

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	14-0110
Introduction Date	2-26-14
Enactment Number	14-0289
Enactment Date	2-26-14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community... Working Students

# Memo

**To** The Board of Education  
**From** Gary Yee, Ed.D., Acting Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

**Board Meeting Date** 2-26-14  
 (To be completed by Procurement)

**Subject** Amendment No. 2, Standard Agreement - Subvention Contract - California State Department of Rehabilitation - Program for Exceptional Children's Career Transition Department

**Action Requested** Approval by the Board of Education of Amendment No. 2, Standard Agreement – Subvention – Vocational Rehabilitation Third Party Cooperative/Case Agreement – Transition Partnership Program – between District and California State Department of Rehabilitation (grant period July 1, 2012 through Jun 30, 2015), authorizing an increase the amount of the Agreement for the three-year Professional Services Contract between the District and California State Department of Rehabilitation. The DOR contract's Service Budget for three-years is \$1,123,575.00 increasing to \$1,140,689.00 an addition of \$17,114.00. This budget presently funds 5- 100% FTEs and the program's operating expenses. The district's match funding for the three-years is changed from \$844,578.00 to \$858,179.00 to add \$13,601.00 effective for the fiscal year 2014-2015. Services to be provided to Program for Exceptional Children's Career Transition Department participants for the period of 07/01/2014 through 06/30/2015. .

**Background**  
*A one paragraph explanation of why an amendment is needed.*  
 This partnership enriches the services provided to 11th and 12th grade disabled students' / DOR clients' ability to gain meaningful employment and/or post-secondary education. The DOR contract's Service Budget for three-years is \$1,123,575.00 to increase to \$1,140,689.00, to add \$17,114.00. This budget presently funds 5- 100% FTEs and the program's operating expenses. The district's match funding for the three-years is changed from \$844,578.00 to \$858,179.00 to add \$13,601.00 effective for the fiscal year 2014-2015.

**Discussion**  
*One paragraph summary of the amended scope of work.*  
 The contract provides support to students enrolled in the Transition Partnership Project (TPP) program. The DOR has funded this program for almost 19-years. The total number of students projected to be served each year is approximately 300. The district and DOR have combined their resources to enrich the services provided to disabled students / clients to enable them to alleviate, ameliorate, or compensate for the limitations imposed by their disabilities. By providing services to this population, the students benefit in terms of employability and independent living. Through this joint partnership, the students are able to attain and maintain employment, achieve greater Independence, and become contributing members of society.

**Recommendation** Approval by the Board of Education of Amendment No. 2, Standard Agreement - Subvention – Vocational Rehabilitation Third Party Cooperative/Case Agreement – Transition Partnership Program – between District and California State Department of Rehabilitation (grant period July 1, 2012 through June 30, 2015) authorizing an increase of \$17,114.00 in the amount of the Service Budget from \$1,124,575.00 to \$1,140,689.00 effective for the fiscal year 2014-2015. The district’s match funding to increase \$13,601.00 in the Certified Expenditure Budget from \$844,578.00 to \$858,179.00 effective for the fiscal year 2014-2015. Services to be provided to Program for Exceptional Children’s Career Transition Department participants for the period of 07/01/2014 through 06/30/2015.

**Fiscal Impact** NO IMPACT on the district.

- Attachments**
- Four (4) Original Signed Standard Agreement Amendment
  - Signed Grant Contract Signature Authorization form to be signed by Authorized Person per Board Resolution once Board approval has been attained
  - Board Resolution form to be signed by Board Secretary once Board approval has been attained

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FULL Name of Corporation or Public Agency

OAKLAND UNIFIED SCHOOL DISTRICT

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WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

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Name/Position of Person Authorized to Sign Agreement

Sheilagh Andujar; Melissa Williams; or Leslyn L. Henry

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of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

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**CERTIFICATION**

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I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

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Address Where Board Meeting Held

1050 2nd Avenue, Oakland, CA 94607

Date of Board Meeting	Signature of Recording Secretary	Date Signed
2/26/14		2/27/14

File ID Number: 14-0110  
Introduction Date: 2-26-14  
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Enactment Date: 2-26-14  
By:



**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev 6/03)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 12 Pages

