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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) October 24, 2012

**Subject** Memorandum of Understanding - Youth Together (contractor) - 306/Skyline High School (site/department)

**Action Requested** Approval of Memorandum of Understanding between Oakland Unified School District and Youth Together. Services to be primarily provided to Skyline High School for the period of July 1, 2012 through August 31, 2013.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*

The general purpose of the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) program is to establish or expand community learning centers that provide students with academic enrichment opportunities along with activities designed to complement the students' regular academic program. California Education Code (EC) Section 8421 further defines the purpose of the 21<sup>st</sup> CCLC High School ASSETs program as (1) creating incentives for establishing locally driven after school enrichment programs that partner schools and communities to provide academic support and safe, constructive alternatives for high school pupils in the hours after the regular school day, and (2) assisting pupils in passing the high school exit examination for public school programs.

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

Approval by the Board of Education of a Memorandum of Understanding between the District and Youth Together, Oakland, CA, for the latter to provide services as lead agency to provide program coordination, math intervention, homework support, student supervision, and variety of enrichment services for Skyline High School's comprehensive After School Program in the capacity of the 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) Grant for the period of July 1, 2012 through August 31, 2013, in an amount not to exceed \$176,480.00.

**Recommendation** Approval of Memorandum of Understanding between Oakland Unified School District and Youth Together. Services to be primarily provided to 306/Skyline High School for the period of July 1, 2012 through August 31, 2013.

**Fiscal Impact** Funding resource name (please spell out) 4124/21st Century High School After School Safety and Enrichment for Teens (ASSETs) Grant:  
\$137,821.00 - Core, \$21,477.00 Equitable Access, and \$17,182.00 Family Literacy funding for a total amount not to exceed \$176,480.00.

**Attachments**

- Memorandum of Understanding
- Certificate of Insurance
- Scope of Work
- Statement of qualifications



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 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance costs.
- 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 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant 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 21st Century ASSETS program. 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 21st Century ASSETS program.
- 4.5. Program Budget.** Due to result-based budgeting, 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 2012-2013 and will not exceed \$176,480.00 in accordance with **Exhibit B** ("21<sup>st</sup> CCLC After School Program Plan" and "After School Budget Planning Spreadsheet").
- 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 21<sup>st</sup> Century ASSETS program 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.

5. **Scope of Work.** AGENCY will serve as lead agency at 306/Skyline High School, will be responsible for operations and management of the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant contracted to AGENCY by OUSD for fiscal year 2012-2013. 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 Community School Strategic Site Plan ("CSSSP").** AGENCY will ensure the after school program aligns with OUSD and 306/Skyline High School and objectives to ensure the success of students as articulated in the Community School Strategic Site Plan (CSSSP). 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.

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with 21st Century ASSETS Core, Family Literacy, and Direct Access 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 9th through 12th grade students at 306/Skyline High 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.** Consistent with the 21st Century ASSETS program requirements, AGENCY agrees to operate a minimum of 15 hours per week. This may include after school only OR after school and any combination of before school, weekends, summer intersession and vacation.

5.4.2. **Program Days.** AGENCY shall offer a program for a minimum of 177-180 days during the 2012 – 2013 school year.

5.4.2.1. **Attendance Targets.** AGENCY will operate the program for a sufficient number of days during the 2012 – 2013 school year to ensure that student attendance targets are met. This can include Summer Session.

5.4.2.2. **Program Closure.** AGENCY will close the ASSETS program no more than a maximum of 3 days in the 2012-13 school year for staff professional development, as permitted by Education Code.

5.4.3. **Program Components**

5.4.3.1. AGENCY shall provide programming that supports the guidelines as outlined in the ASSETS Core Grant for students at 306/Skyline High School. AGENCY understands that the ASSETS program has three required elements that must be offered in every funded program: academic assistance, enrichment, and family literacy services. AGENCY understands that the academic and enrichment elements must provide

additional support for pupils and be coordinated with the regular academic program requirements, standards-aligned curriculum and instructional materials, and assessments of pupil progress. AGENCY agrees to provide programming consistent with grant guidelines, including, but not limited to:

5.4.3.1.1. **Academic Assistance.** ASSETs programs will include tutoring, homework assistance, Credit Recovery, and CAHSEE Prep in their academic assistance element. The assistance will be aligned with the regular academic programs of the students and will assist them in meeting state and local academic achievement standards in core academic subjects, such as reading, mathematics, and science.

5.4.3.1.2. **Enrichment.** Each ASSETs program will provide an enrichment element that offers participating students a broad array of additional services, programs, and activities designed to reinforce and complement the regular academic program. Services will be actively coordinated with the students' regular high school day program. It is strongly encouraged that programs include an Internship Program to develop Career Skills. In particular, the enrichment element activities must be developed in alignment with appropriate California content standards and standards-aligned instructional materials, related California curriculum frameworks, and other research-based practices.

5.4.3.1.3. **Family Literacy Services.** AGENCY shall assess the need for family literacy services among adult family members of the high school 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.

5.4.3.2. **Equitable Access Programming.** AGENCY shall include a component for students at 306/Skyline High School to support full access to program components.

5.4.3.3. **Family Literacy Programming.** AGENCY shall offer a component for guardians, parents, and caretakers of students at 306/Skyline High School which includes parent workshops and training on a variety of topics including supporting youth academically, college and career readiness, and adult literacy development.

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.** Providing OUSD with the following set of program accountability reports:

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

5.5.2. **Attendance Reports.** Providing 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.

5.6. **Maintain Clean, Safe and Secure Environment.** 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, and security policies and protocol sufficient to ensure staff, student and family member safety.

5.7. **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.

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

- Administration, faculty, and staff of \_\_\_\_\_ 306/Skyline High School \_\_\_\_\_
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

**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 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 (e.g., 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 early childhood education 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 after school and summer program or subcontractors shall ensure compliance with all state laws and may transport by the use of its 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 after school or summer program arranges and/or contracts with a third party to provide this transportation, the organization or company with whom they contract must 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 and \$1,000,000 General Liability insurance; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; (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. Voluntary Student Accident Insurance must be made available for purchase (required for all trips). All student participants on higher risk activities (e.g., swimming, snow trips, horseback riding, sailing, rafting, etc.) must be covered by medical or accident insurance.

6.10.1. Parents/guardians must be informed that there is no District insurance for the trip;

6.10.2. Program fees must include coverage for accidents or injuries to participants by an insurance carrier authorized to do business in California.

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 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 insurance coverage for such activities shall be borne by the student and/or AGENCY.

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 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 (**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 21st Century ASSETS Core Grant, Direct Access, and Family Literacy grant funds contracted to AGENCY by OUSD for fiscal year 2012-2013. 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. 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 21<sup>st</sup> Century ASSETS, Family Literacy, and Direct Access grants 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 21<sup>st</sup> Century Core Grant, Direct Access, or Family Literacy grant 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 ASEP and 21<sup>st</sup> Century Grants.** For services rendered related to the 21<sup>st</sup> Century ASSETS grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the 21<sup>st</sup> Century ASSETS grants, with a cumulative total for 2012-13 not to exceed \$176,480.00 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 ASEP 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 2012-13 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant

11.1. **Child Abuse and Neglect Reporting Act.** AGENCY will 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.

11.2. **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:

11.2.1. **Tuberculosis Screening.** Current documentation of negative TB Test (PPD) on file for each AGENCY agent working with students.

11.2.2. **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.

11.2.3. **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.

11.3. **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. 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.

11.4. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. AGENCY shall not hire any officer or employee of OUSD to perform any service by this Agreement. 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.

11.5. **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.

11.6. **Anti-Discrimination.** 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 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).

12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, fines, 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 proceeding 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:

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. **Litigation.** [This section is intentionally deleted by the parties].

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

16. **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.

17. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The prospective primary participant 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.epls.gov/epls/search.do>)

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

**OAKLAND UNIFIED SCHOOL DISTRICT**

*Jody Linder* 10/25/12  
Date

President, Board of Education

Superintendent

*Edna (Lester) ...* 10/25/12  
Date

Secretary,  
Board of Education

*Curtiss Saviky* \_\_\_\_\_  
Associate Superintendent Date  
Family, School, and Community Partnerships Dept.

