

Board Office Use: Legislative File Info.	
File ID Number	14-1132
Introduction Date	6-25-14
Enactment Number	14-1655
Enactment Date	6/25/14



**OAKLAND UNIFIED SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

**To** The Board of Education  
**From** Gary Yee, 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)* \_\_\_\_\_

**Subject** Professional Services Contract -  
East Oakland Youth Development Center, Oakland, CA (contractor, City State)  
922/Family, School, and Community Partnerships Department (site/department)

**Action Requested** Approval of a professional services contract between Oakland Unified School District and East Oakland Youth Development Center. Services to be primarily provided to Family, School, and Community Partnerships for the period of 5/15/2014 through 8/15/2014.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*  
 OUSD's 21st Century Community Learning Center grants for elementary and middle school sites include Supplemental Funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with existing after school lead agency partners to provide enhanced and increased summer services at schools that will operate Title 1 funded morning academic programs. The community partner will provide an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program.

**Discussion**  
*One paragraph summary of the scope of work.*  
 Approval by the Board of Education of a Professional Services Contract between the District and East Oakland Youth Development Center, Oakland, CA, for the latter to work in partnership with the regular summer school programs to expand and enhance summer enrichment and support services for students; work collaboratively with the summer schools to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full 6-hour, daily summer learning programs at Futures Elementary School and Roots International Academy for the period of May 15, 2014 through August 15, 2014, in an amount not to exceed \$31,850.00.

**Recommendation** Approval of professional services contract between Oakland Unified School District and East Oakland Youth Development Center. Services to be primarily provided to Family, School, and Community Partnerships for the period of 5/15/2014 through 8/15/2014.

**Fiscal Impact** Funding resource name (please spell out) 4124 / 21st CCLC  
 not to exceed \$ 31,850.00

- Attachments**
- Professional Services Contract including scope of work
  - Fingerprint/Background Check Certification
  - Commercial General Liability Insurance Certification
  - TB screening documentation
  - Statement of qualifications

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	14-1132
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OAKLAND UNIFIED SCHOOL DISTRICT

**PROFESSIONAL SERVICES CONTRACT 2013-2014**

This Agreement is entered into between the Oakland Unified School District (OUSD) and East Oakland Youth Development Center (CONTRACTOR). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 5/15/2014 or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400, whichever is later. The work shall be completed no later than 8/15/2014.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Thirty One Thousand, Eight Hundred Fifty Dollars (\$31,850.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: N/A.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR 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 the District and in that case must be replaced by CONTRACTOR without delay.

- Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
  - Individual consultants:
    - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
    - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
    - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
  - Agencies or organizations:
    - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* N/A which shall not exceed a total cost of \$ \_\_\_\_\_.

**CONTRACTOR Qualifications / Performance of Services.**

**CONTRACTOR Qualifications.** CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

**Standard of Care.** CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

Professional Services Contract

**OUSD Representative:**

Name: Julie McCalmont  
Site /Dept.: 922/Family, School, and Community Partnerships  
Address: 746 Grand Avenue  
Oakland, CA 94610  
Phone: (510) 273-1576

**CONTRACTOR:**

Name: Regina Jackson  
Title: CEO  
Address: 8200 International Blvd.  
Oakland, CA 94621  
Phone: (510) 569-8088

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

**8. Invoicing**

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

- 1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
- 2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
  - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and a statement that subsequent arrest records have been requested for each person listed.
  - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

**9. Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

**10. Insurance:**

- 1. Commercial General Liability Insurance: Unless specifically waived by OUSD, the following insurance is required:
  - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

**OR**

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

**11. Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

Professional Services Contract

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
  
  13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the CONTRACTOR 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, the CONTRACTOR agrees to require like compliance by all its subcontractor(s). Contractor 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.
  
  14. **Drug-Free / Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
  
  15. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
  
  16. **Copyright/Trademark/Patent/Ownership.** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORs in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
  
  17. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
  
  18. **Termination:** OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
  
  19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
    1. **Tuberculosis Screening**
    2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.  
Contractor initial:
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
  
  21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
    1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
    2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

Professional Services Contract

- 22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.  
  
CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, 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.  
  
Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. **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, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.epls.gov/eplsearch.do>)

Summary of terms and compensation:

Anticipated start date: 5/15/2014 Work shall be completed by: 8/15/2014 Total Fee: \$ 31,850.00

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
- Superintendent or Designee

Secretary, Board of Education

6/26/14  
Date  
6/26/14  
Date

CONTRACTOR

Contractor Signature

Regina Jackson, President : CEO  
Print Name, Title

5/24/14  
Date

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Ratification by the Board of Education of a Professional Services Contract between the District and East Oakland Youth Development Center, Oakland, CA, for the latter to work in partnership with the regular summer school programs to expand and enhance summer enrichment and support services for students; work collaboratively with the summer schools to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full 6-hour, daily summer learning programs at Futures Elementary School and Roots International Academy for the period of May 15, 2014 through August 15, 2014, in an amount not to exceed \$31,850.00.

SCOPE OF WORK

East Oakland Youth Development Center will provide a maximum of \_\_\_\_\_ hours of services at a rate of \$ \_\_\_\_\_ per hour for a total not to exceed \$ 31,850.00 . Services are anticipated to begin on 5/15/2014 and end on 8/15/2014 .

1. Description of Services to be Provided: Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what this Contractor will do.

This contractor will work in partnership with the Title 1-funded morning summer school program in order to provide an additional three hours of afternoon enrichment, including STEM learning, physical activity, arts learning, and other summer learning opportunities for students. Program activities will be based on youth development best practices, and will be modeled after successful after school enrichment services provided by the contractor. Participating students will be able to experience a full day, 6 hour summer learning opportunity as a result of the partnership between the contractor and the morning summer school program. The contractor will abide by all 21st Century grant requirements detailed in the standard after school Lead Agency MOU. Specific summer program activities are outlined in the attached Summer Program Plan.

2. Specific Outcomes: What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

Summer learning programs are critical in countering summer learning loss in students. Students will greatly benefit from the opportunity to participate in a full 6-hour summer learning program offered in partnership with the school and community organization. The summer learning program will provide students with a safe and supportive place to spend their summer. Students' physical and social-emotional health and well-being will be supported through the summer program's academic, enrichment, and support services. As a result of the summer learning program, students will return to school in the fall feeling more engaged in learning, more connected to the school community, and less affected by summer learning loss. As a result, students will be more prepared to engage in a new school year of learning and more ready to attend school on a daily basis.

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract: (Check all that apply.)

- Ensure a high quality instructional core
Develop social, emotional and physical health
Create equitable opportunities for learning
High quality and effective instruction
Prepare students for success in college and careers
Safe, healthy and supportive schools
Accountable for quality
Full service community district

**4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)**

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: \_\_\_\_\_
  
  - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
    1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
    2. Meeting announcement for meeting in which the SPSA modification was approved.
    3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
    4. Sign-in sheet for meeting in which the SPSA modification was approved.
-



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/18/2014

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> <b>Debra Bell Insurance Services</b> <b>4100 10 Redwood Rd PMB 319</b> <b>oakland, ca 94619</b>	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(510) 568-9442</b>	<b>FAX (A/C, No): (510) 380-5138</b>
	<b>E-MAIL ADDRESS:</b> INSURER(S) AFFORDING COVERAGE <b>INSURER A: Non Profits Insurance Alliance</b>	
<b>INSURED</b> <b>East Oakland Youth Development Center</b>  <b>8200 International Blvd</b> <b>Oakland, CA 94621</b> <b>( ) -569-8088</b>	<b>NAIC#</b>	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

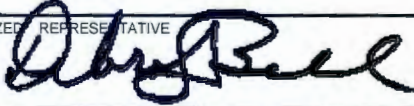
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	x		14690	1-1-14	1-1-15	EACH OCCURRENCE \$ <b>1,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
							MED EXP (Any one person) \$ <b>10,000</b>
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
A	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANYAUTO ALLOWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	x		14690	1-1-14	1-1-15	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER
							E.L EACH ACCIDENT \$
							E.L DISEASE - EA EMPLOYEE \$
							E.L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

After School Program

<b>CERTIFICATE HOLDER</b> <b>Oakland Unified School District</b> <b>Attn: Risk Management</b>  <b>900 High St</b> <b>Oakland, Ca 94601</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
<p>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. 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.</p>	<p><b>All insured premises and operations</b></p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

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

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

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

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Oakland Unified School District  
900 High St  
Oakland, CA 94601



*"Building Character to Building Communities"*

February 18, 2014

Oakland Unified School District  
1000 Broadway  
Oakland, CA 94607

To Whom It May Concern:

This letter is to verify that all EOYDC employees that will be working with OUSD students have been fingerprinted and have TB clearance. As part of our hiring process we request background check, fingerprinted and TB clearance to all employees.