AGREEMENT NUMBER	AMENDMENT NUMBER
28504	1
REGISTRATION NUMBER	
eP1209287	

- This Agreement is entered into between the State Agency and Contractor named below:  
STATE AGENCY'S NAME  
**Department of Rehabilitation**  
CONTRACTOR'S NAME  
**Oakland Unified School District**
- The term of this Agreement is **July 1, 2012** through **June 30, 2015**
- The maximum amount of this Agreement after this amendment is: **\$1,140,689.00**  
**Certified Expenditure \$858,179.00**
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

**CFDA #84,126A – State Vocational Rehabilitation Services Program**

The budgets and service narrative are hereby revised as attached hereto for fiscal year 2014/15. The amount of this agreement is changed from \$1,123,575.00 to \$1,140,689.00 to add \$17,114.00 for FY 2014/15; the Certified Expenditure is changed from \$844,578.00 to \$858,179.00 to add \$13,601.00 for FY 2014/15.

This amendment is effective July 1, 2014.

This contract provides aid to the public through an intermediary or a non-profit entity that meets Revenue & Taxation Code 2211 using funds identified for this purpose.

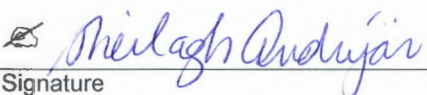
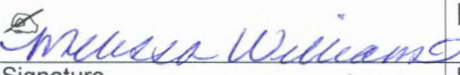
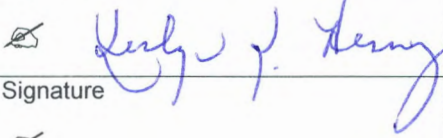

All other terms and conditions shall remain the same.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**


<b>CONTRACTOR</b>		<b>CALIFORNIA</b> Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)		
<b>Oakland Unified School District</b>		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
	<b>7/10/14</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
<b>Sheilagh Andujar - Associate Superintendent, PEC</b>		
ADDRESS		
<b>2850 West Street, Administrative Office, Oakland, CA 94608</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME		
<b>Department of Rehabilitation</b>		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
<b>Simone Dumas, Chief, Contracts &amp; Procurement Section</b>		
ADDRESS		
<b>721 Capitol Mall, 6<sup>th</sup> Floor, Sacramento, CA 95814</b>		
		<input type="checkbox"/> Exempt per:

<b>GRANTEE/CONTRACTOR:</b>  STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814	<b>SUBGRANTEE/CONTRACTEE:</b> (Legal Corporation/Public Agency Name & Address)  OAKLAND UNIFIED SCHOOL DISTRICT Programs for Exceptional Children 2850 West Street, Administrative Offices Oakland, California 94608
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The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature 	Name (Please Type or Print) <b>Sheilagh Andujar</b>	Title (Please Type or Print) Programs for Exceptional Children Associate Superintendent
Signature 	Name (Please Type or Print) <b>Melissa Williams</b>	Title (Please Type or Print) Secondary Program Coordinator
Signature 	Name (Please Type or Print) <b>Leslyn L. Henry</b>	Title (Please Type or Print) Lead Transition Specialist/Liaison
Signature 	Name (Please Type or Print)	Title (Please Type or Print)

I hereby delegate authority to request reimbursement of expenses as shown above.

Authorized Signature per Board Resolution 	Name (Please Type or Print) <b>Gary Yee, Ed.D.</b>	Date Signed <b>2/27/14</b>
<b>David Kakishiba</b> President, Board of Education	<b>Gary Yee, Ed.D.</b> Secretary, Board of Education	



**OAKLAND UNIFIED SCHOOL DISTRICT**

**Program Budget and Match Summary**  
**July 1, 2012 - June 30, 2015**

	<b>FY 2012/13</b>	<b>FY 2013/14</b>	<b>FY 2014/15</b>
	<b><u>TOTALS</u></b>	<b><u>TOTALS</u></b>	<b><u>TOTALS</u></b>
DOR PROGRAM COSTS (From DOR Program Budget)	\$447,509	\$447,509	\$447,509
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$374,525	\$374,525	\$391,639
<b>TOTAL FEDERAL COSTS</b>	\$822,034	\$822,034	\$839,148
Certified Match (If applicable)	\$281,526 25.51%	\$281,526 25.51%	\$295,127 26.019%
Total Federal Share	\$822,034 74.49%	\$822,034 74.49%	\$839,148 73.98%
Cash Match (If applicable)	0%	0%	0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
<b>TOTAL STATE MATCH</b>	\$281,526	\$281,526	\$295,127