*[Signature]* 7/25/12  
Date

Principal

*Wim Y. McDonald* 8-15-12  
Date

Regional Executive Officer

**AGENCY**

*[Signature]* 7/25/12  
Date

Agency Director Signature

Akua C. Jackson, Executive Director  
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 F.** Invoicing and Staff Qualifications Form
- **Exhibit G.** Fiscal Procedures and Policies
- **Exhibit H.** Certificates of Insurance
- **Exhibit I.** Statement of Qualifications

MOU template approved by Legal May, 2012

File ID Number: 12-2468  
Introduction Date: 10/24/12  
Enactment Number: 12-2613  
Enactment Date: 10/24/12  
By: *[Signature]*

Exhibit A

**ATTENDANCE REPORTING SCHEDULE**

| <b>Oakland Unified School District<br/>After School Programs<br/>Attendance Reporting Schedule</b> |  |
|--|--|
| <b>Monthly Attendance Period</b>   | <b>Deadline to Input Attendance Data into<br/>Cityspan</b> |
| July 1 – July 31, 2012   | August 6, 2012   |
| August 1 - August 30, 2012   | September 4, 2012  |
| September 1-30, 2012   | October 1, 2012  |
| October 1-30, 2012   | November 5, 2012   |
| November 1-30, 20112   | December 3, 2012   |
| December 1-31, 2012  | January 7, 2013  |
| January 1-31, 2013   | February 4, 2013   |
| February 1-28, 2013  | March 4, 2013  |
| March 1-31, 2013   | April 2, 2013  |
| April 1-30, 2013   | May 6, 2013  |
| May 1-31, 2013   | June 3, 2013   |
| June 1-30, 2013  | July 1, 2013   |

Exhibit B

**21<sup>ST</sup> CCLC AFTER SCHOOL PROGRAM PLAN  
AND AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

*(Template distributed separately)*

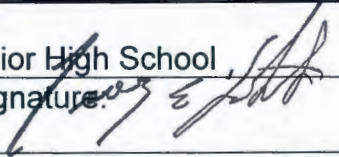
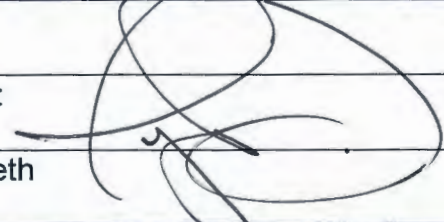
**INSERT HERE**



**OUSD After School Programs**  
*funded by 21<sup>st</sup> Century Community Learning Center grant*

**21<sup>st</sup> CCLC After School Program Plan**  
**High Schools**  
**2012 - 2013**

**SECTION 1: School Site Information**

|  |  |
|--|--|
| School Site:<br>Skyline Senior High School   | Date: May 22, 2012   |
| Principal Signature:  | Lead Agency Signature:  |
| After School Site Coordinator Name (if known at this time): Tony Douangviseth                          |  |

**SECTION 2: After School Alignment with Community School Strategic Site Plan (CSSSP)**  
Mark the following Strategic Priority areas of the school's CSSSP where this after school program is identified as a high leverage strategy.

- Balanced Literacy and Literacy Across the Curriculum
- Science, Technology, Engineering, and Mathematics (STEM)
- Transitions and Pathways Pre-K to 12
- College, Career and Workforce
- Accelerating Students through Targeted Approaches
- Extended Learning Time
- School Culture (including Meaningful Student Engagement)
- Health and Wellness
- Interrupting Chronic Absence (Attendance)
- Building Capacity and Leadership
- Family and Student Engagement
- Strategic Operational Practices

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

1. Increase the academic performance for participating students
2. Give opportunities for students to recover credits towards graduation
3. Develop resiliency skills of students involved in programming
4. Fostering a safe space for all Skyline students to create positive productive visions for themselves

**SECTION 3: OUSD Strategic Questions**

Complete the matrix for *at least two* of the following four OUSD Strategic questions.

| <b>Strategic Questions/Desired Outcomes</b>  | <b>Strategic Activities:</b>  | <b>Outcomes of Strategic Activities:</b>   | <b>Data used to assess the strategic activities:</b>          |
|--|---|--|---|
| <i>As a result of our ASP efforts...</i>   | <i>What after school strategic activities will support the desired outcomes?</i>  | What short-term outcomes will you expect from your efforts by the end of the school year?                              | <i>What data will be collected to measure these outcomes?</i> |
| <b>High School Graduation:</b> How many more Oakland children are graduating from high school?                       | Credit recovery courses and collaboration with 12 <sup>th</sup> grade assistant principal   | More students will be supported by infrastructure to help students obtain missing credits in order to graduate on time | We will compare site and district outcomes                    |
| <b>Satisfactory School Day Attendance:</b> How many more Oakland children are attending school 95% or more?          | Attendance will be monitored with each marking period grade   | More students will attend more school  | Average Daily Attendance                                      |
| <b>Job Skills/Career readiness:</b> How many more students have meaningful internships and/or paying jobs?           | Majority of after school program will be coordinated and instructed by a team of student teachers whom are stipend throughout the year. | We anticipate to have more students engage in each program by increasing participation                                 | City Span   |
| <b>Health and Well-being:</b> How many more Oakland children have access to, and use, the health services they need? | After school will be an active participant of COST team meetings throughout year and will refer students                                | Be an integral partner in COST team meetings   | Number of cases throughout year                               |

|   |                       |  |             |
|---|-----------------------|--|-------------|
|   | who may need services |  |             |
| <b>SECTION 4: Program Model and Lead Agency Selection</b>   |                       |  |             |
| For 2012-2013, my site will operate the following program model:  |                       |  |             |
| <input type="checkbox"/> <b>Traditional After School:</b> <i>voluntary program open to all students, with enrollment priorities targeting certain students</i><br><input type="checkbox"/> <b>Extended School Day:</b> <i>additional class periods added to the bell schedule during after school hours for students of a particular grade and/or all students of the school</i><br><input checked="" type="checkbox"/> <b>Blended/Hybrid:</b> <i>combination of some extended day and some traditional after school programming</i>  |                       |  |             |
| <b>Description and Rationale for Selection of Lead Agency</b><br>Describe how the selected Lead Agency partner will support the school's plans for Full Service Community School development. (Note: If school is managing program, site is considered to be the Lead Agency. In this case, describe how the hired After School Site Coordinator will support school plans for FSCS development.)   |                       |  |             |
| <p>Where schools often are unable to support all students, Skyline High School One Land One People Youth center exists to create a caring community in which all students have equal opportunities to develop their personal visions. Through community collaboration and in partnership between youth and adult allies, the OLOP Youth Center provides services and engages in advocacy efforts so that students may improve their physical and mental health, as well as strengthen their academic, social and leadership skills. The Skyline High School OLOP Youth Center is committed to and promotes an environment that fosters peace, unity, and justice and strengthens student voices. Students will empower each other to improve Skyline High School.</p> |                       |  |             |
| <b>SECTION 5: ATTENDANCE, PROGRAM DATES, AND PROGRAM SCHEDULE</b>   |                       |  |             |
| <p>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 <i>on every regular school day</i> for elementary and middle schools. (EC 8483)<br/>         High school programs are required to operate a minimum of 15 hours per week.</p>   |                       |  |             |
| Required # of Program Days your program will operate during School Year 2012-2013:<br>(reminder: there should be a sufficient number of program days offered weekly to fulfill the required 15 hours/week of program)   |                       |  | <b>180+</b> |

|  |             |
|--|-------------|
| Projected Daily Attendance during School Year 2012-2013: | <b>150+</b> |
|--|-------------|

### Program Schedule

Submit program schedule as an attachment, using the standard program schedule template.

