

**CONTRACT NAME: AGREEMENT BETWEEN COMMUNITY MATTERS AND DAVIS JOINT UNIFIED SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** This agreement between Community Matters and Davis Joint Unified School District to provide support and training for the Safe School Ambassadors program at Emerson Junior High School. Safe School Ambassadors was developed to engage, equip and empower young people to help prevent and stop mistreatment and cruelty among their peers.

**FISCAL IMPACT:** The cost of this program is funded for three years by a grant awarded to Emerson Junior High by North Bay Schools Insurance Authority.



September 29, 2017

Scott Thomsen  
Emerson Junior High  
2121 Calaveras Avenue  
Davis, CA 95616

Dear Scott,

This letter is your official notice that your organization has received an Award of up to **\$5,650** from North Bay Schools Insurance Authority.

This Award has been applied towards your Safe School Ambassadors (SSA) program as follows:

**\$5,650** has been applied to reduce the fee for the service, as reflected on your invoice.

Your school is responsible for any other site variable expenses (e.g., school share of program cost, training supplies, substitutes, food for training participants, and other optional program expenses).

As the recipient of this Award, it is especially important that you continue to implement the SSA program as it is designed, by completing the following:

Action Snapshot Campaign (ASC): complete at least one Campaign, and provide the ASC Summary Report back to CM 4 to 6 weeks after the training.

Discipline Data Survey: Complete our online survey by submitting data for selected discipline indicators from the 2016-2017 school year, submitted to CM by Dec. 15, 2017 , and new year-end totals of the same indicators for the 2017-2018 school year, submitted to CM by Aug. 15, 2018

- Principal's Letter describing the impact of the SSA program on Ambassadors and the school climate overall, due back to CM by May 31, 2018

- Year-end Surveys completed on-line by all Ambassadors, Family Group Facilitators, and Program Advisor(s) by May 31, 2018

These aspects of the Safe School Ambassadors program allow you to document and publicize its impact, as a way of generating further support, both internally and with community-based organizations.

The ultimate success of the Safe School Ambassadors program (and the extent of its impact on your campus) will be determined largely by how much you, your team, and your school administration put into the program. We are excited to be working with you.

Sincerely,

Diana Curtin  
Executive Director



By signing the preceding page of the Community Matters (CM) Contract, Client/ Recipient further agrees to comply with the following Terms and Requirements. The same Terms apply to all service sites covered by this Contract.

**A1. Program Tasks**

Prior to service delivery, CM and Client (or Recipient) agreed upon requirements directly related to planning, preparation & carrying out the service(s); proper implementation is critical to the process and without such, it would not be possible to execute our highest level of service and ensure success. This includes but is not limited to providing suitable working space, recruiting and preparing participants (as applicable), providing supplies & equipment, copying participant handouts from masters supplied by CM, unless noted otherwise.

**A2. Failure to Perform**

If Client fails to complete or fulfill any of these requirements, CM may (at its sole discretion), at any point up to and including the first day of the training, postpone the training. In such a situation, Client agrees to pay CM the fees specified in Rescheduling or Cancellation below. *Client agrees that CM shall not be liable for costs or consequences beyond its control, including but not limited to weather conditions, traffic or travel delays.*

**A3. Liability for Services**

Client agrees to indemnify, defend, and hold harmless CM from any and all claims, damages, or liabilities arising from the service(s), provided however that the foregoing indemnification and hold harmless shall not apply to any claims, damages, or liability arising solely from the negligence or willful misconduct of CM or its agents.

CM agrees to indemnify, defend, and hold harmless Client from any and all claims, damages, or liabilities arising from the service(s), provided however that the foregoing indemnification and hold harmless shall not apply to any claims, damages, or liability arising solely from the negligence or willful misconduct of Client or its agents.

**A4. Non-Disclosure of Program Materials & Training**

As required for delivery of the service(s), CM will provide information and/or materials for participants. Client acknowledges said information/materials and training are the result of extensive research and effort expended by CM and that same are considered by CM to be proprietary and a trade secret. Client warrants that neither its employees, agents, nor participants in this service will under its authority provide, duplicate, or recreate any portion of the training received, without the prior express written consent of CM.

