

| Board Office Use: Legislative File Info. | |
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| File ID Number | 12-1359 |
| Introduction Date | 6-13-12 |
| Enactment Number | 12-1534 |
| Enactment Date | 6-13-12 |



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 6-13-12
(To be completed by Procurement)

Subject Individual Service Agreement Amendment - One
Aspiranet South San Francisco CA (Contractor, City/State) -
Community United Elementary (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Aspiranet.
Services to be primarily provided to Community United Elementary for the period of January 1, 2012 through 6/30/2012, in an amount not to exceed \$5,378.

Background
A one paragraph explanation of why an amendment is needed.

Aspiranet currently contracts with Community United Elementary to provide a Comprehensive After School Program for the period July 1, 2011 through June 30, 2012. Aspiranet currently provides academic support, arts, recreation, leadership and family literacy activities. This amendment is necessary for Aspiranet to staff an visual arts instructor who will lead visual arts activities twice a week serving up to 30 students.

Discussion
One paragraph summary of the amended scope of work.

Ratification of Amendment No. 1 to the individual service agreement between the District and Aspiranet (South San Francisco, CA) for the latter to provide additional services of providing an visual arts instructor who will lead visual arts activities twice a week serving up to 30 students as of January 1, 2012 through June 30, 2012 as listed in the menu of services Option I: Visual and Performing Arts, in an amount not to exceed \$5,378.00, increasing the Agreement from \$91,128.00 to a not-to-exceed amount of \$96,506.00. All other terms and conditions of the Agreement remain in full force and effect.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Aspiranet.
Services to be primarily provided to Community United Elementary for the period of January 1, 2012 through 6/30/2012, in an amount not to exceed \$5,378.

Fiscal Impact Funding resource name (please spell out) Arts & Music - Instructional
not to exceed \$5,378

Attachments

- Individual Service Agreement Amendment
- Copy of original Individual Service Agreement

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|---|------------|
| Board Office Use: Legislative File Info. | |
| File ID Number | 12-1359 |
| Introduction Date | 6-13-12 |
| Enactment Number | 12-1534-39 |
| Enactment Date | 6-13-12 |



INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT No. One

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Aspiranet (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2011, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION

| | | | | | |
|--|---------------------------------|------------------------|----------|-------------|--|
| VENDOR NAME | Aspiranet | MASTER CONTRACT # | 11-01 | ENACTMENT # | |
| SITE NAME / NUMBER | Community United Elementary 149 | AMOUNT OF ORIGINAL ISA | \$91,128 | | |
| Original ISA Contract, or most recent ISA Contract Amendment period: 07/01/2011 (from date) to 6/30/2012 (end date). | | | | | |

ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

| Service | Fee \$ | UNITS OF SERVICE | \$ |
|----------|--------|------------------|-----|
| | | | |
| | | | |
| | | | |
| Subtotal | | | \$0 |

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Purchase New Type of Service.

| Service | Fee \$ | UNITS OF SERVICE | \$ |
|--------------------------------------|----------|------------------|------------|
| Option I: Visual and Performing Arts | \$27,000 | 199 | \$5,378.00 |
| | | | |
| | | | |
| Subtotal | | | \$5,378.00 |

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Increasing the ISA Not to Exceed Amount to: \$96,506

The Term (Duration) of the Individual Service Agreement remains unchanged.

The Term (Duration) has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____

ISA Amendment History:

There are no previous amendments to this ISA. This ISA has previously been amended as follows:

| No. | Date | General Description of Reason for Amendment | Amount of Increase (Decrease) |
|-----|------|---|-------------------------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA Amendment being approved by the Board of Education.

| | | |
|-------------------------|----------------------------------|------------------------------|
| VENDOR | NAME: <u>Vernon Brown</u> | TITLE: <u>CEO, Aspiranet</u> |
| SIGNATURE | <u>[Signature]</u> | DATE: <u>5/1/12</u> |
| OUSD SITE ADMINISTRATOR | NAME: <u>Monica Moreno-Bowie</u> | TITLE: <u>Principal</u> |
| SIGNATURE | <u>[Signature]</u> | DATE: <u>5/3/12</u> |

APPROVAL BY THE BOARD OF EDUCATION

| | | |
|---|--------------------|----------------------|
| Jody London, PRESIDENT OF THE BOARD OF EDUCATION | <u>[Signature]</u> | DATE: <u>6/14/12</u> |
| EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION | <u>[Signature]</u> | DATE: <u>6/14/12</u> |

Individual Service Agreement (ISA) Amendment Routing Form

Basic Directions

Services beyond the Individual Service Agreement cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
3. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
4. OUSD contract originator submits ISA amendment packet for approval within 10 days of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist ISA amendment packet including Board Memo, ISA amendment form, Menu of Services
 Copy of original Individual Service Agreement
 Copy of Prior Amendments, If Any.

