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# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Andrea Bustamante, Executive Director, Community Schools & Student Services  
Martha Pena, Coordinator, After School Programs

**Board Meeting Date** June 26, 2019

**Subject** Memorandum of Understanding  
Contractor: Girls Inc of Alameda County  
Services For: Acorn Woodland Elementary School

**Action Requested and Recommendation** Approval by the Board of Education of Memorandum of Understanding between the District and Girls Inc of Alameda County, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services, as described in the MOU, for Acorn Woodland Elementary School's comprehensive After School Program, for the period of August 1, 2019 through July 31, 2020, in an amount not to exceed \$96,512.00.

**Background**

*(Why do we need these services? Why have you selected this vendor?)*

The After School Education and Safety (ASES) is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California Education Code 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe, constructive alternatives for students in kindergarten through ninth grade. The ASES program is defined within the language of SB 638 and Education Code (EC) sections 8482 and 8484.6.

This organization has demonstrated experience and capacity in serving in the after school lead agency role. This organization successfully met all of the requirements of OUSD's Request for Qualifications process and has been approved as a qualified lead agency partner by the OUSD Expanded Learning Office.

**Competitively Bid** Was this contract competitively bid? No  
If no, exception:

**Fiscal Impact** Funding resource(s): 6010/After School Education and Safety (ASES) Grant



**Attachments**

- Memorandum of Understanding
- Program Plan and Budget
- Certificate of Insurance
- Statement of Qualifications

**After School Template for Elementary and Middle Schools  
Memorandum of Understanding 2019-2020  
Between Oakland Unified School District and  
Girls Inc of Alameda County**

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1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent, contingent upon OUSD's receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with Girls Inc of Alameda County ("AGENCY") to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at 165/Acom Woodland Elementary School under the following grants:
  - After School Education and Safety Program ("ASESP")
  - California Department of Education ("CDE") 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC)
  - Oakland Fund for Children and Youth - This MOU will also outline services provided on OUSD school grounds through the Oakland Fund for Children and Youth ("OFCY") After-School Initiative funds that shall be utilized as matching funds to CDE ASESP and 21<sup>st</sup> CCLC funds.
  - Private grants
  
2. **Term of MOU.** The term of this MOU shall be August 1, 2019 through July 31, 2020. The term may be extended by written agreement of both parties.
  
3. **Termination by OUSD.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.

**a) No Premature Termination by AGENCY** AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change and/or unless OUSD deems immediate removal of AGENCY is necessary for cause. In the event AGENCY ceases to provide required services prior to the end of the MOU term, or is terminated for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.

**b) Advance Notice by AGENCY for Coming School Year.** AGENCY must provide advance notice to Principal and OUSD After School Programs Office by the end of the first semester if AGENCY cannot continue providing after school lead agency services for the succeeding school year. This date allows the school site to have sufficient time to find a new lead agency partner, and enables OUSD to work to preserve after school grant funding (including OFCY city funding) for the school.
  
4. **Compensation. Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education after school grant funds and subject to grant funding levels, the ASES and 21st CCLC grant award amount for Girls Inc of Alameda County is \$ 96,512.00.** AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:

- 4.1. **Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee and subject to AGENCY compliance with MOU requirements, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY. Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and trainings and in continuous quality improvement efforts.
- 4.2. **Positive Attendance.** Payment for services rendered related to the ASESP and 21st CCLC grants shall be based on actual student attendance rates (\$8.19 a day per student through ASESP and \$7.50 a day per student through 21<sup>st</sup> CCLC), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$8.19 a day for ASESP and \$7.50 a day for 21<sup>st</sup> CCLC per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASESP and 21st CCLC grants to be processed. Exhibit A ("Attendance Reporting Schedule 2019-2020")
- 4.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASESP, 21ST CCLC (Core Grant) for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.
- 4.2.2. **Administrative Charges and Reconciliation.** Reconciliation process for positive attendance based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 4.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall ASESP and 21<sup>st</sup> Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.
- 4.4. **AGENCY Administrative Fees.** AGENCY understands and agrees that it may not charge more than 4% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the ASESP and 21<sup>st</sup> Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASESP and 21<sup>st</sup> CCLC grants must be used for direct administrative costs and cannot be used for agency indirect costs. Direct administrative costs consist of expenditures for administrative activities that provide a direct benefit to the ASESP and 21<sup>st</sup> CCLC programs. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the ASESP and 21<sup>st</sup> CCLC programs.
- 4.5. **Program Budget.** The grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2019-2020 and will not exceed \$ 96,512.00 in accordance with Exhibit B. Exhibit B ("ASESP/21<sup>st</sup> CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2019-2020").
- 4.6. **Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by

OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by AGENCY without delay.

4.7. **Program Fees.** The intent of the ASEP and 21<sup>st</sup> CCLC programs is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance. Programs that charge program fees will waive or reduce these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge fees if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care.

5. **Scope of Work.** AGENCY will serve as lead agency at 165/Acorn Woodland Elementary School, will be responsible for operations and management of the ASEP, 21st CCLC, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2019-2020. This shall include the following required activities:

5.1. **Student Outcomes.** AGENCY shall achieve the student outcomes as described in the grant application narrative and articulated in documents from the program evaluation team. AGENCY agrees to develop school specific outcomes, as defined in partnership with the principal. AGENCY recognizes that the principal is the chief decision maker for after school and summer programs, and ensures that school site objectives are met.

5.1.1. **Alignment with Single Plan for Student Achievement ("Site Plan").** AGENCY will ensure the after school program aligns with OUSD and 165/Acorn Woodland Elementary School and objectives to ensure the success of students as articulated in the Site Plan. AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

5.1.2. **Continuous Quality Improvement (CQI).** AGENCY must fully engage in continuous quality improvement (CQI) processes and complete the following steps of the CQI cycle each year, and timely submit corresponding CQI deliverables to the After School Programs Office:

- beginning of year self-assessment using YPQA/SAPQA tool
- planning with data (using self-assessment and external assessment PQA data, and other program data as available)
- development of quality action plan (QAP) with SMART goals for program improvement
- progress check for program quality e.g. quality coaching

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

Agency staff (Site Coordinators and other agency staff) are also required to participate in any OUSD sponsored CQI training provided by the OUSD After School Programs Office.

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASEP and 21<sup>st</sup> CCLC funding guideline requirements and follow OUSD after school policies and procedures. This includes compliance with OUSD staffing requirements and policies including No Child Left Behind and other legislative mandates.

5.3. **Enrollment.** AGENCY will enroll 1st through 5th grade students at 165/Acorn Woodland Elementary School, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

#### 5.4. Program Requirements

5.4.1. **Program Hours.** The program shall be offered Monday through Friday, every regular school day annually, commencing immediately upon the conclusion of the regular school day, operating a minimum of 15 hours/week, and until 6:00 pm daily. Instructional activities must include a balance of both academic and enrichment/recreation components.

5.4.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2019 – 2020 school year. AGENCY will close the ASEP and 21<sup>st</sup> CCLC program no more than a maximum of 3 days in the 2019-2020 school year for staff professional development, as permitted by Education Code. Programs that receive 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer shall additionally operate a sufficient number of days and hours in the summer, on weekends, and during intercession in the manner prescribed by the grant legislation and/or funder, in order to meet attendance goals required by the CA Department of Education and/or the funder.

5.4.3. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASES and 21<sup>st</sup> CCLC grants for students at 165/Acorn Woodland Elementary School. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines understanding that:

- **Educational and Literacy.** An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.
- **Enrichment.** The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports, music, career awareness, college interest, service learning and other youth development activities based upon student needs and interests. All programs must offer both enrichment and recreation/physical fitness activities as core components of the after school program, and summer program if summer program is provided.
- **Family Literacy Services.** AGENCY shall assess the need for family literacy services among adult family members of the students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- **Equitable Access Programming.** AGENCY shall include a component for students at 165/Acorn Woodland Elementary School to support full access to program components.
- **Supplemental and Summer Services.** In all programs receiving 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of

activities may be implemented based on local student needs and interests, and district guidelines for summer programming. Supplemental and summer services may be added under this MOU. If summer services will be added, a separate MOU amendment will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.

- **Middle School Sports League Activities.**

All programs participating in the Middle School Sports League must include those activities in their Program Planning tool and Program Schedule. Middle School Sports League activities, including but not limited to on and off site practices and games, are subject to the field trip policy high risk field trip activities requirements provided in this agreement. All sports participants and volunteers must have on file a completed Middle School Sports Release of Liability and Assumption of Risk prior to participation (attached hereto as Exhibit E (1)).

5.4.3.1. Snacks/Supper/Beverages: AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:

5.4.3.1.1. Provide meals and beverages that meet State and Federal standards;

5.4.3.1.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;

5.4.3.1.3. Provide all supplies including utensils, napkins, forks, required;

5.4.3.1.4. Support compliance by AGENCY with required State and Federal administrative requirements;

5.4.3.1.5. Provide annual training to AGENCY.

5.4.3.2. Each AGENCY participating in the Nutrition Services snack/meal/beverage program shall:

5.4.3.2.1. Attend annual training. In the event that the person responsible for snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;

5.4.3.2.2. Complete After School Snack and Supper Menu Production Worksheets (MPW) on a daily basis;

5.4.3.2.3. Ensure meal count is accurate;

5.4.3.2.4. Submit completed MPW to cafeteria staff by the next business day;

5.4.3.2.5. Return leftovers to cafeteria;

5.4.3.2.6. Ensure that only students are served and receive food from the program;

5.4.3.2.7. Ensure that meals are not removed from campus

5.4.3.2.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination

5.4.3.3. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.

5.4.3.3.1. MPW not completed and submitted by the next business day;

5.4.3.3.2. Snacks are ordered and not picked up

5.4.3.4. In addition to any applicable liability associated with audit findings, AGENCY will be charged the following for each meal that OUSD is unable to claim due to AGENCY's failure to comply with program requirements:

5.4.3.4.1. Snack: \$1.00

5.4.3.4.2. Supper: \$3.50

5.4.3.5. AGENCY will be liable for audit findings and/or assessments (See Section 12 below) that are attributable to AGENCY's failure to comply with the rules and regulations of the Nutrition Services program, including liability if reimbursement is denied Nutrition Services because of AGENCY's failure to comply with program requirements.

5.4.4. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20, with no more than 20 youth for each qualified, adult staff supervisor.

5.5. **Data Collection.** AGENCY will work with OUSD to collect and analyze data on student enrollment, student attendance, student academic performance, student satisfaction, and parent satisfaction. This includes, but is not limited to:

5.5.1. **Accountability Reports.** AGENCY will provide OUSD with the following set of program accountability reports:

- Financial reports
- Activity reports
- Outcomes reports: behavioral and academic

5.5.2. **Attendance Reports.** AGENCY will provide OUSD with attendance reports using the OUSD/OFCY attendance systems and maintaining required attendance records utilizing the OUSD/OFCY attendance systems, including completion of mandatory monthly reports. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by Agency for 5 years for auditing purposes.

5.5.3. **Use of Enrollment Packet.** AGENCY will use OUSD After School Program Parent Permission and Student Information enrollment packet, including early release waiver, for all after school participants. (Exhibit C) AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD enrollment packet, in advance of distribution.

5.5.4. **Maintain Clean, Safe and Secure Environment.** AGENCY shall maintaining clean, safe, and secure program environments for staff and students in conjunction with OUSD guidelines. AGENCY, as they view necessary, will initiate and establish additional cleanliness, safety, supervision, training and security policies and protocols sufficient to ensure staff, student and family member safety.

5.6. **Alignment of After School Safety Plan with School Site Comprehensive Safety Plan.** AGENCY will use the OUSD After School Program Emergency Plan template and work collaboratively with school site administrator to complete and/or update and submit an annual after school safety plan by mid October which aligns with and is part of the school site's comprehensive safety plan. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD template, in advance of distribution.

5.7. **Incident and Injury Reporting, Crisis Response and Training; Accident Insurance**

5.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after school program participants, visitors or staff must be reported via email to [ousdincidents@ccmsi.com](mailto:ousdincidents@ccmsi.com) by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians



due to OUSD student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

5.8. **Meeting Participation.** AGENCY will participate in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by OUSD and collaborative partners in conducting program planning, implementation, and evaluation. These include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. AGENCY staff will participate in meetings facilitated by the OUSD After School Programs Office to address program quality, program improvement and general troubleshooting.

5.9. **Relationships.** AGENCY will maintain six essential collaborative relationships to ensure partnerships towards effective program implementation:

- Administration, faculty, and staff of 165/Acorn Woodland Elementary School
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

5.10. **Licenses.** AGENCY shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

5.11. **Loss of Standing as Qualified Organization:** AGENCY shall insure MOU requirements are met. Failure to do so may result in loss of standing as a qualified organization and/or termination of partnership.

6. **Field Trip Policy. FIELD TRIPS, OFF SITE EVENTS AND OFF SITE ACTIVITIES:**

- AGENCY shall provide each Site Administrator and the OUSD After School Programs Office with a schedule of all after school program field trips and/or off site events and/or off site activities by the first day of each semester, and a schedule of all summer field trips and/or off site events and activities by the first day of the summer program, if AGENCY is providing summer services (**Exhibit D**)
- AGENCY hereby certifies that after school and any summer program staff and/or subcontractors will comply with the following procedures for all field trips, off site events and off site activities:

6.1. **Licenses Permission Slips/Acknowledgement.** Field trip/excursion permission slip must be signed by parent(s)/guardian(s) of all student participants and an acknowledgement must be signed by all adult chaperones both of which shall include the following information:

6.1.1. a full description of the trip and scheduled activities

6.1.2. student/adult participant health information

6.1.3. **"Notice of Waiver of All Claims:** Education Code § 35330 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against any school district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion, regardless of who holds the claims. If the field trip or excursion to which this permission slip applies is out-of-state, I hereby knowingly waive all of my and my daughter's/son's/ward's claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion."