If you have any additional questions regarding this matter, please contact me at 510 569-8088.

Thank you,

Alma Barocio  
Executive Assistant



## OUSD Summer 2014 Lead Agency Program Plan Summer Hub: Futures Elementary and Roots International Academy

### SECTION 1: Lead Agency Information

Lead Agency Name: EOYDC After School Academy	Lead Agency Address: 8200 International Blvd Oakland CA 94621	
Lead Agency Phone: 510 912 1377	Lead Agency Fax: 510 632 6942	
Main Contact Person: Shawna Myers	Email: <a href="mailto:after.school.academy.oakland@gmail.com">after.school.academy.oakland@gmail.com</a>	Phone: 510 809 5689

### SECTION 2: Description and Rationale for selection of Lead Agency

Please provide a narrative description of the agency that is managing the summer program. Describe the agency infrastructure and systems of support that will support your agency's successful implementation of summer programming.

The East Oakland Youth Development Center (EOYDC) is a community-based program that supports the academic, social-emotional and civic development of youth in East Oakland. EOYDC has served as a national model for quality youth development programming for 35 years, committed to providing youth with the skills, training and values they need to become dynamic leaders and responsible citizens. EOYDC's mission is to develop the social and leadership capacities of youth and young adults so that they achieve excellence in education, career, and service to their communities. EOYDC is a safe haven and a welcome presence for East Oakland residents who struggle to overcome widespread poverty, rampant crime, low educational attainment, high unemployment, and poor health outcomes. For well over three decades, EOYDC has offered free, comprehensive, research-based youth development programs and services to meet the emotional, physical, academic, and economic needs of children and young adults. EOYDC's core programs include job training and leadership development, education empowerment, arts education, and physical development. EOYDC develops the social and leadership capacities of youth so that they are prepared for employment, higher education, and responsible citizenship. The proposed Summer program at the Futures/Roots hub will provide program participants with enriching academic experiences that will improve school-year success, offer engaging and motivating enrichment activities and dynamic sports and recreation opportunities, and will nurture relationships between students and caring adults. EOYDC believes that self-empowerment comes through educational, cultural, and recreational opportunities that meet the needs of the individual thus, the activities and programming of the Summer Program at the Futures/ Roots hub will be designed and built around these foundational principles.

### SECTION 3: Lead Agency Mission

Please describe your agency's mission. Describe how serving as a Summer Lead Agency for OUSD summer programs fits into your agency's mission, vision and/or goals.

Our vision is a community school where all children have equitable access to the skills, support and opportunities needed to become inquisitive, empowered learners in the classroom, in their neighborhood, and in the world. Our vision is for children to feel safe, develop strong self-esteem and build trusting relationships with positive adults. Our vision is for children to resolve problems peacefully and develop a lasting value of respect for self and others. Our vision is for parents and families to be encouraging and engaged participants in their children's education.

To make this vision a reality, After School Academy will provide children with academically rigorous curriculum that is engaging and relevant. We will promote an atmosphere of peace and safety and foster positive relationships with students and their families. We will provide gender-specific spaces to nurture self-esteem and create sisterhood and brotherhood. We will equip children with the skills and experience to take responsibility for their actions and their learning. We will provide opportunities for children to develop interests, wellness practices, and dreams for their Futures.

Serving as a Summer Lead Agency supports our agency's mission to become part of a community school because it will allow EOYDC After School Academy to expand the services available to children and their families over the summer. Futures and Roots students are particularly vulnerable to "summer slide" in both academics and physical health due to the lack of quality programming available in the community, the risk of street violence and the scarcity of healthy food options for youth and their families. This program will provide equitable access to critical educational, food, and enrichment resources for some of Oakland's most underserved children.

**SECTION 4: Summer Program Quality Team**

Each summer lead agency is expected to have a Summer Program Quality Team comprised of key individuals who will lead your agency's summer program planning, and work in partnership with OUSD to ensure program quality. Please list the members of your agency's summer program quality team. This team should include 2-4 key stakeholders involved in the planning, implementation, and assessment of the summer program. In addition to the Summer Site Coordinator, team members may include an Agency Director, and key summer program staff. **Please designate a quality team leader with an asterisk (Example: Jamie Smith\*).** The team leader is considered to be the project liaison and will be the main person responsible for corresponding with OUSD and Partnership for Children and Youth staff.