Any audio, photographic or video recording of the service(s) is expressly prohibited, except for public relations purposes; total length of recorded segments may not exceed 15 minutes without prior written permission from CM.

*[SSA ONLY- If applicable: Recipient/Client is provided with program materials as part of the training to support the Safe School Ambassadors program. CM hereby grants Client a limited and non-exclusive license to use these materials at and only at the school site receiving the training. Materials are not be copied for any person(s) who are not serving as Safe School Ambassadors, Family Group Facilitators, or Program Advisors.]*

**A5. Rescheduling or Cancellation**

If Client *reschedules or cancels* any service(s), Client agrees to pay CM the following fees:

Rescheduling: If CM is notified less than 30 days prior to Service Date: 15% of Service Subtotal; if CM is notified less than 14 days prior to Service Date: 25% of Service Subtotal.

Cancellation: If CM is notified less than 30 days prior to Service Date: 25% of Service Subtotal; if CM is notified less than 14 days prior to Service Date: 50% of Service Subtotal.

Client further agrees to pay CM for any non-recoverable travel expenses incurred in its behalf if any event is rescheduled or cancelled less than 4 weeks of the agreed upon service date.

*[\*Grant funded schools: The client or contract holder will be held responsible for the above fees. The funder will be informed of any reschedule or cancellation requests. This could affect grant funding in subsequent years.]*



PO Box 14816 Santa Rosa, CA 95402

**Fax back to  
Community Matters**
**To:** Jenn Montagna

**From:**
**Fax:** 707/823-3373

**Pages:** 1

**Phone:** 707/823-6159

**Date:**
**Re:** Billing information

**CC:**

Please fill in the following information and return by e-mail or fax to Jenn Montagna – A/R dept.

Service: \_\_\_\_\_

School name: \_\_\_\_\_

What organization should be billed for this service?

Organization Name \_\_\_\_\_

Department \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Accounts Payable Contact Person \_\_\_\_\_

Accounts Payable Phone # \_\_\_\_\_

Accounts Payable Fax # \_\_\_\_\_

Accounts Payable email address \_\_\_\_\_

Do you use a purchase order or requisition to process invoices and payments?

- ☐ No      ☐ Yes... if so Community Matters must receive the PO prior to training  
☐ I have initiated a PO  
☐ A P.O. # has been assigned. That # is \_\_\_\_\_

Do you have any per-diem limits on trainer's expenses?

- ☐ No      ☐ Yes, they are: \_\_\_\_\_

Do you have any other special billing requirements or procedures?

\_\_\_\_\_

 If you have any questions, please contact us at: (707) 823-6159 or email: [jenn@community-matters.org](mailto:jenn@community-matters.org)



**Supplies, Equipment and Logistics**  
**Safe School Ambassadors® Program**

**PLEASE KEEP – Give to the person making logistical arrangements for the Training.**

To ensure a successful training, please make the following arrangements. If you have any questions about any of these requirements, please contact Community Matters.

**1) Supplies needed**

- ☐ 2 flipchart easels and 2 pads of flipchart paper (2 total pads, not boxes)
- ☐ 12+ different colored markers
- ☐ 1 roll of masking or blue tape
- ☐ Name tags for each participant
- ☐ 2 staplers
- ☐ Approx 25 sheets of writing paper
- ☐ 6 pads of 3" x 3" post-it notes
- ☐ Clear jar, water pitcher or vase large enough to hold ½ to whole gallon of water.
- ☐ Writing instruments for students (sharpened pencils for elementary students OR pens for middle/high students)
- ☐ Approx 20 sheets assorted colored paper & scissors/paper cutter (to cut into strips-if time allows)
- ☐ **ELEMENTARY SCHOOLS ONLY:** 1 student backpack and heavy/dense objects (e.g. books) to simulate the impact of mistreatment

**2) Equipment needed**

- ☐ DVD player & monitor (TV) **OR** LCD Projector with working remote (and batteries) and laptop w/ speakers or sound system.