- 6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.
- 6.3. No student shall be prevented from making a trip due to lack of sufficient funds.
- 6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.
- 6.5. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (eg food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.
- 6.6. **Supervision**
  - 6.6.1. AGENCY Executive Director must review and approve supervision plan.
  - 6.6.2. Trip as structured is appropriate to age, grade level and course of study.
  - 6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
  - 6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
  - 6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
  - 6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).
- 6.7. **Transportation Requirements:** The AGENCY after school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY's own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence

for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

- 6.8. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.
- 6.9. Vendor is licensed to provide all proposed activities.
- 6.10. All after school program student participants on field trips, off site events or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)
- 6.11. **ADDITIONAL REQUIREMENTS FOR HIGH RISK, OVERNIGHT, OUT OF STATE TRIPS:**

**6.11.1. Definition of High Risk Activities**

6.11.1.1. Because of concerns about the risk to student safety, the after school program coordinator shall not permit the following activities on campus or during AGENCY sponsored after school or summer program trips, events and activities unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has medical or accident insurance coverage:

- Amusement Parks
- Interscholastic Athletic Activities
- Bicycle riding
- Circus Arts
- Hiking (Moderate to rigorous terrain or length) vs short nature "walks"
- Hang gliding
- Horseback riding
- Ice Skating
- In-line or Roller Skating
- Rock climbing, climbing walls
- Skateboarding or use of non-motorized scooters
- Snow sports of any kind
- Trampoline; Jumpers
- Motorcycling
- Rodeo
- Target Shooting
- Water Activities including but not limited to: swimming, snorkeling, scuba diving, sailing, boating, kayaking, river rafting, water slides, water skiing etc.
- Outdoor active, experiential programs (Ropes course, pulley, etc.)

- Other activities determined by the school principal to have a high risk to student safety
- 6.11.1.2. The cost of limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.
- 6.11.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.
- 6.11.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.
- 6.11.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test negative shall thereafter be required to take tuberculosis test every four years or sooner if deemed necessary by AGENCY.
- 6.11.4. Letter must be sent to parent(s)/guardian(s) and if it is an overnight trip, a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.
- 6.11.5. Sleeping arrangements and night supervision are safe and appropriate.
- 6.11.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:
- Facility
  - Program
- 6.12. **Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading**
- 6.12.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
- 6.12.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
- 6.12.3. **Swimming Activities**
- 6.12.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.
- 6.12.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.
- 6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or

equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.

6.12.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.

6.12.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.

6.12.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.

6.12.3.8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.

6.12.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.

6.12.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

**6.13. Additional Requirements for trips to East Bay Regional Park District Bodies of Water (swimming pools, lagoons, shoreline parks and lakes) and Related Facilities**

6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (**attached as Exhibit E**), executed by either the participant if he or she is 18 years of age or older, or the participant's parent or legal guardian if the participant is under 18 years of age

6.13.2. Should AGENCY fail to provide an original, properly completed, signed and dated East Bay Regional Park District Waiver for each trip participant as defined in Section 6.13.1 above, AGENCY agrees to hold harmless, defend and indemnify OUSD, its officers, employees, volunteers and agents from all claims and actions resulting therefrom.

**7. Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASESP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2018-2019. AGENCY will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines for the federal 21<sup>st</sup> Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

**7.1. Accounting Records.** AGENCY will maintain its accounting records based upon the principles of fund accounting.

**7.2. Disputes.** AGENCY shall make all records related to ASESP, 21ST CCLC available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

**8. Invoicing**

- 8.1. **Billing Structure.** AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.
- 8.2. **Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using ASES, 21<sup>st</sup> Century Core Grant, 21<sup>st</sup> Century Direct Access, or 21<sup>st</sup> Century Family Literacy funds.
- 8.3. **Invoice Requirements.** AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (**Exhibit F**) for regular invoice submission.
- 8.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (**Exhibit G**)
- 8.5. **Submission of Invoices for ASESP and 21<sup>st</sup> Century Grants.** For services rendered related to the ASESP and 21<sup>st</sup> CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASESP and 21<sup>st</sup> CCLC grants, with a cumulative total for 2019-2020 not to exceed \$ 96,512.00 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10<sup>th</sup> of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (**Exhibit F**). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.
9. **Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASESP and 21<sup>st</sup> CCLC programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.
10. **Changes**
  - 10.1. **Agency Changes.** AGENCY may, at any time, by written order, make changes consistent with Section 5 Scope of Work of this MOU. If such changes cause an increase or decrease in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 5.4, or both. In the event that AGENCY encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, AGENCY shall so advise OUSD immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given to OUSD prior to the time that AGENCY performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written amendment to this MOU and signed by OUSD prior to AGENCY's implementation of such changes.

10.2. **Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during an academic school year. This MOU may be amended during the 2019-2020 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant

11.1. **Staff Requirements.** AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:

11.1.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense sufficient Mandated Reporter training to all AGENCY agents at least annually within their first month working with OUSD students and comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.

11.1.2. **Tuberculosis Screening.** AGENCY agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within the prior 60 days. If tuberculosis risk factors are identified, AGENCY agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the AGENCY agent shall obtain an x-ray of the lungs. At his/her discretion, AGENCY agent may choose to submit to the examination instead of the risk assessment.

11.1.3. **Fingerprinting of Agents.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.

11.1.4. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching and preparation time to enable staff and agent performance to meet the goals of the ASES/21<sup>st</sup> Century after school grant program and provide a safe and secure program.

11.2. **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY

staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.

- 11.3. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- 11.4. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.5. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 11.6. **Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents.
- 11.7. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.
12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, audit fines, assessments, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all



or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.

13. **Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance and shall require each subcontractor to do the same:

13.1. **Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.

13.2. **Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.

13.3. **Property and Fire** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before work commence under this MOU. If at any time said policies of insurance lapse or become canceled, this MOU shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or AGENCY to OUSD. **Exhibit H** ("Certificates of Insurance").

14. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

15. **Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

16. **Program Books and Supplies.** Supplies can only be purchased by OUSD, not by Lead Agency. Supplies to be used in both the school day and after school program must be joint funded, with a maximum of 50% applied to ASES/21st. The only exception is that supplies for Supplemental programming on non-school days can be purchased by the lead agency. All supplies purchased with grant funding is and remains the property of OUSD and must remain at the site.

17. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, verifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/>

On behalf of our respective institutions or organizations, we hereby execute this Memorandum of Understanding.

**OAKLAND UNIFIED SCHOOL DISTRICT**

*Aimee Long* \_\_\_\_\_ 6/27/19  
DocuSigned by: Aimee Long

- President, Board of Education **Date**  
 State Administrator  
 Superintendent

*[Signature]* \_\_\_\_\_ 6/27/19  
 Secretary, Board of Education **Date**

DocuSigned by:  
*Andrea Bustamante* \_\_\_\_\_ 5/29/2019  
926CF230E1EE4AB...  
 Executive Director **Date**  
 Community Schools and Student Services Dept.

DocuSigned by:  
*Leroy Gaines* \_\_\_\_\_ 5/28/2019  
09143A80ED184DA...  
 Principal **Date**

DocuSigned by:  
*Monica Thomas* \_\_\_\_\_ 5/29/2019  
8DCFF49328A14E8...  
 Network Superintendent **Date**

DocuSigned by:  
*Sandra Aguilera* \_\_\_\_\_ 5/29/2019  
8072C8000AD406...  
 Chief Academic Officer **Date**

**AGENCY**

DocuSigned by:  
*Julayne Virgil* \_\_\_\_\_ 5/29/2019  
449FFA22E8F48A...

Agency Director Signature **Date**  
 Julayne Virgil CEO  
 \_\_\_\_\_  
 Print Name, Title

**Attachments:**

- **Exhibit A.** Attendance Reporting Schedule
- **Exhibit B.** Planning Tool/Comprehensive After School Program Budget
- **Exhibit C.** Enrollment Packet, including Early Release Waiver
- **Exhibit D.** List of Anticipated Field Trips, Off Site Events and Off Site Activities
- **Exhibit E.** Waiver for use of East Bay Regional Park District Bodies of Water (Swimming Pools, Lagoons, Shoreline Parks and Lakes) and Related Facilities
- **Exhibit E (1)** Middle School Sports Release of Liability and Assumption of Risk
- **Exhibit F.** Invoicing and Staff Qualifications Form
- **Exhibit G.** Fiscal Procedures and Policies
- **Exhibit H.** Certificates of Insurance
- **Exhibit I.** Statement of Qualifications
- **Exhibit J.** Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY

Legislative File ID: 19-1188

*MOU template approved by Office of the General Counsel May, 2019*

Exhibit A

Attendance Reporting Schedule

Oakland Unified School District After School Programs Attendance Reporting Schedule	
Monthly Attendance Period	Deadline to Input Attendance Data into Cityspan
July 1 – July 31, 2019	August 10, 2019
August 1 - August 30, 2019	September 8, 2019
September 1-30, 2019	October 10, 2019
October 1-30, 2019	November 9, 2019
November 1-30, 2019	December 8, 2019
December 1-31, 2019	January 10, 2020
January 1-31, 2020	February 9, 2020
February 1-28, 2020	March 9, 2020
March 1-31, 2020	April 10, 2020
April 1-30, 2020	May 10, 2020
May 1-31, 2020	June 8, 2020
June 1-30, 2020	June 15, 2020

Exhibit B

ASES and 21<sup>st</sup> CCLC After School Program Plan  
and After School Budget Planning Spreadsheet

*(Template distributed separately)*

**INSERT HERE**

# 2019-20 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 01.2019

<b>Site Name:</b>	Acorn Woodland		<b>ASES</b>		<b>OFCY Match Funds</b>	<b>Other Lead Agency Funds</b>
<b>Site #:</b>			Resource 8010 Program 1553			
<b>Average # of students to be served daily (ADA):</b>	83	%	OUSD	Lead Agency	Lead Agency	Lead Agency
<b>TOTAL GRANT AWARD</b>			<b>122,850.00</b>	<b>95,000.00</b>	<b>0.00</b>	

**CENTRAL COSTS: INDIRECT, ADMIN, EVAL- PD, CUSTODIAL, SUPPLIES**

OUSD Indirect (3.98%)			4,702.28			
OUSD ASPO admin, evaluation, and training/technical assistance costs			8,751.68			
Custodial Staffing and Supplies at 3.5%			3,828.86			

<b>TOTAL SITE ALLOCATION</b>			<b>105,567.18</b>			
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**CERTIFICATED PERSONNEL**

1120	Quality Support Coach/Academic Liaison (Highly Recommended)		2,500.00			
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)		0.00			
1120	Certificated Teacher Extended Contracts- ELL supports					
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (recommended for MS)					
<b>Total certificated</b>			<b>2,500.00</b>			

**CLASSIFIED PERSONNEL**

2205	Site Coordinator (list here, if district employee)		0.00	0.00		0.00
2220	SSO (optional)		4,963.00			
			0.00			
			0.00			
<b>Total classified</b>			<b>4,963.00</b>	<b>0.00</b>		<b>0.00</b>

**BENEFITS**

3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%)		500.00			
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)		1,091.86			
3000's	Employee Benefits for Salaried Employees (benefits at 42%)		0.00			
3000's	Lead Agency benefits (rate: 25%)			12,103.35	10,550.00	10,002.75
<b>Total benefits</b>			<b>1,591.86</b>	<b>12,103.35</b>	<b>10,550.00</b>	<b>10,002.75</b>

**BOOKS AND SUPPLIES**

4310	Supplies (OUSD only, except for Summer Supplemental)		0.00			0.00
4310	Curriculum (OUSD only)		0.00			0.00
5829	Field Trips		0.00			1,600.00
4420	Equipment (OUSD only)		0.00			0.00
	Program Supplies					8,000.00
	Bus tickets for students					
	District professional development on district PD days (Bridging the Bay conference, Youth Work Methods trainings)			500.00		
<b>Total books and supplies</b>			<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>9,600.00</b>

**CONTRACTED SERVICES**

5825	Site Coordinator (1.0 FTE Tigi Bihon)		0.00	37,040.00		13,960.00
5825	Program Manager (.44 FTE) Maria Ramirez			0.00	12,200.00	13,200.00
5825	Academic Instructors (6 Instructors x 26 hours x 44 weeks x \$16-17 an hour)		0.00	43,649.00	52,500.00	12,979.00
5825	Literacy Specialist (.13 FTE)			0.00	5,500.00	7,670.00
5825	Program Assistant (1 assistant x 26 hours x 44 weeks x \$16-\$17 an hour)					18,876.00
	<b>Total services</b>		<b>0.00</b>	<b>80,699.00</b>	<b>70,200.00</b>	<b>66,685.00</b>

**IN-KIND DIRECT SERVICES:**

						0.00
	<b>Total value of in-kind direct services</b>					<b>0.00</b>

**LEAD AGENCY ADMINISTRATIVE COSTS**

	Lead Agency admin (4% max of total contracted \$)			3,219.97	14,250.00	25.11
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**SUBTOTALS:**

	<b>Subtotals DIRECT SERVICE</b>	<b>86.02</b>	<b>11,155.26</b>	<b>93,292.35</b>	<b>80,750.00</b>	<b>86,287.75</b>
	<b>Subtotals Admin/Indirect</b>	<b>14.98</b>	<b>15,182.42</b>	<b>3,219.97</b>	<b>14,250.00</b>	<b>25.11</b>

**TOTALS**

	Total budgeted per column		26,337.68	96,512.32	95,000.00	86,312.86
	<b>Total BUDGETED</b>	<b>100.00</b>	<b>122,850.00</b>			<b>86,312.86</b>
	<b>BALANCE remaining to allocate</b>		<b>0.00</b>			
	<b>TOTAL GRANT AWARD/ALLOCATION TO SITE</b>		<b>122,850.00</b>			

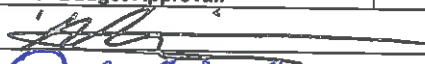
**ASES MATCH REQUIREMENT:**

ASES requires a 3:1 match for every grant award dollar awarded.

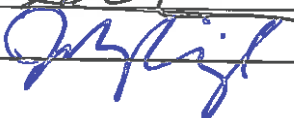
Total Match amount required for this grant:	40,950.00
Facilities count toward 25% of this match requirement:	10,237.50
Remaining match amount required:	30,712.50
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	0.00
<b>Total Match amount left to meet:</b>	<b>30,712.50</b>

**Required Signatures for Budget Approval:**

Principal:



Lead Agency:








**OUSD Expanded Learning Programs -After-School Program**

**ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2019-2020**

**ASES and 21st Century Community Learning Center (21st CCLC) After-School Program Plan**

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION	
<b>School Site Name:</b> Acorn Woodland Elementary	<b>School Type (check one)</b> <input checked="" type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Elementary (K-8) <input type="checkbox"/> Middle (6-8) <input type="checkbox"/> High School (9-12) <input type="checkbox"/> Continuation High School <input type="checkbox"/> Comprehensive High School
<b>CDS Code:</b> 01 61259 6002273	<b>After-School Lead Agency:</b> Girls Inc. of Alameda County
<b>Is this school-site committed to a new lead agency for 2019-2022?</b> No	
<b>Principal Name:</b> Leroy Gains	<b>Principal Signature and date:</b>  4/17/19
<b>Lead Agency Director Name:</b> Julayne Virgil	<b>Lead Agency Director Signature and date:</b>  4/11/19
<b>After-School Site Coordinator (if known at this time):</b> Tigi Bihon	<b>After-School Site Coordinator Signature and date:</b>  4/17/19



**SECTION 2: PROGRAM OPERATIONS**

**Average Daily Attendance, Program Dates, Minimum Days & Enrollment**

To be compliant with grant requirements, the after-school program must commence immediately upon the conclusion of the regular day, operate a minimum of 15 hours/week, and be open until at least 6:00 pm on every school day for elementary and middle schools (EC 8483). Programs are required to operate all 180 days of the school year.

