

**FRYSC Advisory Council
Assurances Page
FYs 19-20**

Center Name:

School District:

I assure that the local advisory council was actively involved in the planning and development of this Continuation Program Plan and, upon funding, shall assume and perform the following roles and responsibilities:

1. The Advisory Council must have a shared role in the hiring of the center coordinator by recommending an applicant to the SBDM if one is in place and/or the Superintendent;
2. Oversight of center purchase requests through approval of annual budget and amendments to the center operating budget over 10% or \$100, whichever is greater, cumulative within the fiscal year;
3. Written documentation of Advisory Council approval for purchases over \$500 and/or contracts over \$1,000;
4. Review of out-of-state travel requests for center staff;
5. Oversight of center expenditures at least every other month;
6. Strive for a collaborative relationship with the principal(s) and the School Based Decision Making Council(s), if in place;
7. Oversight of the center's action component plans and any revisions with regard to achievement of goals, activities, their implementation and impact, as reflected in the minutes;
8. Brainstorming and planning for new and innovative services, activities and programs for the center, based upon current needs as assessed;
9. Assistance in public relations and public awareness for the center through advocacy;
10. Assistance in outreach to other community representatives for services and support through the center;
11. All advisory council meetings and special called meetings shall be advertised and conducted in accordance with KRS 061.805-850; and,
12. The advisory council will meet at a minimum 5 times per year (every other month, excluding the summer).

Advisory Council Chairperson

Date

This document was approved and recorded in the Advisory Council minutes on _____.

FRYSC SBDM/Principal Agreement

Center Name:

School District:

School Name:

Upon submission of the FY 19-20 FRYSC Continuation Program Plan, the SBDM Council hereby assures compliance with all FRYSC-related statutes, and any policies, procedures, and/or requirements as they relate to this application.

Prior to receiving the center allocation, the SBDM Council/Principal shall certify that council/school policies are consistent with the following:

1. Adherence to the locally developed FRYSC Program Plan including budget, action components and designation of center space as contained in the approved application;
2. Assurance that center funds will be utilized for approved center budget and action component activities;
3. Assurance that all job responsibilities of staff funded by this plan will be 100% devoted to center goals, objectives and program activities;
4. Adequate and appropriate record keeping and storage, which includes provisions for the maintenance, custody, security and confidentiality of child and family records;
5. Service priority for children and families with the most urgent needs;
6. Attendance of center coordinators and principals at any required Division of FRYSC training sessions and meetings designed specifically for these individuals;
7. Support for the development of collaborative relationships among the center advisory council, principal, the SBDM Council and other school district programs;
8. The center Advisory Council will have a shared role in the hiring of the center coordinator by recommending an applicant to the SBDM if one is in place and/or the Superintendent.
9. The SBDM Council/Principal will follow the space guidelines outlined in the FRYSC School Administrators Guidebook.
10. Center staff has access to Infinite Campus.
11. Permanent representation in the Comprehensive School Improvement Planning process effective for the 2018-2019 school years for each school served by the center.
12. Principal agrees to complete the DFRYSC Principal Training Module.

Principal Signature

Date

- ☐ This document was reviewed and recorded in the SBDM minutes on _____.
- ☐ There is no SBDM Council at this school.

All centers serving 2 or more schools are considered district programs; however, this form must be submitted by every school served by the center.



Family Resource and Youth Services Centers

School District Assurance Certification FYs 19-20

I certify that, to the best of my knowledge, the information submitted as documentation for Family Resource and Youth Services Center Continuation Program Plan is correct and complete. The school district has authorized me as its representative to obligate this school district to conduct any ensuing program or activity in accordance with all applicable Federal and State laws and regulations and the following program assurances:

- Compliance with all FRYSC-related statutes and any policies or procedures set forth by the Cabinet for Health and Family Services through its Contract with the school district;
- District Contact/Designee representation at required FRYSC meetings designed specifically for these individuals;
- The center Advisory Council must have a shared role in the hiring of the center coordinator by recommending an applicant to the SBDM if one is in place and/or the Superintendent;
- Student and family records will be kept following the guidelines set forth in the FRYSC School Administrators Guidebook;
- Each Center will maintain written documentation verifying:
 - Permanent representation in the Comprehensive School Improvement Planning process effective for the 2019-2020 school years for each school served by the center;
 - The development of Action Component Plans for each core and optional component provided by the center (with evidence of collaboration with other school district programs);
 - Current needs assessment data that supports programs and activities included in the center's Action Components;
 - An active Advisory Council as outlined in the Contract; and
 - Center staff has access to Infinite Campus
 - Center staff receives monthly detailed MUNIS reports and/or desktop access to MUNIS.

It is understood that the submission of this certification and accompanying center budget constitutes an offer, and if accepted by the Cabinet for Health and Family Services or negotiated to acceptance, a contract will form a binding agreement.

School District

Board Item No. & Date

Superintendent Signature

Date

Board of Education Chairperson Signature

Date

