

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Status: ORIGINAL

2025-06-17	Regular School Board Meeting
CATEGORY:	FF. Financial Management
DEPARTMENT:	Grants Administration

Agenda Item Number:	FF-6.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:	First Amendment to the CareerSource Broward ISY Program Agreement
REQUESTED ACTION:	Approve the First Amendment to the In-School Youth Agreement between The School Board of Broward County, Florida and CareerSource Broward. District-wide.

RATIONALE:

For the Requested Actions, Background/History. Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

Executive Summary
Agreement

FINANCIAL IMPACT:

There is no additional financial impact to the District.

STRATEGIC PLAN ALIGNMENT:**Student Focus Outcomes**

College and Career Readiness/Acceleration

OR Business Operations

BOARD ACTION:

(For Official School Board Records Only)

APPROVED

SOURCE OF ADDITIONAL INFORMATION

Name: Romaneir Johnson	Phone: 754-321-1990
Name: Dr. Angela R. Fulton	Phone: 754-321-2100

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Romaneir Johnson, Chief Financial Officer

Signature

Romaneir Johnson, Chief Financial Officer

Electronic Signature

Form \$4189 Revised 7/24

HH/JJS

Approved in

Open Board

Meeting On:

June 17, 2025

By:

School Board Chair

AMENDMENT NO. 1
TO
SUB-GRANT AGREEMENT NO. 2024-2025-CR-WIOA-ISK-2335
(PROGRAM YEAR 2025 – 2026)
BETWEEN
CAREERSOURCE BROWARD
AND
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

UNIQUE ENTITY ID#	HN1YXDE1L556
FEDERAL AWARD IDENTIFICATION / FAIN#	24A55AY000073
FEDERAL AWARD DATE	4/1/2024
TOTAL FEDERAL AWARD	\$2,021,353
FEDERAL AWARDING AGENCY	USDOL
CFDA#	17.259
PASS THROUGH ENTITY	Florida Department of Commerce
CONTRACT OFFICER	Carol Hylton
CONTACT INFORMATION	2890 W. Cypress Creek Road, Fort Lauderdale, FL 33309

This Workforce Innovation and Opportunity Act Sub-Grant Agreement is fully supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$2,021,353. Pursuant to the Steven’s Amendment 100% of the funds support this program are federal funds.

THIS AMENDMENT TO SUB-GRANT AGREEMENT NO. 2024-2025-CR-WIOA-ISY-2335, which was entered into the 21st day of August, 2024 by and between CAREERSOURCE BROWARD hereinafter referred to as "CSBD", the administrative entity and fiscal agent for the CareerSource Broward Council of Elected Officials (hereinafter "Council") and the Broward Workforce Development Board, Inc., (hereinafter "BWDB") having its principal office at 2890 W. Cypress Creek Road, Fort Lauderdale, FL 33309 and THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA hereinafter referred to as "SUB-GRANTEE", existing under and by virtue of the laws of the State of Florida as a public body politic, having its principal office at 600 S.E. Third Avenue, Fort Lauderdale, FL 33301, to begin on the date this Agreement is executed by the parties and to terminate June 30, 2026.

RECITALS

WHEREAS, CSBD and Sub-Grantee entered into an Agreement effective August 21, 2024 to serve In School youth under the Workforce Innovation and Opportunity Act of 2014; (WIOA 29 U.S.C. Sec. 3101, et. Seq. Public Law 113-128); and

WHEREAS, CSBD wishes to amend the existing Agreement to extend the term of the Sub-Grant Agreement with Sub-Grantee through June 30, 2026, for the continuation of the youth program and to provide funds for the period of the extension as described herein; and

WHEREAS, at their meeting on April 24, 2025, the CSBD governing boards approved an Amendment to Agreement No. 2024-2025-CR-WIOA-ISY-2335 extending the Agreement for an additional one-year period.

NOW THEREFORE, in consideration of the premises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto agree as follows:

1. Article 3, Fiscal Management, Section 3.2.1 Total Compensation, Section 3.2.1 a. is replaced in its entirety to incorporate the underscored language below as follows:

3.2.1 Total Compensation

- a. The compensation awarded for the In-School Youth program funded under this sub-grant agreement shall be Two Hundred Thousand, Dollars and zero cents (\$200,000.00), for the period July 1, 2025 through June 30, 2026 in accordance with the budget attached hereto as Exhibit A.