**Projected daily attendance for 2019-20 school year program.**

85

**Program Operations for the 2019-2020 school year.**

First Day: **August 12, 2019**

Last Day: 5/28/2020

CDE allows programs to close for a **maximum of 3 days** during the school year for professional development. Families must be notified of these program closure dates in advance, and the lead agency must maintain and upload documentation of professional development activities offered on these dates, including training agenda and staff sign-in sheets.

**List the three days (if any) your program plans to close this year for PD. The program must be open every other day of the school year.**

Date: 10/11/19	Date: 3/20/20	Date: 5/28/20
-------------------	------------------	------------------

**Minimum Days.** When a school holds minimum days, the after-school program is required to begin as soon as the school day ends, and execute programming until 6:00 pm. Minimum days have a significant impact on after-school staff and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming.

**Projected Number of Minimum Days for School Year 2019-2020: 56**

*\*School should provide lead agency with a calendar of minimum days for the 1st day of school.*

**School-day bell schedule attached**

**Please note that the grants from CDE do not increase funding for minimum days. If the school adds additional minimum days beyond the projected number above, what school-site funds will be utilized to fund these additional hours of programs?**

Girls Inc. will cover the costs to cover all additional program hours caused by minimum days. This will ensure that program starts directly after school and until 6pm daily.





**SECTION 3a: PROGRAM MODEL**

**Average Daily Attendance, Program Dates, Minimum Days & Enrollment**

**For 2019-2020, your site will operate the following program model:**

**Traditional After-School:** *voluntary program, open to all students, with enrollment priorities targeting certain students*

**Extended Day Program:** *additional class periods offered to students after the end of the regular bell schedule, for targeted grades and/or for all students of the school (Note: extended day classes must not appear on the school bell schedule)*

**Blended/Hybrid:** *a combination of some extended day and some traditional after-school programming (If you are conducting a blended/hybrid program, please use the section below to explain your program model type.)*

**Which grade levels will be served in this program? (check all that apply.)**

TK  K  1  2  3  4  5  6  7  8  9  10  11  12

**ENROLLMENT PROCESS & TIMELINE**

**Attach your enrollment timeline to this document**

*Important dates to include in your timeline:*

- **April - June:** *Spring enrollment for 2019-20 programs.*
- *Families will be notified of 2019-20 after school enrollment before the **last day of school, May 30, 2019.***
- *After school programs begin on the **first day of school** when enrollment is at a minimum 75% capacity.*
- **August - September:** *new school year enrollment of families for remaining program slots.*
- *Remaining program slots will be filled by **September 30, 2019**, except for slots reserved for transitional students (i.e., Homeless, foster youth; Newcomers) entering the program for the first time and/or mid-year*
- *All programs must maintain **waitlists** after program slots are filled.*

**\*\*This may look different for High School and Continuation schools based on alternative schedules and intersession. Please include the items above that are applicable to you schedule and recruitment process.**

**Describe how your school will identify and recruit students beginning of Spring 2019. Indicate how families will be notified of 2019-2020 enrollment before the last day of school.**

Our Program Coordinator and Manager will work with the school Principal, Quality Support Coach and/or other identified school personnel to identify students who are in need of academic, social emotional support, and/or siblings of returning students. One or more of the following strategies will be used to recruit participants: informational flyers/invitation to join program home to families, school referral forms, Coordinator outreach to families, school outreach/follow-up (when needed), open house/orientation. Continuing families notified immediately. New families will be put on an enrollment list as applications are turned in and notified as to their enrollment status in program based on available spaces in program and literacy need.



**SECTION 3b: PROGRAM MODEL (Continued)**

**Average Daily Attendance, Program Dates, Minimum Days & Enrollment**

**Who can receive the Golden Ticket?**

Per federal statute, California Education Code and Oakland Unified School District policy, any students identified by the OUSD Transitional Student and Family Unit can receive a *Golden Ticket*. Transitional students are by definition:

- Any OUSD student who is a homeless youth, as defined by the federal ***\*McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 1143a)***, who is in foster care, or is designated as an unaccompanied minor.
- Any OUSD student who identifies as a newcomer, refugee or as an asylee. ***\*Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.)***
  - *Establishes the definition of homeless used by schools*
  - *Ensures that children and youth experiencing homelessness have immediate and equal access to public education*
  - *Provides for educational access, stability, and support to promote school success*
  - *Needed to address the unique barriers faced by many homeless students*

**How does your program support students and their families who submit a “Golden Ticket?”**

Our program will set aside 5 spaces in program for students whose families submit a Golden Ticket, as well as continuously prioritize enrollment of these students in program throughout the year if the initial spaces fill. Our Program Coordinator and Manager will work with the school (Principal, Quality Support Coach and/or other identified school personnel), OUSD Expanded Learning Office and McKinney-Vento Office to identify students who are high need and what supports (academic, SEL, language, etc.) are needed both in transitioning into the program and once they are in program. As with all youth we enroll into program, participant updates will be discussed and assessed regularly/as needed (while maintaining necessary confidentiality) at collaborative meetings to ensure that both after school program and school day staff are supporting students’ successes, areas of concern, and/or additional supports needed to aid their success in program.

**How will you modify your enrollment and attendance policies to ensure compliance with the “Golden Ticket” policy, in order to make your program accessible for foster, homeless, and newcomer students who transition into the program during enrollment and/or mid-year?**

Modification to attendance policies will be made for students whose families have received a Golden Ticket, based on student & family needs, to ensure that they are not removed from program in the case of poor attendance or leaving program early. Our Program Coordinator/Manager will collaborate to create attendance incentives and plans for students to encourage and support increased school and program attendance.



**SECTION 4: PROGRAM COMPONENTS**

\*CDE requires that programs must provide a safe environment and include an **educational component** that provides tutoring and/or homework assistance; and an **educational enrichment component**, which may include, but not limited to STEAM, recreation, prevention and other Social Emotional Learning (SEL) activities (EC Section 8482.6); and provide opportunities for **physical activity**. (EC Section 8483.3[c][7])

**List 2-3 program goals which will support meeting these CDE program requirements.**

1. Increased reading level through participation in daily Standards Based Literacy Instruction components
2. Increased school engagement and attendance through participation in ASP that provides academic and enrichment opportunities while aligning with school culture
3. Increased SEL skills through participation in activities and curriculum in that support the development of SEL skills: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

**Educational and Literacy Component** that includes tutoring/ homework assistance in the core subjects (language arts, math, history /social science, etc.)

**Describe how your after-school program will provide the educational & literacy component.**

**How are students building academic skills? How are you integrating social-emotional academic development? (Include specific strategies for creating a Safe & supporting environment through encouragement and Active engaged learning.)**

Our after-school program will provide one hour daily of literacy intervention to increase student reading levels by at least one year as measured by SRI. Students engage with Common Core-aligned, culturally responsive, and data-informed literacy activities to provide targeted support that meet their individual literacy and social-emotional needs. Through participating in activities such as read alouds, literacy centers, Reader’s Theater, academic discussions, and guided reading, students become more engaged, confident, and capable readers and writers. As with all of the program activities we provide, our daily literacy activities have infused strategies to support the development of participants’ SEL skills, providing opportunities to strengthen peer and adult relationships, take positive risks and build self-awareness and self-management.

**Educational Enrichment Component** that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)

**Describe how your after-school program will offer educational enrichment activities. (Include specific strategies designed to foster skill - building; youth voice and leadership and diversity, access and equity.)**

Daily educational enrichment activities will give youth the opportunity to explore diverse, engaging, culturally and developmentally appropriate activities designed with youth development principals to meet physical, social and cognitive needs. Enrichment classes will occur daily Monday-Friday for 45 minutes. Enrichment activities will include: **1) Bodies in Motion** which will provide physical activity, nutrition and health and wellness strategies, while teaching youth to take care of their bodies through motor skill development activities. **2) Clubs** provides hands-on enrichment and community building activities to meet the unique needs,



	<p>interests and group dynamic of each individual class. <b>3) EcoKids</b> includes hands-on activities in gardening, cooking, composting and recycling, so participants learn healthy eating habits, where to access healthy foods in their communities, and increase awareness of health, nutrition and food justice concepts. <b>4) Leadership</b> is a participatory approach for youth to learn about leadership qualities, community leaders, respecting their community, exploring problems and resources, and strategies to be change agents. <b>5) Visual, Performing and Creative Arts</b> will offer curriculum to engage youth in projects that explore a variety of art techniques to express themselves, emphasizing movement, creativity and experimentation. <b>6) STEAM (Science, Technology, Engineering, Art and Math)</b> will provide high-quality, hands-on learning to build youth confidence in applying design skills, improve academic success and boost interest in STEM while integrating the arts.</p>
<p><b>Physical Activity</b> other than recess that is structured and supervised with a warm-up, structured physical activities and a cool down. (This should happen for all students in program.)</p>	<p><b>Describe how your after-school program will provide <u>structured physical activity</u> for all participants. (Include specific strategies to promote <u>Healthy Choice and Behaviors.</u>)</b></p> <p><i>CDE asks programs to offer 30-60 minutes of developmentally appropriate, <u>daily</u> physical activity (to help meet CDE recommendation of 60 daily minutes of moderate to vigorous physical activity for youth) This is not 'free play' or recess.</i></p> <ul style="list-style-type: none"> <li>- Plan and evaluate (review fitness test results, track minutes, etc.)</li> <li>- Include a variety of activities throughout the year</li> </ul> <p>In addition to the Bodies in Motion component mentioned above, which will occur once per week for 45 minutes and provides physical activity, nutrition and health and wellness strategies, while teaching youth to take care of their bodies through motor skill development activities, the after school program will provide 30 minutes of structured recreation daily Monday-Friday. Structured recreation will occur near the start of program and facilitators will each provide sports and fitness activities that students will vote on and rotate every 5-7 weeks. Youth will be able to participate in various activities that will give them access to both traditional sports/activities that they are familiar with as well as activities that they would not normally have access to or opportunities in which to participate.</p>
<p><b>Family Literacy Component</b> that includes literacy activities and other educational services that adult family of students.</p>	<p><b>Describe how your after-school program provides opportunities to promote literacy and/or other educational services to adult family members of students?</b></p> <p>We provide opportunities to promote literacy and other educational services to families in a number of ways. Each year, our schools host a Family Read Night—dedicated to supporting literacy. At the event, we provide resources to families on how to promote and engage with literacy at home. Our programs also host Family Showcases, where students display or perform elements of the literacy program to families as a way to show what they have learned in the after school program. In collaboration with our Pathways Counseling Center, we also host Family Communication Nights at our sites, where families learn how to communicate with their youth with issues that arise at school, such as bullying and handling emotions.</p>
<p><b>Academic Alignment with School Day and District Priorities</b></p>	
<p><b>Please provide a short narrative that identifies how you will support school goals aligned with district priorities.</b></p>	



- Collaborate with your school administrator and consult the School Site Plan to align with the school day.
- Consult the descriptions below for the District’s priorities for elementary, middle and high school.

Our program prioritizes groups of students that Principal Leroy Gaines and Quality support Coach Julissa Lambert-Yank, have identified as populations they will be targeting for their school goals. Acorn Woodland has set a goal for reclassification of ELL students based on the LPAC test, and SRI scores. Acorn Woodland is also targeting students who are below or far below in ELA and math based on SBAC data, as well as underserved populations such as newcomers, African Americans and students with disabilities. Reduction of chronic absences was also identified as an area of improvement for the school.

Girls Inc. programing will support by emphasizing vocabulary development, and reading comprehension through exposure to complex texts in read alouds with extension activities that align with common core standards and help students make meaning, discuss ideas and write about literature. . All program staff are trained on and use ELL best practices in facilitation, literacy intervention and youth development that support students’ language acquisition, emotional safety and SEL skills.

Girls Inc. will emphasize STEM in their enrichment programming to support students in deepening their understanding of cause and effect, strategic thinking skills and expand their critical thinking skills.

To support with reducing chronic absenteeism, Program Coordinators will work with school leadership teams (eg: COST, Attendance Team) through communication with the principal, admin staff and QSC to be a part of interventions for students at risk of chronic absenteeism. After school program will incentivize attendance and leverage relationships with students and families to keep youth engage in school.

### Elementary OUSD Strategic Strategies

*In OUSD’s Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to make sure **students are reading at or above grade level and English learners are reaching English fluency.***

**Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.**

Our program targets students below grade level according to the Scholastic Reading Inventory (SRI) and Fountas and Pinnell (F&P); and ELL students who need language support to reach English fluency and students who need SEL supports. The Program Coordinator and Managers work with school the Principal, Quality Support Coach and/or other identified school personnel, parents/guardians to identify and recruit students who are in need of ASP that provides the following support daily:

English Language Arts Intervention (1hr/daily)- Provide opportunities for targeted students, identified with support from the school day, to increase their reading level by 1.0 or more years, increasing school wide



reading levels. Through participation in 1 hour daily of common core aligned standards based literacy focused programming each day – Read alouds & hands-on extension activities, literacy centers, Reader’s Theater, Book Club, Guided Reading.

Our daily enrichment activities are focused on supporting/developing participants SEL skills, providing opportunities to strengthen peer and adult relationships, take positive risks and build self-awareness and management.

Additionally to support ELL students and families we prioritize hiring bilingual staff at each program site, who can support students and families in their home language, translate curriculum, and translate program materials. All program staff are trained on and use ELL best practices in facilitation, literacy intervention and youth development that support students’ language acquisition, emotional safety and SEL skills. Our Program Coordinator will meet regularly with Quality Support Coach and/or Principal to track and support students.

**MIDDLE\_ OUSD Strategic Targets**

*In OUSD’s Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to **prepare all students to be college, career, and community ready**. To meet this strategic goal, middle schools must prepare their students to be high school ready by the time they graduate from the 8th grade.*

**Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.**

**High School OUSD Strategic Strategies**

*Academic activities should be aligned with school goals. Your after-school program should plan to offer a range of academic supports to support students to learn and practice skills and knowledge related to core academic content. There should also be an intentional learning space which allows students to work independently with support.*

**Please include the following OUSD High School After-School requirements:**

For Comprehensive high schools:

- Academic mentoring for 9th graders at risk of failing classes
- Academic supports and mentoring for 10th–12th grade students taking credit recovery

For Alternative Ed, high schools:

- College and career readiness activities

**Attach your program schedule for in 2019-2020**

*\*In the fall, sites are required to resubmit updated program schedule.*



**SECTION 5a: CONTINUOUS QUALITY ASSESSMENT (Alignment with CDE and OUSD)**

An effective program improvement process is ongoing and involves a continuous cycle of assessment, planning, and improvement. While the process should be carried out at the site level, documentation of this process should be submitted by the grantee.

