCATIONAL, SOCIALIZATION</b> and Athletic Equipment per school	(\$ 1,000 per Student budget) Golf Equipment and Full Gear Accessories	<b>\$ 100,000</b>
<b>TOTAL COST FOR THE YEAR</b>		<b>\$ 1,230,000.00</b>
<b>CITY OF RICHMOND CONTRIBUTION</b>	<b>Total BUDGET REQUEST COST</b>	<b>\$ 267,320.00</b>

- Life Coach Annual Budget for 100-Student Day School Engagement Life Coach Academy CARE Programs Pk-12 Home, School and Community Youth Programs.

Michael L. Bailey CEO / My Life Coach Academy UBU 100

---

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





**LIFE COACH ACADEMY/UBU 100**  
**DAY SCHOOL PROGRAM**

Life Skills Coaching Middle School Focused  
Prevention and Intervention Programs  
MLK Middle School

---

**Program Director**  
**Michael L. Bailey**



# **LIFE COACH ACADEMY / UBU 100**

## **DAY SCHOOL PROGRAM**

### **1. Introduction**

#### **1.1 Day School Program Overview**

Policy: The Life Coach Academy / UBU 100 Day School Program at Martin Luther King, Jr. Middle School aims to provide a safe and engaging environment for middle school students, fostering personal growth through activities focused on time and anger management, college and career readiness, golf, and basketball.

#### **1.2 Mission Statement**

Policy: Our mission is to empower students with essential life skills, promote self-awareness, cultivate leadership qualities, and encourage academic and athletic excellence, preparing them for future success in both their personal and professional lives.

#### **1.3 Objectives**

Policy: Our day school program objectives include:

- Teaching effective time management and anger management techniques.
- Inspiring interest in college and career options through workshops and activities.
- Providing opportunities for skill development and exposure to golf and basketball.
- Promoting teamwork, sportsmanship, and physical fitness.
- Create safe, positive relationships with children
- Create safe, engaging program and activities

### **2. Program Staff**

#### **2.1 Staff Qualifications and Requirements**

Procedure: All staff members must meet the following qualifications and requirements:

- Background checks and screenings in accordance with state regulations.
- Experience working with middle school students or in related fields.
- Training in CPR, First Aid, and any other necessary certifications.

## **2.2 Staff Training and Development**

Procedure: Before the school year starts, all staff members will undergo comprehensive training covering camp policies, emergency procedures, child protection, and the curriculum.

## **2.3 Staff Code of Conduct**

Policy: Our staff is expected to adhere to the Richmond Public Schools Code of Student Conduct that includes:

- Treating all students with respect, fairness, and kindness.
- Maintaining appropriate professional boundaries with students.
- Demonstrating positive role modeling and behavior.

## **2.4 Staff Responsibilities and Roles**

Policy: Each staff member will have specific responsibilities and roles assigned based on their expertise and experience. Roles may include Life Coaches, counselors, activity coordinators, and administrative staff.

# **3. Health and Safety**

## **3.1 Student Health Information**

Procedure: Parents/guardians must provide health information, emergency contacts, and any medical conditions or allergies concerning their child. This information will be kept confidential and accessible only to authorized staff. Our day school program falls under the policy and procedures of Martin Luther King, Jr. Middle School.

## **3.2 Medication Administration Procedures**

Procedure: Medications required during school hours will be administered by the school nurse. Our day school program falls under the policy and procedures of Martin Luther King, Jr. Middle School. A designated staff member, school nurse, will administer medication following the instructions and maintain a medication log in the school nurse's office.

## **3.3 Emergency Procedures and Contact Information**

Procedure: A detailed emergency plan, including evacuation procedures, shelter-in-place protocols, and communication methods, are on file in the office. Our day school program falls under the policy and procedures of Martin Luther King, Jr. Middle School.

## **3.4 Allergies and Dietary Restrictions**

Policy: Parents/guardians must inform the school of any allergies or dietary restrictions their child has, and our staff will make reasonable accommodations to address these needs.