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

<b>This Section For DOR Use Only</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Certified match minimum contribution amount at 25%	\$274,011	\$274,011	\$279,716
Cash match minimum contribution amount at 21.3%	\$175,093	\$175,093	\$178,739



STATE OF CALIFORNIA  
SERVICE BUDGET

DEPARTMENT OF REHABILITATION

Original

Amendment

Contractor Name and Address		Contract Number			Federal ID Number			Page 1 of 1		
OAKLAND UNIFIED SCHOOL DISTRICT 2850 West Street, Administrative Office Oakland, CA 94608		28504			94-6000385					
		Budget Period			Budget Period			Budget Period		
		2012/2013			2013/2014			2014/2015		
		Effective Date (Amendments Only)			Effective Date (Amendments Only)			Effective Date (Amendments Only)		
								7/1/2014		
Line No.	PERSONNEL Position Title & Time Base	Annual Salary	Annual Percent FTE	Amount Budgeted	Annual Salary	Annual Percent FTE	Amount Budgeted	Annual Salary	Annual Percent FTE	Amount Budgeted
1	Lead Transition Specialist 1 FTE = 30 hrs/wk 12 months	\$106,560.00	90%	\$95,904.00	\$106,560.00	90%	\$95,904.00	\$ 107,908.00	90%	\$97,117.20
2	Job Developer/Job Coach 2 FTE = 37.5 hrs/wk 12 months	\$130,563.00	100%	\$130,563.00	\$130,563.00	100%	\$130,563.00	\$ 130,563.00	100%	\$130,563.00
	Community Outreach Specialist - 1 FTE= 37.5 hrs/wk, 12 mos	\$50,432.00	100%	\$50,432.00	\$50,432.00	100%	\$50,432.00	\$ 56,973.00	100%	\$56,973.00
3	Comm Relations Assist/High School Job Developer/Job Coach 1 FTE = 37.5 hrs/wk 12 months	\$61,208.00	100%	\$61,208.00	\$61,208.00	100%	\$61,208.00	\$ 64,220.00	100%	\$64,220.00
5	TPP Administrative Assistant 1 FTE @ 37.5 hrs/wk 12 months	\$11,022.00	13%	\$1,432.86	\$11,022.00	13%	\$1,432.86	\$ 11,022.00	50%	\$5,511.00
6										
7										
8										
10										
11	<b>Subtotal</b>			\$339,539.86			\$339,539.86			\$354,384.20
12	<b>OPERATING EXPENSES</b>									
13	Teacher Release Time			\$800.00			\$800.00			\$800.00
14	Instructional Supplies			\$552.00			\$552.00			\$552.00
15	Office Supplies			\$6,250.00			\$6,250.00			\$2,250.00
16	Printing			\$400.00			\$400.00			\$400.00
17	Student Transportaion			\$400.00			\$400.00			\$400.00
18	Student Study Tours			\$300.00			\$300.00			\$300.00
19	Postage			\$300.00			\$300.00			\$300.00
20	Mileage/Travel			\$7,000.00			\$7,000.00			\$7,000.00
21	Training			\$2,000.00			\$2,000.00			\$2,000.00
22	Theft Sensitive Items									\$4,000.00
23	<b>Operating Subtotal</b>			\$18,002.00			\$18,002.00			\$18,002.00
24	<b>Personnel and Operating Subtotal</b>			\$357,541.86			\$357,541.86			\$372,386.20
25	<b>Indirect Rate Percentage</b>			4.75%			4.75%			5.17%
26	<b>Indirect Cost</b>			\$16,983.24			\$16,983.24			\$19,252.37
27	<b>TOTAL (rounded to nearest dollar)</b>			\$374,525			\$374,525			\$391,639

## SERVICE BUDGET NARRATIVE

### PERSONNEL

Benefits for each position includes: Medical, Vision, Dental, and Retirement.