### SECTION 6: Academics

Your site should plan to offer a range of academic supports and **MUST** include:

1) CAHSEE Prep 2) Credit Recovery 3) Tutoring

*Other possible supports may include computer lab, STEM Programs, Academic Intervention, project-based learning, and 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)   | CSSSP goal(s) or school need supported by activity  | Measurable Outcomes   | Description of program/activity  | Instructional Strategies   |
|---|--|---|---|---|--|--|
| 1 | Students involved in after school athletic programs (includes ELD, Special Needs, FBB, BB, and Basic students) | <input type="checkbox"/> Homework Support<br><input type="checkbox"/> Tutoring<br><input type="checkbox"/> Skill Building<br><input type="checkbox"/> Academic Intervention<br><input type="checkbox"/> CAHSEE Prep<br><input type="checkbox"/> Other | <ul style="list-style-type: none"> <li>Increased numbers of students meeting A-G requirements</li> <li>On four year track to high school graduation</li> <li>Narrow the academic achievement gap</li> </ul> | <ul style="list-style-type: none"> <li>Student athletes receive passing grade for all subjects</li> <li>Student athletes raise overall GPA</li> <li>Student athlete stay eligible throughout Autumn semester</li> </ul> | <ul style="list-style-type: none"> <li>Student athletes participate in tutoring/study groups</li> <li>Student athletes below a 2.0 GPA or ineligible will participate additional tutorial</li> </ul> | <ul style="list-style-type: none"> <li>Provide professional development to academic tutors &amp; peer tutors</li> <li>Orientation with student athlete, parent, and coaches</li> </ul> |
| 2 | 9 <sup>th</sup> & 10 <sup>th</sup> graders who are FBB, BB, ELD, & Special Needs                               | <input type="checkbox"/> Homework Support<br><input type="checkbox"/> Tutoring<br><input type="checkbox"/> Skill Building<br><input type="checkbox"/> Academic Intervention<br><input type="checkbox"/> CAHSEE Prep<br><input type="checkbox"/> Other | <ul style="list-style-type: none"> <li>Increased numbers of students meeting A-G requirements</li> <li>On four year track to high school graduation</li> </ul>  | <ul style="list-style-type: none"> <li>Student receiving passing grades in all core subjects</li> <li>Student raise overall GPA</li> </ul>  | 11 <sup>th</sup> & 12 <sup>th</sup> graders who demonstrate academic excellence and leadership on campus will be selected per semester to become   | <ul style="list-style-type: none"> <li>Peer to peer tutoring</li> </ul>  |

|   |  |   |   |   |   |  |
|---|--|---|---|---|---|--|
|   |  |   | <ul style="list-style-type: none"> <li>Narrow the academic achievement gap</li> </ul>   |   | paid peer tutors to 9 <sup>th</sup> and 10 <sup>th</sup> grade students.                                  |  |
| 3 | 10 <sup>th</sup> – 12 <sup>th</sup> grade students who have failed the CAHSEE  | <input type="checkbox"/> CAHSEE Prep  | <ul style="list-style-type: none"> <li>On four year track to high school graduation</li> </ul>  | Help students pass the CAHSEE exam  | Either teachers or service providers to help students on CAHSEE Exam/s                                    | Intensive CAHSEE Prep  |
| 4 | 9 <sup>th</sup> – 12 <sup>th</sup> Grade Students Credit Recovery Courses in Math, English, Non Lab Science, History | <input type="checkbox"/> Homework Support<br><input type="checkbox"/> Tutoring<br><input type="checkbox"/> Skill Building<br><input type="checkbox"/> Academic Intervention<br><input type="checkbox"/> Credit Recovery | <ul style="list-style-type: none"> <li>Increased numbers of students meeting A-G requirements</li> <li>On four year track to high school graduation</li> <li>Narrow the academic achievement gap</li> </ul> | <ul style="list-style-type: none"> <li>Student pass all core subjects</li> <li>Student raise overall GPA</li> </ul> | Multi-subject teachers on extended contracts to support students recover credit in English & Math courses | <ul style="list-style-type: none"> <li>Instructions provided by credentialed teacher</li> <li>Additional 1 on 1 support</li> </ul> |

### SECTION 7: CAREER-RELATED ACADEMIC ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Career-related 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 develop 21<sup>st</sup> Century Skills, explore career-related fields, and 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 Career Pathways, school goals for health and wellness, positive school climate, arts learning, and student engagement.

| Type of Career-related Enrichment. | Rationale   | CSSSP goal(s) or school need supported by activity  | Brief Description  | Targeted Skills  | Measurable Outcome   |
|------------------------------------|---|---|--|--|--|
| <b>Physical Activity/Fitness</b>   | <input type="checkbox"/> Student Identified<br><input type="checkbox"/> School Identified<br><input type="checkbox"/> Parent Identified<br><input type="checkbox"/> Other (specify) | <ul style="list-style-type: none"> <li>Increased numbers of students meeting A-G requirements</li> <li>On four year track to high school graduation</li> <li>Narrow the academic achievement gap</li> <li>Eligible for four year</li> </ul> | Engage new and existing students through Hip Hop Dance. The class will guide students through the different art forms and history of Break-Dancing. Students are able to engage in healthy | <input type="checkbox"/> Social Skills/Conflict Res.<br><input type="checkbox"/> Leadership<br><input type="checkbox"/> Internships/Linked Learning<br><input type="checkbox"/> 21 <sup>st</sup> Century skills<br><input type="checkbox"/> Health/Fitness<br><input type="checkbox"/> Other (specify) | <ul style="list-style-type: none"> <li>Participating students will gain elective course credit needed for graduation and college</li> <li>Students will self assess a increase in</li> </ul> |

|                           |   |  |  |   |  |
|---------------------------|---|--|--|---|--|
|                           |   | <ul style="list-style-type: none"> <li>college</li> <li>Promote Positive School Climate</li> </ul>   | <p>competition through "Dance Battles" &amp; practice good sportsmanship. The Program will also include academic alignment with the California Content standards in Physical Education.</p>  |   | <p>feeling connected to caring adults</p>  |
| <b>Arts &amp; Culture</b> | <input type="checkbox"/> Student Identified   | <ul style="list-style-type: none"> <li>Increased numbers of students meeting A-G requirements</li> <li>On four year track to high school graduation</li> <li>Narrow the academic achievement gap</li> <li>Eligible for four year college</li> <li>Promote Positive School Climate</li> </ul> | <p>Students are instructed in fundamentals of visual arts through the medium of graffiti. Lighting, shading, coloring and other aspects are covered. The program will also include academic alignment with the California Content standards in Visual &amp; Performing Arts.</p> | <input type="checkbox"/> Social Skills/Conflict Res.<br><input type="checkbox"/> Leadership<br><input type="checkbox"/> Academic (ART)<br><input type="checkbox"/> Internships/Linked Learning<br><input type="checkbox"/> 21 <sup>st</sup> Century skills<br><input type="checkbox"/> Other (Mural Painting) | <ul style="list-style-type: none"> <li>Participating students will gain elective course credit needed for graduation and college</li> <li>Students will develop skills in potential career fields. Students will self assess a increase in feeling connected to caring adults</li> </ul> |
| <b>Student Leadership</b> | <input type="checkbox"/> Student Identified<br><input type="checkbox"/> School Identified<br><input type="checkbox"/> Parent Identified<br><input type="checkbox"/> Other (specify) | <ul style="list-style-type: none"> <li>Increased numbers of students meeting A-G requirements</li> <li>On four year track to high school graduation</li> <li>Narrow the academic achievement gap</li> <li>Eligible for four year college</li> <li>Positive School Climate</li> </ul>         | <p>Student will apply, go through an interview process, and be trained through social justice workshops to help engage the school through different cultural events on violence prevention and promote positive school climate</p>   | <input type="checkbox"/> Social Skills/Conflict Res.<br><input type="checkbox"/> Leadership<br><input type="checkbox"/> Academic (specify)<br><input type="checkbox"/> Internships/Linked Learning<br><input type="checkbox"/> 21 <sup>st</sup> Century skills  | <ul style="list-style-type: none"> <li>Students will organize two to three campus events throughout the year</li> <li>Students will also facilitate one to two workshops at a variety of high school conferences in Northern California</li> <li>Students will</li> </ul>                |

|                           |   |  |   |   |   |
|---------------------------|---|--|---|---|---|
|                           |   |  |   |   | self asses increased leadership skills.<br><ul style="list-style-type: none"> <li>Students will self assess an increase in ability to make healthy decisions</li> </ul>   |
| <b>Student Internship</b> | <input type="checkbox"/> Student Identified<br><input type="checkbox"/> School Identified | <ul style="list-style-type: none"> <li>Increased numbers of students meeting A-G requirements</li> <li>On four year track to high school graduation</li> <li>Narrow the academic achievement gap</li> <li>Eligible for four year college</li> <li>Positive School Climate</li> </ul> | <p>Students who are either referred or apply must demonstrate academic excellence in core subjects. Student candidates will go through an academic assessment and interview process. Selected candidates will be train by selected service providers to develop skills to academically tutor lower classmen effectively</p> | <input type="checkbox"/> Social Skills/Conflict Res.<br><input type="checkbox"/> Leadership<br><input type="checkbox"/> Academic (Math, English, Science & Language Arts)<br><input type="checkbox"/> Internships/Linked Learning<br><input type="checkbox"/> 21 <sup>st</sup> Century skills | <ul style="list-style-type: none"> <li>Students will self asses increased leadership skills.</li> <li>Lower classmen will evaluate the effectiveness of upper classmen tutoring skills</li> <li>Student tutors maintain an above average GPA</li> </ul> |

