



**Katherine Weinstein Miller**  
 Chief Probation Officer

To: Juvenile Probation Commission  
 Meeting Date: December 11, 2024  
 Re: JPD Contracts for Commission Review & Approval

The Juvenile Probation Department requests delegated authority from the Juvenile Probation Commission to approve the following agreement(s):

<b>Contractor</b>	<b>City College of San Francisco</b>
<b>Action</b>	New Agreement
<b>Description</b>	Academic & instructional support for residents at the Juvenile Justice Center.
<b>Term</b>	24-months
<b>Not-to-Exceed-Amount</b>	\$150,000
<b>Contracting Authority</b>	SF Admin Code 21.25
<b>Funding Source</b>	Juvenile Justice Realignment Block Grant (JJRBG)
<b>Court-Ordered Service</b>	No

**Services to be Provided by Contractor**

The Contractor is to provide post-secondary instruction and academic support services for residents at the Juvenile Justice Center. City College of San Francisco (CCSF) will:

1. Offer two 3-unit in-person courses to eligible students at JJC each fall and spring semester. CCSF will cover all instructional costs of the first in-person course and JPD will cover 75% of instructional costs of the second in-person class.
2. Be responsible for any/all costs related to academic support services pursuant to this MOU including instructional materials, equipment, supplies, and textbooks.
3. Be responsible for scheduling and assembling an Advisory Board that will include Co-Advisory Leads, College Partners, Community Partners (Probation, Youth Law Center, Public Defenders, and others) to oversee the parameters of the MOU.
4. Offer courses that meet the needs and interests of students housed at the Juvenile Justice Center and Secure Youth Treatment Facility. Classes will be chosen by CCSF in

collaboration with the Advisory Board with the intent to prepare students for college level course work, complete general education courses and increase cultural competency;

5. Be responsible in supporting students to complete student applications and registration, Authorization to Release Information (FERPA), Financial Aid, student representation and activity fee waiver forms, health fee waiver forms, and other documents required by the CCSF admissions office;
6. Provide the course outlines and syllabi for courses offered each semester;
7. Exempt students incarcerated in the Juvenile Justice Center from the payment of health, student representation, student activities, and online fees. The only exception to this will be if a student drops out of or withdraws from a City College class, then JPD will cover the withdrawal fee.