2. Article 5, Program Requirement, Section 5.17 Sub-Grant Agreement Term, Sub-sections 5.17.1, 5.17.2 and 5.17.3 are replaced in their entirety to incorporate the underscored language below as follows:

5.17 Sub-Grant Agreement Term

5.17.1 The term of this Sub-Grant Agreement shall begin on the date it is fully executed by both parties and shall end on June 30, 2026.

5.17.2 The term of this Sub-Grant Agreement may be extended for three additional one-year periods.

5.17.3 At the end of each CSBD program year, if a new sub-grant agreement, for the same program services as provided for herein, is approved by the CSBD governing boards, or the term of this Sub-Grant Agreement is renewed by the CSBD governing boards for an additional one year period, the term of this Sub-grant Agreement shall automatically be extended from June 30, 2026 until such time as the new Agreement or amendment extending this Agreement, is approved and executed by Sub-Grantee, not to extend beyond September 30 of the calendar year following the end date of the immediately previous Agreement.

3. Article 7, Scope of Work, Section 7.1 Program Description In-School Youth (ISY) is replaced as follows:

7.1 Program Description In-School Youth (ISY)

Sub-Grantee shall conduct an ISY program for seventy-five (75) WIOA eligible in-school youth, who are high school seniors.

4. Article 7, Scope of Work, Section 7.2 Recruitment, is amended by deleting the header for Sub-section 7.2.1 and the provisions in Sub-paragraph 7.2.1 a. and replacing them in their entirety to incorporate the underscored language below as follows:

7.2.1 Sub-grantee shall recruit 75 youth.

- a. Sub-Grantee shall recruit sufficient youth resulting in 75 high school senior youth enrollments. The youth shall be in the second semester of their senior year and be expected to receive their High School Diploma in May/June of the program year, each year that this Sub-grant Agreement is in effect.

* * *

5. Article 7 Scope of Work, Section 7.3.9 is amended to add new Sub-paragraphs a. and b. and to incorporate the underscored language below as follows:

7.3.9 The Individual Service Strategy and Career Pathways Plan

- a. Following eligibility determination, staff shall develop an Individual Service Strategy Plan (ISS) using the template in EmployFlorida and Career Pathways plan with each youth to be enrolled in the program. These plans will be used to identify the participant's program activities, and track their progress in the individual components of the program design. The ISS shall be modified to reflect participant's progress in program activities and achievement of program goals as necessary. Modifications shall be entered into EmployFlorida. This mutual planning process will enable each participant to develop ownership of the plan and learn, through the process, how to make choices and actions that will lead directly to specific outcomes.
 - b. Sub-grantee shall assure that the template provided by Florida Commerce and found in EmployFlorida substitutes for any previous form used to develop the ISS and any modifications to the ISS.
6. Article 7, Scope of Work, Section 7.4. Program Services to be Provided to the Youth, Sub-section 7.4.1 Sub-paragraph k., is replaced in its entirety to incorporate the underscored language as follows:

7.4.1 To encourage youth to complete high school and to keep them attached to their academic studies and environment all youth shall be placed in a work experience learn the connection between education and work.

* * *

- k. Sub-Grantee shall be responsible for tracking and monitoring participants' hours of work on a weekly basis, through the maintenance of signed time sheets or upon full implementation of the CSBD electronic timesheets, and assuring that they are timely and correctly approved.
7. Article 7, Scope of Work, Section 7.10. Performance, Sub-section 7.10.2 and Sub-paragraph a, is amended to replace the section in its entirety and to include the underscored language as follows:

7.10.2 Enrollment Goals - Sub-grantee shall enroll seventy five (75) youth

- a. The seventy-five (75) youth to be served by Sub-grantee shall be identified and enrolled during the first semester of the school year.

* * *

8. All provisions of the Sub-grant agreement entered into on August 21, 2024, which are not in conflict with this Amendment, shall continue to be enforced in accordance with the terms and conditions therein.
9. This Amendment and all its attachments are made a part of said Contract. The effective date of this Amendment shall be the date on which it has been signed by all parties.

[SIGNATURE PAGE FOLLOWS]

EXECUTION PAGE

IN WITNESS THEREOF, the parties hereto have made and executed this document on the respective dates under each signature: The School Board of Broward County, Florida signing by and through its BOARD CHAIR following BOARD approval on the ____ day of _____, 2025 and CareerSource Broward signing by and through its President/CEO following GOVERNING BOARDS' action on April 24, 2025.