Name	Title	Email	Phone
Shawna Myers*	Community School Manager	after.school.academy.oakland@gmail.com	510 809 5689
Regina Jackson	Executive Director EOYDC	regina@eoydc.org	510 912 1377
Mahogany Foster	Roots Site Coordinator	mofoster79@gmail.com	415 684 5779
Maleni Sanchez	Futures Site Coordinator	sanchez_cuadra@yahoo.com	510 2203061

**SECTION 5: Summer Program Quality Learning Community Meetings, Trainings, and Professional Development**

Summer Lead Agency partners will be expected to participate in three strands of summer professional development provided by OUSD in collaboration with Partnership for Children and Youth (PCY):

Strand 1: Summer Learning Community meetings will occur on a monthly basis (January-October 2014) for all summer lead agency directors and site coordinators. These required meetings will support agencies and program sites in planning, implementation, technical assistance, and evaluation of summer programs. The Summer Learning Community meeting schedule will be distributed to selected summer lead agency partners in December.

Strand 2: Line staff trainings for summer program staff: OUSD will leverage district and community resources to provide approximately 15 – 18 hours of additional summer training focused on topics such as high quality summer STEM, physical activity, and enrichment. A schedule of trainings for summer program staff will be provided by March, and trainings will occur between April – June. Summer program staff will be required to attend these summer trainings. (Bechtel Summer STEM projects will also have up to an additional 16 hours of STEM training, in addition to these line staff trainings)

Strand 3: Summer Conferences: PCY will host two important summer conferences that summer lead agencies should plan to attend. These conferences are free, and agencies will need to register staff directly through the Partnership for Children and Youth website (www.partnerforchildren.org).

- January 10: Summer Leadership Conference for Agency Directors and Site Coordinators
- May 9: Summer Conference for program staff

**Assurances: (please initial each item)**

JS I understand that as a Summer Lead Agency partner, our Summer Site Coordinator(s) and agency director will be required to participate in a monthly Summer Learning Community, co-facilitated by Partnership for Children and Youth and OUSD.

JB I understand that each of my summer program staff members will be required to attend 15 – 18 hours of training that will build their capacity to implement high quality summer enrichment and academic programming.

JB I will allocate summer contracted funds and in-kind agency funds, as needed, to ensure that my staff attend all required summer meetings and trainings detailed above.

JB I am applying to be a summer lead agency partner because my agency has capacity to deliver high quality summer enrichment and academic programming to OUSD students. In addition to the meetings and trainings listed above, my agency will provide our summer staff with adequate youth development training, planning time, coaching, and support before summer begins and over the course of the four-week summer program so that staff can deliver high quality services to students. My agency is committed to strengthening the youth development practices of our summer staff.

**Agency Professional Development Plans**

Please detail below your agency's own professional development plans and schedule for summer staff.

EOYDC will provide 12 hours of site-specific professional development for staff during the week of June 16-June 20.

Training components will include: Behavior Management best practices, Strategies for facilitating youth leadership, Gender-specific learning needs, and Promoting a culture of scientific inquiry as well as logistical training in mandated reporting, campus safety protocols, program schedule and structures and summer science curriculum

In addition to the pre-summer PD, EOYDC will also provide weekly professional development on strategies for successful curriculum implementation.

**Staff Schedules:**

Site Coordinator 9:00-3:45 daily, with students until 6 pm 3 days a week for field trips  
Lead Instructors 10:00-3:45 daily, with students until 6 pm 3 days a week for field trips  
Summer Instructors 11:30-3:45 daily, with students until 6 pm one day a week for field trips  
All staff will attend weekly PD from 11:00-12:00 on Mondays

**Applying learning from After School Professional Learning Communities (PLCs):**

Discuss how your agency will utilize knowledge and resources you are gaining from participation in current after school professional learning communities (ie. Building Intentional Communities, Science learning community, etc.) to help shape summer program and curriculum plans.

The Roots Site Coordinator is currently participating in the Building Intentional Communities PLC and routinely shares best practices and strategies from the trainings with program line staff.

Two EOYDC instructors are currently participating in the Outdoor Leadership PLC in preparation for leading an overnight camping trip with summer participants. This PLC provides both access to camping resources and training in leading outdoor excursions with youth.

