

Memorandum

To: Sierra County Board of Supervisors

From: Sheryll Prinz-McMillan, Behavioral Health Director

Reference: Agenda Item

Date of Memo: January 23, 2026

Date of Board Meeting: February 3, 2026

Requested Action: Agreement between the Tulare County Superintendent of Schools and the County of Sierra for use of the 2025-2026 Cannabis Mini Grant from the California Friday Night Live (FNL) Partnership for youth-led cannabis prevention and education campaigns from October 1, 2025, through June 12, 2026, in an amount not to exceed \$3,000. (BEHAVIORAL HEALTH)

Mandated by: N/A

Funding

Budgeted? Yes No

	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Revenue	\$ 3,000.00	0515670
Expenses	\$ 3,000.00	0515670
Difference	0	

Background Information:

The Cannabis Mini-Grant from the Friday Night Live (FNL) program is a small funding opportunity provided to local organizations, schools, or counties to support youth-led prevention activities focused on cannabis use to prevent youth cannabis use through education, leadership development, and community engagement. Furthermore, to support Friday Night Live chapters or similar youth programs in creating positive social norms and healthy alternatives.

Alternatives or impacts of disapproval: Sierra County would lose this grant opportunity.

Tulare County
Office of Education
Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

October 16, 2025

Sierra County Behavioral Health
704 Mill Street
Loyalton, CA 96118

To Whom it May Concern:

Attached is your Agency Agreement for 2025 - 2026 Cannabis Mini Grant from the California Friday Night Live Partnership.

You were identified as your agency's primary contact through the opt-in form. Please facilitate the countersignature/full execution of the attached Agency Agreement. The signatory will need to print name, sign, date, and provide their title on the signature block (page 4)

Once signed, please return either by e-mail or by mail to:

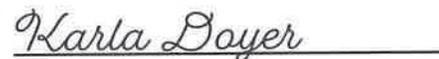
E-mail: karla.doyer@tcoe.org

OR

Mail: Tulare County Office of Education
Attn: Karla Doyer, Purchasing & Agreements Manager
P.O. Box 5091
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,



Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | karla.doyer@tcoe.org

SCOPE OF SERVICES - EXHIBIT A

1. RESPONSIBILITIES OF AGENCY:

(Please provide a detailed description of services and deliverables to be provided by Sierra County Behavioral Health.)

See Exhibit A

2. RESPONSIBILITIES OF SUPERINTENDENT:

(Please provide a list of items The Tulare County Superintendent of Schools will furnish.)

See Exhibit A

FEE SCHEDULE

The contract total for services to be provided are estimated to be

\$3,000.00. Invoice will be submitted no later than June 19, 2026

including travel or other expenses.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

Exhibit (A)	Exhibit A - Cannabis Sierra.docx	30.67KB
Exhibit (B)		
Exhibit (C)		
Exhibit (D)		

AGENCY AGREEMENT 260582

THIS AGREEMENT, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **Sierra County Behavioral Health**, referred to as **AGENCY**.

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as	and shall expire on .
10/1/2025	6/12/2026

- SERVICES:** AGENCY shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)
- COST OF SERVICES:** SUPERINTENDENT shall pay AGENCY for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of \$ 3,000.00

4. METHOD OF PAYMENT:

- AGENCY must submit itemized invoices to SUPERINTENDENT for the cost of the services.
- AGENCY is responsible for maintaining verifiable records for all expenditures.

5. INDEMNIFICATION: SUPERINTENDENT and AGENCY shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or AGENCY or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

6. TERMINATION: Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions indicate their agreement by their authorized signatures below.

AGENCY

Sierra County Behavioral Health
704 Mill St.
Loyalton, CA 96118

SUPERINTENDENT

Tim A. Hire, Superintendent
Tulare County Superintendent of
Schools
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

SUPERINTENDENT

Signature

Tim A. Hiro

Date

10/13/2025

AGENCY

Signature

Sign

Date

TCOE Program Information

Contact Person:

Perla Estrada

Telephone:

5597336496 ext. 1265

Department/Program: California Friday Night Live Partnership

Please return an original copy to:

Tulare County Office of Education
ATTN: Internal Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091

EXHIBIT A – SCOPE OF SERVICES

BACKGROUND: Funding for this program is provided by a grant from the California Department of Public Health. The aim of the project is to provide young people with the opportunity to conduct youth-led cannabis use prevention and education campaigns in their communities to shift social norms and foster awareness around the harms of underage cannabis use.