AS TO CAREERSOURCE BROWARD:

ATTEST:

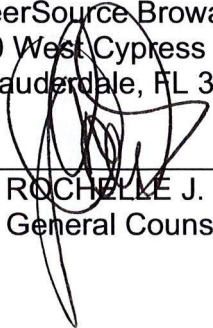


Moya Brathwaite

BY: 

(Signature)
CAROL HYLTON
TITLE: PRESIDENT/CEO
DATE: 05/16/2025

Approved as to form and sufficiency by
CareerSource Broward General Counsel
2890 West Cypress Creek Road
Ft. Lauderdale, FL 33309

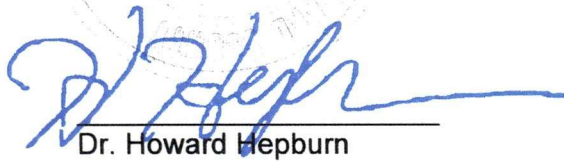
BY: 

ROCHELLE J. DANIELS
General Counsel

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

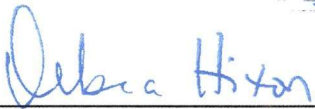
(Corporate Seal)

ATTEST:



Dr. Howard Hepburn
Superintendent of Schools

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

By: 
Debra Hixon, Chair

Approved as to Form and Legal Content:

Maya
Moore

Digitally signed by Maya Moore
Reason: CareerSource Broward
ISY Amendment 1
Date: 2025.05.16 16:52:32
-04'00'

Office of the General Counsel

SIGNATURE CERTIFICATE



REFERENCE NUMBER

3027F3BB-F33C-4AB3-8BA1-9BADD6E2A0EE

TRANSACTION DETAILS

Reference Number

3027F3BB-F33C-4AB3-8BA1-9BADD6E2A0EE

Transaction Type

Signature Request

Sent At

05/16/2025 15:02 EDT

Executed At

05/16/2025 16:05 EDT

Identity Method

email

Distribution Method

email

Signed Checksum

7c01786bbcc6e3a1178f77e7398b34f39618cd1cbfcc6794dc90f9bedafe40f

Signer Sequencing

Enabled

Document Passcode

Disabled

DOCUMENT DETAILS

Document Name

SBBC-PY 25-26 ISY

Filename

SBBC-PY_25-26_ISY.pdf

Pages

7 pages

Content Type

application/pdf

File Size

130 KB

Original Checksum

9bc2e772dcdbd4d044fb925b989efdcee4013920ecc5524b097db386de20b929

SIGNERS

SIGNER

Name

Moya Brathwaite

Email

mbrathwaite@careersourcebroward.com

Signer Sequence

2

Components

1

E-SIGNATURE

Status

signed

Multi-factor Digital Fingerprint Checksum

858de396d4f417f2200afba1eb30f902a552b55a319d227eb1ef7b328e1898ae

IP Address

67.23.70.69

Device

Chrome via Windows

Typed Signature

Moya Brathwaite

Signature Reference ID

D7739A34

EVENTS

Viewed At

05/16/2025 16:04 EDT

Identity Authenticated At

05/16/2025 16:05 EDT

Signed At

05/16/2025 16:05 EDT

Name

Samantha Vazquez

Email

svazquez@careersourcebroward.com

Signer Sequence

1

Components

1

Status

signed

Multi-factor Digital Fingerprint Checksum

f91a80aadbee530eac3efd63a79f63db0965e3112d6752df50f96b0b6ca65b4a

IP Address

67.23.70.69

Device

Chrome via Windows

Drawn Signature

SV

Signature Reference ID

1898AAA5

Signature Biometric Count

4

Viewed At

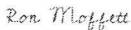
05/16/2025 15:59 EDT

Identity Authenticated At

05/16/2025 15:59 EDT

Signed At

05/16/2025 15:59 EDT

SIGNER	E-SIGNATURE	EVENTS
Name Ronald Moffett	Status signed	Viewed At 05/16/2025 15:42 EDT
Email rmoffett@careersourcebroward.com	Multi-factor Digital Fingerprint Checksum ba8bf1529182a2fcdf121f114cb8db3d83bf8431a71254a8ed853345a69b505ed	Identity Authenticated At 05/16/2025 15:43 EDT
Signer Sequence 0	IP Address 67.23.70.69	Signed At 05/16/2025 15:43 EDT
Components 2	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID DBF6B600	