This cycle of improvement revolves around twelve critical standards—the Quality Standards for Expanded Learning in California—which were developed in partnership between the California Department of Education’s (CDE) After School Division and the California After School Network (CAN) Quality Committee.

**Name 2-3 Quality Action Plan (QAP) practices that will be implemented in 2019-2020**

1. Staff will have multiple strategies to implement meaningful structured reflection that is age appropriate.
2. Staff will use open ended questions during academic hour and opening circle.
3. Staff will practice active and engaged learning by providing intentional space for group processing.

**PROGRAM SELF-ASSESSMENT**

**Name the stakeholders who participated in the Program Self-Assessment in 2018-2019?**

Please check which stakeholders were involved in your CQI process.

- |  |   |
|--|---|
| <input type="checkbox"/> Internal evaluator          | <input type="checkbox"/> External evaluator   |
| <input type="checkbox"/> School administrator        | <input type="checkbox"/> District administrator   |
| <input type="checkbox"/> Certified staff             | <input type="checkbox"/> Classified staff   |
| <input checked="" type="checkbox"/> Program director | <input checked="" type="checkbox"/> Site coordinator  |
| <input type="checkbox"/> Site level staff            | <input type="checkbox"/> Parents/guardians  |
| <input type="checkbox"/> Students                    | <input type="checkbox"/> Community partners   |
| <input type="checkbox"/> Advisory group              | <input checked="" type="checkbox"/> Other stakeholders <u>Quality Support Coach, Literacy Coordinator</u> |

**What are some key discoveries you made doing the program self-assessment?**

*(Strengths, areas of improvement)*

An area of improvement that we noticed during the self-assessment was that due to the structured schedule staff are not doing intentional reflection after activities.

A strength we noticed is that staff create a safe and supportive environment by allowing students to express physical, social emotional and developmental needs.



<p><b>Which Quality Standards will the program focus on for improvement in the 2019 - 2020 school year?</b></p>	<p>For improvement in the 2019-2020 school year program will focus in active and engaged learning and providing space for youth voice through meaningful reflection and using open ended questions.</p>
<p><b>Describe how the program will address the improvement in this area? (please include program structures, staffing practices and partnerships.)</b></p>	<p>Program will address improvement in this area by providing youth voice in choice of Clubs and Enrichment groups and offering intentional choice during personalized learning time</p> <p>During team meetings and supervision program coordinator will work with staff to identify strategies to use for intentional active engagement and reflection that promotes students success.</p>
<p><b>What is one key data point from your program profile that will be a focus for the upcoming school year? (Please include a summary of the data you are responding to.)</b></p>	<p>Based on the key data we will focus on intentionally using open ended questions to enhance students' skill building throughout program components. We will use strategies to facilitate reflection with students.</p>





**SECTION 5b: Continuous Quality Assessment (CQI): POINT OF SERVICES Quality Standards & PROGRAMMATIC Quality Standards**

**CQI Phase Key:**

- 0 equals limited awareness of the Quality Standard and the CQI process.
- 1 equals working knowledge of the Quality Standard and the CQI process.
- 2 equals success using the Quality Standard and the CQI process.
- 3 equals mastery using the Quality Standard and the CQI process.

*From a scale of 0 to 3 rate your program on the following Point of Service Quality Standards.*

*From a scale of 0 to 3 rate your program on the following Programmatic Quality Standards.*

<b>1. Safe and supportive environment</b>	2	<b>1. Quality staff</b>	2
<b>2. Active and engaged learning</b>	2	<b>2. Clear vision, mission, and purpose</b>	2
<b>3. Skill building</b>	2	<b>3. Collaborative partnership</b>	3
<b>4. Youth voice/leadership</b>	2	<b>4. Continuous quality improvement</b>	2
<b>5. Healthy choice and behaviors</b>	3	<b>5. Program Management</b>	2
<b>6. Diversity, access, and equity</b>	3	<b>6. Sustainability</b>	3



**SECTION 6: Facilities**

**Plan with your site administrator which rooms and outside spaces your after-school program will use Monday - Friday from the start of program to 6.**

Indoors (specify room numbers and space names)			Outdoors		
Room Number & Name of Space	# of Students	Hours to be used	Room Number & Name of Space	# of Students	Hours to be used
B14 –Classroom (rotate every 2 weeks) B15-classroom	20-25	2:55-6:00 Wed-1:10-6:00	Play ground	120	2:55-6:00 WED 1:10-6:00
B13-classroom (rotate every 2 weeks) B16-classroom	20-25	2:55-6:00 Wed-1:10-6:00	Field/yard	120	2:55-6:00 Wed 1:10-6:00
B21-Science Room (rotate every 2 weeks)	20-25	2:55-6:00 Wed 1:10-6:00	Garden	20-25	2:55-6:00 Wed 1:10-6:00
B26- Classroom (rotate every 2 weeks) B27- classroom	20-25	2:55-6:00 Wed 1:10-6:00	Amphitheater	120	2:55-6:00 Wed 1:10-6:00
B22- Classroom (rotate every 2 weeks) B24-Classroom	20-25	2:55-6:00 Wed 1:10-6:00			
B25-Classroom (rotate every 2 weeks) B23- Classroom	20-25	2:55-6:00 Wed-1:10-6:00			
M116-Music Room	20-25	2:55-6:00 Wed-1:10-6:00			
Cafeteria (stage)	20-25	2:55-6:00 Wed-1:10-6:00			
M106-Afterschool office	20-25	10am-			



		6:30pm			
Library/computer lab	20-25	2:55-6:00 Wed-1:10-6:00			
8 Bathrooms	20-25	2:55-6:00 Wed-1:10-6:00			

In addition choose up to 5 other dates you will use space outside of your normal program hours. Please specify which space will be needed (IE: showcases, events and family engagement). Be advised any additional dates/spaces used outside of these dates; the organization will be responsible for facilities cost.

Name of Event	Potential Date	Number of Students	Hours of Use/Room Numbers	Other Details
Winter Family Night Showcase	12/19/2019	120		Cafeteria/Stage and classrooms 4pm-6:30 pm
Family Read Night	3/10/2020	120		Cafeteria/Stage and classrooms 4pm-6:30 pm
Spring Family Night Showcase	5/14/2020	120		Cafeteria/Stage and classrooms 4pm-6:30 pm
Name of Event	Potential Date	Number of Students	Hours of Use/Room Numbers	
Name of Event	Potential Date	Number of Students	Hours of Use/Room Numbers	



SECTION 7a: PROGRAM FEES

Will this after-school program charge program fees for 2019-2020  Yes  No

If, "YES, program fees will be charged," please complete the following assurances. Both the Principal and Lead Agency partner must initial.

Principal	Lead Agency	ASSURANCES
		Our program <b>will not turn away</b> any eligible student from program participation due to the inability to pay program fees. We understand that the California Education Code prohibits program fees from being a barrier to program participation.
		Our program will <b>communicate</b> in writing and verbally to parents/guardians that an eligible child will not be turned away from program participation due to inability to pay.
		Our program will publicize the <b>program fee structure</b> in written program materials for school leaders, parents/guardians, and/or communities members (i.e. communication letter, meetings agenda, etc.)
		Our program shall not charge a fee to a family for a child if the program knows that the child is a <b>homeless youth</b> , as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 1143.a), <b>or for a child who the program knows is in foster care.</b>
		Our program will provide <b>receipts</b> to parents/guardians for each payment made.
		The lead agency will <b>manage funds</b> raised by program fees according to standard accounting practices, and will provide quarterly Income Statements to the Principal and OUSD Expanded Learning Office detailing amount collected from program fees and expenditures. <b>(DUE DATES: October 31st, February 28th, June 28th)</b>
		The lead agency will establish a <b>letter of agreement</b> directly with the school site, indicating that all program fees collected will be expended only at this school site for after-school expenditures; will be carried over the following fiscal year if funds for after-school expenditures; will be carried over to the following fiscal year if funds remain; and will remain at the school site if there is a change in lead agency partner.



SECTION 7b: PROGRAM FEES (Continued)	
Describe how your school/program plans to collect program fee and who will be exempt from paying fees or received a reduced fee?	N/A
Describe how all fees collected will be used on site for direct service in your after-school program.	N/A
Describe how fees will be communicated to school leaders/school community.	N/A
<input type="checkbox"/> Attach a copy of written evidence of your program fee materials/process (i.e. parent letters, parent handbook, etc. meeting with agenda/minutes?)	



# OUSD EXPANDED LEARNING PROGRAMS

## Partner Assurances & Agreements

### 2019–2020

School Site Acorn Woodland Elementary	
Lead Agency Girls Incorporated of Alameda County	Date 4/12/19
Name of After School Program Extended Learning Program	After School Site Coordinator Name (if known at this time): Tigi Bihon
Principal Signature	Lead Agency Signature

### Assurances for Grant Compliance & After School Alignment with School Day

Principal and Lead Agency representative will **review and discuss** each assurance below.

Please note **hyperlinks** for the following documents referenced below:

















- Grant Assurances signed by OUSD Superintendent
- Quality Support Coach Role Description

1. Site Administrator and Lead Agency Director/Site Coordinator have reviewed the [CA Dept. of Education's ASES and/or 21<sup>st</sup> CCLC Grant Assurances](#), and understand mandated grant compliance elements.
2. Site Administrator and Site Coordinator will **meet at least once monthly** to ensure program is meeting identified goals. *(Bi-weekly check-ins are recommended.)*
3. Site will provide the after-school program with appropriate **facilities and resources** in support of program goals, including office space with internet and phone access for the Site Coordinator, and safe storage for program records.
4. Site Administrator will share the **School Site Safety Plan** with the Site Coordinator and discuss appropriate policies and procedures to ensure safety during the after-school hours. *(See page 3 for details on After School Safety Plan requirements.)*
5. Site Administrator and Site Coordinator understand the program must meet **CDE attendance targets** in order to retain grant funding. Site and program will work collaboratively to ensure strong student recruitment and retention.

PRINCIPAL INITIALS

LEAD AGENCY INITIALS

# Assurances for Grant Compliance & After School Alignment with School Day, continued

- |  | PRINCIPAL<br>INITIALS   | LEAD<br>AGENCY<br>INITIALS  |
|--|---|---|
| 6. School will share <b>student outcome data</b> to better refine program (Attendance data, test scores, Report Cards, IEP's, etc). Site Coordinator will share relevant student and program data with school.   |    |    |
| 7. Site Administrator and lead agency partner have reviewed the <b>Quality Support Coach key responsibilities</b> , and understand this role is critical for strengthening staff practices and program quality. Site Administrator will identify and recruit a certificated, qualified individual to serve as the <b>After School Quality Support Coach</b> .  |    |    |
| 8. Site will invite Site Coordinator and appropriate staff to participate in <b>faculty meetings and professional development opportunities</b> , in order to ensure consistency in standards of teaching and learning, and positive school culture & climate.   |    |    |
| 9. Site will invite Site Coordinator to participate on <b>school committees</b> (ie. SSC, COST, SST, Culture Climate team, SPSA planning team, etc) to ensure coordination of services.  |    |    |
| 10. Site Administrator is aware that CDE does not increase after school grant funding for <b>minimum days</b> , and that programs are required to operate until <b>6pm</b> on minimum days. If additional minimum days are added to the school schedule next year, site will allocate resources to help offset the cost of additional hours of programming.  |    |    |
| 11. <b>Lead agency will register with/update OUSD provider database.</b> In order to maintain accurate, up-to-date information on the services provided, the Lead Agency shall register in OUSD's provider database, update schools of operation prior to commencing services for school year 2019 – 20, and update during the current school year if schools of operation change.   |   |   |
| 12. Lead Agency will ensure that appropriate After School staff <b>participate in OUSD Expanded Learning Office meetings and professional development</b> throughout the year including: mandatory ASPO Summer Institute, ongoing site coordinator meetings, continuous quality improvement (CQI) trainings; agency director meetings; various professional learning communities (time commitment varies); local conferences (i.e., annual Bridging the Bay conference), and other relevant district trainings (i.e., safety, PBIS, etc.). |  |  |
| 13. Site and Lead Agency understand that <b>professional development helps ensure program quality</b> . Lead agency is committed to providing/accessing professional development opportunities for after school staff, based on needs identified by program data. The lead agency will adequately budget for staff time to participate in professional development over the course of the year (for key line staff, recommended at least 20 hours of PD/year).   |  |  |



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

## After School Safety and Emergency Planning

1. The 2020–2021 Comprehensive School Site Safety Plan includes the [After School Emergency Plan](#). The Site Administrator and After School Program (ASP) Site Coordinator will update the After-School Emergency Plan annually by discussing and aligning plans and procedures for after school and school day safety, including emergency preparedness and crisis response. **Indicate all actions that will occur to ensure after school program safety and alignment with school day procedures for emergency preparedness and emergency response:**

- Site Administrator and ASP Site Coordinator will meet at beginning of school year to update After School Emergency Plan collaboratively.
- Site will share Comprehensive School Site Safety Plan with after school partner.
- School day and after school programs will coordinate emergency drill schedules & procedures (ie. earthquake, fire, and lockdown drills).
- After School staff will participate in site-level faculty safety trainings.
- School will provide after school staff with access to disaster supplies and other resources in case there is an emergency after school.
- Site Administrator and ASP Site Coordinator will meet regularly to review after school incidences and update safety plans as needed.
- The completed After School Emergency Plan (ASEP) will be submitted to Expanded Learning Programs Office by 10/1/19.

Other. SPECIFY:

2. **List the training and resources** the school will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.

Staff will meet with Principal to discuss and align lock-down, fire and earthquake procedures, schedule drills and create/review safety plan.

3. Principal and Site Coordinator have **reviewed** the [OUSD After School Emergency/Crisis 1<sup>st</sup> Level Response Notification Protocol](#), and understand expectations regarding communication and **incident reporting**, when an issue involving after school safety occurs.  Yes  No

### Facility Keys

It is critical that the After-School Site Coordinator has access to facility keys in order to ensure safety after school should a lockdown or lockout be needed. Will the After-School Program **have access to facility keys** for all areas where after school programming occurs?  Yes  No

If no, indicate how the school campus will be secured if crisis should occur during after school hours and if lockdown is necessary:



## After School Safety and Emergency Planning, continued

### SSO Staffing

**Check one:**

- Site will utilize after school and/or school day funds to pay Extra time/Over time (ET/OT) for an after school SSO.
- Site does not need an SSO.
- Site does not have the resources to fund an after school SSO.