**3) Food and Beverages**

It has been our experience that when these are provided for the students and adults in the training, they feel appreciated and valued, which increases their investment in the program, and thus its success on campus. We therefore recommend that you provide the following on each day:

- ☐ Morning snack
- ☐ Healthy lunch
- ☐ Light snack for afternoon break
- ☐ Water throughout training

Since the training is so compressed, break time is limited. Therefore, if these items are not to be provided in or adjacent to the training room, and students must bring and/or buy their own food and beverages, please note that we only have time for the following breaks:

- morning: 10 minutes
- noon/lunch: 30 minutes
- afternoon: 5 minutes



## ***Safe School Ambassadors- Training Room Requirements and Configuration***

To ensure a successful training, please make sure the room meets these requirements. If you have any questions, please contact us.

### **1) Location**

The ideal training room is off-campus, so participants are not distracted by bells, friends, and everyday school routines. The ideal training room is also *close to campus* so very little time of the school day is lost in getting to and from the training. If no suitable off-campus site can be found, the training can be conducted on-campus IF the room can be isolated from other students, is sufficiently large (i.e. larger than a typical classroom), and meets the other requirements noted below.

### **2) Room Requirements**

- acoustics: students will need to be able to hear their peers doing role-plays, so (for example) a big gymnasium will NOT work. Carpeting is a big plus!
- tables: 6-8 moveable tables (6' rectangular or 4' rounds) since we will do much of the work in small groups of 4-6 people
- chairs: moveable (not attached to the tables) and comfortable (ideally cushioned)
- light level: we will be using video and thus will need to darken the room
- access to the room one hour prior to the start of the training, to check/finish set-up

While the following are not requirements, they are strong preferences, as they will help the training be that much more successful.

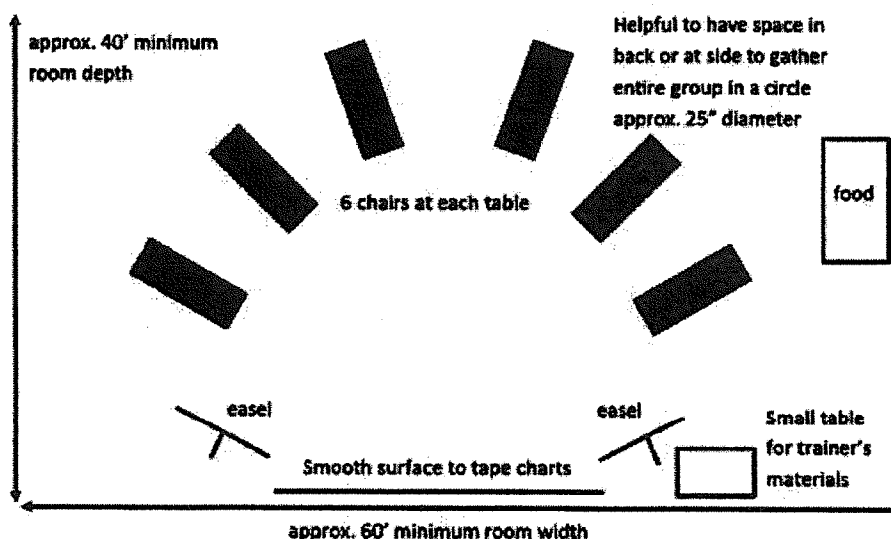
- in-room control over room temperature
- using the same room each day (we'll cover the walls with flipchart paper on day 1)
- windows, ideally ones that open
- access to outside (for activities, breaks, etc.)

### **3) Room Configuration**

The drawing at the right shows a typical room set-up, and is intended as a guide only (i.e. number of chairs and tables may vary.)

Room shape, doors, windows, etc. will determine the final set-up of your training room.

The key is having a central space in which students can do role-plays that can be seen and heard by everyone.