#### Former/Current Education Agency Functions

WorkAbility I Liaison (WAI L) --

The WAI L's primary responsibility is to provide support to the WorkAbility I Coordinator. The duties include:

- OUSD public and private-sector placement of special education students, 15-22 year olds
- Record keeping related to students job performance with work experience/job placements
- Attends WAI and non-TPP meetings as necessary

#### Transition Program Functions (New pattern of service for students/DOR consumers only)

##### Lead Transition Specialist (LTS)

The LTS's primary responsibility is to provide support and coordination for managing the overall program within the description of the service contract. The duties include:

- Works with TSTs to provide individualized job development and job placement assistance to 11<sup>th</sup> and 12<sup>th</sup> grade students/DOR consumers who are in need of ongoing support; provides direct services under direction of DOR Counselors to assure students/DOR consumers receive maximum benefits
- Establish linkages with employers, as appropriate, to develop job opportunities for 12th grade students/DOR consumers and prepare specific job analysis to facilitate job matching
- Establishes linkages with community agencies and employers to provide guest speaker presentations to students/DOR consumers
- Assists in the development of private sector work experience placements for students/DOR consumers
- Provides in-services to staff and parents regarding TPP
- Provides an informational workshop to students/DOR consumers regarding post-secondary option
- Assists in training, scheduling, and monitoring the Transition Support Specialist (TSS) and the Community Outreach



#### Specialist (COS)

- Assists in training, scheduling and monitoring Job Developers
- Assists special education staff in communication between OUSD, TPP and DOR
- Meets with DOR Counselor and selected staff to formalize Individual Plan for Employment (IPE)
- Informs DOR Counselor(s) of IEP and ITP meetings
- Maintains comprehensive student/DOR consumer records
- Assists students/DOR consumers in accessing appropriate program additions or interventions to ensure successful employment outcomes
- Coordinates each student's/DOR consumer's transition activities and program with DOR staff and other community agencies
- Coordinates the "hand-over" of students/DOR consumers from school program to DOR supervision
- Provides and implements services to post-graduates from TPP upon request from DOR Counselor(s)
- Reviews DOR statistical information and reconciles information with program documentation
- Assists in completing documentation required by DOR
- Maintains, completes and submits monthly certified time statements and invoices
- Reviews production and encumbrance reports
- Coordinates with the district's Budget and Accounting Departments in order to monitor the budget, billing, and tracking of the dollars spent in the contract
- Assists in preparing and submitting budget revisions and amendments
- Coordinates program monitor reviews and audits
- Attends contract partner meetings on a quarterly basis

New position created

Job Developer/Job Coach

The Job Developer/Job Coaches' primary responsibility is to implement the services offered within the description of the service contract. The duties include:

- Establish linkages with employers to develop job opportunities and placements appropriate for students/DOR consumers
- Assists in the development of private sector work experience placements for students/DOR consumers
- Implements objectives for the TPP Job Club, including providing assistance to students/DOR consumers in developing job search skills and conducting job searches; keep records and logs as needed and required
- Maintains record of students/DOR consumers job placement history
- Prepares specific job task analysis to facilitate job matching; assists in the transfer of job support to adult services provider, training program, job or post-secondary school and the transitioning of the students/consumers from school to quality adult life and employment
- Assists the LTS in developing and implementing specific skill training plans at the work site, including fading of support as the student's/DOR consumer's skill level increases
- Assists students/DOR consumers in accessing appropriate program additions or interventions to ensure successful employment outcomes
- Develops and maintains a centralized database to be matched with the students/DOR consumers skills bank database
- Participates in community-based groups such as the Job Developers' Consortium and ACTION Committee, as assigned



- Provides assistance to students/DOR consumers as necessary for job retention
- Organizes job tasks to facilitate the flow of work/production
- Provides on-the-job skill(s) training
- Demonstrates the job tasks so that students/DOR consumers can learn the required skills for the job
- Provides continuous reinforcement of appropriate on-site behavior and work habit
- Monitors and evaluates the student's/DOR consumer's progress with job performance and work habit
- Recommends termination or extension of job coaching services, as necessary
- Provides transportation training
- Consults with the employer to provide assistance in integrating a student/DOR consumer in to the work environment through accommodation(s)
- Meets with DOR Counselors and Transition staff at regularly-scheduled student/DOR consumer-centered staffing
- Works together with the TPP team to further program goals

## Instructional Assistant

- Coordinates the after school tutoring program for students in the 9<sup>th</sup> through 12<sup>th</sup> grades

## Community Outreach Specialist

The Community Outreach Specialist's primary responsibility is to implement the services offered within the description of the service contract. The duties include:

