

Board Office Use: Legislative File Info.	
File ID Number	12-0743
Introduction Date	4/25/12
Enactment Number	
Enactment Date	



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

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

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

**Board Meeting Date** \_\_\_\_\_  
(To be completed by Procurement)

**Subject** Individual Service Agreement Amendment - 1  
Aspiranet South San Francisco CA (Contractor, City/State) -  
Acorn Woodland Elementary School (site/department)

**Action Requested** Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Aspiranet. Services to be primarily provided to Acorn Woodland Elementary School for the period of 07/01/2011 through 06/30/2012, in an amount not to exceed \$ 56,269.28.

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

The attached Individual Service Agreement is a contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 22, 2011 (Enactment number 11-1365). This amendment is to purchase new services to serve students, grades K-5 in the after school program for academic, enrichment, recreational/physical activity, and family literacy components to engage parents and support them in helping their children to succeed in school, provide parent workshops, parent outreach, and adult literacy support.

**Discussion**  
*One paragraph summary of the amended scope of work.*

Approval by the Board of Education of Amendment No. 1 of the Individual Service Agreement to the Master Memorandum of Understanding between the District and Aspiranet, South San Francisco, CA, for the latter to provide services by adding Menu of Service Option C for academic, enrichment, recreational/physical activity, and family literacy components and Option F for parent engagement, workshops, parent outreach and adult literacy support for the after school program at Acorn Woodland Elementary School for the period of July 1, 2011 through June 30, 2012, in the amount of \$56,269.28, increasing the current agreement from \$91,848.00, to a not to exceed total amount of \$143,797.28. All other terms and conditions remain in full force and effect.

**Recommendation** Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Aspiranet. Services to be primarily provided to Acorn Woodland Elementary School for the period of 07/01/2011 through 06/30/2012, in an amount not to exceed \$ 56,269.28.

**Fiscal Impact** Funding resource name (please spell out) 4124/21st CCLC  
not to exceed \$ 56,269.28.

**Attachments**

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

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	12-0743
Introduction Date	4/25/12
Enactment Number	
Enactment Date	



OAKLAND UNIFIED SCHOOL DISTRICT  
 Community Schools, Thriving Students  
 RECEIVED  
 MAR 28 2012

## INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

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

MASTER MOU INFORMATION			
VENDOR NAME	Aspiranet	VENDOR #	V056255
MASTER CONTRACT #	11-1238	ENACTMENT #	11-1365
SCHOOL / DEPT NAME	Acorn Woodland Elementary School	SITE #	165

### ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

**Increase in number of units (days, hours, etc) of same type of service purchased in original ISA.**

Service	Start Date	07/01/2011	End Date	06/30/2012
Unit of Service (Days, hours, etc)		Fee Per Unit of Service	\$	
Additional Units		Increase to Contract Amount	\$	

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

**Purchase additional type of service.**

Service Option C, Option F	Start Date	07/01/2011	End Date	06/30/2012
Unit of Service (Days, hours, etc)	1	Fee Per Unit of Additional Service	\$ 57,320.00	
Number of Units	1	Increase to Contract Amount	\$ 56,269.28	

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

Services provided for Grades K-5 for academic, enrichment, recreational/physical activity, and family literacy components to engage parents and support them in helping their children to succeed in school, parent workshops, parent outreach, and adult literacy support in the after school program.

**Decrease in number of units (days, hours, etc) of service.**

Service	Start Date		End Date	
Unit of Service (Days, hours, etc)		Fee Per Unit of Service	\$	
Number of Units		Decrease to Contract Amount	\$	

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

VENDOR	NAME		TITLE	
SIGNATURE	<i>Vern Brown</i>		DATE	3/27/12
OUSD SITE ADMINISTRATOR	NAME		TITLE	
SIGNATURE	<i>[Signature]</i>		DATE	3/27/12

APPROVAL BY THE BOARD OF EDUCATION	
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION	DATE

Requisition Number: R0203753

## Menu of Service for Lead Agency: Aspiranet

### Lead Agency Unit of Service for ASES After School Program

**After School Services include:**

After school program set up and coordination of comprehensive services to ensure ASES grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, and recreational/physical activity components to meet grant compliance. Services will be delivered by qualified, trained individuals and/or community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students in elementary school programs and 120 students in middle school programs. Services will be offered daily, Monday through Friday, from September 2011 – June 2012. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 20:1.

**Lead Agency Option A: Cost for Elementary School lead agency package: \$ 93,634**

**Lead Agency Option B: Cost for Middle School Lead Agency package: \$ 127,011**

### Lead Agency Unit of Service for 21<sup>st</sup> Century After School Program

**After School Services Include:**

After school program set up and coordination of comprehensive services to ensure 21<sup>st</sup> Century grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, recreational/physical activity, and family literacy components to meet grant compliance. Services will be delivered by qualified, trained individuals and/or community providers with subject matter expertise and youth development experience.

Services will be offered daily, Monday through Friday, from September 2011 – June 2012. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 20:1.

**Lead Agency Option C: Cost for Elementary School lead agency package for up to 90 students: \$ 92,483**

**Lead Agency Option D: Cost for Middle School Lead Agency package for up to 120 students: \$125,369**

**Lead Agency Option E: Cost for High School Lead Agency package for up to 83 students: \$136,155**

**Factors that may reduce or increase the school charge for above lead agency units:**

- 1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e. School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.
- 1f. School reducing number of students to be served by program, due to reduced grant funds.
- 1g. School opting to fund Academic Liaison, reducing above costs for academic programming and alignment with school day.

**Other 21<sup>st</sup> Century Services**

**Option F: 21<sup>st</sup> Century Family Literacy Services:** Variety of services to engage parents and support them in helping their children to succeed in school. Services customized to meet school and community needs, and may include: parent workshops, parent outreach and adult literacy support.

Services will be open to families of all students participating in 21<sup>st</sup> Century after school programming. Services will be provided by qualified, trained individuals and/or community providers with subject matter expertise.

**Cost \$17,400**

**Option G: 21<sup>st</sup> Century Equitable Access Services:** Services customized to meet school needs, and may include: services to enhance student access to after school program; special support services for English learners and other high need students; translation services; and services to promote conflict resolution and positive program climate.

Services will compliment after school programming occurring daily, September through June.

**Cost \$21,750**

**Factors that would decrease the above costs for 21<sup>st</sup> Century Additional Services:**

- 2a. School opting to provide a portion of family literacy services with own staffing and resources.
- 2b. School opting to provide a portion of Equitable Access services with own staffing and resources.
- 2c. School providing own supplies to support family literacy or equitable access services.
- 2d. School partnering with other providers to provide a portion of family literacy or equitable access services.

