

INTRODUCED: September 28, 2015

A RESOLUTION No. 2015-R59-63

To express that the City has no objection to the use of \$88,715 of the Grant Funds, as defined in a certain grant contract between the City of Richmond, Virginia, and Richmond Public Schools Education Foundation, Inc., dated August 9, 2012, for a “TechConnect” computer education program that will serve middle school students.

\_\_\_\_\_  
Patron – Ms. Newbille

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

PUBLIC HEARING: OCT 12 2015 AT 6 P.M.

WHEREAS, by Ordinance No. 2012-35-50, adopted May 14, 2012, the City Council appropriated \$1,142,090 to an Innovation and Excellence in Education Special Fund (the “Special Fund”) for the purpose of making grants to Richmond Public Schools Education Foundation, Inc., (the “Foundation”) for use for programs to achieve innovation and excellence in public education in the city, including programs to (i) develop staff, (ii) increase parental engagement, and (iii) develop accelerated academic programming such as Science, Technology, Engineering, and Mathematics programs and International Baccalaureate programs; and

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

ADOPTED:    OCT 12 2015    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

WHEREAS, pursuant to that ordinance and upon receipt of a written program outline and budget with projected outcomes for a Middle School Renaissance program, the City Council approved that program outline and budget and authorized the expenditure of \$366,000 from the Special Fund by Resolution No. 2012-R140-153, adopted December 10, 2012; and

WHEREAS, the City and the Foundation entered into a grant contract dated August 9, 2012, for this purpose, and the City disbursed the \$366,000 in appropriated funds to the Foundation in accordance therewith; and

WHEREAS, the Council is of the opinion that the use of \$88,715 of the appropriated funds for a “TechConnect” computer education program that will serve middle school students, is in the best interests of the City of Richmond;

NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RICHMOND:

That the City has no objection to the use of \$88,715 of the Grant Funds, as defined in a certain grant contract between the City of Richmond, Virginia, and Richmond Public Schools Education Foundation, Inc., dated August 9, 2012, for a “TechConnect” computer education program that will serve middle school students.



# Richmond City Council

The Voice of the People

Richmond, Virginia

Lou Brown Ali  
Council Chief of Staff

## Office of the Council Chief of Staff

### Council Ordinance/Resolution Request

**TO** Allen L. Jackson, Richmond City Attorney

**THROUGH** Lou Brown Ali, Council Chief of Staff *UBA*

**FROM** Joyce L. Davis, Council Policy Analyst

**COPY** Cynthia Newbille, 7<sup>th</sup> District Council member  
Haskell Brown, Deputy City Attorney  
Vincent Jones, Deputy Council Chief of Staff *V. Jones*  
Sam Patterson, 7<sup>th</sup> District Liaison

**RECEIVED**

SEP 18 2015

OFFICE OF CITY ATTORNEY

**DATE** September 18, 2015

**PAGE/s** 1 of 2

**TITLE:** RESOLUTION TO APPROVE THE MIDDLE SCHOOL RENAISSANCE PROGRAM USING SPECIAL FUNDS FOR THE TECHCONNECT PROGRAM

This is a request for the drafting of an/a  Ordinance  Resolution

**REQUESTING COUNCILMEMBER/PATRON**

Council member Cynthia Newbille

**SUGGESTED STANDING COMMITTEE**

Education and Human Services

**ORDINANCE/RESOLUTION SUMMARY**

This Resolution is to approve the use of existing special Funds in Council's Innovation and Excellence in Education Fund previously approved for the Middle School Renaissance program to be used for the TechConnect program in the amount of \$85,000.

**BACKGROUND**

This Resolution is to request approval of the TechConnect program. The funding for the program will come from remaining Special Funds, previously approved pursuant to Resolution No. 2012-R140-153, for the Middle School Renaissance program. The TechConnect program will also serve middle school students.

Pursuant to Ordinance 2012-35-50, the Innovation and Excellence in Education Special Fund was established for the purpose of making grants to Richmond Public Schools Education Foundation, Inc. for programs to achieve innovation and excellence in public education in the city.

This request is use the remaining balance of funds from the Middle School Renaissance program of \$85,000 for the TechConnect computer education program that will serve middle school students.

The request and proposal to use these funds for the TechConnect program was presented to the Education and Human Services Standing Committee by Adele Johnson, Richmond Education Foundation, Director, on July 9, 2015. In the July 9, 2015, EHS Committee members agreed unanimously to support this program and using this source of funding.