- Assists special education staff in communication between OUSD, TPP, WA and DOR
- Assists special education staff, OUSD, TPP, and DOR in communication between student/DOR consumer and parents
- Assists and provides input to LTS and DOR Counselors in identifying needs and developing strategies for services
- Assists in maintaining comprehensive student/DOR consumer records
- Assists in completing DOR statistical information and program documentation
- Provides support for students/DOR consumers in academic and/or career/vocational training classes
- Provides support for students/DOR consumers in job-related activities, such as job shadowing, and exploring career requirements for specific jobs
- Assists LTS and/or special education staff in record-keeping and monitoring students/DOR consumers
- Assists in duplicating materials for TPP staff, students/DOR consumers, families, employers, and/or community agencies
- Meets with DOR Counselors and Transition staff at regularly-scheduled student/DOR consumer-centered meetings
- Works together with the TPP team to further program goals



Education Agency Function:

Contract Position/  
WorkAbility I Job Developer

Transition Program Function:

Community Relations Specialist/ High School  
Job Developer/Job Coach

The Community Relations Specialist/ High School Job Developer/Job Coach's primary responsibility is to implement the service offered within the description of the service contract. The duties include:

- Develop relationships with large and small employers
- Develop internship programs for TPP students/DOR consumers with large employers
- Develop potential on-the-job training opportunities for TPP students/DOR consumers with large and small employers
- Develop potential summer work experience training opportunities for TPP students/DOR consumers with large and small employers
- Develop relationships with employer groups
- Develop relationships with summer youth employment training agencies
- Prepare and submit monthly Personal Activity Reports
- Prepare and submit monthly business contacts and business meetings attended
- Prepare and submit monthly progress reports for TPP student/DOR consumer caseload
- Meets with DOR Counselors and Transition staff at regularly-scheduled student/DOR consumer-centered meetings
  
- Develops appropriate job placements for high school students/DOR clients, and provides job coaching supports as needed
- Provides support for high school students/DOR clients in job-related activities, such as job shadowing, and exploring career requirements for specific jobs
- Maintains record of students/DOR consumers job placement history

- Trains students/DOR clients in traveling on public transportation as needed
- Coordinates with LTS and DOR Counselors to identify needs and develop strategies for providing services
- Assists the LTS in developing and implementing specific skill training plans at the work site, including fading of support as the high school student's/DOR consumer's skill level increases
- Provides on-the-job skill(s) training
- Demonstrates the job tasks so that high school student/DOR consumer can learn the required skills for the job
- Provides continuous reinforcement of appropriate on-site behavior and work habit
- Monitors and evaluates the high school student's/DOR consumer's progress with job performance and work habit
- Recommends termination or extension of job coaching services, as necessary
- Consults with the employer to provide assistance in integrating the high school student/DOR consumer in to the work environment through accommodation(s)
- Meets with DOR Counselors and Transition staff at regularly-scheduled student/DOR client-centered meetings
- Meet with program staff monthly to discuss TPP and contract progress
- Works together with the TPP team to further program goals



## Senior Clerk Typist

- Clerical duties assigned to Special Education Department
- Duties assigned as necessary

## TPP Administrative Assistant

The Administrative Assistant's primary responsibility is to implement the services offered within the description of the service contract. The duties include:

- \* Assists with DOR statistical information, documentation and procedures.
- \* Assists in completing documentation required by DOR
- \* Assists with ordering instructional and office supplies and/or materials, software, postage, and/or students'/DOR clients' transportation
- \* Works together with the TPP team to further program goals

## OPERATING

Teacher Release Time - Cost of providing substitutes for hourly or daily, at \$31.77 per hour or \$111.05 per day, for TPP staff to attend Transition meetings and/or activities relating to students/DOR consumers

Instructional Supplies - For students/DOR consumers' supplies, manuals, vocation-specific curricula, job specific tutorial supplies

Office Supplies - Consumable supplies to be used during the contract period. Supplies may include; software for TPP classroom, to assist students/DOR consumers in becoming prepared to pursue private-sector employment, record-keeping materials, labels, folders, binders, notepads, calendars, paper, markers, pens, pencils and computer tablets.