## **Other Specialized Services**

**Option H: Intervention Services:** Tutoring and intervention strategies to increase literacy and math skills to eligible students falling below proficient. To serve up to 20 students, for one hour per week, up to five days per week, over the course of the school year.

**Cost \$50,000**

### **Option I: Visual and Performing Arts:**

Arts based activities to expand and increase skills in: visual arts, dance, theatre arts and history of visual/performing arts. Program would serve up to 190 students. Students will receive service two days per week, for the course of the school year.

**Cost \$27,000**

### **Option J: Health and Wellness:**

Recreation or other health related activities on school campus. Students will engage in fitness activities and be taught nutrition facts to maintain healthy lifestyle. Students will develop positive attitudes towards fitness and a physically active lifestyle which will strengthen student's self-esteem and confidence, develop fine motor skills and increased socialization skills. Program could serve all students enrolled during day and/or after school by providing additional staff and additional activities up to five days a week.

**Cost \$25,000**

### **Option K: Intervention Services for Language English Proficiency**

Tutoring and intervention strategies to increase English proficiency skills to eligible students falling below proficient. To serve up to 20 students, for one hour per week, up to five days per week, over the course of the school year.

**Cost: \$50,000**

### **Factors that would increase or decrease costs for above specialized services:**

- 3a.** School opting to directly contract with a different service provider for intervention or visual and performing arts services, reducing some of the enrichment charges to the cost above.
- 3b.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 3c.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.
- 3d.** School reducing number of students to be served by program, due to reduced grant funds.



Insured Name: Aspiranet  
Policy Number: 41LX0089961326  
Effective Dates: 12/16/11-12/16/12

**COMMERCIAL GENERAL LIABILITY**  
**CG 20 26 07 04**

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

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

<b>Name of Additional Insured Person(s) or Organization(s)</b>
Oakland Unified School District, its Officers, Employees, Volunteers or Agents
Information required to complete this Schedule, if not shown above, will be shown in the Declarations

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury,” “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

# Individual Service Agreement (ISA)

## Amendment Routing Form

### Basic Directions

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

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

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

Attachment Checklist  ISA amendment packet including Board Memo, ISA amendment form, Menu of Services  
 Copy of original Individual Service Agreement

**OUSD Staff** Contact Emails about this ISA amendment should be sent to: [renee.mcmeam@ousd.k12.ca.us](mailto:renee.mcmeam@ousd.k12.ca.us)

### VENDOR INFORMATION

CONTRACTOR NAME	Aspiranet	CITY	South San Francisco	STATE	CA
SITE /DEPT NAME	Acorn Woodland Element	SITE #	165	MASTER CONTRACT #	11-1238

### BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: \_\_\_\_\_ OR  SPSA MODIFICATION DOCUMENTATION ATTACHED


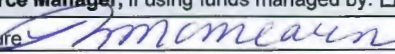
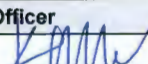
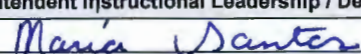
RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
4124	21st CCLC Core	1651856401	R0203753	\$ 39,920.00
4124	21st CCLC Family Literacy	1651857401	R0203755	\$ 16,349.28
				\$

### Amount and Reason for Amendment

Original PO Number	P1201323	<b>Reason for Amendment to ISA (check appropriate box):</b> <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor. <input type="checkbox"/> Decrease in number of days or hours of service.
Original ISA Amount	\$ 87,528.00	
Amended ISA Amount	\$ 56,269.28	
New Total Contract Amount	\$ 143,797.28	

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

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

1.	<b>Site Administrator or Manager</b>	Name	Leroy Gaines	Phone	639-3334	Fax	639-3346
	Site / Department	Acorn Woodland Elementary School					
	Signature			Date Approved	3/23/12		
2.	<b>Resource Manager</b> , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature			Date Approved	3/29/2012		
	Signature						
3.	<b>Regional or Executive Officer</b>						
	Signature			Date Approved	4/3/12		
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>						
	Signature			Date Approved	4-4-12		
5.	<b>Superintendent or Board of Education</b> Signature on the legal contract						
<b>Legal</b> Required if not using standard contract		Approved			Denied - Reason	Date	
<b>Procurement</b>	Date Received			PO Number			





Board Office Use: Legislative File Info.	
File ID Number	11-1976
Introduction Date	8-24-11
Enactment Number	11-15/8
Enactment Date	8-24-11 <i>MS</i>



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

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

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

**Subject** Individual Service Agreement - Master Memorandum of Understanding - Aspiranet (contractor) - 165/Acorn Woodland Elementary School (site)

**Action Requested** Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Aspiranet, for services to be provided primarily to 165/Acorn Woodland Elementary School.

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

**Discussion**  
*One paragraph summary of the scope of work.* Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Aspiranet, South San Francisco, CA, for the latter to provide their Menu Option A-Lead Agency Unit for Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Acorn Woodland Elementary School for the period of July 1, 2011 through June 30, 2012, in an amount not to exceed \$87,528.00, pursuant to the terms and conditions as specified in the MOU.

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

**Fiscal Impact** Funding Resource: 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$87,528.00.

**Attachments**

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

Board Office Use - Legislative File Info	
File ID Number	11-1976
Introduction Date	8-24-11
Enactment Number	11-1518
Enactment Date	8-24-11



## INDIVIDUAL SERVICE AGREEMENT (ISA) 2011-2012

<b>MASTER MOU INFORMATION</b>			
VENDOR NAME	Aspiranet		
VENDOR #	V056255	ENACTMENT #	
SITE / DEPT NAME	Acorn Woodland Elementary	SITE #	165
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		eroy.gaines@ousd.k12.ca.us	

<b>ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) - SELECT DESIRED SERVICE</b>				
SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SERVICES AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	FEES/UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
Lead Agency Option A	K-5	\$93634	1	\$87528
		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				\$87528

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:  
 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.  
 1g. School opting to fund Academic Liaison, reducing above costs for academic programming and alignment with school day.