The EOYDC summer program staff at Futures and Roots will incorporate knowledge and resources gleaned from years of participation in OUSD trainings and workshops, including two years as a Summer STEM site to develop a strong, science-centered summer learning experience for program participants.

**SECTION 6: Summer Program Information**

Projected # of Program Days your program will operate during the Summer: **19**  
(Please note that the OUSD Morning Summer Program will operate for 19 days, from June 23 – July 18, with program closure on July 4<sup>th</sup>)

Grades Served: **1-8**

Targeted daily attendance for summer hub: **120**

Using the OUSD Summer Learning Goals as a guide, state 2-4 Agency/Site Youth Learning Goals for Summer Program Participants: Program participants will participate in 5 hours of inquiry-based, hands-on science lessons each week for four weeks. As a result of participating in the science component, 85% of program participants will show growth in understanding of grade-level science standards as demonstrated by post-assessment performance.

95% of program participants will participate in 30 minutes of physical activity daily.

95% of program participants will complete a culminating project to be presented at the Summer Showcase.

95% of students will indicate in youth surveys that they learned a new skill in enrichment classes.

70% of program participants will participate in at least one off-campus learning field trip.

80% of program participants will have at least one family member

**Hours of Operation**

Please note that morning summer school will operate from approximately 8:15 – 12:15 daily. Your afternoon summer program will operate from approximately 12:15 – 3:15 daily. All students must be off-site by 3:30pm and staff must be off site by 3:40 as the building will be promptly locked at 4pm daily.

attend the summer showcase.

10 rising 7<sup>th</sup> grade student leaders will complete a summer internship as a youth leader.

**Proposed Daily Program Schedule and Expected Activities:**

- Please note that all programs will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), between the hours of 12:15 – 3:15.
- Please include staff prep and clean up/debrief times on your daily schedule below.

**Proposed Daily Schedule**

11:00-11:45 Instructor prep  
11:45- Meet students in cafeteria  
11:45-12:00 Supervise students during lunch  
12:00-12:05 transition to classrooms  
12:05-12:30 Community Building game and mindfulness  
12:30-1:30 STEM  
1:30-2:05 Fitness  
2:05-3:05 Enrichment Clubs  
3:05-3:15 Snack and sign out  
3:15-3:30 Instructor Debrief  
3:30 All staff off-site

**SECTION 7: Summer Curriculum**

Over the course of the next six months, summer lead agency partners will receive guidance and training on developing summer program plans. We are interested in learning about your current ideas for high quality summer programming and the curriculum/resources you plan to utilize. In the boxes below, please describe your plans for summer academics, enrichment, physical activity, and community building.

**Hands-on Academic Activities:** (please describe your planned academic activities, including learning goals and curriculum/resources you will use to ensure high quality programming that supports students' application of math, reading, writing, science, and/or critical thinking skills)

Summer instructors will deliver daily STEM lessons which will encourage participants to learn how to "think like scientists". Futures/ Roots STEM instructors will implement STEM curriculum provided by OUSD ASPO and Techbridge. Using an inquiry lens, participants will learn deeply about a scientific subject over the course of the summer program. Youth will participate in weekly read-alouds, investigations and experiments to better understand to learn both grade level-content and scientific process skills. Instructors will create a classroom culture where students are encouraged to question, test, and support their conclusions with evidence while owning the identity of a young scientist.

**Enrichment Activities:** (please describe your planned enrichment activities, including learning goals, and curriculum/resources you will use to ensure high quality youth development programming)

All participants will choose 2 enrichment clubs from 7 available options. Participants will attend each club twice a week for 60 minutes per session. Available options will include: ceramics, drumming, chess, hip-hop dance, cooking, spoken-word poetry, print-making or photography. All enrichment classes will be project-based with students working towards a culminating performance or product that can be shared with families at the Summer Showcase.

In addition to enrichment clubs, program participants will also have the opportunity to go on at least 2 educational field trips which will support STEM curriculum while offering students a horizon-broadening experience outside of their school community. 70% of program participants will attend an overnight camping trip to a bay-area camping destination.