Printing - Duplicating costs for program brochures, business cards and/or stationary

Student Transportation - Cost of transportation, such as buses for use of students-DOR applicants/consumers for job/career exploration, employment and/or placement activities

Student Study Tours - Registration fees for workshops for students/DOR applicants/consumers for job/career, awareness, and exploration and employment activities

Postage - To purchase US Postal stamps for mailings to students/DOR applicants/consumers

Mileage/Travel - Mileage and travel expenses for Education Agency TPP program staff for job development and other program activities. Not to exceed state rate for non-represented employees. Reimbursements will be at rates per Exhibit D.

Training - Training fees for up to 6 Education Agency TPP program staff to attend WorkAbility I Fall and Spring meetings and trainings, contract service related trainings and/or job development trainings. Trainings must be pre-approved by DOR contract administrator.

**Theft Sensitive Items - The computer tablets will be used to accomplish and monitor the program goals; document the TPP students/DOR consumers activities; maintain the program's statistical information; as well as, communicate with OUSD and DOR staff; TPP students/DOR consumers and their families; employers; and community agencies so that our program provides the best vocational services possible, all to be purchased in FY 2014/15:**

- **One 'All in One' computer system at approximately \$1700-2000**
- **Two laser printers at approximately \$500-700**
- **One scanner at approximately \$75**

## INDIRECT COSTS/ADMINISTRATIVE OVERHEAD:

Direct program costs which are reasonable and necessary for the administration, general management and support of the program as approved by California Department of Education This includes items which are not directly related to the provisions of the service contract, such as, Accounting Department, Personnel Department, and/or Maintenance.







<b>Board Office Use: Legislative File Info.</b>	
File ID Number	13-2610
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OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Gary Yee, Ed.D., Acting Superintendent  
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
Vernon Hal, Deputy Superintendent, Business & Operations

**Board Meeting Date** December 11, 2013

**Subject** Amendment No. 1, Standard Agreement - Subvention Contract - California State Department of Rehabilitation - Programs for Exceptional Children's Career Transition Department

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**Discussion** The contract provides support to students enrolled in the Transition Partnership Project (TPP) program. The DOR has funded this program for almost 18 years. The total number of students projected to be served each year is approximately 300. The district and DOR have combined their resources to enrich the services provided to disabled students/clients to enable them to alleviate, ameliorate, or compensate for the limitations imposed by their disabilities. By providing services to this population, the students benefit in terms of employability and independent living. Through this joint partnership, the students are able to attain and maintain employment, achieve greater independence, and become contributing members of society.

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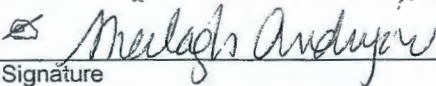

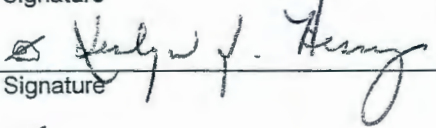

**Fiscal Impact** NO IMPACT on the district.


## Attachments

- Signed Grant Contract Signature Authorization form to be signed by Authorized Person per Board Resolution once Board approval has been attained.
- Board Resolution form to be signed by Board Secretary once Board approval has been attained.


<b>GRANTEE/CONTRACTOR:</b>  STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814	<b>SUBGRANTEE/CONTRACTEE:</b> (Legal Corporation/Public Agency Name & Address)  OAKLAND UNIFIED SCHOOL DISTRICT Programs for Exceptional Children 2850 West Street, Administration Office Oakland, CA 94608
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The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature 	Name (Please Type or Print) <b>Sheilagh Andujar</b>	Title (Please Type or Print) Programs for Exceptional Children Executive Director
Signature 	Name (Please Type or Print) <i>Melissa Williams</i>	Title (Please Type or Print) P.E.C Secondary Program Coord.
Signature 	Name (Please Type or Print) <i>Leslyn Henry</i>	Title (Please Type or Print) P.E.C Lead Transition Specialist / Liaison
Signature 	Name (Please Type or Print)	Title (Please Type or Print)

 hereby delegate authority to request reimbursement of expenses as shown above.

**David Kakishiba**  
**President, Board of Education**

Authorized Signature per Board Resolution 	Name (Please Type or Print)	Date Signed
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**Gary Yee, Ed.D.**  
**Secretary, Board of Education**

File ID Number: 13-2610  
 Introduction Date: 12/11/13  
 Enactment Number: 13-2495  
 Enactment Date: 12/11/13  
 By: el