<b>BUDGET INFORMATION</b>					
REQUISITION NUMBER	R0200597	START DATE	7/1/11	END DATE	6/30/12
RESOURCE #	RESOURCE NAME	ORG KEY	AMOUNT		
6010	ASES	1651553401	\$87528		
			\$		
			\$		

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

VENDOR NAME	Michael Jenkins	TITLE	Director of Operations and Finance
SIGNATURE	<i>Michael Jenkins</i>	DATE	6/21/11
OUSD SITE ADMINISTRATOR NAME	Erroy Gaines	TITLE	Site Administrator
SIGNATURE	<i>Erroy Gaines</i>	DATE	6/20/11

<b>APPROVAL</b>				
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development				
SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED				
RESOURCE MANAGER (if using funds managed by)				
<input checked="" type="checkbox"/> State and Federal <input checked="" type="checkbox"/> Quality Community School Development <input checked="" type="checkbox"/> Complementary Learning / After School Programs				
SIGNATURE	<i>Julia Ma</i>	DATE	7-15-11	
SIGNATURE		DATE		
NETWORK OR DEPARTMENT EXECUTIVE OFFICER				
SIGNATURE	<i>MMV</i>	DATE	7/27/11	
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION				
SIGNATURE	<i>[Signature]</i>	DATE	8/25/11	
SIGNATURE	<i>[Signature]</i>	DATE	8/25/11	

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YR)  
12/16/10

**PRODUCER**  
Heffernan Insurance Brokers  
1350 Carlback Ave., Suite 200  
Walnut Creek, CA 94596  
one: 925-934-8500 Fax: 925-934-8278

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**  
Aspiranet  
400 Oyster Point Blvd., Suite 501  
South San Francisco, CA 94080

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Wausau Underwriters Ins. Co.	
INSURER B:	Lexington Ins. Co.	
INSURER C:	Granite State Ins. Co.	
INSURER D:		
INSURER E:		

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDP INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
B	X	GENERAL LIABILITY	411X0089961325	12/16/10	12/16/11	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Es. Occurrence)	\$ 200,000
		CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (ANY ONE PERSON)	\$ 5,000
		<input checked="" type="checkbox"/> \$25,000 Per Occurrence Deductible				PERSONAL & ADV INJURY	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER			GENERAL AGGREGATE	\$ 3,000,000	
		<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PRODUCTS - COM/OP AGG)	\$ 1,000,000	
C		AUTOMOBILE LIABILITY	02CA0038937065	12/16/10	12/16/11	COMBINED SINGLE LIMIT (Es. accident)	\$1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per Accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<input type="checkbox"/> NON-OWNED AUTOS					
		<input checked="" type="checkbox"/> Comp Ded \$1,000					
		<input checked="" type="checkbox"/> Coll Ded \$1,000					
		GARAGE LIABILITY					
		<input type="checkbox"/> ANY AUTO					
B		EXCESS/UMBRELLA LIABILITY	41UD0002735335	12/16/10	12/16/11	EACH OCCURRENCE	\$ 2,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 2,000,000
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input checked="" type="checkbox"/> RETENTION \$10,000					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?					
		If yes, describe under SPECIAL PROVISIONS below					
		WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/>					
		EL EACH ACCIDENT				\$1,000,000	
		EL DISEASE - POLICY LIMIT				\$1,000,000	
		EL DISEASE - EA EMPLOYEE				\$1,000,000	
C		OTHER Crime	02LX0089961415	12/16/10	12/16/11	Limit \$500,000	Ded \$500
B		Professional Liability	41LX0089961325	12/16/10	12/16/11	\$1,000,000 Each Wrongful Act	\$3,000,000 Aggregate Limit
						\$25,000 Deductible -- Each Wrongful Act	

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Re: As on file with the insured.  
Oakland Unified School District, its Officers, Employees, Volunteers or Agents are named as additional Insured on General Liability as per attached CG2026.

\*10 day notice for non-payment of premium.

### CERTIFICATE HOLDER

Oakland Unified School District  
1025 2nd Street  
Oakland, CA 94606

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Insured Name: Aspiranet  
Policy Number: 41LX0089961325  
Effective Dates: 12/16/10-12/16/11

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Name of Additional Insured Person(s) or Organization(s)
---

Oakland Unified School District, its Officers, Employees, Volunteers or Agents
--

Re: As on file with the insured.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations
---

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

## OUSD Strategic Questions: After School Outcomes/Impact

With the new OUSD Strategic Plan, all partners will be expected to align with the district's four key outcomes for students. Please work collaboratively with school leadership to complete the table below with specific information about how your after school program will support one or more of the desired outcomes listed below.

School: ACORN Woodland Elementary Lead Agency Partner: Aspiranet

<b>Strategic Questions &amp; Desired Outcomes</b>	<b>Activities: What after school program activities will support the desired outcomes?</b>	<b>Metrics: How will the program measure its efforts to support the desired outcomes?</b>
<p>High School Graduation: How many more Oakland children are graduating from high school?</p>	<ul style="list-style-type: none"> <li>• Weekly ELA intervention classes for grades 2-4. Students participating in these groups will have scored at the BB or B level on the CST. Intervention will be offered in collaboration with the school day teachers.</li>   <li>• Weekly science classes for 5<sup>th</sup> Grade students. These are students identified by school day teachers as needed additional support for successful performance on the CST.</li>   <li>• Project-based learning and skill-building science enrichment classes for grades 1-3 to keep students engaged in learning and excited about science.</li> </ul>	<ul style="list-style-type: none"> <li>• 85% of program participants who are BB and B, or identified by school teachers will receive additional academic support and reading skill building in intervention classes.</li>   <li>• 50% of 5<sup>th</sup> grade students will receive additional support in science curriculum in preparation for the CST.</li>   <li>• 75% of all 1<sup>st</sup>-3<sup>rd</sup> grade program participants will participate in the additional science curriculum.</li> </ul>
<p>School Day Attendance: How many more Oakland children are attending school 95% or more?</p>	<ul style="list-style-type: none"> <li>• Attendance policy will promote an attendance goal of 95% daily attendance.</li>   <li>• Parents who are not meeting attendance goals will be notified.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily tracking of regular day and after school attendance with 100% of parents notified and supported if they not meeting attendance goals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Activities and classes will be well planned and of high quality in order to promote student engagement and produce student interest in attending after school programming.</li> <li>• Parent Meetings and orientations will explain goals and significance of 95% attendance for after school programming.</li> <li>• Three showcases per year will highlight the work students have been preparing for each class. Success and participation at these showcases will depend on regular attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Student classroom goals and plans will be submitted three times per year.</li> <li>• 90% of parents will attend large group meetings with attendance specifically being discussed.</li> <li>• 90% of students will participate in a performance for at least one showcase per year.</li> </ul>
<p>Job Skills/Career readiness: How many more students have meaningful internships and/or paying jobs?</p>	<ul style="list-style-type: none"> <li>• Leadership classes will be offered to fifth graders. These classes will help students develop skills that can later be applied when participating in meaningful internships and/or paying jobs.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be selected by 5<sup>th</sup> Grade teachers and participate in leadership class for 3 hours per week.</li> </ul>
<p>Health Services: How many more Oakland children have access to, and use, the health services they need?</p>		

**Narrative for Board Memo: (please complete all highlighted sections)**

The After School Lead Agency, Aspiranet, will provide daily, comprehensive after school services during the 2011-12 school year Acorn Woodland Elementary School. The Lead Agency will work collaboratively with school leadership to develop after school programming that is aligned with the OUSD Strategic Plan, complements the regular school day program, and supports each school's overarching goals and priorities for student achievement. Specifically, the after

school program, working in close collaboration with school leadership and faculty, will provide the following services aligned with OUSD strategic outcomes:

High School Graduation:

The after school program will provide targeted academic support, including intervention classes taught by school day teachers and staff, to at least 85% of program participants identified by the school site as needing additional academic assistance and skill building. Additionally, 95% of students in the after school program will participate in engaging enrichment activities designed to cultivate new skills and interests and keep students motivated and excited about school and learning. The after school program will also promote science curriculum by introducing project based learning for at least 75% of program participants.