**Physical Activity:** (please describe your planned physical activities, including learning goals and curriculum/resources you will use to ensure well-structured, moderate-rigorous daily physical activity for all students)

All participants will engage in 30 minutes of physical activity each program day. Participants will choose one fitness club every two weeks from 7 available options including: soccer, kickball, salsa, yoga, aerobics, basketball, volleyball and double-dutch. Each fitness club will be led by an ASA summer instructor and a rising 9<sup>th</sup> grade youth leader. Students will be encouraged to try new physical activities to find a form of movement that motivates them. Summer Instructors will plan fitness activities following the ASA fitness formula: 5 minutes of warm-up routine, 10 minutes of new skill practice and 15 minutes of active play.

**Community Building:** ( please describe what community building activities you will integrate into your program schedule, and what curriculum/resources you will use to ensure high quality community building activities; please include planned "Summer Bridge" transition support activities for middle schools serving incoming 6<sup>th</sup> graders)

All participants will engage in a 10-15 minute ice breaker or community building game each day. Summer instructors will implement developmentally-appropriate games and activities from the Building Intentional Communities and TRIBES curriculum. In addition, instructors will lead all participants in 5-10 minutes of daily mindfulness practices to teach youth self-care strategies.

During the overnight camping trip, participants will engage in numerous activities designed to facilitate relationship building, leadership and cooperation skills among youth.



**SECTION 8: Summer Program Recruitment Strategies and Timeline**

Briefly describe your anticipated summer program student recruitment activities and timeline. (please note that OUSD and PCY will give you additional guidance regarding summer program recruitment) Additionally, please respond to the following questions:

As a Summer Lead Agency partner for an OUSD Summer Program "Hub", you will be responsible for recruiting summer program participants from all the feeder schools that will feed into your summer hub (potentially 1-3 other schools in addition to the host site where the summer program will take place).

- a) How would you work to ensure equitable enrollment of students from all the feeder schools into the summer hub?
- b) Considering that you may not be the after school lead agency partner at some of these feeder schools, how would you work collaboratively with the other lead agency partners and school leadership teams at the feeder schools to streamline summer recruitment processes and ensure that students who most need summer services receive it?

- A) The Summer Coordinator and Lead Instructors will remain in communication and work in collaboration with Futures and Roots administration and teachers to ensure that program openings are available equitably between schools and within grades.
- B) EOYDC is currently the lead agency for both Futures and Roots so the need to coordinate with other agencies is not anticipated, however, the program staff at Futures and Roots has a strong history of working collaboratively with community and school partners.

**SECTION 9: Summer Line Staff Information** (if known at this time)

To promote continuity between OUSD after school and summer programs, and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs.

Please list the name(s) of line staff whom you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a maximum 1:20 adult to student ratio.

**Important Note:** Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings. The Summer Site Coordinator and summer program staff must be hired **no later than April 4**.

Program Staff Name	Email	Current After School Site where he/she works	Anticipated summer program hub site	Did he/she work in an OUSD Summer Program last year?
Javier Santos	javiersantos08@gmail.com	Roots	Futures/Roots	Yes
Shantal Aguirre	shantal.aguirre@gmail.com	Futures	Futures/Roots	Yes
Nicholas Hren	nhren@scu.edu	Futures	Futures/Roots	No
Kamilah Henderson	khender27@gmail.com	Roots	Futures/Roots	No
Mo Foster	mofoster79@gmail.com	Roots	Futures/Roots	No
Joshua Merchant	joshua.merchant.art@gmail.com	Roots	Futures/Roots	No
Maleni Sanchez	sanchez_cuadra@yahoo.com	Futures	Futures/Roots	Yes
Shawna Myers	after.school.academy.oakland@gmail.com	Roots	Futures/Roots	Yes

**Summer Staff Recruitment**

Please indicate how many total staff vacancies you anticipate you will need to fill in order to fully staff your proposed Summer Hub(s): \_\_\_\_\_

All summer program staff must be hired by April 4 in order to participate in initial summer trainings that may take place during the Spring Break in mid-April.  
*Important Reminder:* Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings.

- a) Please describe your planned staff recruitment strategies to hire highly qualified individuals for OUSD Summer Program Hubs.  
**Summer staff for the Futures/Roots Hub will be recruited from the strongest staff currently working in the after school programs at Futures and Roots. This will create year-round continuity for program participants.**
  
- b) Please summarize some of the key qualifications and characteristics your agency will look for in hiring highly qualified summer program staff.  
**EOYDC will offer summer employment to staff who are rated as meeting or exceeding all aspects of their job performance.**

**SECTION 10: Summer Lead Agency In-Kind Contributions and Leveraged Resources:**

Please describe what additional resources your agency will leverage in order to support high quality summer programming at OUSD Summer Hubs.