|  |   |                          |                           |  |
|--|---|--------------------------|---------------------------|--|
| <p><b>SECTION 8: FAMILY ENGAGEMENT / FAMILY LITERACY</b></p> <p>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.</p> <p>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 services, and increase their ability to support their student's learning and development. All high school programs will fund a Parent Liaison position to support family literacy programming.</p> |   |                          |                           |  |
| Type of Activity   | CSSSP goal(s) or school need supported by activity                    | Brief Description        | Measurable Outcome        | Alignment with school day family engagement / family literacy efforts or resources |
|  | <ul style="list-style-type: none"> <li>Provide information</li> </ul> | Parents of participating | Parents will volunteer to | <ul style="list-style-type: none"> <li>Consistent communication</li> </ul>         |

|                                     |  |   |   |  |
|-------------------------------------|--|---|---|--|
| <b>Family Nights</b>                | about student achievement and student success <ul style="list-style-type: none"> <li>• College Readiness</li> </ul>  | students will be able to receive information regarding student's achievement every marking period through student recognition nights. Parents will also receive information on A-G requirements for college readiness | coordinate different components of events   | with parents through Family Resource Center and Parent Liaison <ul style="list-style-type: none"> <li>• Monthly phone banking</li> </ul> Face to face interactions with parents in the morning or after school                                     |
| <b>Parent Engagement Nights</b>     | <ul style="list-style-type: none"> <li>• Provide information about student achievement and student success</li> <li>• College Readiness</li> <li>• Promote Positive School Climate</li> </ul>  | Parents of participating students will be recruited to participate in informational sessions to offer opportunities to learn about programs.  | <ul style="list-style-type: none"> <li>• Parents will participate in information sessions</li> <li>• Parents will self assess a better understanding of the OLOP ASP</li> </ul>   | <ul style="list-style-type: none"> <li>• Consistent communication with parents through Family Resource Center and Parent Liaison</li> <li>• Monthly phone banking</li> </ul> Face to face interactions with parents in the morning or after school |
| <b>Parent Development Trainings</b> | <ul style="list-style-type: none"> <li>• Provide information about student achievement and student success</li> <li>• College Readiness</li> <li>• Accessing &amp; navigating the school</li> <li>• Promote Positive School Climate</li> </ul> | The OLOP Parent Liaison will conduct monthly trainings on conflict resolution with their students, gang and drug intervention, how to deal with stress.   | <ul style="list-style-type: none"> <li>• Parents provide positive feedback of effectiveness of trainings</li> <li>• Parents continue to come to monthly trainings</li> <li>• Parents suggest more skill building workshops</li> </ul> | <ul style="list-style-type: none"> <li>• Consistent communication with parents through Family Resource Center and Parent Liaison</li> <li>• Monthly phone banking</li> </ul> Face to face interactions with parents in the morning or after school |

**PARENT LIAISON:**

*Describe the anticipated duties of the Parent Liaison in your program. Also identify what supports your school site will provide the Parent Liaison, including training and materials.*

The One Land One People Skyline High School Youth Center Parent Liaison will work with Skyline administration, students, parents, and service providers to support and engage family with campus culture and environment. The Parent Liaison will provide essential resources through workshops, parent engagement event, conferences, and one on one contacts with family members.

**SECTION 9: Chronic Absence Action Plan**

Improving school day attendance for all students and reducing chronic absenteeism is one of the key OUSD strategic goals. The



district goal is that all students will attend school at least 95% of the required school days or more, thereby achieving satisfactory attendance. Students who attend school 90% or less of required days are considered chronically absent. Students whose attendance falls in the "grey zone" between 90% - 95% are considered at risk of chronic absenteeism.

*In partnership with the school day, after school programs can play an important role in supporting student attendance by doing things like celebrating good attendance, informing parents about the importance of attendance, uncovering what challenges students/families are facing that cause them to miss school, regularly monitoring student attendance data, contacting families to let them know their child was missed at school, etc., in addition to providing meaningful after school learning experiences that help keep students engaged and coming.*

Below are several key strategies that after school programs can implement in partnership with the school day, in order to promote positive attendance, and support students and families who are struggling with attendance. Select **at least two** of the following strategies below, and identify specific action steps that your program will implement for each strategy.

| Strategies to Support Attendance   | Action Steps  |
|--|---|
| a) Recruit and address the needs of students who are at risk of chronic absenteeism.                                       |   |
| b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class. | <b>Contact parents to schedule meeting<br/>Provide one on one support and support parent in obtaining ABI account</b> |
| c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.         |   |
| d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.  | <b>Sponsor "Pizza Parties" for good attendance</b>  |

#### **SECTION 10: Coordination with Other Service Providers**

In the Full Service Community School model, the school becomes a hub of services where various types of service providers come together, work together, and coordinate their efforts to meet the holistic needs of students and families.

Indicate which group(s) at your school will your after school leader (site coordinator or agency director) actively participate in, in order to increase alignment between after school and school day efforts.

- COST team (Coordination of Services Team)
- SST (Student Study Team)
- SSC (School Site Council)
- ELT (Educational Leadership Team)
- PTA
- Attendance Team/Workgroup
- CSSSP (Community School Strategic Site Planning) team
- Other (Meaningful Family Engagement)

|   |   |
|---|---|
| <p>List key community partners whom you will actively collaborate with to accomplish the goals of your program. (including industry and other CBO partners, where youth are doing their internships)</p>  | <p><b>Operation HOPE</b><br/> <b>All the Way Live</b><br/> <b>College Summit</b><br/> <b>Eastside Arts Alliance</b><br/> <b>BUMP Records</b><br/> <b>Skyline High School</b></p>  |
| <p>Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.</p> | <p>Family Resource Center<br/> School Nurse<br/> Alameda County Clinician<br/> School Psychologist<br/> Skyline Administration<br/> Native American Health Center<br/> SPED Department<br/> Skyline Leadership &amp; All Student Body<br/> Education Academy<br/> Computer Academy<br/> Green Academy</p> |

**2012-13 After School Enrollment Policy for Skyline High 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)<br>Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population |
|----------------------|--|---|
| Credit Deficiency    | 12 <sup>th</sup> and 11 <sup>th</sup> grade students who are not on track to graduate on time without credit recovery class after school | Optional  |
| CAHSEE Prep          | 12 <sup>th</sup> and 11 <sup>th</sup> grade students who have not passed either the Math or English sections of the CAHSEE               | Optional  |

**Grade levels prioritized for programming:** 9<sup>th</sup> through 12<sup>th</sup>

*Note: The ASES and 21<sup>st</sup> CCLC grants require that programs are open to all students of the school, if space remains after outreach is done to targeted students.*

**Additional Notes:**

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot simply 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.
- In alignment with OUSD’s strategic goal to reduce chronic absenteeism, programs should consider targeting students at risk of chronic absenteeism, as determined by individual attendance rates between 90 – 95% during the current school year. (Programs should collaborate with school site leadership to obtain student attendance data.)
- Program must enroll adequate numbers of students to meet CDE attendance targets.