Contract DUE BACK BY:	Oct 6, 2017
CM Contract #	3791
Date of Contract:	Sep 29, 2017

<p>Fax back to Community Matters 707-823-3373</p>
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**Contract  
between**

**Community Matters**

**and Emerson Junior High**

P. O. Box 14816  
Santa Rosa, CA 95402  
PH: 707-823-6159 FAX: 707-823-3373  
Vendor ID #  
hereinafter referred to as "CM"

2121 Calaveras Avenue  
Davis CA 95616  
530-757-5430  
hereinafter referred to as "Client"

**This Contract details the responsibilities of the above parties relative to the services listed below.**

**CM Will Deliver** the services outlined below:

Service Code	Service Name and Description	Cost
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SSAIM/H	<b>Initial Mid/High - Safe School Ambassadors Training &amp; Support</b>	\$5,650.00
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For: Emerson Junior High	Davis	CA
On: November 13 & 14, 2017		

Times: 2 full school days (6.5 hrs ea) PLUS 1 additional hour each day for adults

- Deliverables:** 1) Provide 2 days of on-site training for 35-40 NEW Safe School Ambassadors and 5-8 adults (1 adult per 6 students), as described in SSA program literature.  
2) Provide program materials for all training participants.  
3) Provide up to 2 hours of program implementation support by phone, web and email.  
4) Provide 1-year access to the web-based SSA Action Log App for measuring and tracking Ambassadors interventions.

NOTE: By using the SSA Action Log App, you grant Community Matters the right to access and collect, in aggregate form, intervention data from your school and/or district for the purpose of determining the effectiveness of the Safe School Ambassadors (SSA) program and for reporting to funding organizations that support the implementation of Community Matters' programs. No personally identifiable information of students is included in the data that Community Matters may access or collect.

17 NBSIA	-\$5650.00
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**Service Subtotal: \$0.00**

Contract DUE BACK BY:	Oct 6, 2017
CM Contract #	3791
Date of Contract:	Sep 29, 2017

Fax back to  
Community Matters  
707-823-3373

**Client Will** fulfill the following obligations:

- Return this contract by 10/6/2017 to guarantee CM's availability for the Service(s) on the above date(s). Otherwise, all prior agreements will be voided.
- Complete the tasks and comply with the conditions specified in the "Contract Addendum" attached to and hereby specifically included in this Contract.
- Perform the duties and fulfill the responsibilities specified in the Grant Application submitted to CM, which is hereby made a part of this Agreement.

**Payment for Services:** Client agrees to pay CM, in US funds, the following fees for delivery of the services outlined above:

Total Price: \$5,650.00

Total Awards & Sponsorships: -\$5,650.00

Upon completion of services or as specified herein, CM will invoice client for the items described above. Client agrees to pay such invoice(s) in full no later than 30 days from invoice date.

Grand Total: \$0.00

**Signatures**

For Community Matters

*LeeAnn Lichnovsky*

LeeAnn Lichnovsky

Date: 9/29/2017

For Client

Signature: *Bruce E. Colby*

Date: 10/4/17

Name: Bruce E. Colby

Title: Chief Business Officer

Organization: Davis Joint Unified School District

**Attachments**

- ☒ Contract Terms
- ☒ Billing Information Sheet - please **complete** and **return** with this Contract
- ☒ Training Room Requirements - please give this to the person handling training logistics.
- ☒ Training Supplies, Equipment and Logistics - please give this to the person handling training logistics.
- ☐ Service Terms
- ☒ Award Letter
- ☐ SSA TOT Participation Agreement
- ☐ SSA Site License Agreement





## ***Safe School Ambassadors®: Frequently-Asked Questions***

### **What was the inspiration behind the Safe School Ambassadors® program?**

The Safe School Ambassadors (SSA) program was created in response to the horrific events at Columbine High School in 1999. Following the tragedy, Rick Phillips and SSA program co-creator, Chris Pack, observed a response that was focused largely on “airport-like,” “Outside-In” security: installing metal detectors, building higher fences, installing surveillance cameras and hiring security guards. What was lacking was a pro-active, youth-centered, “Inside-Out” approach to improve relationships among students.

The Safe School Ambassadors program was developed to engage, equip and empower young people to help prevent and stop mistreatment and cruelty among their peers. The first SSA program school training occurred in Palm Beach County, Florida in 2001. By early 2015, over 1400 public and private schools have adopted the incredibly powerful program in 36 US states, Guam, and 2 Canadian provinces.