Increase School Day Attendance:

The after school program will monitor daily attendance in order to support families, however possible to achieve an attendance goal of 95% daily attendance. High quality classes will be offered so that students can develop a desire to attend daily, as well as curriculum that is dependent on student attendance for successful outcomes. Parent orientations will explain the importance of attendance and how students' after school attendance will guarantee a meaningful, educational and successful after school experience.

Job Skills/Career readiness:

After school will promote the 5<sup>th</sup> Grade regular day career focused curriculum by collaborating with 5<sup>th</sup> grade teachers. 5<sup>th</sup> Grade teachers will lead the leadership classes after school, where students will have the opportunity to organize school events that expose the entire school population to career fields and possibilities for future careers.

Access to Health Services:

2011-2012 Elementary/Middle School After School Program Budget

**AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

ELEMENTARY & MIDDLE SCHOOLS 05/24/2011

Site Name:	ASES	21CCLC Core	21CCLC Equitable Access	21CCLC Family Literacy	OFCY	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds
Acorn Woodland Elementary								
Site #: 165								
Average # of students to be served daily (ADA): 140								
<b>TOTAL GRANT AWARD</b>	<b>\$112,500</b>	<b>\$72,075</b>	<b>\$25,000</b>	<b>\$20,000</b>	<b>\$55,860</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,244</b>
CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES								
OUSD Indirect (4.25%)	\$4,586	\$2,938	\$1,019	\$815				
OUSD ASPO admin, evaluation, and training/technical assistance costs	\$7,060	\$6,285	\$2,180	\$1,744				
Custodial Staffing	\$3,701	\$1,772	\$815	\$492				
Custodial Supplies	\$504	\$314	\$109	\$87				
<b>TOTAL SITE ALLOCATION</b>	<b>\$95,648</b>	<b>\$60,785</b>	<b>\$21,077</b>	<b>\$16,862</b>				
CERTIFICATED PERSONNEL								
1120 Academic Liaison REQUIRED	\$4,000	\$0	\$0	\$0				\$0
1120 Certificated Teacher Extended Contracts	\$0	\$13,203	\$0	\$0				\$0
Commonly Held Positions (non-certificated person/teacher)		\$5,000	\$10,125					\$0
Total certificated	\$4,000	\$18,203	\$10,125	\$0				\$0
CLASSIFIED PERSONNEL								
2205 Site Coordinator	\$0	\$35,000				\$7,000		\$0
2220 SSO	\$3,600	\$0						\$0
Co-Director						\$6,048		\$1,952
Program Coordinator	\$0	\$0				\$1,835		\$880
Total classified	\$3,600	\$35,000	\$0	\$0	\$0	\$14,883	\$0	\$2,832
BENEFITS								
3000's Employee Benefits for Additional Time (20%)	\$1,520	\$2,641	\$0	\$0				
3000's Employee Benefits for Salaried Employees (40%)	\$0	\$0	\$0	\$0				
3000's Lead Agency benefits (rate: FT 18%; PT 13%)		\$12,551	\$4,554	\$1,288	\$2,509	\$5,661		\$412.16
Total benefits	\$1,520	\$12,551	\$4,554	\$1,288	\$2,509	\$5,661	\$0	\$412
BOOKS AND SUPPLIES								
4310 Supplies (OUSD only)	\$0						\$0	\$0
4310 Curriculum (OUSD only)	\$0						\$0	\$0
5820 Field Trips	\$0						\$0	\$0
4420 Equipment (OUSD only)	\$0						\$0	\$0
Total books and supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTED SERVICES								
5825 Lead Instructor (\$20/hour X 40 hours/week X 38 weeks)		\$10,841	\$868	\$1,318	\$13,941	\$3,050		
5825 Academic Lead (\$20/hour x 40 hours/week X 38 weeks)		\$19,000	\$800			\$8,050		
5825 Academic Instructor (\$15/hour x 22 hours/week X 38 weeks)		\$6,769	\$5,771					



2011-2012 Elementary/Middle School After School Program Budget

5825	Academic Instructor (\$15.45/hour x 22 hours/week X 38 weeks)					\$12,918								
5825	Academic Instructor (\$15/hour x 22 hours/week X 38 weeks)					\$12,540								
5825	Program Assistant (\$15 x 22hrs x 38wks)									\$12,540				
5825	Chorus Instructor (\$30/hour x 4 hours/week x 38 weeks)							\$4,560						
5825	Folklorico Instructor (\$33/hour x 4 hours/week x 38 weeks)					\$1,497		\$3,519						
5825	KARATE Coach ( \$30/hour x 4 hours/week x 38 weeks)									\$4,560				
5825	TechGyrz									\$400				
	Total services	\$0	\$36,610	\$0	\$34,392	\$0	\$9,397	\$0	\$13,941	\$28,600	\$0	\$0	\$0	\$0

IN-KIND DIRECT SERVICES

													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
	Total value of in-kind direct services												\$0	\$0

LEAD AGENCY ADMINISTRATIVE COSTS

	Lead Agency admin (4% max of total contracted \$)		\$3,368		\$974		\$267		\$411	\$5,516				\$10,000
--	---	--	---------	--	-------	--	-------	--	-------	---------	--	--	--	----------

SUBTOTALS

	Subtotals DIRECT SERVICE	\$11,319	\$84,161	\$22,666	\$38,946	\$10,757	\$10,685	\$508	\$16,450	\$50,144	\$0	\$0	\$3,244
	Subtotals Admin/indirect	\$13,853	\$3,396	\$9,487	\$974	\$3,291	\$267	\$2,633	\$411	\$5,516	\$0	\$0	\$10,000