**Enrollment Process and Timeline:** Summarize your enrollment timeline below. Describe ongoing program outreach and recruitment efforts, beginning in Spring 2012.

| <b>Timeline</b>       | <b>After School Enrollment Steps/Process</b>  | <b>Individual(s) responsible</b>   |
|-----------------------|---|--|
| <b>March 2012</b>     | <ul style="list-style-type: none"> <li>• 2012-2013 After school programming will be identified</li> </ul>   | <ul style="list-style-type: none"> <li>• Site coordinator responsible for collaborative meeting with academic liaison and principal to identify programming</li> </ul>   |
| <b>April-May 2012</b> | <ul style="list-style-type: none"> <li>• Outreaching through electronic board, loud speaker announcements, and automated phone calls home</li> <li>• Enrollment will begin to fill 2012-2013 slots</li> </ul> | <ul style="list-style-type: none"> <li>• Principal in charge of automated calls home</li> <li>• Site coordinator in charge of 1<sup>st</sup> Fridays and outreach effort at site</li> </ul>                        |
| <b>July 2012</b>      | <ul style="list-style-type: none"> <li>• Acceptance letters will be sent home</li> </ul>  | <ul style="list-style-type: none"> <li>• Site coordinator will be in charge of drafting acceptance letter</li> <li>• Principal will need to sign off</li> <li>• Site coordinator will mail letters home</li> </ul> |
| <b>August 2012</b>    | <ul style="list-style-type: none"> <li>• Parent and student orientation will take place before the start of school</li> </ul>   | <ul style="list-style-type: none"> <li>• Site coordinator will organize orientation for parents and student</li> </ul>   |

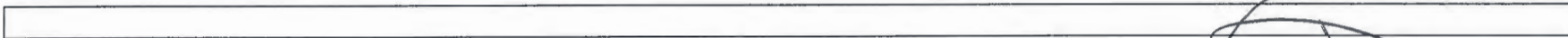
**Important dates to include in your timeline:**

- May – June: Early outreach and recruitment for summer program and 2012-13 school year program.
- August – September: New school year enrollment of students for remaining program slots.
- After school programs begin on 1<sup>st</sup> Day of school.
- Parents are notified about their student's participation in program at beginning of school year (specify date).
- All programs must maintain waitlists after program slots are filled.

**School Support for Program Recruitment**

Describe how the school will support after school program recruitment efforts. Specify how school staff will help promote the after school program, refer students, and communicate with families about program opportunities:

Majority of after school events throughout 2012-13 will be in partnership with school and after school programming. Outreach will be done through lunch time events at the beginning of each month. Robocall's can also be utilize if necessary to outreach to more students. Morning announcements can also be conducted if necessary. Info board in the main building will also be utilize to inform public of programming and future events.



Principal Signature:

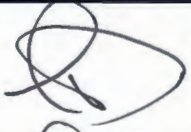



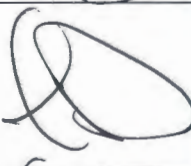
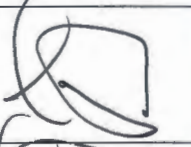

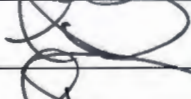

*[Handwritten signature]*

Lead Agency Signature:

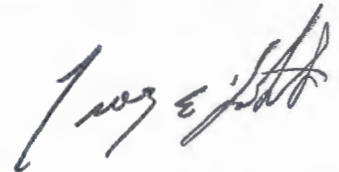
*[Handwritten signature]*

### 2012-13 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) Academic Liaison Role Description.

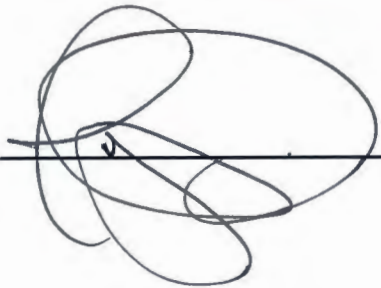
| Principal initials ¶ | Lead Agency initials  | 2012 – 13 Assurances for Grant Compliance and After School Alignment with School Day  |
|----------------------|---|---|
| VT/TJ                |    | Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 <sup>st</sup> Century Grant Assurances, and understand mandated grant compliance elements.   |
| VT/TJ                |    | 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.   |
| VT/TJ                |    | Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.   |
| VT/TJ                |    | Site will share student outcome data to better refine program (Attendance data, EduSoft, Report Cards, IEP's, etc).   |
| VT/TJ                |   | 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 role description. |
| VT/TJ                |  | 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.                              |
| VT/TJ                |  | Site will invite Site Coordinator to participate on SSC, COST, SST, and CSSSP team to ensure coordination of services.  |
| VT/TJ                |  | Site will coordinate the use of facilities and site level resources in support of program goals.  |
| VT/TJ                |  | Site will provide Site Coordinator with office space that includes access to internet and phone.  |

Principal Signature:

A handwritten signature in black ink, appearing to read "J. [unclear] [unclear]".

\_\_\_\_\_

Lead Agency Signature:

A very large, circular, and highly scribbled handwritten signature in black ink.

15

After School Safety and Emergency Planning for 2012-13

After School Safety and Emergency Planning

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

Yes

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.

Skyline Senior high school will provide training on safety procedures, including lockdown procedures and communication protocols for crisis response.

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

Yes

Facility Keys

Will the After School Program have access to facility keys for all areas where after school programming occurs?

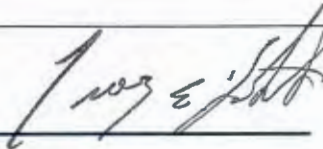
Yes

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

Principal Signature:



Lead Agency Signature:





2012-2013 High School After School Program Budget

**AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

HIGH SCHOOLS 03 2012

| Site Name:  | 21CCLC Core                 | 21CCLC Equitable Access     | 21CCLC Family Literacy      | Program Fees (if applicable) | Other Lead Agency Funds |
|---|-----------------------------|-----------------------------|-----------------------------|------------------------------|-------------------------|
| Skyline High School   | Resource 4214, Program 1859 | Resource 4124, Program 1861 | Resource 4124, Program 1860 |                              |                         |
| Site #: 306   | OUSD Lead Agency %          | OUSD Lead Agency %          | OUSD Lead Agency %          | Lead Agency                  | Lead Agency             |
| Average # of students to be served daily (ADA):   |                             |                             |                             |                              |                         |
| <b>TOTAL GRANT AWARD</b>  | <b>\$250,000</b>            | <b>\$25,000</b>             | <b>\$20,000</b>             | <b>\$0</b>                   | <b>\$0</b>              |
| <b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES</b>  |                             |                             |                             |                              |                         |
| OUSD Indirect (4.25%)   | \$10,192                    | \$1,019                     | \$815                       |                              |                         |
| OUSD ASPO admin, evaluation, and training/technical assistance costs  | \$15,688                    | \$1,569                     | \$1,255                     |                              |                         |
| Custodial Staffing  | \$8,225                     | \$823                       | \$658                       |                              |                         |
| Custodial Supplies  | \$1,121                     | \$112                       | \$90                        |                              |                         |
| <b>TOTAL SITE ALLOCATION</b>  | <b>\$214,774</b>            | <b>\$21,477</b>             | <b>\$17,182</b>             |                              |                         |
| <b>CERTIFICATED PERSONNEL</b>   |                             |                             |                             |                              |                         |
| 1120 Academic Liaison REQUIRED  | \$4,000                     | \$0                         | \$0                         |                              | \$0                     |
| 1120 Certificated Teacher Extended Contracts  | \$0                         | \$0                         | \$0                         |                              | \$0                     |
| 1120 Student Enterprise Internship Coordinator  | \$32,905                    |                             |                             |                              |                         |
| 1120 Art Instructor   | \$17,218                    |                             |                             |                              | \$0                     |
| Total certificated  | \$54,123                    | \$0                         | \$0                         |                              | \$0                     |
| <b>CLASSIFIED PERSONNEL</b>   |                             |                             |                             |                              |                         |
| 2220 SSO  | \$9,500                     |                             |                             |                              | \$0                     |
| Total classified  | \$9,500                     | \$0                         | \$0                         | \$0                          | \$0                     |
| <b>BENEFITS</b>   |                             |                             |                             |                              |                         |
| 3000's Employee Benefits for Additional Time (20% of total salaries paid as extended contracts or overtime) | \$13,330                    |                             |                             |                              |                         |
| 3000's Employee Benefits for Salaried Employees (40%)   |                             |                             |                             |                              |                         |
| 3000's Lead Agency benefits (rate: 25 %)  |                             | \$8,840                     | \$2,000                     | \$1,530                      |                         |
| Total benefits  | \$13,330                    | \$8,840                     | \$0                         | \$2,000                      | \$1,530                 |
| <b>BOOKS AND SUPPLIES</b>   |                             |                             |                             |                              |                         |
| 4310 Supplies (OUSD only, except for Summer Supplemental)   |                             |                             |                             |                              | \$0                     |
| 4310 Curriculum (OUSD only)   |                             |                             |                             |                              | \$0                     |
| 5829 Field Trips  |                             | \$3,000                     | \$0                         | \$0                          | \$0                     |
| 4420 Equipment (OUSD only)  |                             |                             |                             |                              | \$0                     |
| Total books and supplies  | \$0                         | \$3,000                     | \$0                         | \$0                          | \$0                     |
| <b>CONTRACTED SERVICES</b>  |                             |                             |                             |                              |                         |
| 5825 Site Coordinator (list here if CBO staff)  |                             | \$24,639                    | \$14,861                    |                              | \$19,370                |
| 5825 Parent Liaison (\$25hr x 4hrs/day x 180 days)  |                             | \$0                         | \$3,395                     | \$14,605                     | \$18,000                |