**FISCAL IMPACT STATEMENT**

Fiscal Impact Yes  No

Budget Amendment Required Yes  No

Attachment/s Yes  No

Richmond Education Foundation Request Statement

Richmond City Council Ordinance/Resolution Request Form/updated 12 22 08/ss

YKK

**CITY OF RICHMOND  
GRANT CONTRACT**

**THIS GRANT CONTRACT** (the "Contract") is made and entered into on this 9th day of August, 2012 by and between the City of Richmond, Virginia (the "City"), a municipal corporation and political subdivision of the Commonwealth of Virginia, and Richmond Public Schools Education Foundation a Virginia non profit organization (the "Recipient").

**RECITALS**

**WHEREAS**, section 15.2-953(A) of the Code of Virginia authorizes the City to make gifts and donations to non-profit organizations including any charitable institution or association, located within their respective limits or outside their limits if such institution or association provides services to residents of the locality;

**WHEREAS**, by Ordinance No. 2012-35-50, the City Council of the City of Richmond, Virginia established a special fund called the "Innovation and Excellence in Education Special Fund" in the total amount of \$1,142,090 for the purpose of making grants to the Richmond Public Schools Education Foundation, Inc.;

**WHEREAS**, Ordinance No. 2012-35-50 requires the Recipient to submit to the City Council a written program outline and budget with projected outcomes to be approved by the Council by Resolution prior to expenditure of any of the appropriated funds;

**WHEREAS**, by Resolution No. 2012-R140-153, Council approved the written program outline and budget with projected outcomes for the Middle School Renaissance program and authorized the expenditure of funds in the amount of \$366,000 (the "Grant Funds") from the "Innovation and Excellence in Education Special Fund";

**WHEREAS**, Resolution No. 2012-R140-153 requires the Recipient to enter into a grant contract incorporating the written program outline and budget with the City prior to the City's disbursement of the Grant Funds to the Recipient;

**NOW, THEREFORE**, in consideration of the Recitals set forth above and good and valuable consideration as set forth below, the parties agree as follows:

**1. Contact Information.**

**A. The City's point of contact for purposes of this Contract is:**

Keith Rogers Jr.  
Assistant to the Chief Administrative Officer  
900 East Broad Street  
Richmond, Virginia 23219  
(804) 646-7597  
keith.rogers@richmondgov.com

This point of contact is responsible for monitoring the Recipient's compliance with this Contract.

**B. The Recipient's point of contact for purposes of this Contract is:**

Adele Johnson  
Executive Director  
Richmond Public Schools Education Foundation  
301 North 9<sup>th</sup> Street, 17<sup>th</sup> Floor  
Richmond, Virginia 23219  
(804) 780-8623  
adele.johnson@richmond.k12.va.us

- C. Either party may change the contact information set forth in this section by submitting a written statement that the party is making such a change and setting forth the contact information of the party's new point of contact to the other party's point of contact.
2. **Scope of Services.** In consideration of its receipt of the Grant Funds, the Recipient shall perform the following services, in accordance with the written program outline and budget attached hereto as "Exhibit A" and incorporated herein:

In this year of implementation the Middle School Renaissance program will include students in sixth and seventh grades which requires additional financial resources and a greater focus on program coordination. We are requesting this grant to do the following:

1. Employ a program manager and site coordinators who are solely dedicated to Middle School Renaissance who will:
  - Assume overall direction, manage coordinators at each school, and further parental involvement;
  - Increase the number of volunteers, augment volunteer orientation, and coordinate volunteer engagement; ensure volunteers receive orientation, training, and ongoing support;
  - Collaborate with RPS and RPS Education Foundation to research and identify STEM programming that will complement and enrich current curriculum; and
  - Foster collaboration among schools to leverage existing partnerships as well as identify opportunities for shared learnings.
2. Expand the extended day enrichment programs to:
  - Incorporate national evidence-based programs that provide specific skill building;
  - Partner with nonprofit organizations to enlist a wide array of experiential activities and field trips that provide enrichment activities and extra-curricular enhancements;
  - Attract participation from additional neighborhood businesses and identify other local resources; and
  - Support enrichment needs including supplies, technology, books and other educational materials.
3. Focus on professional development and classroom upgrades:
  - Continue leadership training and coaching for principals
  - Provide Teacher grants to pursue advanced and innovative methods of teaching
  - Ensure training and summer courses for site coordinators
  - Support upgrades to reinforce innovative teaching methods, i.e. laboratory equipment, ipads, manipulatives, kits, and other materials

Implementation of the above enhancements will strengthen the learning opportunities and heighten the measurable outcomes.