OUSD Staff Contact Emails about this ISA amendment should be sent to: pak.khuth@ousd.k12.ca.us

VENDOR INFORMATION

| | | | | | |
|-----------------|-----------------------------|--------|---------------------|-------------------|-------|
| CONTRACTOR NAME | Aspiranet | CITY | South San Francisco | STATE | CA |
| SITE /DEPT NAME | Community United Elementary | SITE # | 149 | MASTER CONTRACT # | 11-01 |

BUDGET INFORMATION

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

| RESOURCE # | RESOURCE NAME | ORG KEY | REQ. NUMBER | AMOUNT |
|------------|-----------------------------|------------|-------------|---------|
| 0508 | Art & Music - Instructional | 1491118161 | RO204535 | \$5,378 |
| | | | | \$ |
| | | | | \$ |

Amount and Reason for Amendment

| | | |
|---------------------------|----------|--|
| Original PO Number(s) | P1201576 | Reason for Amendment to ISA (check appropriate box): <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor. |
| Original ISA Amount | \$91,128 | |
| Amended ISA Amount | \$5,378 | |
| New Total Contract Amount | \$96,506 | |

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

| | | | | | | | |
|----|---|---------------------------------|---------------------|-----------------|--------------|------|--------------|
| | Site Administrator or Manager | Name | Monica Moreno-Bowie | Phone | 510-639-2850 | Fax | 510-636-2853 |
| 1. | Site / Department | Community United Elementary 149 | | | | | |
| | Signature | <i>Monica Moreno-Bowie</i> | | Date Approved | May 3, 2012 | | |
| 2. | Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs | | | | | | |
| | Signature | | | Date Approved | | | |
| | Signature | | | Date Approved | | | |
| 3. | Regional or Executive Officer | | | | | | |
| | Signature | <i>[Signature]</i> | | Date Approved | 5/18/12 | | |
| 4. | Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations | | | | | | |
| | Signature | <i>Maria Santos</i> | | Date Approved | 5-22-12 | | |
| 5. | Superintendent or Board of Education Signature on the legal contract | | | | | | |
| | Legal Required if not using standard contract | Approved | | Denied - Reason | | Date | |
| | Procurement | Date Received | | PO Number | | | |

1930

| Board Office Use: Legislative File Info. | |
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| File ID Number | 11-1963 |
| Introduction Date | 8-24-11 |
| Enactment Number | 11-1505 |
| Enactment Date | 8-24-11 <i>JS</i> |



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
 From Tony Smith, Ph.D., Superintendent
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date
 (To be completed by Procurement) August 24, 2011

Subject Individual Service Agreement - Master Memorandum of Understanding - Aspiranet (contractor) - 149/Community United Elementary School (site)

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Aspiranet, for services to be provided primarily to 149/Community United Elementary School.

Background
A one paragraph explanation of why the consultant's services are needed. The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on August 7, 2011.

Discussion
One paragraph summary of the scope of work. Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Aspiranet, South San Francisco, CA, for the latter to provide their Menu Option A-Lead Agency Unit for Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Community United Elementary School for the period of July 1, 2011 through June 30, 2012, in an amount not to exceed \$91,128.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Aspiranet for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Community United Elementary School for the period July 1, 2011 through June 30, 2012.

Fiscal Impact Funding Resource: 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$91,128.00.

Attachments

- Individual Service Agreement
- Menu of Service
- Certificate of Insurance
- Copy of Master Memorandum of Understanding



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

| Board Office Use: Legislative File Info. | |
|--|---------|
| File ID Number | 11-1963 |
| Introduction Date | 8-24-11 |
| Enactment Number | 11-1505 |
| Enactment Date | 8-24-11 |

INDIVIDUAL SERVICE AGREEMENT (ISA) 2011-2012

| MASTER MOU INFORMATION | | | |
|---|------------------|-------------|-----|
| VENDOR NAME | Aspiranet | | |
| VENDOR # | V056255 | ENACTMENT # | |
| SITE / DEPT NAME | Community United | SITE # | 149 |
| OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO: monica.moreno@ousd.k12.ca.us | | | |

| ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) - SELECT DESIRED SERVICE | | | | |
|---|-----------------------|---------------|---------------|--|
| SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES) | GRADE LEVEL(S) SERVED | RATE PER UNIT | DESIRED UNITS | AMOUNT (DESIRED UNITS TIMES RATE PER UNIT) |
| Lead Agency Option A | K-5 | \$93634 | 1 | \$91128 |
| | | \$ | | \$ |
| | | \$ | | \$ |
| TOTAL AMOUNT | | | | \$91128 |
| IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE: 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment. 1g. School opting to fund Academic Liaison, reducing above costs for academic programming and alignment with school day. | | | | |

| BUDGET INFORMATION | | | |
|--------------------|---------------|------------|---------|
| REQUISITION NUMBER | R0200595 | START DATE | 7/1/11 |
| | | END DATE | 6/30/12 |
| RESOURCE # | RESOURCE NAME | ORG KEY | AMOUNT |
| 6010 | ASES | 1491553401 | \$91128 |
| | | | \$ |
| | | | \$ |

This Individual Services Agreement is a contract for services. Its execution by an authorized OUSD agent, commits OUSD to pay for services provided by this VENDOR under the terms and conditions of the Master MOU referenced and incorporated herewith.

| | | | |
|------------------------------|----------------------|-------|-------------------------------------|
| VENDOR NAME | Michael Funk | TITLE | Director of Policy and Partnerships |
| SIGNATURE | <i>Michael Funk</i> | DATE | 6/24/11 |
| OUSD SITE ADMINISTRATOR NAME | Monica Moreno | TITLE | Site Administrator |
| SIGNATURE | <i>Monica Moreno</i> | DATE | 10/21/11 |

| APPROVAL | |
|--|--------------------|
| IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development | |
| SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED | |
| RESOURCE MANAGER, if using funds managed by: | |
| <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input checked="" type="checkbox"/> Complementary Learning/ After-School Programs | |
| SIGNATURE | <i>Julia Ma</i> |
| DATE | 7-18-11 |
| SIGNATURE | |
| DATE | |
| NETWORK OR DEPARTMENT EXECUTIVE OFFICER | |
| SIGNATURE | <i>[Signature]</i> |
| DATE | 7/21/11 |
| PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION | |
| SIGNATURE | <i>[Signature]</i> |
| DATE | 8/25/11 |
| SIGNATURE | <i>[Signature]</i> |
| DATE | 8/25/11 |