AUDITS

TIMESTAMP	AUDIT
05/16/2025 15:02 EDT	Moya Brathwaite (mbrathwaite@careersourcebroward.com) created document 'SBBC-PY_25-26_ISY.pdf' on Chrome via Windows from 67.23.70.69.
05/16/2025 15:02 EDT	Ronald Moffett (rmoffett@careersourcebroward.com) was emailed a link to sign.
05/16/2025 15:42 EDT	Ronald Moffett (rmoffett@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69.
05/16/2025 15:43 EDT	Ronald Moffett (rmoffett@careersourcebroward.com) authenticated via email on Chrome via Windows from 67.23.70.69.
05/16/2025 15:43 EDT	Ronald Moffett (rmoffett@careersourcebroward.com) signed the document on Chrome via Windows from 67.23.70.69.
05/16/2025 15:43 EDT	Samantha Vazquez (svazquez@careersourcebroward.com) was emailed a link to sign.
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05/16/2025 15:59 EDT	Samantha Vazquez (svazquez@careersourcebroward.com) signed the document on Chrome via Windows from 67.23.70.69.
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05/16/2025 16:05 EDT	Moya Brathwaite (mbrathwaite@careersourcebroward.com) authenticated via email on Chrome via Windows from 67.23.70.69.
05/16/2025 16:05 EDT	Moya Brathwaite (mbrathwaite@careersourcebroward.com) signed the document on Chrome via Windows from 67.23.70.69.

EXHIBIT A - ISY 2025-2026**BUDGET Administration**

Reminder: Administration is limited to 4.82%

Note: Totals will automatically calculate when related cells are filled.

Line Item						TOTAL
Personnel						
Salaries *						0
Fringe Benefits						0
Mileage and Travel						0
Staff Incentives						0
Other (Specify)						0
Total Personnel	0	0	0	0	0	0
Non Personnel						
Supplies						0
Materials						0
Books						0
Teaching Aids						0
Postage						0
Telephone						0
Maintenance						0
Printing						0
Equipment Rental						0
Equipment Purchase						0
Space Rental						0
Insurance						0
Utilities						0
** Indirect Costs	8,930	Rate 4.72%				8,930
Audit						0
Legal						0
Accounting						0
*Profit						0
						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
Total Non-Personnel	8,930	0	0	0	0	8,930
Total ADMINISTRATION	8,930	0	0	0	0	8,930

**ISY 2025-2026 Budget
Services**

Note: Totals will automatically calculate when related cells are filled.

Line Item						TOTAL
Personnel						
Salaries *	135,981					135,981
Fringe Benefits	52,767					52,767
Mileage and Travel						0
Staff Incentives						0
Other (Specify)						0
Total Personnel	188,748	0	0	0	0	188,748
Non Personnel						
Supplies	2,322					2,322
Materials						0
Books						0
Teaching Aids						0
Postage						0
Telephone						0
Maintenance						0
Printing						0
Equipment Rental						0
Equipment Purchase						0
Space Rental						0
Insurance						0
Utilities						0
** Indirect Costs						0
Audit						0
Legal						0
Accounting						0
*Profit						0
Admin Travel						0
						0
Other (specify)						0
Other (specify)						0
Other (specify)						0
Total Non-Personnel	2,322	0	0	0	0	2,322
Total SERVICES	191,070	0	0	0	0	191,070

25-26-ISK BUDGET SUMMARY

Reminder: Administration is limited to 5%

Note: Items with 0 will automatically calculate when related cells are filled.

Line Item	Annual Expense	Administration	Services
Personnel			
Salaries *	135,981	0	135,981
Fringe Benefits	52,767	0	52,767
Mileage and Travel	0	0	0
Other	0	0	0
Staff Incentives	0	0	0
Total Personnel	188,748	0	188,748
Non Personnel			
Supplies	2,322	0	2,322
Materials	0	0	0
Books	0	0	0
Teaching Aids	0	0	0
Postage	0	0	0
Telephone	0	0	0
Maintenance	0	0	0
Printing	0	0	0
Equipment Rental	0	0	0
Equipment Purchase	0	0	0
Space Rental	0	0	0
Insurance	0	0	0
Utilities	0	0	0
** Indirect Costs	8,930	8,930	0
Audit	0	0	0
Legal	0	0	0
Accounting	0	0	0
*Profit	0	0	0
Other	0	0	0
Total Non- Personnel	11,252	8,930	2,322

GRAND TOTAL

200,000

* Note: This page is READ ONLY. All values are based on calculation from other sheets.