4. **Reporting.** The Recipient shall furnish the City's point of contact with a written report on its use of the Grant Funds no less frequently than once per quarter and upon the expenditure of all of the Grant Funds. The report shall contain the following information:

Students are invited to participate in the Middle School Renaissance program based on specific criteria. These same criteria will be the basis for measurement of success:

- Academic achievement – specifically math and English
- Student attendance
- Student disciplinary issues

In addition through annual surveys, reports, and informal communication we will gather information about:

- Student engagement in school and community
- Teacher's knowledge of innovative teaching methods
- Effectiveness of volunteer training and participation
- Impact of new and upgraded resources
- Supplemental school achievement through enrichment programs and field trips
- Overall operation resulting from enhanced program coordination

5. **Compliance Monitoring.** The City's point of contact shall monitor the Recipient's compliance with this Contract. In addition to the reports set required by section 4, the Recipient shall furnish the City's point of contact with any information reasonably requested by the City's point of contact in order to enable the City's point of contact to determine whether the Recipient is meeting the performance measures set forth in this Contract.

6. **Recipient's Representations and Warranties.** The Recipient represents and warrants as follows:

A. The Recipient is and will be for the duration of this Contract a non-profit organization, charitable institution or association, located within Richmond respective limits or outside their limits if such institution or association provides services to residents of the locality to which the City may make gifts pursuant to section 15.2-953(A) of the Code of Virginia.

B. The Recipient's signatory, Adele Johnson, is duly authorized by the Recipient to enter into this Contract and thereby bind the Recipient to this Contract's terms and conditions.

7. **Audit.** Pursuant to section 2-224 of the Code of the City of Richmond, the Recipient shall, as a condition of receiving monies from the City, be subject to periodic audits of its finances and expenditures of such City monies by the City Auditor on demand and without notice.

**IN WITNESS WHEREOF**, the parties hereto on the latest day and year written below have executed this Contract in two counterparts, each of which shall, without proof or accountancy for the other counterparts, be deemed an original thereof.

**For the RECIPIENT:**

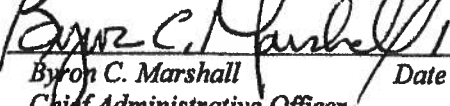
By:  1.15.13  
(signature in ink) Date

Adele Johnson  
(typed name)

January 14, 2013  
(typed title)

ATTEST:  1/15/13  
Date

**For the CITY:**

By:  1-16-13  
Byron C. Marshall Date  
Chief Administrative Officer

**APPROVED AS TO FORM:**

 1/15/13  
Assistant City Attorney Date



**Richmond City Council Innovation & Excellence in Education Special Fund  
OFFICIAL GRANT APPLICATION - APPLICATION**

**Foundation Name**

**FEIN Number:**

Richmond Public Schools Education Foundation

54-2025186

**Foundation Address**

**Phone number/s**

**Email address**

301 North 9<sup>th</sup> Street  
Richmond, VA 23219  
Ofc – 14<sup>th</sup> Fl; mail 17<sup>th</sup> Fl.

804.780.8623

Adele.johnson@richmond.k12.va.us

**Foundation Chairman - First name, last**

**Date submitted**

Brendan McCormick

9.22.2015

**PROGRAM DESIGNED TO** (Please x appropriate box/s)

	1. Develop staff
	2. Increase parental engagement
X	3. Develop accelerated academic programming, such as science, technology, engineering and mathematics programs and International Baccalaureate programs

**NAME OF PROGRAM**

TechConnect

**TIMELINE FOR IMPLEMENTATION**

June 2016 – December 2017

**ITEMIZED PROGRAM BUDGET**

Please provide a detailed budget and include any matching grants, partnerships, in-kind services, existing or supplemental funding sources that may also be used for this project.

**TechConnect Budget**

	<b>Program Expenses</b>	<b>Total Annual Budget</b>	<b>This Proposal</b>
1	Program Manager	35,000	17,500
2	Laptops, Software and Accessories	120,000	47,000
3	Laptop Cart (2)	3,500	1500
4	Program Facilitators (4)	24,000	12,000
5	Program Administration	16,000	8,000
6	Program Evaluation	2,000	2,000
	<b>TOTALS</b>	<b>\$ 200,000</b>	<b>\$ 88,715</b>

1 – Program Manager responsible for program oversight, training and coaching IT experts and/or teachers and media specialists, prepare policies and procedures for lending laptops; identify orientation and exploratory curriculum, community outreach for corporate partners and tech volunteers; up to 20 hours per week

2 – HP laptops, software and accessories

3 – Laptop carts for each middle school will provide security and charging

4 – Program Facilitators will each instruct 3, 10 week sessions

5 – Program administration fee at 8%

8 – Program evaluation by third party vendor

## DETAILED PROGRAM OUTLINE SCOPE OF SERVICES

In consideration of its receipt of the Grant Funds, please provide a detailed program outline of the scope of services that shall be provided by Richmond Public Schools Education Foundation. (Please use as many lettered subsections as needed.)