TOTALS

	Total budgeted per column	\$24,972	\$87,528	\$32,154	\$39,920	\$14,048	\$10,952	\$3,138	\$16,862	\$55,660	\$0	\$0	\$13,244
	Total BUDGETED	\$112,500		\$72,074		\$25,000		\$20,000		\$55,660	\$0	\$0	\$13,244
	BALANCE remaining to allocate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL GRANT AWARD ALLOCATION TO SITE	\$112,500		\$72,074		\$25,000		\$20,000		\$55,660	\$0	\$0	\$13,244

BASES MATCH REQUIREMENT

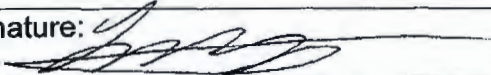
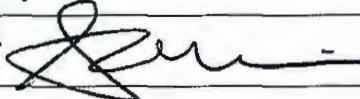
BASES requires a 3% match for every grant award dollar awarded.	
Total Match amount required for this grant:	37,500
Facilities count toward 25% of this match requirement:	9,375
Remaining match amount required:	28,125
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	68,904
Total Match amount left to meet:	-40,779

Required Signatures for Budget Approval:

Principal:		Date:	6/10/11
Lead Agency:		Date:	6/10/11

**OUSD After School Programs  
Comprehensive After School Program Plan  
Elementary & Middle Schools  
2011 - 2012**

**SECTION 1: School Site Information**

School Site: Acorn Woodland Elementary	Date: 3/21/11
Principal Signature: 	Lead Agency Signature: 
After School Coordinator Name (if known at this time): David Becerra	

**SECTION 2: After School Program Vision and Goals**

Please describe your school site's overall vision for the After School Program. Describe how the after school program fits into the school's larger mission, vision and goals.

ACORN-Woodland offers a comprehensive after school extended learning program (AWESome ELP) that is designed to encourage safe, nurturing and educationally enriching alternatives for ACORN students in the after school hours. AWESome ELP is closely aligned with the core values, academic goals and high quality standards of the regular day school program. This is accomplished through collaboration with the school principal, teachers, staff, faculty and parents in order to better align curriculum and standards to meet school wide expectations. The variety of academic, enrichment, and recreation classes give students opportunities to enhance vital reading and math abilities, develop critical thinking and life skills, and discover interests and talents that motivate and inspire a lifelong love for learning. They also allow students to partake in activities focusing on fine arts, music and physical fitness.

State 3 – 4 primary goals of the After School Program and intended impacts for participating students.

- To align school culture standards and expectations of the AWE community so that the transition between day school and after school does not readily affect students.
- To accommodate the needs of students and parents by giving them class and schedule choices encouraging them to take advantage of ELP activities and curriculum.
- To support Academic instruction during regular school hours as well as provide additional enrichment opportunities so that students may get a full spectrum of positive educational experiences, resulting in the

students' desire to attend school more.

### SECTION 3: Program Model and Lead Agency Selection

Refer to Appendix A for an overview of extended learning program models.

For 2011-2012, my site selects:

- Coordinated partnership
- Blended/Hybrid
- Extended School Day

### Description and Rationale for selection of Lead Agency

Please provide a narrative description of the agency that is managing the program. Indicate why this agency is qualified to manage the site's program, highlighting specific strengths or weaknesses. (Note: If school is managing program, site is considered to be the Lead Agency.)

The Oakland Afterschool Program (Aspiranet) serves the city's most vulnerable students. Many of them face tremendous educational, social and economic barriers related to multi-generational poverty, insufficient education, single parent households, substance abuse, and gang activity. These stressors take a heavy toll on their ability to succeed in school and other areas.

Aspiranet currently leads a number of different after school programs, including Encompass Academy located at the same campus as ACORN Woodland Elementary. They have served as the lead agency for Acorn Woodland Elementary since 2009 and has continued to serve as a great support for our after school program.

### SECTION 4: ATTENDANCE, PROGRAM DATES, AND PROGRAM SCHEDULE

In order to remain in compliance and meet minimum funding requirements, the after school program must commence immediately upon the conclusion of the regular day and operate at least until 6pm *on every regular school day* for elementary and middle schools. (EC 8483)

High school programs are required to operate a minimum of 15 hours per week.

Required # of Program Days your program will operate during School Year 2011-2012:	<b>180 days required*</b>
--	---------------------------

Projected Daily Attendance during School Year 2011-2012:	100
--	-----

### Program Schedule

Submit program schedule as an attachment.

---

*\* CDE allows programs to close for a maximum of 3 of these days during the school year for professional development.*

## SECTION 5: Academics

Your site should plan to offer a range of academic supports including:

1) Targeted Interventions 2) Skill-Building 3) Homework Support 4) Tutoring

*Other possible supports may include computer lab, library exploration, project-based learning, coordination with SES tutoring.*

Academic activities should be aligned with school goals and support specific student achievement needs defined by the school.

Activities should be based on sound instructional strategies aligned with the regular school day program.

	Target Population	Academic Support (choose one)	SPSA goal(s) or school need supported by activity	Measurable Outcomes	Description of program	Instructional Strategies
1	1 <sup>st</sup> – 5 <sup>th</sup> Grade Students	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	Providing opportunities for students to increase their skills and knowledge of science curriculum, Increasing school wide science CST proficiency by at least 10%	75% of all students will participate in after school gardening class	Gardening	Direct instruction, targeted skills and standard instruction
2	2 <sup>nd</sup> – 4 <sup>th</sup> Grade Students, Below Basic and Basic Students According to 2010-2011 CST results	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	Decreasing the number of students at below and far below basic; moving students from basic into proficiency	Increasing student proficiency level by at least one level as indicated by the ALS benchmark	English Language Arts Intervention	Small group instruction, targeted phonics differentiation, computer based adaptive intervention programs
3	5 <sup>th</sup> Grade Students	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	Increasing school wide science CST proficiency by at least 10%	80% participation in after school science intervention, 100% attendance rate, 80% of students will reach science CST proficiency	Science	Direct Instruction, test preparation, targeted skills and standards instruction

4	4 <sup>th</sup> and 5 <sup>th</sup> Grade girls	<input type="checkbox"/> Homework Support <input checked="" type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	Provide opportunities for students to increase their skills and confidence in the use of technology	100% participation and attendance by 4 <sup>th</sup> and 5 <sup>th</sup> grade female after school students, students will complete 3-4 science or technology projects	TechGYRLS	Project based learning, small group mentorship
5	1 <sup>st</sup> - 5 <sup>th</sup> Grade Students	<input checked="" type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	All students will read and write at a minimum of grade level-proficiency	Increasing student proficiency level by at least one level as indicated by the ALS benchmark	HW & Accelerated Reader	Independent Reading, Group Read-Aloud, ongoing computer based reading assessments