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

## Continuous Quality Improvement (CQI)

Engaging in continuous quality improvement (CQI) processes is an OUSD expectation for all schools and after school programs, and is a condition for ongoing after school grant funding from the California Dept. of Education. The OUSD Expanded Learning Office has adopted a research-based *Assess-Plan-Improve* CQI process utilizing national quality standards for youth development. All OUSD after school programs are expected to fully engage in and complete the following steps of the CQI cycle each year, and submit corresponding CQI deliverables to the school district on a timely basis. (This process is in review and tools will be updated throughout the year)

- self-assessment using Youth Program Quality Assessment (YPQA)/School Age Program Quality Assessment (SAPQA) tool
- planning with data (using self-assessment and external assessment PQA data, and other program data as available)
- development of quality action plan (QAP) with goals for program improvement
- QAP progress check

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

CQI: Continuous quality improvement

QAP: Quality action plan

SAPQA: School Age Program Quality Assessment

YPQA: Youth Program Quality Assessment



PRINCIPAL SIGNATURE

### Review and mark all commitments:

*Our lead agency and school partner understand district expectations regarding the after school program's participation in the Continuous Quality Improvement (CQI) process summarized above. We agree to the following expectations:*

- Lead agency will budget adequately to ensure program staff participate collaboratively in each step of the CQI process.
- Site coordinator will participate in CQI trainings to develop her/his leadership in leading continuous quality improvement processes.
- Lead agency director will provide coaching support and monitoring to Site Coordinator to ensure completion of a meaningful CQI process, and thoughtfully completed CQI deliverables.
- Site coordinator will share CQI data with Site Administrator and school staff.
- Lead agency and school partner will work collaboratively to support the implementation of the program's Quality Action Plan, including providing staff with adequate training and resources to improve the quality of their practices.



LEAD AGENCY SIGNATURE

# ADDENDUM #1

COMPLETED BY MIDDLE SCHOOL AFTER SCHOOL PROGRAMS ONLY

## Middle School Sports

N/A

School Site

Lead Agency

## Middle School Athletics

Sports are an exciting way to keep students engaged in school, and to support health & wellness and community building. OUSD encourages after school programs to participate in the OUSD middle school sports league, which consists of after school sports practices and games on the weekend. Lead agency staff, teachers on extended contract, and/or classified staff on extra time/overtime can serve as coaches for middle school athletics.

Please **identify** the middle school sports activities that the after-school program will be offering students this year in partnership with the OUSD Middle School Sports League.

- Co-ed Flag Football
- Girls Cross Country
- Boys Cross Country
- Girls Basketball
- Boys Basketball

- Girls Soccer
- Boys Soccer
- Girls Track and Field
- Boys Track and Field
- Girls Volleyball

- Boys Volleyball
- Other:

PLEASE DESCRIBE:

- 
- I understand that my middle school sports activities will be listed on my 2019–20 program schedule. I understand I will submit a Schedule of Field Trips and Off-Campus Activities form each semester, listing my program's after school athletic games and practices.
- I understand that all students participating in middle school sports will complete an OUSD Release of Liability and Assumption of Risk form for Middle School Sports League Activities.
- I understand that individuals providing coaching for middle school sports will need to go through the OUSD coaches hiring process.



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

## ADDENDUM #2

# COMPLETED BY HIGH SCHOOL AFTER SCHOOL PROGRAMS ONLY ASSETs Program Schedule

### ASSETs Program Schedule

Must be completed by all programs that receive or have currently applied for ASSETs funding.

**Describe your planned programming** on weekends, intercession breaks, summer, and other non-school days during the 2019-20 school year. Your plans must match your proposed program budget.

<b>Number of non-school days you plan to offer during the 2019-2020 fiscal year</b> (JULY 1, 2019–JUNE 30, 2020)	N/A
<b>Dates of Service</b>	
<b>Proposed Hours of Operation</b>	

**Description of program activities:** *(describe goals of programming, target audience, planned activities, etc.) Please include any programming geared to internships or requiring off campus travel.)*



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

**ADDENDUM #3**  
**COMPLETED BY SITES WITH EQUITABLE ACCESS GRANTS ONLY**  
**21<sup>st</sup> Century and ASSETs Equitable Access**

**Equitable Access**

*Must be completed by all programs that receive or have applied for 21<sup>st</sup> CCLC Equitable Access funding.*

Some 21<sup>st</sup> CCLC and ASSETs programs receive extra Equitable Access funding. The intent of Equitable Access funding is to provide targeted supports for special populations of students who may face challenges and barriers to program participation. Examples of allowable use of Equitable Access funds include:

- additional academic interventions/supports to struggling students (ie. English Language Learners, students with special needs, etc )
- mental health support services that enable students to fully participate in the after school program
- translation services, bus tickets, and other supports that make it possible for students to participate in program

**How will your 21<sup>st</sup> CCLC/ASSETs program support equitable access in your program? Which population(s) of students in your program will receive extra support through the Equitable Access supplemental grant? Please describe your planned use of Equitable Access funds. Your plans must align with your Equitable Access budget.**

N/A



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

**2019-20 After School Program Schedule**

School Site: \_\_\_\_\_ Acorn Woodland  
 Lead Agency: \_\_\_\_\_ Girls Inc. of Alameda County  
 Name of Program: \_\_\_\_\_ Acorn Extended Learning Program  
 School Day End Time on Regular Days (according to Bell Schedule): \_\_\_\_\_ 2:55pm  
 School Day End Time on Minimum Days (according to Bell Schedule): \_\_\_\_\_ 1:10pm

Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
1:10pm-2:55pm			Club: sports, art, dance Recess		
2:55-3:28	Sign in, Homework	Sign In, Homework	Sign In, Homework	Sign In, Homework	Sign In, homework
3:28-3:40	Structure Play	Structure Play	Structure Play	Structure Play	Structure Play
3:40-3:55	Snack	Snack	Snack	Snack	Snack
3:55-5:00	Academic Block 1 Enrichment Block 1	Academic Block 1 Enrichment Block 1	Academic Block 1 Enrichment Block 1	Academic Block 1 Enrichment Block 1	Academic Block 1 Enrichment Block 1
5:00-6:00	Academic Block 2 Enrichment Block 2	Academic Block 2 Enrichment Block 2	Academic Block 2 Enrichment Block 2	Academic Block 2 Enrichment Block 2	Academic Block 2 Enrichment Block 2
6:00 PM	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure

**Important Notes:**

\* Please note that the after school program must start immediately at the same time that the regular school day ends. Please check the official school bell schedule for 2019-20 for the exact ending time of the regular school program. On minimum days, the after school program must start immediately at the end of minimum day.

Programs must submit this program schedule, along with a copy of the school's 2019-20 bell schedule, to the ASPO office for review and approval.

Sign-out and Program Closure cannot occur earlier than 6pm for elementary and middle school programs. Programs must operate at least 3 hours per day and at least 15 hours

Programs will be asked to re-submit updated program schedules at the beginning of each semester.



# Acorn Woodland Elementary School 2019-2020 Bell Schedule/ Horario de Campana

Regular Days	
8:00 AM	Breakfast
8:25AM	Line-up/Chant
10:30-10:45AM	(K-2 <sup>nd</sup> ) Recess
10:45-11:00AM	(3 <sup>rd</sup> -5 <sup>th</sup> ) Recess
12:30-12:50PM	Group #1 Lunch
12:50-1:10PM	Group #1 Recess
12:30-12:50PM	Group #2 Recess
12:50-1:10PM	Group #2 Lunch
2:55PM	Dismissal

Días Regulares	
8:00 AM	Desayuno
8:25AM	Formarse en Fila
10:30-10:45AM	(K-2 <sup>nd</sup> ) Recreo
10:45-11:00AM	(3 <sup>rd</sup> -5 <sup>th</sup> ) Recreo
12:30-12:50PM	Grupo #1 Almuerzo
12:50-1:10PM	Grupo #1 Recreo
12:30-12:50PM	Grupo #2 Recreo
12:50-1:10PM	Grupo #2 Almuerzo
2:55PM	Despedida

MINIMUM DAYS (Wednesdays and Special Minimum Days) Grados K-5	
8:00 AM	Breakfast
8:25AM	Line-up/Chant
10:30-10:45AM	(K-2 <sup>nd</sup> ) Recess
10:45-11:00AM	(3 <sup>rd</sup> -5 <sup>th</sup> ) Recess
12:30-12:50PM	(K) Lunch
12:50-1:10PM	(K) Recess
12:30-12:50PM	Group #1 Lunch
12:50-1:10PM	Group #1 Recess
12:30-12:50PM	Group #2 Recess
12:50-1:10PM	Group #2 Lunch
1:10PM	Dismissal

DÍAS MÍNIMOS (miércoles and Special Minimum Days) Grados K-5	
8:00 AM	Desayuno
8:25AM	Formarse en Fila
10:30-10:45AM	(K-2 <sup>nd</sup> ) Recreo
10:45-11:00AM	(3 <sup>rd</sup> -5 <sup>th</sup> ) Recreo
12:30-12:50PM	(K) Almuerzo
12:50-1:10PM	(K) Recreo
12:30-12:50PM	Grupo #1 Almuerzo
12:50-1:10PM	Grupo #1 Recreo
12:30-12:50PM	Grupo #2 Recreo
12:50-1:10PM	Grupo #2 Almuerzo
1:10PM	Despedida

**Group #1:** Mr. Llaguno, Ms. Ruiz, Ms. Lopez, Mr. Aragon, Ms. Horwitz, Ms. Cognata

**Group #2:** Ms. Tala, Ms. Vitousek, Ms. Kritzler, Ms. Cook, Ms. Sufrin, Ms. Gangopadhyay

**Acorn Woodland ENROLLMENT PROCESS AND TIMELINE: 2019/20 School Year**

<b>Timeline</b>	<b>After School Enrollment Steps/Process</b>	<b>Individual(s) responsible</b>
<b>April 29 to May 10, 2019</b>	Current participants will receive and return enrollment packets	Site Coordinator Principal Literacy Specialist Quality Support Coach
<b>May 13 to May 24, 2019</b>	After School Program will become available for interested families; Teacher Referrals	Site Coordinator Principal Literacy Specialist Quality Support Coach
<b>August (early) 2019</b>	Summer mailing to interested/referred families	Site Coordinator
<b>August (late) 2019</b>	Mandatory family orientation Families sign Family Handbook After school program begins on the 1 <sup>st</sup> day of school, with enrollment at a minimum 75% capacity.	Site Coordinator Assistant
<b>August 26 2019</b>	Enrollment for After School Program will restore, new students will start program on August 26th	Site Coordinator Assistant
<b>August-September 2019</b>	New school year enrollment of families for remaining program slots. Remaining program slots will be filled by September 2019. Program will maintain a waitlist after program slots are filled.	Site coordinator Assistant Support from: Teacher Referrals, Principal/Quality Support Coach
<b>September 2019-May 2020</b>	Continued recruitment of students, via waitlist or referrals, to fill any vacancies during the school year (except for slots reserved for transitional students). Student who are on the waitlist will be contacted at the end of each trimesters by Afterschool Program coordinator or Assistant.	Site coordinator Assistant Support from: Teacher Referrals, Principal/ Quality Support Coach
<b>September 2019- May 2020</b>	114 students are enrolled into program on a first come, first serve basis and Girls Inc. Prioritizes students as follow: Returning student and siblings Students that need literacy support Teacher/COST/Admin recommendation: transitional youth, ELL, Chronic absenteeism, social emotional support Case by Case principal recommendation	Site coordinator Assistant



# PARENT PERMISSION AND RELEASE AND STUDENT INFORMATION

## OAKLAND UNIFIED SCHOOL DISTRICT ASES and/or 21st CENTURY ELEMENTARY & MIDDLE SCHOOL AFTER-SCHOOL PROGRAMS

I give my child permission to participate in the 2019-20 \_\_\_\_\_ After-School Program.

Name of School: \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian Name (Please print) \_\_\_\_\_ Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

In case of emergency, please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: work/home/cell \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: work/home/cell \_\_\_\_\_

Does your child have health coverage?  Yes  No

Name of Medical Insurance \_\_\_\_\_ Policy/ Insurance # \_\_\_\_\_ Primary Insured's Name \_\_\_\_\_

I authorize After-School Program Staff to furnish and/or obtain emergency medical treatment which may be necessary for my child during the After-School Program.

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## RELEASE OF LIABILITY

I understand the nature of the After-School program and that participation is voluntary. I understand that the Oakland Unified School District is not responsible for loss, damage, illness, or injury to person or property as a result of participation in the After-School program. I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from any and all claims for injury, illness, death, loss or damage as a result of participation in the After-School program.



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## AFTER-SCHOOL PROGRAM ATTENDANCE POLICIES

I understand that my child is expected to participate fully in the After-School program:

- ❖ **Elementary School** students are expected to participate in the After-School program every day until 6pm, for a total of 15 hours per week.
- ❖ **Middle School** students who participate in the After-School program at least 3 days per week until 6pm, for a minimum total of 9 hours per week will be given priority for enrollment.

I understand that eligible students who are able to fulfill these attendance requirements have priority for enrollment and that if my child cannot fully participate, my child may lose his/her spot in the program.

I understand that my child (in 2<sup>nd</sup> grade or higher) must sign in to program daily and my child (applicable to high school students) or his/her parent/guardian must sign out of program daily.

## STUDENT RELEASE/ PICK UP POLICY

**As parent/guardian, I understand that the After-School Program will begin immediately After-School is out and will end by 6:00 p.m.** Students will not be released to go home from the After-School Program until they are signed out by the parent/guardian or one of the individuals listed below unless parent/guardian has completed and returned a Waiver of Pick Up Policy:



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

When I am unable to pick my child up, I give After-School Program staff permission to release my child to:

\_\_\_\_\_  
Name/Relationship

\_\_\_\_\_  
Phone Numbers: Home/Work/Cell

\_\_\_\_\_  
Name/Relationship

\_\_\_\_\_  
Phone Numbers: Home/Work/Cell

**REMEMBER:** Please pick up your child on time at the end of stated program closure. If students are not picked up by the end of program, After-School Program staff may be required to contact Child Protective Services or law enforcement. **Please note: Three instances of tardiness in picking up your child will result in his/her dismissal from the program.**

## PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS

For the 2019-2020 school year, I give consent to Oakland Unified School District to disclose to After-School Program Staff my child's confidential academic data (test scores, report cards, attendance, and other performance indices), and input my child's data into the database created for afterschool programs for the sole purpose of providing targeted support and academic instruction and assessing the academic effectiveness of the After-School Program. I also give permission for After-School Program staff to monitor my student's progress and to request my child to voluntarily participate in evaluation surveys for the purpose of determining program effectiveness. I understand that consent to disclose information and evaluate programs is not a requirement to participate in the after-school program and that I can withdraw this consent at any time by notifying the After-School Program and the OUSD After-School Programs office in writing.



