

New Jersey Department of Education
Division of Student and Field Services
Office of Student Support Services



New Jersey Partnership for School-Based HIV, STD and Pregnancy Prevention

***Letter of Agreement with
District Name***

I. Purpose

The purpose of the New Jersey Partnership for School-Based HIV, STD and Pregnancy Prevention is to build the capacity of New Jersey school districts to develop and implement sustainable activities in grades 7-12 that: reduce HIV and other sexually transmitted diseases (STDs) among teenage students and young adults; reduce teen pregnancy; and reduce disparities in HIV, other STDs and pregnancy found among specific teen sub-populations, including those who are lesbian, gay, bisexual, transgender and questioning (LGBTQ). The project will address these goals by providing professional development, technical assistance, networking, policy analysis and resources over a five-year period to help school districts to improve the following school-based strategies shown to have impact on student health outcomes:

- Delivery of exemplary sexual health education in grades 7-12;
- Student access to key sexual health services (e.g., testing for HIV, other STDs and pregnancy; contraception; and HPV vaccinations) whether at school or in the community;
- Supportive learning environments for students and staff that prevent gender bias and sexual harassment while improving school climate and reducing bullying;
- Student participation in mentoring and service-learning experiences;
- School-parent engagement; and
- District policies and practices to institutionalize program improvement.

The school district has provided a signed statement of intent to participate in this multi-year project through July 2018, including an assurance to fulfill project expectations. The district provided this assurance with the understanding that, in addition to free services, the New Jersey Department of Education (NJDOE) will provide reimbursement up to \$5,000 annually to offset the district's costs of participation subject to availability of federal funds.

II. Funding Source:

This project is funded through cooperative agreement # 1U87PS004149 between the Centers for Disease Control and Prevention (CDC) and the NJDOE for the period August 1, 2013 through July 31, 2018. The CDC authorizes the funds annually based upon federal fund appropriations. The NJDOE has requested funding from CDC to support school district reimbursement up to \$5,000 for the period August 1, 2014 through July 31, 2015.

III. Obligations of Both Parties

The **NJDOE** will provide the following services over the five-year period at no cost to the district:

1. Professional development and technical assistance on implementing exemplary sexual health education for grades 7-12, supportive school climate practices, means to facilitate student participation in mentoring and service-learning experiences; parent engagement; and effective systems of referral to key sexual health services;
2. Technical assistance on aligning with state requirements;
3. Resources on research and best practices;
4. Networking with other participating districts and community providers;
5. An online platform for documenting district work and accomplishments;
6. An independent external analysis of district policies and practices; and
7. Reimbursement of district costs of participation up to \$5,000 annually.

The **District** will engage in the listed activities over the five-year period. During the period August 1, 2014 through July 31, 2015, the school district will at minimum engage in activities 1, 2, 3, 6 and 8, shown in bold below.

- 1. Designate two district administrators to provide leadership and participate in three full-day in-person meetings annually;**
- 2. Designate a district-level team or coordinate the work of several designated teams to help steer project components dealing with health education, student health services, student social services, school climate and parental engagement;**
- 3. Complete a structured review of district policies and practices using tools provided by the NJDOE (unless already completed by the district using other tools) and share the findings and documentation with NJDOE. Subsequently, track changes in policy and implementation;**
4. Establish a written course of study for grades 7-12 sexual health education that is aligned with New Jersey Core Curriculum Content Standards and is evidence-based, developmentally appropriate, and detailed;
5. Establish a system of referral for student access to key sexual health services and participate in evaluation of the referral system's effectiveness;
- 6. Promote staff participation in professional development and networking events provided in person and through webinars and telephone conference calls. Note that the district personnel who are appropriate for participation will vary;**
7. Provide turn-key professional development within the district to health teachers, social services staff and student health services staff to support implementation of district policies and procedures for sexual health education, access to key sexual health services, and supportive learning environments that prevent gender bias and sexual harassment, inclusive of LGBTQ students; and

8. Participate in required data collections if selected in the statewide sample, including the short biennial New Jersey School Health Profiles survey of principals and lead health teachers (2014, 2016 and 2018) and the biennial New Jersey Student Health Survey of high school students (2015 and 2017). Participation in these surveys does not entail costs to the district.

IV. Terms of Reimbursement

For the twelve month period August 1, 2014 through July 31, 2015, the NJDOE will reimburse expenses that are directly related to project participation, up to \$5,000. Provided below are examples of allowable expenses.

- Employee reimbursement for in-state transportation to participate in project events; requests shall include reference to specific staff by name and the dates involved.
- Substitute wages for full-time teachers and/or school nurses to participate in project events; requests shall include reference to specific staff by name and the dates involved.
- Portion of a district administrator's salary and benefits to fulfill project activities.
- Summer rate compensation for district employees to fulfill project activities.
- Materials needed by district employees to fulfill project activities such as sample curricula, books, periodicals, and reports.
- Duplication and printing.
- Student instructional materials, with the prior review and approval of NJDOE project staff.
- Other costs with the prior review and approval by NJDOE project staff.

Any materials produced with the funds shall bear an acknowledgement and disclaimer, as appropriate, such as "This report was supported by cooperative agreement # 1U87PS004149 from the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention."

The funds may not be used for costs of food and beverages.

The funds may not be used for costs to provide clinical care and treatment.

Submission of reimbursement requests shall be on a form provided by the NJDOE and submitted at six month intervals. Reimbursement requests submitted after **September 20, 2015** will be denied due to lapse of federal funds authorization.

The NJDOE shall have the right to audit records maintained by the school district for this project. The NJDOE will have access to all records and/or data regarding the project during normal business hours during the life of this project and seven year record retention period.

IV. Time Period of Agreement

This agreement will be effective from the date of signature until its expiration on July 31, 2015. Reimbursement will not apply to costs incurred prior to signature.

Required Signatures and Contact Information

Chief School Administrator (signature)
Bayonne Board of Education

Chief Business Official (signature)

(Print Name)

(Print Name)

Date

Date

New Jersey Department of Education

Susan Martz, Assistant Commissioner
Division of Student and Field Services

Date

Nancy Curry, Director
Office of Student Support Services

Date

Please return the signed Letter of Agreement to the following address:

**New Jersey Department of Education
Office of Student Support Services
Attn: CDC Partnership
Box 500
Trenton, NJ 08625-0500**

NJDOE SINGLE POINT OF CONTACT

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