RESPONSIBILITIES OF CONTRACTOR:

CONTRACTOR will deliver:

1. A multifaceted underage cannabis use prevention campaign over the course of the project term (October 1, 2025 – June 16, 2026) at the following site(s):
 - i. Loyalton FNL High School - \$3,000
2. Multimedia education campaign:
 - a. Create one (1) public service announcement (e.g., social media reel, YouTube video, podcast).
 - b. Develop one (1) graphic (e.g., flyer, social media graphic, brochure, poster).
 - c. Maintain a social media presence to highlight project efforts (minimum of 1 post per month).
3. Merchant & community engagement:
 - a. Educate local decision-makers about policy best practices and enforcement needs.
 - b1. Engage local merchants (dispensary owners, vendors that sell cannabis-related products) to inform them about current regulations.

OR
 - b2. Host a youth-led Town Hall Meeting to educate community members on the harms of underage cannabis use.
4. Disseminate all project-related deliverables throughout the site's local community.
5. Participation in three (3) Learning Community Calls and other technical assistance, as identified and scheduled by the CFNLP, to support and ensure successful project implementation throughout the project term.
6. Administer the Youth Development Survey to youth partners at each funded site.

SPECIFIC CONTRACT REQUIREMENTS:

- CONTRACTOR understands all work performed by CONTRACTOR under this Agreement is deemed "work made for hire" under the Copyright Act. The CONTRACTOR assigns all rights, titles and interests to CFNLP for any work product made, conceived, derived from, or reduced to practice by CONTRACTOR, which result directly or indirectly from this Agreement. CONTRACTOR acknowledges and agrees that the work (and all rights therein, including, without limitation, copyright) belongs to and shall be the property of CFNLP.
- Funds provided through this contract shall not be budgeted or spent on capital improvements, equipment over \$5,000, or entertainment.

- Awards from this Request for Application (RFA) are valid and enforceable only if sufficient funds are made available from OPG for the purposes of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the State Legislature or any statute enacted by the State Legislature which may affect the provisions, terms, or funding of this contract in any manner. It is mutually agreed that if the Congress or the State Legislature does not appropriate sufficient funds for the program, awards shall be amended to reflect any reduction in funds.

PROGRESS REPORTS: CONTRACTOR will provide three Progress Reports that include the activities that are outlined in the Scope of Work. Failing to satisfactorily make progress toward deliverables may be cause for withholding payment and jeopardize the grant award. CFNLP/TCOE will not make final payment until CONTRACTOR has submitted all work in a complete and acceptable form. Progress Reports will be submitted to the CFNLP via email. The Progress Report due dates are as follows:

Reporting Period 1: October 1, 2025 – December 31, 2025
REPORT DUE JANUARY 15, 2026

Reporting Period 2: January 1, 2026 – March 31, 2026
REPORT DUE APRIL 17, 2026

Reporting Period 3: April 1, 2026 – June 12, 2026
FINAL REPORT & INVOICE DUE JUNE 19, 2026

RESPONSIBILITIES OF SUPERINTENDENT PROVIDED BY COUNTY OFFICE OF EDUCATION:

The CFNLP will provide technical assistance and training opportunities for youth and adults, as well as tools and resources specific to project implementation.

FEE SCHEDULE

The Contract Total for Services to be provided shall not exceed \$3,000, and is inclusive of contractor travel or other expenses.

INVOICE: CONTRACTOR shall submit an invoice upon the completion of deliverables. CONTRACTOR shall send the invoice no later than **June 19, 2026**, by one of the two following methods:

MAIL	ELECTRONICALLY
TO: Tulare County Office of Education California Friday Night Live Partnership 6200 South Mooney Blvd., PO Box 5091 Visalia, California 93278-5091	Email to the CFNLP

The invoice must include the following:

- Contractor (organization/agency) name and contact information. ***This must match the name stated on the fully executed Agency Agreement.***
- Contractor address
- Invoice date
- Name of mini-grant: "Implementation of Underage Cannabis Use Prevention Project"
- List of site name(s)
- Dates of Service: October 1, 2025 – June 12, 2026
- Addressed to: California Friday Night Live Partnership, 6200 S. Mooney Blvd.
Visalia, CA 93278-5091

Payment will be made when evidence is provided that all deliverables have been completed on a project-by-project basis at the conclusion of the project year.