\_\_\_\_\_  
Parent/Guardian/Caretaker Signature

\_\_\_\_\_  
Date

## PHOTO/VIDEO RELEASE

During your child's attendance in the After-School Program, s/he may participate in an activity that is being photographed or videotaped; these photographs/video recordings may be used for promotional purposes.

My child \_\_\_\_ may \_\_\_\_ may not  
be photographed/videotaped by the After-School program for promotional purposes.

I authorize the OUSD or any third party it has approved to photograph or videotape my child during After-School program activities and to edit or use any photographs or recordings at the sole discretion of OUSD. I understand that I and my child shall have no legal right or interest arising from the recording, including economic interest. I also agree to release and hold harmless the OUSD and any third party it has approved from and against all claims, demands, damages, and liabilities arising out of or use of the recording.



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## SPECIAL NOTE REGARDING PROGRAM FEES

Some After-School Programs may charge fees on a sliding scale in order to serve more students and provide more services. Programs that charge family fees will waive or reduce the cost of these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge a fee if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care. **No eligible student will be denied enrollment due to a family's inability to pay program fees.**

## EARLY RELEASE WAIVER (OPTIONAL)

### ELEMENTARY AND MIDDLE SCHOOL STUDENTS

- ❖ **Elementary School** students are expected to participate in the After-School program every day until 6pm, for a total of 15 hours per week.
- ❖ **Middle School** students who to participate in the After-School program at least 3 days per week until 6pm, for a minimum total of 9 hours will be given priority.

Eligible students who are able to fulfill these attendance requirements daily have priority for enrollment.

Based on the OUSD Early Release Policy, families can request Early Release of their child from the After-School Program for any of the following reasons:

- Parallel Program
- Family Emergency
- Personal Family Circumstance
- Medical appointment
- Transportation
- Community safety
- Child accident
- Other conditions, as deemed appropriate

School Site: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

I request early release of my child from the After-School Program at \_\_\_\_\_ o'clock p.m.  
(Please check reason)

- I am concerned for my child's safety in returning home by him/herself after dark.
- I am unavailable to pick my child up after this time.
- Other: \_\_\_\_\_

I hereby release and discharge the Oakland Unified School District and its officers, employees, agents and volunteers from all claims for injury, illness, death, loss or damage arising from my child's early release from the After-School Program.



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# WAIVER OF PICK UP POLICY AND PERMISSION TO RELEASE WITHOUT SUPERVISION (OPTIONAL)

## FOR STUDENTS AGES 12 AND OLDER ONLY

School Site: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Birth of Student: \_\_\_\_\_

If I arrive, later than the dismissal time or am unable to pick up my child at the end of the After-School Program:

I give the After-School Program staff permission to release my child from the After-School Program without supervision.

I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from all claims for injury, illness, death, loss or damage arising from the release of my child without supervision if I arrive later than dismissal time or am unable to pick up my child at the end of the After-School Program day.



\_\_\_\_\_  
Parent/Guardian/Caretaker Signature

\_\_\_\_\_  
Date

# After-School Programs, 2019-20

AFTER-SCHOOL PROGRAM NAME: \_\_\_\_\_

SCHOOL SITE: \_\_\_\_\_

## STUDENT HEALTH FORM

### STUDENT INFORMATION

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade in 2019-20 \_\_\_\_\_ Language spoken in the home \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

Parent/Guardian Name (First, Last) \_\_\_\_\_

Student's Home Address \_\_\_\_\_

Phone (home) \_\_\_\_\_

Parent/Guardian Cell # \_\_\_\_\_ Parent/Guardian Work # \_\_\_\_\_

Name of Child's Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

### EMERGENCY

In case of emergency, please contact:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### HEALTH

Please check if your child has any of these Health Conditions and requires management after school:

HEALTH CONDITION	MEDICATION
<input type="checkbox"/> Severe Allergy to: _____	<input type="checkbox"/> Student has EpiPen® at school
<input type="checkbox"/> Asthma	<input type="checkbox"/> Student has inhaler at school
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Seizures	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Sickle Cell Anemia	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Other conditions: _____	<input type="checkbox"/> Student has medication at school

Medical History that may be of importance \_\_\_\_\_

List any Allergies: \_\_\_\_\_

Medications needed during the school day: \_\_\_\_\_

Medications needed After-School hours: \_\_\_\_\_

## **SPECIAL INSTRUCTIONS**

All students with asthma, diabetes, and severe allergies should have emergency medication available to After-School Program staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a medical management plan (Diabetes, Severe Allergy, or Asthma Action Plan) signed by you and your doctor. The After-School Program will need to have medication for your child that is separate from the medication you provide the regular school day program.

See your School Nurse/Health Services for more information.

## **AUTHORIZATION TO TREAT MINOR**

I give permission for the After-School Program staff to administer medication that my child may require during the After-School Program.

I authorize After-School Program Staff to furnish and/or obtain emergency medical treatment, which may be necessary for my child during the After-School Program.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Does your child have vision problems? \_\_\_\_\_

Have you ever been notified that your child has difficulty seeing? \_\_\_\_\_

Is your child supposed to wear glasses? \_\_\_\_\_

***Please return this form immediately to the After-School Program. Thank you!***







Exhibit E

EAST BAY REGIONAL PARK DISTRICT

WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

Waiver and Release of Liability. In consideration of being allowed to use and participate in activities at East Bay Regional Park District's facilities, including but not limited to its pools, lakes, shorelines and swimming lagoons ("Recreational Activity"), I, for myself and my spouse, my child, heirs, personal representatives, next of kin, and assigns, voluntarily agree to release, waive, discharge, and promise not to sue the East Bay Regional Park District, its officers, directors, agents, volunteers, and employees (collectively the "District") from any and all liability for any accident, illness, injury, death, wrongful death, or property damage/loss arising out of my participation in the Recreational Activity and/or use of District facilities and equipment (along with the use of transportation provided, arranged, or paid for by the District, including such transportation for medical treatment), whether occurring on or off District property, and whether caused by any negligence of the District or otherwise, excepting only to the extent caused by District's gross negligence.

Assumption of Risk. I understand that participation in the Recreational Activity and the use of District facilities, equipment, and transportation carry inherent risks that cannot be eliminated regardless of the care taken to avoid injury. These risks may result in injuries that include, but are not limited to, disease, cuts, eye injuries, blindness, broken bones, concussions, heart attacks, heat stroke, dehydration, joint or back injuries, slipping on uneven surfaces, brain injuries, drowning, paralysis, and death, as well as damage/loss of personal property. I also understand that these risks might arise for a variety of reasons, including but not limited to, actions, inaction or negligence of other parties, participants, or the District. I further understand that there may be other risks that are not known to me or reasonably foreseeable at this time. By signing below, I acknowledge that participation in the Recreational Activity and the use of District facilities, equipment, and transportation is voluntary and that I knowingly assume any and all risks, known and unknown.

Indemnity Agreement. In consideration for the District's permission to participate in the Recreational Activity, I voluntarily agree to indemnify and hold harmless the District from all claims, demands, and causes of action brought by me or anyone else as a result of my participation in the Recreational Activity and/or use of District facilities and equipment (along with the use of transportation provided, arranged, or paid for by the District, including such transportation for medical treatment), whether caused by any negligence of the District or otherwise, and agree to reimburse the District for any resulting costs, expenses, and attorneys' fees

Severability. I understand and acknowledge that this Agreement is intended to be as broad and inclusive as permitted by law. If any portion of this Agreement is deemed invalid, it is agreed that the remaining portion of the Agreement shall continue in full legal force and effect.

Minor Participants. If Participant is under 18, Participant's custodial parent or legal guardian must sign below, warranting that he or she is the Participant's custodial parent or legal guardian, and is agreeing to the terms and conditions of this Agreement, on both his or her and the Participant's behalf. Parent or legal guardian acknowledges by their signature that they are giving up the same rights for the minor as they would be giving up if they signed this Agreement on their own behalf.

I have read this Agreement and understand that I am giving up substantial rights by signing it, but do so voluntarily and intend to completely release the District from the liability described above to the greatest extent allowed by law. I also understand that this Agreement is legally binding on me and my child (if applicable), spouse, heirs, personal representatives, assigns, and next of kin.

Participant Name \_\_\_\_\_  
(Print)

Name of Custodial Parent or Guardian (if Participant is under 18): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Participant Signature (if over 18) or Custodial Parent or Guardian Signature

EBRPD Waiver – Swim Use

Rev. 3/09

Exhibit E (1)  
Middle School Sports Release of Liability and Assumption of Risk

**OAKLAND UNIFIED SCHOOL DISTRICT AND \_\_\_\_\_**  
**20\_\_-20\_\_ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES**

**RELEASE OF LIABILITY AND ASSUMPTION OF RISK**

In exchange for being permitted to participate or have my child/ward participate in activities and use equipment and facilities, I agree to release, indemnify and discharge Oakland Unified School District ("OUSD"), \_\_\_\_\_, and their respective agents, directors and employees on behalf of myself, my spouse/domestic partner, children, heirs, assigns, and estate as described below.

1. I am familiar with the Middle School Sports League Activities and facility rules and agree that I and my child will follow them. I understand that the recreational activities or use of the facilities or equipment carries inherent risks which cannot be eliminated regardless of the presence of coaches or other care taken to avoid injury. I understand that OUSD and \_\_\_\_\_ are not responsible for loss, damage, illness, or injury, or death, to person or property as a result of use of the facilities or equipment or participation in the Middle School Sports League activities offered after school and on designated weekend days as scheduled.
2. As parent/guardian, I certify that my child is physically fit and medically able to participate in the Middle School Sports League activities and that parent/guardians have not been advised otherwise by a qualified medical person. I authorize OUSD, \_\_\_\_\_, or Middle School Sports League staff to furnish and/or obtain emergency medical treatment which may be necessary for me or my child during Middle School Sports League activities. Participant and/or parent/guardian agree to pay all costs associated with medical care and transportation for the participant as provided by law.
3. As parent/guardian, I have reviewed the schedule(s) for Middle School Sports League activities and understand that weather permitting the Middle School Sports League activities generally run after school and on designated weekend days of each month as scheduled. Parent/Guardians understand that they are responsible for transporting their child/children and picking up their children promptly at the end of the program and that there is no OUSD or \_\_\_\_\_ supervision for children after the Middle School Sports League program ends.
4. I agree as an adult participant, or the Parent/Guardian of a minor participant, to grant the right and permission to photograph and/or record me or my child/ward in connection with Middle School Sports League and to use the photograph and/or recording for all purposes.

By signing this document (Release of Liability and Assumption of Risk), I understand that if anyone is hurt or property damaged in connection with Middle School Sports League activities, I may be found to have waived my or my child/ward's right to maintain a lawsuit against OUSD, \_\_\_\_\_, or their respective agents, directors, and employees and I am voluntarily choosing to participate.

**SIGNATURE \_\_\_\_\_**  
**(Participant or Parent/Legal Guardian if under age of 18)**

**Today's Date \_\_\_\_\_**

\_\_\_\_\_  
**Participant Name (print)**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**School**

**(COMPLETE INFORMATION ON BOTH SIDES)**

**OAKLAND UNIFIED SCHOOL DISTRICT AND \_\_\_\_\_**  
**20\_\_-20\_\_ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES**

Participant Name (print) \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

In case of emergency please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: work/home/cell \_\_\_\_\_

**If the Participant Is A Minor (under age 18):**

Print name of Parent or Legal Guardian of Minor \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **Today's Date** \_\_\_\_\_  
**(Participant or Parent/Legal Guardian if under age of 18)**

**Student Participant Health Conditions**

- Severe Allergy to: \_\_\_\_\_  Student has an Epi-pen at school
- Asthma  Student has an inhaler at school
- Diabetes  Student has medication at school
- Seizures  Student has medication at school
- Sickle Cell Anemia  Student has medication at school
- Other condition(s): \_\_\_\_\_  Student has medication at school

Medications needed during the school day: \_\_\_\_\_

Medications needed after school hours: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by you and your doctor. See your School Nurse/Health Services for more information.

Health Insurance Plan Name: \_\_\_\_\_ Subscriber/Policy No. \_\_\_\_\_  
**(COMPLETE INFORMATION ON BOTH SIDES)**



**INVOICING AND STAFF QUALIFICATIONS FORM**  
**2019-2020**

**Basic Directions**

**Complete the chart below for each subcontractor and attach with Lead Agency monthly invoices.**

1. Employee, agent or subcontractor name.
2. ATI #. This is the fingerprint clearance number assigned by the Department of Justice.
3. Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.
4. IA Requirement. No Child Left Behind Law requires that any staff who directly supervise students and are included in the 20:1 student-to-adult ratio meet the IA requirement. This documentation should be maintained in Lead Agency files.

**Agency Information**

Agency Name		Agency's Contact Person	
Billing Period		Contact Phone #	

Employee, Agent, or Subcontractor Name	ATI #	Current TB Clearance Documentation on File	IA Requirement Documentation on File
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Exhibit G (1)



**PROCEDURE FOR INVOICING**  
**Oakland Unified School District**  
**Comprehensive After School Programs 2019-2020**

The following procedures are required in submitting invoices that utilize 21<sup>st</sup> Century and/or ASES funding:

- ◆ All 21<sup>st</sup> Century and/or ASES invoices must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency and individual contractors.
- ◆ To maintain invoicing consistency so that all necessary information is included, please use the attached invoicing format. Simply cut and paste the format onto your organization's letterhead. Please utilize the sample invoice as a guide. All of the information in the top section of the invoice template **MUST** be completed in order to process for payment. Also, in the body of the template, a detailed breakdown of charges must be provided, including number of hours worked and hourly rate. **Failure to fully complete an invoice according to these specifications may result in a delay of payment.**
- ◆ All invoices should cover only one calendar month, i.e. the 1<sup>st</sup> through the 30<sup>th</sup> or 31<sup>st</sup>.
- ◆ Contractor, Agency, Site Coordinator, and Principal signatures must be secured prior to submission of invoices to the After School Programs Office. All of these signatures must be originals.
- ◆ Invoices for the month are generally due in the After School Programs Office by 5:00 p.m. on the 10<sup>th</sup> of the following month. This is not a steadfast rule; for example, the invoice for November 1-30<sup>th</sup> is due in our office on the 9<sup>th</sup> of December (the 10<sup>th</sup> is a Saturday). **Invoices that are submitted after the due dates listed below will be processed the following monthly invoicing period.**

The tentative schedule for OUSD payments is anticipated as follows:

<b>Invoices due to our office by 5:00 pm on:</b>	<b>Accounts Payable checks to be mailed on:</b>
August 10, 2019	August 25, 2019
September 8, 2019	September 22, 2019
October 10, 2019	October 24, 2019
November 9, 2019	November 21, 2019
December 8, 2019	December 21, 2019
January 10, 2020	January 25, 2020
February 9, 2020	February 27, 2020
March 9, 2020	March 23, 2020
April 10, 2020	April 25, 2020
May 10, 2020	May 23, 2020
June 7, 2020 for May invoices	June 22, 2020
June 15, 2020 for Final Billing	TBD

If there are any questions regarding the invoicing process, please contact our office at (510) 879-2888.