### **3.5 Sun Safety Guidelines**

Procedure: Students will be encouraged to use sunscreen and wear appropriate attire during outdoor activities. Water breaks will be scheduled to prevent dehydration.

### **3.6 Hydration Guidelines**

Procedure: Students will be encouraged to stay hydrated throughout the day, and water will be available at various locations.

### **3.7 First Aid Procedures**

Procedure: A designated staff member trained in First Aid will be always present during school hours and field trips. First Aid kits will be readily available, and any injuries or incidents will be documented and reported.

### **\*\*Program Registration and Enrollment\*\***

#### **\*\*Policy:\*\***

**1. Program Enrollment:** The program is open to middle school students from Martin Luther King, Jr. Middle School, as well as high school students interested in being mentors that participate in the program. Enrollment is on a first-come, first-served basis until the maximum capacity is reached.

**2. Registration Process:** Parents/guardians must complete the registration form available in the Life Coach Academy office at Martin Luther King, Jr. Middle School. The form will require student information, emergency contacts, health information, and any special needs or dietary restrictions.

**3. Enrollment Confirmation:** Upon successful registration, parents/guardians will receive an enrollment confirmation via telephone call or text message, along with additional program details.

**4. Waitlist:** Once the camp reaches its maximum capacity, interested parents/guardians can opt to join a waitlist. If a spot becomes available, waitlisted individuals will be contacted in the order they joined the list.

### **\*\*Golf and Basketball Activities\*\***

#### **\*\*Policy:\*\***

**1. Safety Guidelines:** All students must adhere to the safety guidelines provided by the sports instructors. Proper equipment and attire, such as athletic shoes, are mandatory during sports activities.

**2. Skill Development:** Students will receive coaching and instruction in golf and basketball from qualified instructors. The focus will be on skill development, teamwork, and sportsmanship.

**3. Equipment:** The program will provide basic golf clubs, basketballs, and all equipment necessary to participate.

**4. Off-site Activities:** If any golf or basketball activities take place off-site, students will travel in supervised groups with appropriate transportation and necessary permissions.

## **\*\*Behavioral Expectations and Discipline\*\***

### **\*\*Policy:\*\***

**1. Code of Conduct:** All students are expected to follow the Richmond Public Schools Code of Student Conduct promoting respect, cooperation, and responsible behavior. The code will be communicated to campers and their parents/guardians at the beginning of the school year. Our day school program falls under the policy and procedures of Martin Luther King, Jr. Middle School.

**2. Behavioral Guidelines:** Students will be encouraged to treat others with kindness, participate in activities, and show respect for school staff, peers, and facilities.

**3. Discipline Procedures:** In cases of behavioral issues, program staff will follow school discipline strategies, including verbal warnings, time-outs, and conversations with parents/guardians. In severe cases, students will be referred to the school administration. Our day school program falls under the policy and procedures of Martin Luther King, Jr. Middle School.

**4. Conflict Resolution:** Staff will encourage open communication and conflict resolution among students, fostering a positive and inclusive environment.

## **\*\*Communication with Parents/Guardians\*\***

### **\*\*Policy:\*\***

**1. Parent Orientation:** A parent orientation session will be held either in person or virtually to provide an overview of the program's policies, procedures, and curriculum.

**2. Regular Updates:** Parents/guardians will receive regular updates via phone call or text message, including program highlights, upcoming events, and reminders.

## **\*\*Transportation\*\***

### **\*\*Policy:\*\***

**1. Transportation Safety:** Students will be transported to off-site activities or field trips in either school buses, charter buses, or vehicles operated by licensed and experienced drivers, depending on the time, distance of destination, and location of the field trip. Seat belts will be worn at all times during transportation.

**2. Authorized Pickup and Drop-off:** Only authorized individuals listed by parents/guardians on the registration form will be allowed to pick up students. Valid identification may be required for verification.

**3. Field Trip Transportation:** For field trips or off-site activities, parents/guardians will be notified in advance, and specific details regarding transportation arrangements will be provided.