### SECTION 6: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities and physical activity/recreation are required components of the ASES and 21<sup>st</sup> Century grants. Enrichment activities should provide students with the opportunity to apply learning in a real, hands-on way. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

Type of Enrichment	Rationale	SPSA goal(s) or school need supported by activity	Brief Description	Targeted Skills	Measurable Outcome
Structures Sports	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Provide opportunities for students to participate in healthy physical activity	Students participate in basketball, baseball, Frisbee and football working as a team and focusing on good sportsmanship in a variety of sports.	<input checked="" type="checkbox"/> Conflict Resolution <input checked="" type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	90% participation and attendance by all students enrolled in after school
Dance	<input type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Provide opportunities for students to participate in healthy physical activity	Develop student understanding of dance elements and gross motor coordination. Develop cooperation, self-esteem and performance skills. Provide culturally	<input checked="" type="checkbox"/> Conflict Resolution <input type="checkbox"/> Social Skills <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	90% participation and attendance by all students enrolled in after school

			diverse learning opportunities.		
Soccer	<input checked="" type="checkbox"/> <b>Student Identified</b> <input type="checkbox"/> <b>School Identified</b> <input type="checkbox"/> <b>Parent Identified</b> <input type="checkbox"/> <b>Other (specify)</b>	Provide opportunities for students to participate in healthy physical activity	Students work on specific soccer skills, play soccer games, work on team skills, working out disagreements and staying healthy	<input checked="" type="checkbox"/> <b>Conflict Resolution</b> <input checked="" type="checkbox"/> <b>Social Skills</b> <input type="checkbox"/> <b>Leadership</b> <input type="checkbox"/> <b>Academic (specify)</b> <input checked="" type="checkbox"/> <b>Health/Fitness</b> <input checked="" type="checkbox"/> <b>Sportsmanship</b>	At least 20 organized games each session (3-4 months), 50% student participation
Drumming	<input type="checkbox"/> <b>Student Identified</b> <input checked="" type="checkbox"/> <b>School Identified</b> <input type="checkbox"/> <b>Parent Identified</b> <input type="checkbox"/> <b>Other (specify)</b>	Students will learn to respect one another and work together across cultures	Students will work together to learn African Drumming beats and perform	<input type="checkbox"/> <b>Conflict Resolution</b> <input type="checkbox"/> <b>Social Skills</b> <input checked="" type="checkbox"/> <b>Leadership</b> <input type="checkbox"/> <b>Academic (specify)</b> <input type="checkbox"/> <b>Health/Fitness</b> <input type="checkbox"/> <b>Other (specify)</b>	3 performances each school year, 50% student participation
Leadership	<input type="checkbox"/> <b>Student Identified</b> <input checked="" type="checkbox"/> <b>School Identified</b> <input type="checkbox"/> <b>Parent Identified</b> <input type="checkbox"/> <b>Other (specify)</b>	Students will identify a strength/interest, provide opportunity for students to become leaders in our school community	Students will meet weekly to organize school wide events and plan for weekly school wide assemblies	<input type="checkbox"/> <b>Conflict Resolution</b> <input type="checkbox"/> <b>Social Skills</b> <input checked="" type="checkbox"/> <b>Leadership</b> <input type="checkbox"/> <b>Academic (specify)</b> <input type="checkbox"/> <b>Health/Fitness</b> <input type="checkbox"/> <b>Other (specify)</b>	Weekly Assemblies, student events, ongoing communication with lead teachers

### SECTION 7: FAMILY ENGAGEMENT / FAMILY LITERACY

After school provides an excellent context to foster parent involvement, connect families to the larger school community, and share important information related to the after school and regular school day programs. After school family engagement efforts should be aligned with school day efforts, and support school goals for family involvement. A variety of activities may be offered, including: parent workshops, family celebrations, parent-and-child-together activities, parent leadership and volunteer opportunities.

Family literacy is a required component of all 21<sup>st</sup> Century after school programs. Family literacy services support the educational goals of adult family members, connect them to resources, and increase their ability to support their student's learning and development.

Type of Activity	SPSA goal(s) or school need supported by activity	Brief Description	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Parent Workshop: Anti-bullying	All students and adults respect one another and work together across	A series of after school workshops centered around strategies to develop	90% of students will state that they feel "safe" based on annual student	Supporting school day anti-bullying curriculum

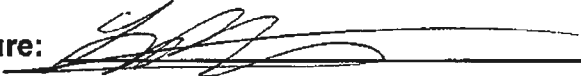
	<b>cultures, 90% of students will be knowledgeable of diverse cultures and languages</b>	<b>allies across diverse cultures, races, sexual orientation, gender, etc.</b>	<b>surveys</b>	
<b>Parent Workshop: Literacy</b>	<b>68% of students will meet proficient/advanced as measured by the CST, 10% of students will meet Far Below Basic/Below Basic as measured by the CST</b>	<b>A series of after school workshops centered around strategies to help parents build literacy skills with their child despite language or academic barriers</b>	<b>90% parents of students participating in after school will attend at least literacy workshop</b>	<b>Partnership between parents, family coordinators and teachers to support school day English Language Arts Program</b>
<b>Family Celebrations: Showcase/Expo</b>	<b>Students and adults will respect one another and work together across cultures, students will be knowledgeable about diverse cultures, families and languages</b>	<b>3 showcases per year will allow parents to volunteer and student to showcase their work</b>	<b>100% of students will provide material for showcases three times per year</b>	<b>Family Coordinators continue to provide opportunities for parents participation in school wide events</b>




	School Enrollment/Orientation	
Before First Day of Program	Parent orientation/final enrollment for 2010-2011	Site Coordinator
First day of School	ASP begins with enrollment meeting minimum requirement	Site Coordinator

**Important dates to include in your timeline:**

- Families will be notified of 2011-12 after school enrollment on or before the last day of school.
- After school program begins on 1<sup>st</sup> Day of school, with enrollment at a minimum 75% capacity.

Principal Signature: 

Lead Agency Signature: 

**2011-12 After School Enrollment Policy for Acorn School**

OUSD has established district-wide guidelines for Target Population and Enrollment in ASES and 21<sup>st</sup> Century After School Programs. Within these guidelines, each school will create a site-specific After School Enrollment Policy that will be made public to the school community through the following methods:

- Enrollment policy will be included in After School Enrollment Packet and program materials.
- Enrollment policy will be discussed at after school parent orientation/meetings.
- Enrollment policy will be shared with school faculty.

**Target Population:** (Describe targeted student populations in order of priority. Specify data that will inform student selection.)