Exhibit G (2)



**PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS  
OUSD CERTIFICATED TEACHERS 2019-2020**

The following procedures are required in submitting fiscal forms for Paid In-service/Extended Time for OUSD employees utilizing 21<sup>st</sup> Century and/or ASES funding:

**Paying OUSD Certificated Employees (Teachers)**

- ◆ Academic Liaisons should submit a Paid Inservice form and Extended Contract teachers should submit a “Request for Extended Contract” IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ **The FIRST submission of the Paid Inservice/Extended Contract paperwork must be accompanied by a timesheet in order to be processed by OUSD Payroll. No payment will be rendered until timesheets are submitted to our office.**
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign Paid Inservice/Extended Contract & ALL Time Sheets
- ◆ Please be sure to submit ORIGINALS of all documents
- ◆ Please use only ONE SIDED Time Sheets
- ◆ Deliver to OUSD After School Programs Office — All 21<sup>st</sup> Century and/or ASES Paid Inservice/Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ **Union Contract rate for teachers is \$26.61/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$34.67/hr.**
- ◆ Once the Paid In-service form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

Paid In-service/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 5 weeks .***
September 15, 2019	October 20, 2019
October 16, 2019	November 22, 2019
November 15, 2019	December 22, 2019
December 15, 2019	January 22, 2020
January 12, 2020	February 22, 2020
February 15, 2020	March 22, 2020
March 15, 2020	April 20, 2020
April 16, 2020	May 22, 2020
May 15, 2020	June 22, 2020
June 7, 2020	June 29, 2020

If there are any questions regarding these documents or procedures, please contact our office at (510) 879-2888.

Exhibit G (3)



**PROCEDURES for EXTENDED TIME and/or OVERTIME FORMS (ET/OT)  
for OUSD CLASSIFIED EMPLOYEES 2019-2020**

The following procedures are required in submitting fiscal forms for Extended Time and/or Overtime (ET/OT) for OUSD classified employees utilizing 21<sup>st</sup> Century and/or ASES funding:

Paying OUSD Classified Employees (SSOs, Custodians, Instructional Aides, etc.)

- ◆ Complete “Combined ET/OT/CT and Move-Up/Acting Time Report”, using appropriate Budget Org Key
- ◆ Have Employee Sign Form
- ◆ Have Site Coordinator Sign Form
- ◆ Have Principal Approve and Sign Form
- ◆ All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- ◆ All SSO ET/OT forms must be submitted to the SSO Office at 1011 Union St.
- ◆ Any other ET/OT forms for 21<sup>st</sup> Century and ASES classified staff must be delivered to Oakland SUCCESS After School Programs Office in order to be processed and paid. Please see payment schedule in chart below. **Forms that are submitted after the due dates listed below will be paid on the following Payroll Issue Date.** We are located at 1000 Broadway, Suite 150.
- ◆ Rate varies depending on employee’s hourly rate

ET/OT Forms Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates
September 15, 2019	September 29, 2019
September 29, 2019	October 12, 2019
October 12, 2019	October 31, 2019
October 31, 2019	November 15, 2019
November 15, 2019	November 30, 2019
November 30, 2019	December 15, 2019
December 15, 2019	December 29, 2019
December 22, 2019	January 12, 2020
January 12, 2020	January 31, 2020
January 31, 2020	February 15, 2020
February 15, 2020	February 28, 2020
February 28, 2020	March 15, 2020
March 15, 2020	March 29, 2020
March 29, 2020	April 14, 2020
April 13, 2020	April 30, 2020
April 30, 2020	May 15, 2020
May 15, 2020	May 31, 2020
May 31, 2020	June 15, 2020
June 7, 2020	June 29, 2020

If there are any questions regarding these documents and procedures, please contact our office at (510) 879-2888.

Exhibit H



**INSERT HERE**



INSURED: Girls Inc of Alameda County

POLICY #: PHPK1847597

POLICY PERIOD: 07/01/2018

TO 07/01/2019

PI-GLD-HS (10/11)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**GENERAL LIABILITY DELUXE ENDORSEMENT:  
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE**

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of Insurance	Page #
Extended Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	2
Non-Owned Watercraft	Less than 58 feet	2
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	2
Damage to Premises Rented to You	\$1,000,000	3
HIPAA	Clarification	4
Medical Payments	\$20,000	5
Medical Payments – Extended Reporting Period	3 years	5
Athletic Activities	Amended	5
Supplementary Payments – Bail Bonds	\$5,000	5
Supplementary Payment – Loss of Earnings	\$1,000 per day	5
Employee Indemnification Defense Coverage	\$25,000	5
Key and Lock Replacement – Janitorial Services Client Coverage	\$10,000 limit	6
Additional Insured – Newly Acquired Time Period	Amended	6
Additional Insured – Medical Directors and Administrators	Included	7
Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)	Included	7
Additional Insured – Broadened Named Insured	Included	7
Additional Insured – Funding Source	Included	7
Additional Insured – Home Care Providers	Included	7
Additional Insured – Managers, Landlords, or Lessors of Premises	Included	7
Additional Insured – Lessor of Leased Equipment	Included	7
Additional Insured – Grantor of Permits	Included	8
Additional Insured – Vendor	Included	8
Additional Insured – Franchisor	Included	9
Additional Insured – When Required by Contract	Included	9
Additional Insured – Owners, Lessees, or Contractors	Included	9
Additional Insured – State or Political Subdivisions	Included	10

Duties in the Event of Occurrence, Claim or Suit	Included	30
Unintentional Failure to Disclose Hazards	Included	10
Transfer of Rights of Recovery Against Others To Us	Clarification	10
Liberalization	Included	11
Bodily Injury – includes Mental Anguish	Included	11
Personal and Advertising Injury – includes Abuse of Process, Discrimination	Included	11

**A. Extended Property Damage**

**SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions, Paragraph a.** is deleted in its entirety and replaced by the following:

**a. Expected or Intended Injury**

"Bodily injury" or property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

**B. Limited Rental Lease Agreement Contractual Liability**

**SECTION I – COVERAGES, COVERAGE A, BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions, Paragraph b. Contractual Liability** is amended to include the following:

(3) Based on the named insured's request at the time of claim, we agree to indemnify the named insured for their liability assumed in a contract or agreement regarding the rental or lease of a premises on behalf of their client, up to \$50,000. This coverage extension only applies to rental lease agreements. This coverage is excess over any renter's liability insurance of the client.

**C. Non-Owned Watercraft**

**SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions, Paragraph g. (2)** is deleted in its entirety and replaced by the following:

- (2) A watercraft you do not own that is:
  - (a) Less than 58 feet long; and
  - (b) Not being used to carry persons or property for a charge;

This provision applies to any person, who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

**D. Damage to Property You Own, Rent or Occupy**

**SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE**

**LIABILITY, Subsection 2, Exclusions, Paragraph j, Damage to Property, Item (1)** is deleted in its entirety and replaced with the following:

- (1) Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property, unless the damage to property is caused by your client, up to a \$50,000 limit. A client is defined as a person under your direct care and supervision.

**E. Damage to Premises Rented to You**

- 1. If damage by fire to premises rented to you is not otherwise excluded from this Coverage Part, the word "fire" is changed to "fire, lightning, explosion, smoke, or leakage from automatic fire protective systems" where it appears in:

- a. The last paragraph of **SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2, Exclusions**; is deleted in its entirety and replaced by the following:

Exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **SECTION III – LIMITS OF INSURANCE**.

- b. **SECTION III – LIMITS OF INSURANCE, Paragraph 6.** is deleted in its entirety and replaced by the following:

Subject to Paragraph 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems while rented to you or temporarily occupied by you with permission of the owner.

- c. **SECTION V – DEFINITIONS, Paragraph 9.a.,** is deleted in its entirety and replaced by the following:

A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

- 2. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Subsection 4, Other Insurance, Paragraph b, Excess Insurance, (1) (a) (ii)** is deleted in its entirety and replaced by the following:

That is insurance for fire, lightning, explosion, smoke, or leakage from automatic fire protective systems for premises rented to you or temporarily occupied by you with permission of the owner;

- 3. The **Damage To Premises Rented To You Limit** section of the **Declarations** is amended to the greater of:

- a. \$1,000,000; or
- b. The amount shown in the Declarations as the **Damage to Premises Rented to You Limit**.

This is the most we will pay for all damage proximately caused by the same event, whether such damage results from fire, lightning, explosion, smoke, or leaks from automatic fire protective systems or any combination thereof.

**F. HIPAA**

**SECTION I – COVERAGES, COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY,** is amended as follows:

- 1. Paragraph 1. Insuring Agreement is amended to include the following:

We will pay those sums that the insured becomes legally obligated to pay as damages because of a "violation(s)" of the Health Insurance Portability and Accountability Act (HIPAA). We have the right and the duty to defend the insured against any "suit," "investigation," or "civil proceeding" seeking these damages. However, we will have no duty to defend the insured against any "suit" seeking damages, "investigation," or "civil proceeding" to which this insurance does not apply.

- 2. Paragraph 2. Exclusions is amended to include the following additional exclusions:

This insurance does not apply to:

- a. **Intentional, Willful, or Deliberate Violations**  
Any willful, intentional, or deliberate "violation(s)" by any insured.
- b. **Criminal Acts**  
Any "violation" which results in any criminal penalties under the HIPAA.
- c. **Other Remedies**  
Any remedy other than monetary damages for penalties assessed.
- d. **Compliance Reviews or Audits**  
Any compliance reviews by the Department of Health and Human Services.

- 3. **SECTION V – DEFINITIONS** is amended to include the following additional definitions:

- a. "Civil proceeding" means an action by the Department of Health and Human Services (HHS) arising out of "violations."
- b. "Investigation" means an examination of an actual or alleged "violation(s)" by HHS. However, "investigation" does not include a Compliance Review.
- c. "Violation" means the actual or alleged failure to comply with the regulations included in the HIPAA.

**G. Medical Payments – Limit Increased to \$20,000, Extended Reporting Period**

IF COVERAGE C MEDICAL PAYMENTS is not otherwise excluded from this Coverage Part:

1. The Medical Expense Limit is changed subject to all of the terms of SECTION III - LIMITS OF INSURANCE to the greater of:

- a. \$20,000; or
- b. The Medical Expense Limit shown in the Declarations of this Coverage Part.

2. SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 1. Insuring Agreement, a. (3) (b) is deleted in its entirety and replaced by the following:

(b) The expenses are incurred and reported to us within three years of the date of the accident.

**H. Athletic Activities**

SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 2. Exclusions, Paragraph e. Athletic Activities is deleted in its entirety and replaced with the following:

e. Athletic Activities

To a person injured while taking part in athletics.

**I. Supplementary Payments**

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS - COVERAGE A AND B are amended as follows:

1. b. is deleted in its entirety and replaced by the following:

1. b. Up to \$5000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these.

1.d. is deleted in its entirety and replaced by the following:

1. d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$1,000 a day because of time off from work.

**J. Employee Indemnification Defense Coverage**

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B the following is added:

We will pay, on your behalf, defense costs incurred by an "employee" in a criminal proceeding occurring in the course of employment.

The most we will pay for any "employee" who is alleged to be directly involved in a criminal proceeding is \$25,000 regardless of the numbers of "employees," claims or "suits" brought or persons or organizations making claims or bringing "suits."

**K. Key and Lock Replacement – Janitorial Services Client Coverage**

**SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** is amended to include the following:

We will pay for the cost to replace keys and locks at the "clients" premises due to theft or other loss to keys entrusted to you by your "client," up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, "employees", "managers", directors, trustees, authorized representatives or any one to whom you entrust the keys of a "client" for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

a. "Client" means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.

b. "Employee" means:

(1) Any natural person:

(a) While in your service or for 30 days after termination of service;

(b) Who you compensate directly by salary, wages or commissions; and

(c) Who you have the right to direct and control while performing services for you; or

(2) Any natural person who is furnished temporarily to you:

(a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or

(b) To meet seasonal or short-term workload conditions;

while that person is subject to your direction and control and performing services for you.

(3) "Employee" does not mean:

(a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or

(b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an "employee."

c. "Manager" means a person serving in a directorial capacity for a limited liability company.

**L. Additional Insureds**

**SECTION II – WHO IS AN INSURED** is amended as follows:

1. If coverage for newly acquired or formed organizations is not otherwise excluded from this



Coverage Part, Paragraph 3.a. is deleted in its entirety and replaced by the following:

- a. Coverage under this provision is afforded until the end of the policy period.
2. Each of the following is also an insured:
- a. **Medical Directors and Administrators** – Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.
  - b. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your “employees” are also insureds for “bodily injury” to a co-“employee” while in the course of his or her employment by you or performing duties related to the conduct of your business.  
  
This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.
  - c. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.
  - d. **Funding Source** – Any person or organization with respect to their liability arising out of:
    - (1) Their financial control of you; or
    - (2) Premises they own, maintain or control while you lease or occupy these premises.  
  
This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.
  - e. **Home Care Providers** – At the first Named Insured’s option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.
  - f. **Managers, Landlords, or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:  
  
This insurance does not apply to:
    - (1) Any “occurrence” which takes place after you cease to be a tenant in that premises; or
    - (2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.
  - g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or

organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

- h. **Grantors of Permits** – Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:
  - (1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:
    - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hold away openings, sidewalk vaults, street banners or decorations and similar exposures;
    - (b) The construction, erection, or removal of elevators; or
    - (c) The ownership, maintenance, or use of any elevators covered by this insurance.
- i. **Vendors** – Only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:
  - (1) The insurance afforded the vendor does not apply to:
    - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
    - (b) Any express warranty unauthorized by you;
    - (c) Any physical or chemical change in the product made intentionally by the vendor;
    - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
    - (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
    - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
  - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
  - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
- j. Franchisor – Any person or organization with respect to their liability as the grantor of a franchise to you.
- k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
- l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
  - (1) Your acts or omissions; or
  - (2) The acts or omissions of those acting on your behalf,
 in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

- This insurance does not apply to "bodily injury" or "property damage" occurring after:
  - (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
  - (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

m. **State or Political Subdivisions** – Any state or political subdivision as required, subject to the following provisions:

- (1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
- (2) This insurance does not apply to:
  - (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
  - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

**MI. Duties in the Event of Occurrence, Claim or Suit**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2.** is amended as follows:

a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

**N. Unintentional Failure To Disclose Hazards**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 6. Representations** is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

**O. Transfer of Rights of Recovery Against Others To Us**

**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. Transfer of Rights of**

Recovery Against Others To Us is deleted in its entirety and replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

P. Liberalization

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

Q. Bodily Injury – Mental Anguish

SECTION V – DEFINITIONS, Paragraph 3. Is deleted in its entirety and replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (item a. above) at any time.