### **What issues does the SSA program address, and what is the scope of the problem?**

Every day in the U.S., 160,000 students stay home from school because they are afraid of how they might be treated by their peers. This does not include the thousands – or millions – more who come to school with knots in their guts, unable to concentrate, learn, or perform at their best for fear they’ll be insulted, harassed, assaulted or worse.

Even with the increased focus on school safety and climate, and changes in many schools’ policies:

- 25,000 students are targets of attacks, shakedowns, robberies in secondary schools every day (National School Safety Center);
- 46% of high school students report having seen a serious fight at least once a month at school (USA Today). Research shows that one-third of the brain shuts down for as much as 72 hours after seeing that type of violence;
- Approximately 75% of students reported that they had been bullied at school (Centers for Disease Control & Prevention)

This pervasive fear for their own and others’ well-being undermines all attempts to improve student performance, because academic achievement requires a school climate of physical and emotional safety.

### **What is the basis for the SSA program?**

The SSA program is an evidence-based, field-tested model that engages, equips and empowers youth leaders to prevent, de-escalate, or stop mistreatment and cruelty on their school campus. It is not a program that shows how to or tries to fix bullies or aggressors. Rather, the SSA program harnesses the power of bystanders, whose silence or acquiescence in the face of mistreatment “permits” it to happen. But the SSA program does not involve just any bystanders, nor does it try to directly reach all of the hundreds or thousands of bystanders at any given school. The SSA program carefully and precisely identifies, orients, and selects the socially-influential, “opinion leaders” of the school’s diverse groups and cliques, because research has shown these students are in the best position to transform the social norms of their groups, from “it’s cool to be cruel” to “it’s cool to be kind.”

## **Safe School Ambassadors Program – Frequently Asked Questions**

### **How does the program work, and how is it structured?**

Between 30-40 students (grades 4-12), who have been carefully identified and recruited from different social groups, and five to eight adult leaders (staff/faculty at a 1:6 ratio) come together for two days of training in a powerful, community-building experience. The trainings teach words and skills of nonviolence, providing students with things to say and actions they can take when they witness mistreatment. After providing the training for students to be positive agents of social change, the SSA program model includes ongoing support for Ambassadors by having regularly-scheduled, small-group meetings during which they can share experiences and continue to hone their skills with fellow Ambassadors and adult leaders.

### **Why involve students as the focal point of the program?**

Research shows adults do not see up to 95% of incidents of mistreatment that occur on campus. It's not that they don't care; they just aren't in a position to catch all that happens. Students see, hear, and know things adults don't. They are everywhere mistreatment happens; adults aren't. And, students can intervene in ways adults can't. Therefore, adults need to enroll students as allies and share power and decision-making with Ambassadors.

### **Are students receptive to the program?**

Yes. Often, Ambassadors are selected from marginalized groups and typically are not involved in the extracurricular world. Being selected to be an Ambassador may be the first time these students see themselves as leaders. They are curious, sometimes feel honored, and are willing to experiment and explore the work on behalf of themselves and their friends. Most Ambassadors draw on this "enlightened self-interest," becoming motivated by that to learn ways they can keep friends and family members safe. Many find that the program teaches them skills they find helpful in all aspects of life.

### **Are Ambassadors seen as "narcs" or snitches?**

No. Ambassadors learn several intervention skills that they can use on their own; only one involves getting adult help, in the instances when they are not able or do not feel comfortable intervening. When students are empowered and are made part of the solution, they realize that bringing this kind of information to adults is part of helping to keep the campus and their friends safe. Rather than believing that sharing this information is intended to get someone in trouble, it becomes a case of self-protection vs. tattling. Once invested, Ambassadors become the eyes and ears of the campus, and are more inclined to share what they know with adults, when necessary, and stand up on behalf of their friends. In fact, it has been noted often that the diverse groups of students become more communicative between each other's groups, Ambassador to Ambassador, as well, working together to improve campus safety.