2012-2013 High School After School Program Budget

|      |   |     |           |     |          |       |          |       |     |          |         |
|------|---|-----|-----------|-----|----------|-------|----------|-------|-----|----------|---------|
| 5825 | Work/Internship Readiness Coordinator (\$17hrx5hrs/dayx180days)                             |     | \$15,300  |     |          |       |          |       |     |          | \$4,700 |
| 5825 | ASP Program Assistant (\$17hr x 5hrs/day x 180 days)  |     | \$15,300  |     |          |       |          |       |     |          | \$4,700 |
| 5825 | Youth Internship Stipends   |     | \$35,000  |     |          |       |          |       |     |          | \$4,700 |
| 5825 | Art & Health Enrichment Break Dancing Program Instructor/Mentor \$50hr x 2hrs/day x 34 days |     | \$3,400   |     |          |       |          |       |     |          |         |
| 5825 | Art Enrichment Graffiti Program Instructor/Mentor \$50hr x 2hrs/day x 34 days               |     | \$3,400   |     |          |       |          |       |     |          |         |
| 5825 | Recording Engineering & Production Instructor \$50hr x 2hrs/day x 34 days                   |     | \$3,400   |     |          |       |          |       |     |          |         |
| 5825 | East Bay Consortium College Advisor Counselor \$16.44hr x 4hrs/day x 76 days                |     | \$5,000   |     |          |       |          |       |     |          |         |
| 5825 | East Bay Consortium Academic Tutoring Program 4 to 6 college tutors x 2hrs/day x 148 days   |     | \$5,000   |     |          |       |          |       |     |          |         |
| 5825 | Enrichment Activity- Four Drivers Education Sessions x 25 students x \$15 per student       |     | \$1,500   |     |          |       |          |       |     |          |         |
| 5825 | Programming Supplies  |     | \$3,900   |     |          |       |          | \$474 |     |          |         |
| 5825 | Outreach Events   |     | \$2,144   |     |          | \$157 |          |       |     |          |         |
| 5825 | Childcare   |     | \$838     |     |          | \$348 |          |       |     |          |         |
|      | Total services  | \$0 | \$118,821 | \$0 | \$18,761 | \$0   | \$15,079 | \$0   | \$0 | \$51,470 |         |

IN-KIND DIRECT SERVICES

|  |  |  |  |  |  |  |  |  |  |     |     |
|--|--|--|--|--|--|--|--|--|--|-----|-----|
|  |  |  |  |  |  |  |  |  |  | \$0 | \$0 |
|  |  |  |  |  |  |  |  |  |  | \$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 \$) |  | \$7,160 |  | \$716 |  | \$573 |  |  |  | \$0 |
|--|---|--|---------|--|-------|--|-------|--|--|--|-----|

SUBTOTALS

|  |                          |    |          |           |    |         |          |    |         |          |     |     |          |
|--|--------------------------|----|----------|-----------|----|---------|----------|----|---------|----------|-----|-----|----------|
|  | Subtotals DIRECT SERVICE | 85 | \$81,839 | \$130,661 | 85 | \$489   | \$20,761 | 85 | \$391   | \$16,609 | \$0 | \$0 | \$51,470 |
|  | Subtotals Admin/Indirect | 15 | \$30,340 | \$7,160   | 15 | \$3,034 | \$716    | 15 | \$2,427 | \$573    | \$0 | \$0 | \$0      |

TOTALS

|  |                                      |     |           |           |     |          |          |     |          |          |     |     |          |
|--|--------------------------------------|-----|-----------|-----------|-----|----------|----------|-----|----------|----------|-----|-----|----------|
|  | Total budgeted per column            |     | \$112,179 | \$137,821 |     | \$3,523  | \$21,477 |     | \$2,818  | \$17,182 | \$0 | \$0 | \$51,470 |
|  | Total BUDGETED                       | 100 | \$250,000 |           | 100 | \$25,000 |          | 100 | \$20,000 |          | \$0 | \$0 | \$51,470 |
|  | BALANCE remaining to allocate        |     | \$0       |           |     | \$0      |          |     | \$0      |          |     |     |          |
|  | TOTAL GRANT AWARD/ALLOCATION TO SITE |     | \$250,000 |           |     | \$25,000 |          |     | \$20,000 |          |     |     |          |

Required Signatures for Budget Approval:

|              |   |         |
|--------------|---|---------|
| Principal:   |  |         |
| Lead Agency: |  | 7/25/12 |

**Exhibit C**  
**OAKLAND UNIFIED SCHOOL DISTRICT**  
**21 CENTURY ASSETS HIGH SCHOOL AFTER SCHOOL PROGRAMS**

**PARENT PERMISSION AND STUDENT INFORMATION**

I give my child permission to participate in the 2012-13 \_\_\_\_\_ 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  |
| Does your child have health coverage? _____ |                              | Yes _____ No _____     |
| Name of Medical Insurance                   | Policy/ Insurance #          | Primary Insured's Name |
| Medical History that may be of importance   | Medication Student is taking |                        |
| List any Allergies _____                    |                              |                        |
| Name of Child's Doctor                      | Telephone                    |                        |

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 after school program activities.

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

**STUDENT RELEASE**

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.

I give the After School Program staff permission to release my child from the after school program without supervision. I understand that my high school-age child will sign himself/herself out of program, and will be released on his/her own.

I understand that my high school-age child may sign himself/herself out from the After School program and be released prior to 6:00 pm.

As parent/guardian, 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 as a result of my child's release from the After School Program without supervision.

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

**PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS**

I give permission for the After School Program Staff to review my child's school data (test scores, report cards and other performance indices), for the purpose of providing targeted academic instruction and assessing the academic effectiveness of the After School Enrichment Program. I also give permission for After School Program staff to monitor my student's progress and to require my child to complete evaluation surveys for the purpose of determining program effectiveness.

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

Exhibit D

**SCHEDULE OF FIELD TRIPS, OFF SITE EVENTS AND OFF SITE ACTIVITIES FOR AFTER SCHOOL PROGRAM**

This form should be completed by the 1<sup>st</sup> day of each semester, and by the 1<sup>st</sup> day of the summer program (if applicable).

| Contact Information:   |                         |                  |                |
|------------------------|-------------------------|------------------|----------------|
| Site Name              | 306/Skyline High School | Lead Agency Name | Youth Together |
| Name of Contact Person |                         | Email            |                |
| Telephone              |                         | Fax              |                |

The following Field Trips, Off Site Events and Off Site Activities for the After School Program will occur during:

- Fall Semester – 8/27/12 to 1/25/13
- Spring Semester – 1/28/13 to 6/13/13
- Summer Program (Specify dates: \_\_\_\_\_ to \_\_\_\_\_)

| Name of Field Trip, Off Site Event, and/or Off Site Activities | Date(s) | Time(s) |
|--|---------|---------|
|  |         |         |
|  |         |         |
|  |         |         |
|  |         |         |
|  |         |         |
|  |         |         |
|  |         |         |
|  |         |         |
|  |         |         |
|  |         |         |
|  |         |         |

Site Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Lead Agency Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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's Name: \_\_\_\_\_  
(Print)

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

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

EBRPD Waiver - Sworn Use  
Rev. 3/09

Exhibit F



OAKLAND UNIFIED  
SCHOOL DISTRICT

Ensuring a bright future for every child

**INVOICING AND STAFF QUALIFICATIONS FORM  
2012-13**

**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    | Youth Together | 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 |



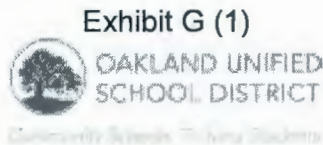


Exhibit G (1)