R. Personal and Advertising Injury – Abuse of Process, Discrimination

If COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

1. SECTION V – DEFINITIONS, Paragraph 14.b. is deleted in its entirety and replaced by the following:

b. Malicious prosecution or abuse of process;

2. SECTION V – DEFINITIONS, Paragraph 14. is amended by adding the following:

Discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
  - (1) Any insured; or
  - (2) Any executive officer, director, stockholder, partner or member of the insured;
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured;

- c. Directly or indirectly related to the sale, rental, lease or sublease or prospective sales, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured; or
- d. Insurance for such discrimination is prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling.

The above does not apply to fines or penalties imposed because of discrimination.

Exhibit I

Statement of Qualifications

**INSERT HERE**

## Girls Incorporated® of Alameda County® Activities and Supporting Services

**Mission:** *Inspiring all girls to be strong through healthy living, smart through education, and bold through independence.*

**Vision:** Generations are transformed when girls are equipped with knowledge, information and confidence. They grow up strong, smart and bold. At Girls Incorporated of Alameda County, when a girl is engaged with us as young as possible, she develops the essential skills and tools she needs for college, career and life success. Tailored to meet the unique needs of the diverse County of Alameda, our programs and services provide girls in communities most at need with the opportunity to make positive change in their own lives, families, and the world.

### **About Girls Incorporated of Alameda County**

Girls Inc. locally is one of 83 affiliates of the national Girls Incorporated organization, the country's leading voice for girls. Since 1958, Girls Inc. has responded to the unique needs of girls, ages 5 to 18, in underserved communities of San Francisco's East Bay through academic achievement programs and counseling services. Programs are free and challenge girls to explore their potential, develop life skills, ensure college and career success, and expand their sense of what is possible. With an innovative educational approach incorporating local needs into research-based curricula, Girls Inc. has established itself as the Bay Area's leading provider of after-school programs, reaching nearly 7,000 girls and their family members each year.

### **Programs with Impact**

Our combination of counseling and educational programming allows us to best serve the whole girl and is unique among Girls Inc. affiliates nationally. Our programs in literacy, math and science, health and fitness, pregnancy prevention, leadership, and advocacy are delivered on-site and at over 30 schools and community sites in Alameda County. Through our on-site Pathways Counseling Center, we offer no-cost or low-cost community mental health and case management services to youth and their families.



### **Local Expertise, National Recognition**

Girls Inc. is unique in its specific focus of prioritizing underserved girls and communities. The Girls Inc. constituency is 33% Latina, 29% African American, 20% Asian American, 8% multi-racial, 4% Caucasian, 4% Pacific Islander 1% Middle Eastern, and 1% other. More than 82% came from households earning an annual income of \$40,000 or less, with 25% earning an annual income of \$10,000 or less, and 89% of girls participating in the Federal Free or Reduced-price Lunch Program. Nearly 34% of our girls live in single parent households headed by women, and 25% of girls' caregivers have less than a high school degree. Our communities include some of the most underfunded and underperforming public schools in California, presenting a particularly challenging educational setting for the girls we serve. In Oakland, *nearly 40% of their peers won't even graduate from high school.*

### **Continuum of Programs for Grades K-12**

The Department of Education reports that youth who participate in high-quality after-school programs have "better peer relations and emotional adjustment, and lower incidences of drug use, violence, and pregnancy." Further, a girl's future participation in the workforce is directly related to her K-12 academic success. Responding to these critical needs, Girls Inc. encourages girls to continue to learn and grow with us as they move through their school years through a continuum of programs:

**We've opened new doors in Oakland!**

Girls Incorporated of Alameda County • Simpson Center for Girls • 510 – 16<sup>th</sup> Street, Oakland, CA, 94612

Tel: 510/357-5515 • Fax: 510/357-5512 • eMail: [info@girlsinc-alameda.org](mailto:info@girlsinc-alameda.org)

Website: [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org) • <http://twitter.com/girlsincac>

<http://www.facebook.com/pages/Girls-Inc-of-Alameda-County/207897137963>



- **GIRLStart** (K-3<sup>rd</sup> grade), increases literacy skills to ensure future academic success
- **WOW!** (Grades 4-5), builds skills in literacy, health, fitness and nutrition
- **All STARS** (Grades 6-7), develops capacities in technology, leadership and fitness
- **Eureka!** (Grades 8-12), focuses on science, technology, math, engineering and college/career prep
- **ACT**, trains and engages teen girls in local advocacy projects
- **HEART**, trains girls to deliver peer health and sexuality education program for teens

In addition to our continuum of programs, many of which have been scaled nationally, Girls Inc. also provides health education programs and mental health services for girls and families, including **Bodies in Motion (BIM)**, a health intervention program; and outpatient mental health services and school-based case management services in English and Spanish. Girls Inc. also provides the State-funded **Teen Pregnancy Prevention (TPP)** program for middle and high school girls, including support services for families.



The way in which girls are selected differs completely by program. GIRLStart participants are identified by teachers as reading below grade level and/or needing literacy support. WOW! and All STARS participants are also by teacher referral. Eureka!, HEART & ACT are all interview-based, and selections are made on the desire to be a participant, income level, and commitment to the requirements of the specific program. BIM requires a physician or parent referral, and TPP is state-mandated for all Oakland middle school students. Selections for our summer program at our Concordia site are income-based, and they must be East Oakland residents.

#### **Pathways Counseling Center and Community Consultation Services**

Girls Inc. is unique among the nationwide Girls Incorporated affiliates due to its comprehensive community mental health clinic, Pathways Counseling Center. Established in 1973 to address community demand for child and family mental health treatment needs, the clinic delivers a full spectrum of mental health services for girls, boys, women, and men. Pathways also operates as a clinical training center for graduate students of clinical psychology, providing a structured and comprehensive training program. During the past year, Pathways has delivered consultation services to over 3,600 children, families, and professional service providers.

#### **Accomplishments**

We continue to grow and evolve each year, constantly increasing our capacity to reach out to at-risk East Bay girls, and we're proud that \$.85 of every dollar raised goes directly to our programs. Over the past year, our advances, achievements and sound fiscal management has been locally and nationally recognized:

- Received five four-star rating from Charity Navigator (four of them consecutively), for our ability to efficiently manage and grow our agency's finances.
- Ranked 5<sup>th</sup> of 178 top national high-impact youth serving nonprofits in 2011 by Philanthropedia, a GuideStar research organization.
- Received the United Nations-USA East Bay's 6<sup>th</sup> Annual Global Citizen Award; the Northern California Community Loan Fund's "Non-Profit Community Impact Award"; and Youth Radio's Community Champion Award.

Perhaps none is more striking than the remarkable number of young women who go on to higher education; over the past five years over 98% of our seniors enrolled in college—many of whom are the first in their families to do so.

**girls  
inc.®**

Girls Incorporated®  
of Alameda County

## EXHIBIT J

### Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY

As set forth in Paragraph 11.4 of the Memorandum of Understanding between AGENCY and Oakland Unified School District ("OUSD"), this Agreement ("Agreement") allows for the employment of the EMPLOYEE, \_\_\_\_\_, for distinct and separate employment roles with OUSD and with AGENCY. These two employment positions do not overlap in duties, hours, or control by the respective employers, OUSD or AGENCY. As used in this Agreement, "Parties" means Employee, OUSD, and AGENCY.

1. **Employment Position.** OUSD shall provide Employee with a written document describing the position that Employee shall perform for OUSD. AGENCY shall provide Employee with a written document describing the position that Employee shall perform for AGENCY. None of the duties performed for either employer shall interfere or conflict with their responsibilities for the other employer.
2. **Hours of Work.** OUSD shall inform Employee of the hours of work for the OUSD employment position. AGENCY shall inform Employee of the hours of work for the AGENCY position. None of the work hours shall be overlapping. Employee shall not work any hours beyond the regular working hours for either OUSD or AGENCY unless express written approval is given by the Employer for whom the extra hours are being worked.
3. **Control & Supervision – OUSD Employment.** During the employment position and working hours performed for OUSD, EMPLOYEE will devote their full services to OUSD and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to OUSD. EMPLOYEE shall be supervised by designated OUSD personnel and OUSD will provide the information, tools, and equipment necessary for such employment. OUSD shall control all aspects of the employment relationship for the work performed for OUSD. EMPLOYEE shall not use the information, tools, or equipment of OUSD in performing the work for AGENCY, without OUSD's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. AGENCY shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's OUSD work hours.
4. **Control & Supervision – AGENCY Employment.** During the employment position and working hours performed for AGENCY, EMPLOYEE will devote their full services to AGENCY and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to AGENCY. EMPLOYEE shall be supervised by designated AGENCY personnel and AGENCY will provide the information, tools, and equipment necessary for such employment. AGENCY shall control all aspects of the employment relationship for the work performed for AGENCY. EMPLOYEE shall not use the information, tools, or equipment of AGENCY in performing the work for OUSD, without AGENCY's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. OUSD shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's AGENCY work hours.
5. **Workers Compensation Liability Insurance.** As required by California and federal law, each employer shall maintain workers compensation liability insurance for Employee's behalf for the employment position for which EMPLOYEE is employed by each of them.
6. **Wages.** OUSD is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the OUSD employment position. OUSD shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position, and AGENCY agrees to indemnify, defend, and hold harmless OUSD from any such claim. Similarly, AGENCY is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position. AGENCY shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the OUSD employment position, and OUSD agrees to indemnify, defend, and hold harmless OUSD from any such claim.
7. **No Joint Employer Relationship.** The Parties acknowledge and agree that it is not their intent to create any joint employer relationship and, instead, each employment relationship is separate and distinct as set forth in this Agreement. Notwithstanding, EMPLOYEE understands and agrees personnel information may be exchanged between OUSD and AGENCY.
8. **Termination.** Subject to any applicable employment laws, any Party may terminate this Agreement or any employment relationship created under this Agreement with two weeks written notice to the other Parties.

9. Litigation. This Agreement shall be performed in Oakland, California and is governed by the Laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
10. Integration/Entire Agreement of Parties: This Agreement and the Memorandum of Understanding between AGENCY and OUSD from which this Agreement stems, constitute the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by all Parties.
11. Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
12. Signature Authority. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
13. Employment Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement or employment of EMPLOYEE until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to EMPLOYEE absent formal approval. This Agreement shall be deemed to be approved when it has been signed all Parties and employment of EMPLOYEE has been approved by the Governing Board.

OAKLAND UNIFIED SCHOOL DISTRICT

- 
- President, Board of Education
  - Superintendent or Designee

---

Secretary, Board of Education

AGENCY

---

EMPLOYEE

---

Girls Incorporated® of Alameda County

510 16<sup>th</sup> Street  
Oakland, CA 94612  
Tel: 510-357-5516  
Fax: 510-318-5399  
<http://www.girlsinc-alameda.org>



April 12, 2019

Oakland Unified School District  
Community Schools & Student Services  
1000 Broadway, Suite 150  
Oakland, CA 94607

To Whom It May Concern:

This letter confirms that Girls Incorporated of Alameda County requires that all school based staff classified as employees, volunteers, and agents working in OUSD after school programs will have fingerprint clearance through the Dept. of Justice and FBI, copies of their official transcripts, and proof of a T.B. test within the last 6 months before they begin working on OUSD school sites.

Please do not hesitate to contact me should you have any questions.

Best regards,

A handwritten signature in blue ink, appearing to read "Julayne Virgil". The signature is fluid and cursive, with a large initial "J" and "V".

Julayne Virgil  
Chief Executive Officer  
[jvirgil@girlsinc-alameda.org](mailto:jvirgil@girlsinc-alameda.org)  
510-357-5515 ext. 224

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : girls inc of alameda county\***  
**Record Status: Active**

<b>ENTITY</b>	Girls Inc Of Alameda County	Status: Active
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DUNS: 081846545	+4:	CAGE Code: 5H7C9	DoDAAC:
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Expiration Date: 10/31/2019	Has Active Exclusion?: No	Debt Subject to Offset?: No
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Address: 510 16TH ST STE 100

City: OAKLAND

ZIP Code: 94612-1520

State/Province: CALIFORNIA

Country: UNITED STATES



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2018-2019

### Basic Directions

**Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.**

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on Escape
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

### Agency Information

Agency Name	Girls Inc of Alameda County	Agency's Contact Person	Julayne Virgil
Street Address	50 16th Street	Title	Chief Executive Officer
City	Oakland	Telephone	510-357-5515
State	CA	Zip Code	94612
Email	jvirgil@girlsinc-alameda.org		
OUUSD Vendor Number	001841		
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input checked="" type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Program Planning Tool and Budget <input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.sam.gov/portal/public/Sam/">www.sam.gov/portal/public/Sam/</a> )		

### Compensation and Terms – Must be within OUSD Bidding Guidelines

Anticipated Start Date	August 1, 2019	Date work will end	July 31, 2020	Total Contract Amount	\$ 96,512.00
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### Budget Information

Resource #	Resource Name	Budget #	Amount	Req. #
6010	ASES	010-6010-0-1110-4000-5825-185-1650-1553-0106-99998	\$ 96,512.00	19/20 Funds
			\$	
			\$	
			\$	

### OUUSD Contract Originator Information

Name of OUSD Contact	Leroy Gaines	Email	leroy.gaines@ousd.org		
Telephone	510-639-3344	Fax	510-639-3346		
Site/Dept. Name	166/Acorn Woodland Elementary School	Enrollment Grades	K	through	5

### Approval and Routing (in order of approval steps)

Services cannot be provided before the MOU is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<small>Digitally signed by</small> Leroy Gaines		5/28/2019
2. Resource Manager	<small>Digitally signed by</small> Martha Pena		5/29/2019
3. Network Superintendent/Deputy Chief/Exec Dir.	<small>Digitally signed by</small> Monica Thomas		5/29/2019
4. Cabinet (CAO, SBO, CFO)	<small>Digitally signed by</small> Sandra Aguilera		5/29/2019
5. Board of Education or Superintendent			
Procurement	Date Received		