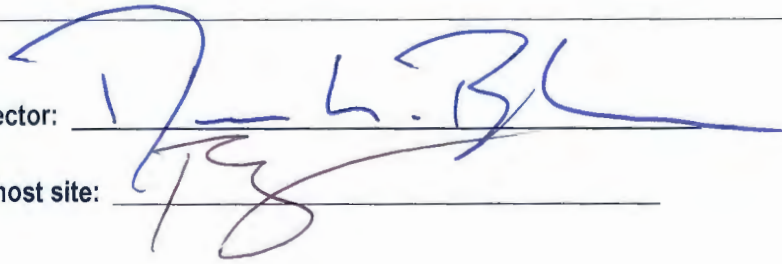
EOYDC will contribute to the summer program for Futures and Roots by providing professional development for summer line staff for no additional fee and will use agency vans to transport program participants to local field trip destinations (\$1000.)

**Important Note:**

OUSD Summer Programs are free programs. Summer Lead Agencies **cannot** charge a summer program fee to participating families for program costs or field trip costs.

Revised: 3/7/14

Signature of Summer Lead Agency Director: \_\_\_\_\_



Signature of Principal of Summer Hub host site: \_\_\_\_\_



**21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET**

ELEMENTARY & MIDDLE SCHOOLS 04.2013

Site Name:	Roots International Academy Futures Elementary		
Site #:	226, 123		
Lead Agency	East Oakland Youth Development Center		
Total 21st CCLC Grant Funds		21st CCLC Grant Funds for Lead Agency	Lead Agency In-Kind Contributions
<b>TOTAL CONTRACTED FUNDS</b>		<b>\$31,850</b>	<b>\$0</b>

**BOOKS AND SUPPLIES**

4310	Supplies (can be purchased by lead agency for summer supplemental programming)	\$3,240	
4310	Curriculum	\$250	
5829	Field Trips (fees, supplies)	\$500	\$1,000
	Bus tickets for students		
	Rental bus for field trips	\$3,912	
	Snacks	\$500	
	Incentives		
	Family Night supplies	\$599	
	Camping trip (\$13/student x 85 students x 2 days)	\$2,210	
	Total books and supplies	<b>\$11,211</b>	<b>\$1,000</b>

**TEACHER SALARIES AND BENEFITS**

1120	Teacher Extended Contracts for STEM Instruction (days X hours X \$23.16)		
3000	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24%)		
	Total Teacher Salaries and Benefits		

**CONTRACTED SERVICES**

5825	Site Coordinator (list here if CBO staff)	\$2,000	
5825	STEM Instructors 5 instructors: \$16/hr x 100hrs + 288 (benefits 18%)=9,440	\$9,440	
5825	Lead Instructors 2000 salary + 500 (benefits 25%)=5,000	\$5,000	
5825	Professional Development \$16/hr x 31 hrs + 89 (benefits 18%) = 2,925	\$2,925	\$2,000
5825	Destiny Arts 6-hr Training and Curriculum provided to OUSD summer staff		
5825			
5825			
5825			
	Total services	<b>\$19,365</b>	<b>\$2,000</b>

**IN-KIND DIRECT SERVICES**

	Total value of in-kind direct services		\$0


**SUBTOTALS**


	Subtotals DIRECT SERVICE	\$30,576	\$3,000
	Allowable lead agency admin (at 4% of contracted funds or less)	\$1,274	

**TOTALS**

	Total budgeted per column	\$31,850	
	<b>BALANCE remaining to allocate</b>	<b>\$0</b>	

Required Signatures for Budget Approval:

Principal: 

Lead Agency: 



## EAST OAKLAND YOUTH DEVELOPMENT CENTER

For more information, contact:  
Ms. Regina Jackson, President and CEO  
East Oakland Youth Development Center  
8200 International Blvd., Oakland, CA 94621  
510-569-8088 | [regina@eoydc.org](mailto:regina@eoydc.org) | [www.eoydc.org](http://www.eoydc.org)

The East Oakland Youth Development Center (EOYDC) is a community-based nonprofit agency dedicated to developing the social and leadership capacities of youth & young adults (ages 6 – 24) so that they are prepared for employment, higher education, & leadership opportunities.