Target Population(s)	Specific Data to Inform Selection of Program Participants	(High School Only) Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population.
Students from Socio-economically disadvantages families/backgrounds	Parent/Caregiver feedback Teacher/Counselor referral/recommendation	
English Language Learners	Teacher referral/recommendation	
Students in need of academic support and intervention to improve or sustain academic performance	CST, Benchmark assessments Teacher referral/recommendation	
Students with siblings already enrolled in after school program based on above priorities	Parent/Caregiver feedback, teacher or counselor referral/recommendation	

**Notes:**

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot utilize a first come-first serve process for enrolling students; sites should establish priorities for participation.
- Programs are intended to help close the achievement gap by serving a variety of students with academic and other needs.
- If space remains in the program after priority students fill slots, other students must be allowed access to the program.
- Program must enroll adequate numbers of students to meet CDE attendance targets.

**Enrollment Process and Timeline:** (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2011. Indicate how families will be notified of enrollment prior to the start of the 2011-12 school year.)

Timeline	After School Enrollment Steps/Process	Individual(s) responsible
Spring 2010	Early Enrollement will occur for 2010-2011 school year	Site Coordinator
August 2010	Families will be notified of 2010-2011 After	Site Coordinator

## 2011-12 Assurances for Grant Compliance and After School Alignment with School Day

Principal and Lead Agency representative (ie. Program Director and/or Site Coordinator) will review and discuss each assurance below, and initial next to each item to signify agreement. Attached separately are the following documents referenced below: 1) Grant Assurances signed by OUSD Superintendent, 2) After School MOU template, and 3) Revised Academic Liaison Role Description.

Principal initials	Lead Agency initials	2011 – 12 Assurances for Grant Compliance and After School Alignment with School Day
JH	SK	Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 <sup>st</sup> Century Grant Assurances, and understand mandated grant compliance elements.
JH	SK	Site Administrator and Lead Agency Director have reviewed the Lead Agency After School MOU together, and agree to the requirements outlined in the MOU for the lead agency partner.
JH	SK	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
JH	SK	Site will share student outcome data to better refine program (EduSoft, Report Cards, IEP's, etc).
JH	SK	Site Administrator and lead agency rep/site coordinator have reviewed the Academic Liaison role description. Site will identify a certificated, qualified individual to serve as the program's Academic Liaison and to fulfill all responsibilities outlined in the revised role description.
JH	SK	Site will invite Site Coordinator and appropriate after school staff to participate in school day meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning and positive school climate.
JH	SK	Site will invite Site Coordinator to participate on SSC, COST, and SST to ensure coordination of services.
JH	SK	Site will coordinate the use of facilities and site level resources.
JH	SK	Site will provide Site Coordinator with office space that includes access to internet and phone.

Principal Signature: \_\_\_\_\_

Lead Agency Signature: \_\_\_\_\_

## After School Safety and Emergency Planning for 2011-12

### After School Safety and Emergency Planning

A) Will the site have an Emergency Plan that incorporates the After School Program?

- Yes  No

If no, explain after school plans to ensure student and staff safety should an incident of violence or other crisis/emergency occur on or near the school campus during after school hours:

B) Describe the training that site will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.

Staff will meet before the first day of program to review emergency procedures including fire, earthquake and lockdown. Monthly drills will be performed alternating between days of the week, times of the day and types of drill.

C) Principal and Site Coordinator have reviewed the *OUSD After School Emergency/Crisis 1st Level Response Notification Protocol*.

- Yes  No

### Facility Keys

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:

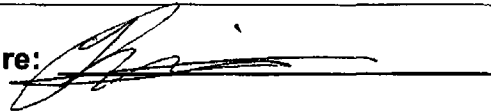
### SSO Staffing: (check one)

Site has a school day SSO who can accommodate after school related work as part of their regular salary.

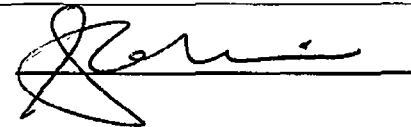
Site will pay Extended time/Over time (ET/OT) to accommodate an after school SSO.

Site does not need an SSO or does not have the resources to have an after school SSO.

Principal Signature: \_\_\_\_\_



Lead Agency Signature: \_\_\_\_\_



OUSD Oakland SUCCESS – Department of Complementary Learning  
**After School Program Activity Schedule Worksheet**  
**School Site: ACORN Woodland Elementary**  
**Lead Agency: Aspiranet**

Time Blocks (TIME)	Monday		Tuesday		Wednesday		Thursday		Friday	
	Activity	Provider	Activity	Provider	Activity	Provider	Activity	Provider	Activity	Provider
02:55 to 03:40	Snack Check-in Recreation	Lead Agency	Snack Check-in Recreation	Lead Agency	Snack Check-in Recreation	Lead Agency	Snack Check-in Recreation	Lead Agency	Snack Check-in Recreation	Lead Agency
Early Release Block A  1:00 to 2:00									Enrichmen t Classes Grades 1-5	Lead Agency
									Recreation Class Grades 1-5	Lead Agency
Early Release Block B  2:00 to 3:00									Enrichmen t Classes Grades 1-5	Lead Agency
									Recreation Class Grades 1-5	Lead Agency
Block 1  3:40 to 4:40	Academic Hour – Grades 3-5	Lead Agency	Academic Hour – Grades 3-5	Lead Agency	Academic Hour – Grades 3-5	Lead Agency	Academic Hour – Grades 3-5	Lead Agency	Academic Hour – Grades 3-5	Lead Agency
	Enrichmen t Hour Grades 1-2	Lead Agency	Enrichmen t Hour Grades 1-2	Lead Agency	Enrichmen t Hour Grades 1-2	Lead Agency	Enrichmen t Hour Grades 1-2	Lead Agency	Enrichmen t Hour Grades 1-2	Lead Agency
Block 2  4:40 to 5:40	Academic Hour – Grades 1-2	Lead Agency	Academic Hour – Grades 1-2	Lead Agency	Academic Hour – Grades 1-2	Lead Agency	Academic Hour – Grades 1-2	Lead Agency	Academic Hour – Grades 1-2	Lead Agency
	Enrichmen t Hour Grades 3-5	Lead Agency	Enrichmen t Hour Grades 3-5	Lead Agency	Enrichmen t Hour Grades 3-5	Lead Agency	Enrichmen t Hour Grades 3-5	Lead Agency	Enrichmen t Hour Grades 3-5	Lead Agency
Block 3  5:40 to 6:10	Recreation /Dismissal	Lead Agency	Recreation /Dismissal	Lead Agency	Recreation /Dismissal	Lead Agency	Recreation /Dismissal	Lead Agency	Recreation /Dismissal	Lead Agency



## Oakland Afterschool Programs



### Oakland Afterschool Programs

#### Supporting the Learning that Children Experience in School

Aspiranet's Afterschool Programs provide youth with the kinds of learning experiences and opportunities that may not be available to children in their homes or classrooms. They offer young people opportunities to learn new things and develop important skills that are crucial to success in school and in life. Each program is designed to support and complement the learning that children experience in school.