### Overview

This proposal requests transfer of \$88,715 which is the total fund balance from the Middle School Renaissance program (phased out in June 2015) to support the TechConnect Program -- computer technology training that conclude with the awarding of new laptops to middle school students who successfully complete the 10 week session.

TechConnect will serve as a transformative tool that will not only enable students to utilize the internet and computer technologies for the purpose of skills acquisition, but it will also impact their personal lives, and ultimately, their families and their communities. Moreover, the TechConnect program helps to level the playing field as it gives those otherwise marginalized students the skills and resources to be tech-savvy and motivates them to learn, understand and potentially be the designers and producers of future technology.

### Program Description

By partnering with RPS Instructional Technology Resource Teachers (ITRTs), RPS middle schools, and other organizations, a 10-week computer-training course will be available to middle school students. ITRTs will serve as the facilitators of the program providing training for an hour after school, once per week. For the 2015-2016 school year, approximately 240 students will have the opportunity to participate, 120 from each of the two pilot school sites – Henderson and Boushall. There will be three 10-week sessions offered at each pilot site with 20 students in each class. Students will be encouraged to take advantage of TechConnect to discover more about computers/technology and also use their new skills to produce presentations and reports to fulfill their school-day assignments. Students will participate in an orientation that includes class expectations/requirements, internet/social media safety, and a pre-survey of the student's technology knowledge/skills. The weekly classes will include training such as:

- o Keyboarding/word processing
- o Animation
- o Research methods
- o Video creation
- o Coding
- o App creation
- o Gaming
- o Digital Portfolios
- o Presentation applications

RPS and RPSEF will collaborate to develop policies and procedures for the program to include attendance, project parameters, weekly assessments and more. Students will be expected to demonstrate knowledge of concepts through assignments, tests, and surveys. Additionally, upon completion of the 10-week course and successful completion of the assessments, students will be required to submit a project that demonstrates their knowledge of one or more of the training modules. Each participant who meets all of these criteria will receive a laptop computer to take home!!

### Specific goals and objectives:

Performance measurement is a critical component of all programs supported by Richmond Public Schools Education Foundation. It is through assessments that we learn about program effectiveness and consider changes to strengthen the outcomes. The short-term goals of TechConnect include:

- o Offer a safe and nurturing learning environment in which students explore multiple concepts and disciplines in technology during after school hours through fun, hands-on activities in a non-formal setting;

- o Present a curriculum that will foster career awareness, stimulate interest in college or post-secondary learning, and promote application of technological concepts in everyday life;
- o Prepare students for our digital society through obtaining preliminary skills and having a personal computer to continue learning at home

We believe that active involvement in TechConnect will be an impetus to enhance interest in technology and long term will help to increase student engagement, encourage initiative and responsibility of learning, and increase the desire to pursue information beyond the classroom.

Note: Box expands to include as much information as necessary.  
Supplemental documentation may be attached (if needed).

**Richmond City Council Innovation & Excellence in Education Special Fund**  
**OFFICIAL GRANT APPLICATION - APPLICATION**  
 continued...

**PERFORMANCE MEASUREMENTS OF PROJECTED OUTCOMES (Measureable Achievement Benchmarks)**

Please provide specific program performance measures that include specific program **outcome** measurements (not just output). These performance measures should match up with specific items in the Detailed Program Outline Scope of Services (above) in order to enable Richmond City Council to evaluate if the recipient has succeeded in achieving the Grant's purpose. (Please use as many lettered subsections as needed.)

1. Pre and post testing of comprehension will occur at the end of each week's session
  2. Program Facilitators will track number of students participating in each 10 week technology session, student questions/concerns/challenges/interests, independent progress on project assignment
  3. Surveys of students, parents, and teachers will include questions regarding student engagement, impact on classroom instruction and homework, interest in technology, and influence on career interests
- Note: Box expands to include as much information as necessary.  
Supplemental documentation may be attached (if needed).

Total Program Budget **\$ 88,715**

Total Grant Amount Requested **\$ 88,715**

**Richmond Public Schools Education Foundation**

**Adele Johnson**

Foundation Executive Director Printed Name

	<b>9.22.2015</b>
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Foundation Executive Director Signature

Date

**Richmond City Council Chief Of Staff Review for Completion**

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Richmond City Council Chief of Staff Printed Name

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Richmond City Council Chief of Staff Signature

Date