**PROCEDURE FOR INVOICING**

**Oakland Unified School District  
Comprehensive After School Programs 2012-2013**

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

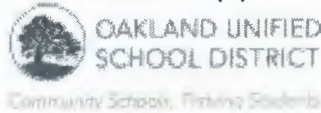
- ◆ All 21<sup>st</sup> Century and/or ASES invoices must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 495 Jones Avenue, in the Brookfield Annex.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency 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 September 1-30<sup>th</sup> is due in our office on the 11<sup>th</sup> of October (the 10<sup>th</sup> is a Sunday). **Invoices that are submitted after the due dates listed below will be processed the following monthly invoicing period.**

As of now, the 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, 2012                                  | August 26, 2012                                 |
| September 9, 2012                                | September 23, 2012                              |
| October 10, 2012                                 | October 24, 2012                                |
| November 10, 2012                                | November 25, 2012                               |
| December 9, 2012                                 | December 23, 2012                               |
| January 10, 2013                                 | January 23, 2013                                |
| February 10, 2013                                | February 24, 2013                               |
| March 9, 2013                                    | March 23, 2013                                  |
| April 10, 2013                                   | April 23, 2013                                  |
| May 10, 2013                                     | May 25, 2013                                    |
| June 11, 2013 for May invoices                   | June 25, 2013                                   |
| June 15, 2013 for Final Billing                  | TBD   |

If there are any questions regarding the invoicing process, please contact our office at (510) 568-1022.

Exhibit G (2)



**PROCEDURES FOR PAID INSERVICE/EXTENDED CONTRACTS AND TIME SHEETS  
OUSD CERTIFICATED TEACHERS 2012-2013**

The following procedures are required in submitting fiscal forms for Paid Inservice/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 Oakland SUCCESS 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 495 Jones Avenue, in the Brookfield Annex.
- ◆ **Union Contract rate for teachers is \$23.16/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$30.12/hr.**
- ◆ Once the Paid Inservice form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

| Paid Inservice/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates: | OUSD Anticipated Payroll Issue Dates<br>***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 2 weeks.*** |
|---|---|
| September 30, 2012  | October 14, 2012  |
| October 31, 2012  | November 15, 2012   |
| November 30, 2012   | December 15, 2012   |
| December 16, 2012   | January 13, 2013  |
| January 31, 2013  | February 15, 2013   |
| February 29, 2013   | March 15, 2013  |
| March 30, 2013  | April 13, 2013  |
| April 30, 2013  | May 15, 2013  |
| May 31, 2013  | June 15, 2013   |
| June 15, 2013   | July 5, 2013  |

If there are any questions regarding these documents or procedures, please contact our office at (510) 568-1022.

Exhibit G (3)



**PROCEDURES FOR EXTENDED TIME AND/OR OVERTIME FORMS (ET/OT)  
FOR OUSD CLASSIFIED EMPLOYEES 2012-2013**

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 Mynette Theard in 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 495 Jones Avenue, in the Brookfield Annex.
- ◆ 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, 2012  | September 30, 2012                   |
| September 30, 2012  | October 14, 2012                     |
| October 14, 2012  | October 31, 2012                     |
| October 31, 2012  | November 15, 2012                    |
| November 15, 2012   | November 30, 2012                    |
| November 30, 2012   | December 15, 2012                    |
| December 15, 2012   | December 30, 2012                    |
| December 30, 2012   | January 13, 2013                     |
| January 13, 2013  | January 31, 2013                     |
| January 31, 2013  | February 15, 2013                    |
| February 15, 2013   | February 29, 2013                    |
| February 29, 2013   | March 15, 2013                       |
| March 15, 2013  | March 30, 2013                       |
| March 30, 2013  | April 13, 2013                       |
| April 13, 2013  | April 30, 2013                       |
| April 30, 2013  | May 15, 2013                         |
| May 15, 2013  | May 31, 2013                         |
| May 31, 2013  | June 15, 2013                        |
| June 15, 2013   | June 29, 2013                        |

If there are any questions regarding these documents and procedures, please contact our office at (510) 568-1022.

Exhibit H

**CERTIFICATES OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT**

**INSERT HERE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/1/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Calender-Robinson Company, Inc.<br>FB0267063<br>300 Montgomery St., Suite 888<br>San Francisco CA 94104 | <b>CONTACT NAME:</b> Katherine Berkman<br><b>PHONE (A/C No. Ext):</b> (415) 978-3800<br><b>E-MAIL ADDRESS:</b> kberkman@calrob.com  | <b>FAX (A/C No.):</b> (415) 978-3825 |                               |        |  |  |            |  |            |  |            |  |            |  |            |
|--|---|--------------------------------------|-------------------------------|--------|--|--|------------|--|------------|--|------------|--|------------|--|------------|
|  | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Nonprofits' Ins. Alliance of CA</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table> |                                      | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Nonprofits' Ins. Alliance of CA |  | INSURER B: |  | INSURER C: |  | INSURER D: |  | INSURER E: |  | INSURER F: |
| INSURER(S) AFFORDING COVERAGE  | NAIC #  |                                      |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER A: Nonprofits' Ins. Alliance of CA   |   |                                      |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER B:   |   |                                      |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER C:   |   |                                      |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER D:   |   |                                      |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER E:   |   |                                      |                               |        |  |  |            |  |            |  |            |  |            |  |            |
| INSURER F:   |   |                                      |                               |        |  |  |            |  |            |  |            |  |            |  |            |

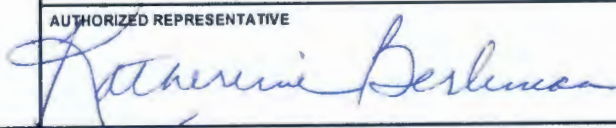
**INSURED**  
 Youth Together, Inc.  
 449 - 15th Street #402  
 Oakland CA 94612

**COVERAGES**      **CERTIFICATE NUMBER:** CL1210107867      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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 ANY 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR | SUBR WVD                            | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|-------------------------------------|----------------|-------------------------|-------------------------|---|
| A        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER.<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           | <input checked="" type="checkbox"/> | 2012-14283-NPO | 10/1/2012               | 10/1/2013               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 20,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS  |           |                                     | 2012-14283-NPO | 10/1/2012               | 10/1/2013               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
|          | <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br>OCCUR<br>CLAIMS-MADE<br>DED RETENTION \$  |           |                                     |                |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           | <input type="checkbox"/>            | N/A            |                         |                         | WC STATUTORY LIMITS OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |
| A        | <b>Sexual Misconduct Liability</b>  |           |                                     | 2012-14283-NPO | 10/1/2012               | 10/1/2013               | Each claim \$ 250,000<br>Policy aggregate \$ 250,000  |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Certificate holder is included as additional insured as per the attached endorsement

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br><br>Oakland Unified School District<br>1025 - 2nd Avenue<br>Oakland, CA 94606 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--|--|

Named Insured: Youth Together, Inc.

Policy: 2012-14283-NPO

---

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 Person or Organization:

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**WHO IS AN INSURED** (Section II) 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 on-going operations; or
- B. In connection with your premises owned by or rented to you

Exhibit I

**STATEMENT OF QUALIFICATIONS**

**INSERT HERE**



Peace, Unity & Justice

## About Us

In 1996 Youth Together was formed by youth, community members, parents and school officials in Oakland, Berkeley, and Richmond, California concerned about inter-racial violence and inadequate school conditions.

Because of the organization's youth leadership programming, student centers, and campaigns, six local high schools are developing positive, long-term solutions to fight social, political, community, and educational inequities in their lives, serving as a model for empowering change in other communities.

Community members were inspired to form Youth Together in 1994 in response to inter-racial conflicts in schools. Since that time, young people in Youth Together have fought for, won, and continued to struggle for a new vision of their schools and communities.

*Youth Together utilizes four main programs to meet our mission:*

1. Youth Together Student Teams: Youth Together operates student organizing clubs on six school campuses to develop student leadership skills, multiracial solidarity, and to improve school conditions.
2. School-Based One Land, One People Youth Centers/Collaboratives: Youth Together operates multi-service collaboratives and youth centers on high school campuses.
3. Community-Based Youth Centers/Collaboratives: Youth Together advocates and organizes for community based multi-service collaboratives and centers and partners with local officials to design, plan, and develop these centers.
4. Regional Programming: Youth Together provides regional programming to core youth leaders and is the lead member of the ODB network, a regional network of youth-serving organizations working to improve a variety of issues which impact the areas' young people.