Aspiranet has provided communities in Oakland with meaningful afterschool programming since 2006, in collaboration with community organizations, Oakland Unified School District, principals, teachers, volunteer groups and Departments of Education. We place a strong emphasis on neighborhoods in Oakland that are underserved.

#### Commitment to Children and Their Learning

Our program is built on the belief that supporting young people's personal development and school success requires families, schools and their communities to work together. Our Afterschool Program Initiatives are based upon the principle that young people deserve the opportunity to have safe places with caring adults

and engaging learning opportunities that support the work in the classroom and benefit the student and their community.

Our programs utilize highly experienced staff to provide academic skill building and engaging enrichment activities to school-age children. Aspiranet takes a community-based approach to providing services by partnering with local schools, community organizations, and other agencies and school districts to ensure that the community's distinct needs are served to their fullest.

Each afterschool site includes academic skill building, recreation and enrichment components with a wide range of activities that address essential components of afterschool programming. By providing structured and enriching learning opportunities, afterschool programs can improve children's academic performance and meet their social, emotional and physical development needs. In addition, enrichment opportunities not available during the regular school day—such as art, music, technology and drama—can be offered to complement the regular school-day program.

#### Key Facts about the Oakland Afterschool Program

- 1,700 youth served each year
- In 2007, we served ten schools and expanded to 14 in 2008.
- We recruit, train and supervise afterschool instructors to ensure the highest quality instruction.

# Oakland Afterschool Programs

ASPIRAnet

*Raising Hope. Empowering Community.*

## Participating Schools

While all sites offer Academic Skill Building, Recreation and Enrichment classes, each school site offers unique programming to meet the needs of the community in which the school is located. Classes include: hip-hop dance, yearbook, health club, computers, choir, chess, guitar, cooking, Spanish, track & field, gardening and various academic clubs and tribes.

### Middle Schools:

Melrose Leadership Academy

### Elementary Schools:

Carl B. Munck School  
East Oakland Pride Academy  
Grass Valley School  
Piedmont Avenue School  
Rise Community School  
Encompass Academy  
Howard School  
Think College Now  
International Community School  
Peralta School  
Futures Elementary School  
Community United School

## A Place to Feel Safe for Every Child

Aspiranet creates a brighter future for children, families and the community. If you would like to learn more about Aspiranet, please visit [www.aspiranet.org](http://www.aspiranet.org).



[www.aspiranet.org/afterschool](http://www.aspiranet.org/afterschool)

## Respect, Integrity, Courage, and Hope

Aspiranet Headquarters  
400 Oyster Point Blvd., Suite 501  
South San Francisco, CA 94080  
[AspiranetOakland@gmail.com](mailto:AspiranetOakland@gmail.com)  
[www.aspiranet.org](http://www.aspiranet.org)

Tel: 510.686.4868  
Fax: 510.635.1982

ExRes/11\*

Oakland Afterschool Programs are a program of Aspiranet, a network of children, family, and community-based programs throughout California. To learn more about the Oakland Afterschool Programs, please call 510.686.4868 or visit us on the web at [www.aspiranet.org/afterschool](http://www.aspiranet.org/afterschool).

Aspiranet is registered as a 501(c)(3) not-for-profit organization with locations throughout California. Our vision is to take collective action to support communities and families as they love and care for children.

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	11-1238
Introduction Date	8/1/2011
Enactment Number	
Enactment Date	



OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education  
August 7, 2011

TO: Board of Education

FROM: Dr. Anthony Smith, Ph.D., Superintendent

SUBJECT: Master Memorandum of Understanding between OUSD and Aspiranet

---

**ACTION REQUESTED**

Approval by the Board of Education of a Master Memorandum of Understanding Between District and Aspiranet. This establishes a one year relationship with Aspiranet, and a Not-To-Exceed amount of \$1,688,475.00. This amount is projected using historical cost data, known changes to the number of sites served and expected available grant funding allowable.

**BACKGROUND**

The Oakland Unified School District enters into contracts each year to provide professional services that support the District's academic mission. The Master MOU establishes all terms and conditions, a defined menu of services with negotiated rates, and allows for the gathering of necessary supporting documentation to further streamline the process of receiving necessary services, while keeping the integrity of checks and balances, as well as maintaining oversight by the Governing Board.

A Menu of Services was established that would allow a principal to "Order" from the Menu using the Individual Service Agreement (ISA). This is essential to promoting transparency of services, and the costs of those services, between like schools. Each Individual Service Agreement will be submitted to the board for ratification. In the event that this vendor receives more orders for service than anticipated, an amendment to this MOU will request a new not-to-exceed amount.





---

## **DISCUSSION**

Vendor: Aspiranet

Overview of Services: Aspiranet contracts with schools to be a lead agency to provide high quality after school programming consisting of academic enrichment and recreational physical activities family literacy and targeted Equitable Access services to students that are high risk to meet grant compliance of ASES and 21<sup>st</sup> Century grants.

Not-To-Exceed Amount: \$1,688,475.00

Determination of Not-to-Exceed Amount: Based on historical data and projections for the coming school year, it is anticipated that Aspiranet will provide services to 20 school sites.

The District contracts with agencies to provide various activities and after-school programs. Chosen by the number of sites served with District and the long standing relationship with the agencies, the Master Memorandum of Understanding establishes a relationship with Aspiranet, defining terms and conditions as well as setting a maximum not-to-exceed ceiling amount. This ceiling is derived from historical cost data, known changes in sites to be served, as well as expected grant funding.

In addition, the District has been working with agencies to provide a Menu of Service, which delivers a clear and measurable scope of work. Analogous to ordering from a common table menu, each product is described and the price is clearly quoted, establishing and promoting a more perfect competition where the consumer, here the principal, is informed of the services offered, and the price for those services. This allows the principal to easily compare services and prices, and plan for programmatic needs.

## **FISCAL IMPACT**

There is no funding associated with the Master Memorandum of Understanding. The Master Memorandum of Understanding establishes a relationship, as well as setting the terms and conditions with Aspiranet. The funding source for each Individual Service Agreement will be determined separately and individually. Funding for the Individual Service Agreement is verified through a review of the RBB Budget, and a review of State and Federal compliance funding when applicable.



OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

---

**RECOMMENDATION**

A Approval by the Board of Education of a Master Memorandum of Understanding  
Between District and Aspiranet in an amount Not-To-Exceed \$1,688,475.00.

**ATTACHMENTS: Master MOU**