### **What is the cost to schools, and the return on their investment?**

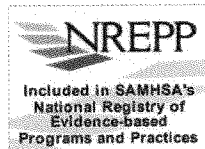
The training, materials, live coaching, travel expenses (within the continental US) and other support provided by Community Matters to launch the program costs approximately \$6,295. The total cost is about \$160 per Ambassador trained. The benefit to the school is two-fold. First, Ambassadors themselves develop increased self-esteem, along with improvements in academic performance and attendance. Second, the school benefits from an overall improvement in school climate. Schools witness a reduction in incidents of mistreatment, a decrease in tensions between groups on campus, increased tolerance across campus, and an increased flow of information to adults about potentially hurtful and violent acts. Time-on-task in classrooms increases, and teachers spend more time teaching and less time disciplining or managing students' relationship problems.

## Safe School Ambassadors Program – Frequently Asked Questions

### How do you know the Safe School Ambassadors program works?

Through training evaluations, including administrator, Ambassador, and general school climate surveys, we are able to gauge the success of the SSA program. Interviews with students and administrators, along with Ambassador action logs, also provide evidence of the positive impact the program has on campuses across the country. A study of specific discipline data (e. g. office referrals and suspensions reported due to bullying and other types of peer mistreatment) is effective in demonstrating the influence of Ambassador actions over time. In 2007-11, Community Matters engaged in an independent research study and evaluation of the SSA program; results published in *The Clearinghouse* showed that schools that implemented the program as designed experienced a 33% decrease in suspension rates, while demographically matched control schools saw a 10% increase during the same time period.

- **The Safe School Ambassadors® program is listed in the Substance Abuse and Mental Health Services Administration's (SAMHSA) National Registry of Evidence-Based Programs and Practices (NREPP).** To review the NREPP intervention summary visit:  
<http://legacy.nreppadmin.net/ViewIntervention.aspx?id=331>



- SSA has been listed in the **CA Safe and Supportive Schools (S3) What Works Brief #7 for Harassment & Bullying** (Pg.4). The What Works Briefs summarize state-of-the-art practices, strategies and programs for improving school climate.  
[http://californias3.wested.org/resources/S3\\_WhatWorksBrief7\\_HarassmentBullying\\_final.pdf](http://californias3.wested.org/resources/S3_WhatWorksBrief7_HarassmentBullying_final.pdf)
- SSA is listed as Promising Practice in **Sonoma Upstream**  
<http://sonomaupstream.org/html/programs.htm>

### What differentiates the SSA program from other violence-prevention programs?

The most significant and unique innovations of the program are the criteria for Ambassadors selection and the ongoing small group meetings. Through a detailed and precise identification process involving administrator, faculty, staff and student participation, a group of student leaders with the "social capital" required to be effective Ambassadors are selected. These leaders are more likely to use their skills, and when they do, they are more likely to be heeded and imitated by their peers. The ongoing small group meetings allow Ambassadors to join with other Ambassadors who share common experiences, sharpen their skills through practice and coaching from peers and trained adult mentors, and receive meaningful recognition and appreciation for their courage and commitment.

The SSA program is not a curriculum taught in the classroom, and it is not a school-wide training. It is **a targeted intervention program with campus-wide effects**. The SSA program trains select students, along with a few adult supporters, thereby empowering the school's social leaders to respond to mistreatment in the moment. The new behaviors Ambassadors model and encourage then spreads throughout the campus by a ripple effect.

### How do I get more information or become involved with Community Matters and Safe School Ambassadors?

Further material on both Community Matters and the Safe School Ambassadors program can be found online at [www.community-matters.org](http://www.community-matters.org) and [www.safeschoolambassadors.org](http://www.safeschoolambassadors.org). You may also contact our offices directly by email at [team@community-matters.org](mailto:team@community-matters.org) or by telephone at (707) 823-6159, 8-5 PST.

Our book, *Safe School Ambassadors: Harnessing Student Power to Stop Bullying and Violence*, Jossey-Bass/Wiley, 2008, is a great way to learn more, share more, and get funders/supporters for the program. The book is available in bookstores, online services, or via Jossey-Bass/Wiley: [www.josseybass.com](http://www.josseybass.com).