25-26 ISY-PERSONNEL DETAILS
Salaries

ISY amount of wages requested for each cost category. Add more lines if necessary. All allocations of salary across cost categories must be supported by matching job descriptions and a cost allocation plan.
NOTE: Columns with 0 will be automatically calculated when other items are entered.

List all positions included and the total

Job Title	Staff member (If known)	Total Annual Salary	% of Salary to Admin Budget	\$ to Admin Budget*	% of Salary to Services Budget	\$ to Services Budget**	% of Salary from WorkForce One Programs	\$ from WorkForce One Programs	% of Salary from Other Sources of Funding***	Total % (Must total 100)	Total \$
EX: Case Manager	Jane Doe	\$26,000	10	\$2,600	50	\$13,000	10	\$2,600	30	\$7,800	\$26,000
Instructional Facilitator	Leah Black	\$70,693			100.00%	\$70,693				100%	\$70,693
Clerk Specialist C	Lynn Kelly	\$52,870			50.00%	\$26,435				50%	\$26,435
Instructional Facilitator: Extended Calendar 37.50 (non contract) hrs per week for summer(216 contract)	Leah Black	\$13,750			100.00%	\$13,750				100%	\$13,750
Clerk Specialist B	Earlene Parker	\$50,205			50.00%	\$25,103				50%	\$25,103
TOTALS						\$135,981					\$135,981

*Total must match the total salaries on Administration Budget (Budget Sheet #1)

**Total must match the total salaries on Services Budget (Budget Sheet #2)

***Include all non-WorkForce One Funds

25-26 PERSONNEL DETAILS
Fringe Benefits
ISY

Enter fringe benefits for all positions listed on Budget page 4. Add more lines if necessary.
NOTE: Columns with 0 will be automatically calculated when other items are entered.

Job Title	Staff member (if known)	Total Salary	Total Fringes	% of Fringes compared to Salary	% of Fringes to Admin Budget	\$ for fringes to Admin Budget*	% of Fringes to Services Budget	\$ to for Fringes Services Budget**	% of Fringes from other WorkForce Programs	\$ for Fringes from other WorkForce Programs	% of Fringes from Other Sources of Funding**	\$ for Fringes from Other Sources ***	Total % (Must total 100)	Total \$
EX: Case Manager	Jane Doe	\$26,000	\$4,680	18%	10	\$468	50	\$2,340	10	\$468	30	\$1,404	100	\$4,680
Instructional Facilitator (216 day calendar)	Leah Black	\$70,693	\$27,188	38%			100%	\$27,188					100%	\$27,188
Clerk Specialist C	Lynn Kelly	\$52,870	\$23,178	44%			50%	\$11,589					50%	\$11,589
Instructional Facilitator - 37.5 hrs per week, extended calendar for summer(216 contract)	Leah Black	\$12,000	\$2,700	23%			100%	\$2,700					100%	\$2,700
Clerk Specialist B	Earlene Parker	\$50,205	\$22,579	45%			50.00%	\$11,290					50.00%	\$11,290
TOTALS								\$52,767						\$52,767

*Total must match the total fringes on Administration Budget (Budget Sheet #1)

**Total must match the total fringes on Services Budget (Budget Sheet #2)

***Include all non-WorkForce One Funds

25-26 BUDGET
Non-Personnel Costs

ISY

Itemize any items in your budget under the categories listed and provide cost breakdown.

Add more lines if necessary.

Note: Items with 0 will automatically calculate when related cells are filled.

Cost Category*	Item	Quantity	Unit Cost	Total Cost**
EX: Equipment Purchase	staff desks	10	\$400	\$4,000
<u>Supplies</u>	Classroom & office supplies to support the program			\$2,322
	Folders, notebooks, pens, pencils, student headsets, student calculators.			
<u>Materials</u>				
<u>Books</u>				
<u>Teaching Aids</u>				
<u>Credential Training</u>				
<u>Telephone</u>				
<u>Maintenance</u>				
<u>Printing</u>				
<u>Equipment Rental</u>				
<u>Equipment Purchase</u>				
<u>Space Rental</u>				
<u>Other</u>				
Total				\$2,322