### **Mission**

Grounded in our commitment to peace, unity and justice, the mission of Youth Together is to address the root causes of educational inequities by developing multiracial youth leaders and engaging school community allies to promote positive school change.

### **Youth Together**

449 15th Street #402 :: Oakland, California 94612 :: Phone: (510) 645-9209 :: Fax: (510) 663-2578



## Skyline High School One Land One People Youth Center

### After-School Programming

2012-2013

| Monday   | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday                         | #  |
|--|--|--|--|--|----------------------------------|----|
| Skyline Theatre Program<br>3:20-6:00pm Auditorium  | Skyline Theatre Program<br>3:20-6:00pm Auditorium        | Skyline Theatre Program<br>3:20-6:00pm Auditorium  | Skyline Theatre Program<br>3:20-6:00pm Auditorium        | Skyline Theatre Program<br>3:20-6:00pm Auditorium    |                                  | 30 |
| Theatre Workshop<br>3:05-6:00pm Auditorium         | Theatre Workshop<br>3:05-6:00pm Auditorium               |  | Theatre Workshop<br>3:05-6:00pm Auditorium               |  |                                  | 10 |
|  | Marching Band<br>3:05-6:00pm M-3                         |  | Marching Band<br>3:05-6:00pm M-3                         |  |                                  | 35 |
|  | Cyber High<br>3:05-4:35pm Rm. 69                         |  | Cyber High<br>3:05-4:35pm Rm. 69                         |  |                                  | 20 |
| Academic Tutoring<br>3:00-6:00pm Portable O        | Academic Tutoring<br>3:00-6:00pm Portable O              | Academic Tutoring<br>3:20-6:00pm Portable O        | Academic Tutoring<br>3:00-6:00pm Portable O              |  |                                  | 30 |
| Athletic Academic Tutoring<br>3:05-4:05 TBD        | Athletic Academic Tutoring<br>3:05-4:05 TBD              | Athletic Academic Tutoring<br>3:05-4:05 TBD        | Athletic Academic Tutoring<br>3:05-4:05 TBD              |  |                                  | 20 |
| Polynesian Tutoring<br>3:05-5:05pm Portable M      | Polynesian Tutoring<br>3:05-5:05pm Portable M            |  | Polynesian Tutoring<br>3:05-5:05pm Portable M            | Mentorship/Collaborative<br>3:05-5:05pm Youth Center |                                  | 20 |
| Bright Sky Learning<br>3:05-5:00pm Portable T      |  | Bright Sky Learning<br>3:05-5:00pm Portable T      |  |  |                                  | 10 |
| Peer Tutoring Internship<br>3:20-6:00pm Portable O | Peer Tutoring Internship<br>3:20-6:00pm Portable O       | Peer Tutoring Internship<br>3:20-6:00pm Portable O | Peer Tutoring Internship<br>3:20-6:00pm Portable O       | Mentorship/Collaborative<br>3:05-5:05pm Youth Center |                                  | 5  |
| Music Production<br>3:20-6:00pm Rm 43              | Music Production<br>3:20-6:00pm Rm 43                    | Music Production<br>3:20-6:00pm Rm 43              | Music Production<br>3:20-6:00pm Rm 43                    | Mentorship/Collaborative<br>3:05-5:05pm Youth Center |                                  | 10 |
|  | All the Way Live Break Dancing<br>3:20-6:00pm Portable N |  | All the Way Live Break Dancing<br>3:20-6:00pm Portable N | Mentorship/Collaborative<br>3:05-5:05pm Youth Center |                                  | 15 |
| Driver's Education<br>3:20-4:30pm Rm. 42           |  | Driver's Education<br>3:20-4:30pm Rm 42            |  |  |                                  | 20 |
|  | Graffiti Arts<br>3:05-5:05pm Portable T                  |  | Graffiti Arts<br>3:05-5:05pm Portable T                  | Mentorship/Collaborative<br>3:05-5:05pm Youth Center |                                  | 10 |
| Youth Action Team<br>3:30-6:00pm Portable O        |  | Youth Action Team<br>3:30-5:00pm Portable O        |  | Mentorship/Collaborative<br>3:05-5:05pm Youth Center |                                  | 10 |
| Youth Together<br>3:30-6:00pm Portable T           |  |  |  | Mentorship/Collaborative<br>3:05-5:05pm Youth Center |                                  | 5  |
|  | Parent Engagement Course<br>6:00-9:00pm                  |  |  | Mentorship/Collaborative<br>3:05-5:05pm Youth Center |                                  |    |
|  |  |  |  |  | CAHSEE Prep<br>TBD<br>Portable S | 20 |

Where schools often are unable to support all students, the One Land One People (OLOP) Youth Center and Collaborative exists to create a caring community in which all students have equal opportunities to develop their personal visions. Through community collaboration and in partnership between youth and adult allies, the OLOP Youth Center provides services and engages in advocacy efforts so that students may improve their physical and mental health, as well as strengthen their academic, social and leadership skills. The OLOP Youth Center is committed to and promotes an environment that fosters peace, unity and justice. Students will empower each other to improve their school.

Please contact the Youth Center in Portable O for further information regarding after school programming

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Firm, Entity, or Vessel : Youth Together  
as of 04-Oct-2012 3:19 PM EDT**

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**Your search returned no results.**

## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2012-2013

### 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 (<https://www.epls.gov/epls/search.do>)
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

### Agency Information

|                    |  |                         |   |
|--------------------|--|-------------------------|---|
| Agency Name        | Youth Together   | Agency's Contact Person | Akua Jackson <span style="float: right;">g</span> |
| Street Address     | 449 - 15th Street #302   | Title                   | Executive Director                                |
| City               | Oakland  | Telephone               | (510) 531-5920                                    |
| State              | CA   | Zip Code                | 94612   |
|                    |  | Email                   | ajackson@@youthtogether.net                       |
| OUSD Vendor Number | I025567  |                         |   |
| Attachments        | <input type="checkbox"/> Proof of general liability and workers' compensation insurance<br><input type="checkbox"/> Statement of qualifications<br><input type="checkbox"/> Program Planning Tool and Budget<br><input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.epls.gov/epls/search.do">www.epls.gov/epls/search.do</a> ) |                         |   |

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

|                        |            |                    |            |  |              |
|------------------------|------------|--------------------|------------|--|--------------|
| Anticipated Start Date | 07/01/2012 | Date work will end | 08/31/2013 | Total Contract Amount<br>Grant: \$ 176,480 | \$176,480.00 |
|------------------------|------------|--------------------|------------|--|--------------|

### Budget Information

| Resource # | Resource Name | Org Key #  | Object Code | Amount       | Req. #   |
|------------|---------------|------------|-------------|--------------|----------|
| 4124       | 21st CCLC     | 3061859401 | 5825        | \$137,821.00 | R0305524 |
| 4124       | 21st CCLC     | 3061861401 | 5825        | \$21,477.00  | R0304968 |
| 4124       | 21st CCLC     | 3061860401 | 5825        | \$17,182.00  | R0304975 |
|            |               |            | 5825        | \$           |          |

### OUSD Contract Originator Information

|                      |                |                         |  |             |      |
|----------------------|----------------|-------------------------|--|-------------|------|
| Name of OUSD Contact | Troy Johnston  | Email                   | Troy.Johnston @ousd.k12.ca.us          |             |      |
| Telephone            | (510) 879-3060 | Fax                     | (510) 879-3069                         |             |      |
| Site/Dept. Name      | 306            | 306/Skyline High School | After School Program Enrollment Grades | 9th through | 12th |

### 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.epls.gov/epls/search.do>)

| Please sign under the appropriate column. | Approved      | Denied – Reason | Date     |
|---|---------------|-----------------|----------|
| 1. Site Administrator                     |               |                 | 7/25/12  |
| 2. Oakland After School Programs Office   |               |                 | 8/14/12  |
| 3. Network or Executive Officer           |               |                 | 8-15-12  |
| 4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup) |               |                 | 10-7-12  |
| 5. Board of Education or Superintendent   |               |                 | 10/12/12 |
| Procurement                               | Date Received |                 |          |