## **\*\*Photography and Media Release\*\***

### **\*\*Policy:\*\***

- 1. Photography Policy:** Photos and videos of program activities may be taken for promotional and educational purposes. Parents/guardians will be notified during registration, and they can indicate their consent for their child's participation in photography.
- 2. Media Release Consent:** Parents/guardians who grant permission for their child to be photographed or recorded must sign a media release consent form.

## **\*\*Program Facilities and Equipment\*\***

### **\*\*Policy:\*\***

- 1. Facility Usage:** Program staff and students are expected to treat the Martin Luther King, Jr. Middle School facilities with respect and care. Any damage to school property must be reported immediately.
- 2. Equipment Maintenance and Safety Checks:** Before the program begins and regularly throughout the program, all equipment used for activities will be inspected to ensure proper functioning and safety. Any damaged equipment will be repaired or replaced promptly.

## **\*\*Incident Reporting and Documentation\*\***

### **\*\*Policy:\*\***

- 1. Reporting Procedure for Accidents and Incidents:** In the event of an accident, injury, or incident involving a student or staff member, the incident will be reported immediately to the principal, grade level administrator, program director and designated staff member. Our day school program falls under the policy and procedures of Martin Luther King, Jr. Middle School.
- 2. Incident Documentation:** Detailed records of any accidents, injuries, or incidents will be documented in an incident report form in the nurse and school office. The form will include date, time, location, involved individuals, nature of the incident, actions taken, and any follow-up required. Our day school program falls under the policy and procedures of Martin Luther King, Jr. Middle School.

## **\*\*Program Evaluation and Improvement\*\***

### **\*\*Policy:\*\***

- 1. Student and Parent Feedback Surveys:** At the end of the school year, parents/guardians and students will be provided with feedback surveys. These surveys will help evaluate the program experience, identify strengths, and highlight areas for improvement.

**2. Staff Evaluation and Debriefing:** Program staff will participate in debriefing sessions to discuss the program's success and challenges. Feedback from staff members will be used to inform us of future improvements.

**3. Continuous Improvement:** The program administration will review all feedback received from parents, students, and staff to implement changes and enhancements for subsequent program sessions, with the goal of continuous improvement.

## **\*\*Time and Anger Management Curriculum\*\***

### **\*\*Policy:\*\***

**1. Program Overview:** The Time and Anger Management curriculum aims to equip students with essential skills to manage their time effectively and handle anger constructively. The curriculum will be age-appropriate and engaging, using various interactive activities and workshops.

### **\*\*Procedures:\*\***

**1. Daily Schedule and Activities:** The program schedule will include dedicated time for time and anger management sessions as well as academic enrichment events and seminars. Activities will focus on teaching time management techniques, emotional self-awareness, coping strategies, and conflict resolution, reading, writing, math and current events.

**2. Techniques for Time Management:** Students will learn techniques such as setting goals, prioritization, creating schedules, and dealing with distractions to improve time management skills.

**3. Strategies for Anger Management:** The curriculum will include discussions on identifying triggers, coping mechanisms, relaxation techniques, and effective communication to manage anger in a healthy manner.

## **\*\*College and Career Readiness Curriculum\*\***

### **\*\*Policy:\*\***

**1. Program Overview:** The College and Career Readiness curriculum will introduce students to various college and career options, helping them explore potential paths for their future education and career goals.

### **\*\*Procedures:\*\***

**1. College Exploration Activities:** Students will participate in activities such as college tours (if feasible), discussions with college students or alumni, and virtual workshops to learn about different colleges, programs, and admission requirements.

**2. Career Exploration Activities:** The curriculum will include career exploration sessions, where students will engage in workshops, meet professionals from various fields, and learn about different career opportunities.

**3. Guest Speakers and Workshops:** Professionals from diverse fields will be invited to conduct workshops, share their experiences, and provide insights into their career paths.



**Life Coach Academy / UBU 100**