Since 1978, EOYDC has been a safe haven in Oakland's "killer corridor." EOYDC is a welcome presence for more than 2,000 at-risk young people annually in the Elmhurst district of East Oakland, a community that struggles to overcome widespread poverty, rampant crime, low educational attainment, high unemployment, and poor health outcomes.

Five days per week, EOYDC offers free, comprehensive, research-based youth development programs and services to meet the emotional, physical, intellectual, and economic needs of its participants. EOYDC's core programs include job training and leadership development (*Project JOY* – Job Opportunities for Youth), education empowerment, arts education, and physical development.

Fundamental to all of the programs and activities at EOYDC is a theory of change that emphasizes three elements of success – **character building, readiness, and access** – so that program participants may become social ambassadors of positive change in their respective communities, throughout their lives.

**"The Center taught me to value my gifts and talents and see beyond my circumstances."**

– Selena Wilson  
EOYDC member since 1989

EOYDC youth are 49% male, 51% female; and largely African-American (70%) and Latino (20%). Over 80% are age 19 and younger. Approximately 80% of EOYDC youth qualify for free lunches.

EOYDC is a community-based solution for solving social injustice and inequality, and a national model for youth development and youth-led mentoring. EOYDC nurtures youth and young adults with the skills, training and values they need to become dynamic leaders and responsible citizens.

### **Brotherhood Across America: Youth-Led Mentoring for Developing a College-Bound Culture**

A key program at EOYDC is Pathway to College (PTC). Serving an estimated 350 young people every year, PTC guides students, both re-entry and high school age, through the rigors of transitioning to college. PTC provides academic counseling, scholarship assistance, college tours, workshops and internships to introduce an array of human and social service professions and opportunities, SAT testing, personal statement reviews, and financial aid counseling. Alumni mentors are also available to work one-on-one with students to help them achieve their academic goals.

Each year, EOYDC celebrates at least 30 graduating high school seniors who effectively become part of the organization's *Brotherhood Across America* network of alumni. Imbued with a strong sense of loyalty and responsibility to contribute to their community wherever they go, these young adults provide critical role modeling and mentoring to their younger peers at EOYDC.

EOYDC's alumni mentors in *Brotherhood Across America* are undergraduate and graduate students in dozens of states, in a wide variety of fields, including business, law, social sciences, and the arts. Nearly 20% attend Historically Black Colleges, such as Morehouse and Clark Atlanta. Other EOYDC alumni are students at UC Berkeley, Harvard University, New York University, Georgetown University, Northwestern University, University of Michigan, among many other institutions.

**"EOYDC taught me not to be afraid of my potential."**

– Javarte Bobino  
EOYDC member since 1999

**Impact:** 100% of young people who successfully complete EOYDC's Pathway to College program matriculate to two- and four-year colleges and universities; 96% of these students graduate from those institutions. Approximately half of these college graduates return to participate as alumni mentors in *Brotherhood Across America*. Upon graduation, many of these young people enter service-oriented careers as teachers, social workers, fire fighters, doctors, lawyers, and nonprofit professionals.

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

**Search Term : East\* Oakland\* Youth\* Development\* Center\***  
**Record Status: Active**

**No Search Results**

**PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2013-2014**

**Basic Directions**

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including The Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist

- For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
- For individual consultants: Proof of negative tuberculosis status within past 4 years.
- For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/portal/public/SAM/>)
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
- For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

OUSD Staff Contact *Emails about this contract should be sent to: (required)* **Renee.McMearn@ousd.k12.ca.us**

**Contractor Information**

Contractor Name	East Oakland Youth Development Center	Agency's Contact	Regina Jackson		
OUSD Vendor ID #	I000681	Title	CEO		
Street Address	8200 International Blvd.	City	Oakland	State	CA Zip 94621
Telephone	(510) 569-8088	Email (required)	regina@eoydc.org		
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**Compensation and Terms – Must be within the OUSD Billing Guidelines**

Anticipated start date	5/15/2014	Date work will end	8/15/2014	Other Expenses	\$
Pay Rate Per Hour (required)	\$	Number of Hours (required)			

**Budget Information**

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
4124	21st CCLC	9221871101	5825	\$ 31,850.00
			5825	\$
			5825	\$
<b>Requisition No. (required)</b> R0411138			<b>Total Contract Amount</b> \$ 31,850.00	

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

Services cannot be provided before the contract 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/eplsearch.do>)

1.	<b>Administrator / Manager (Originator)</b>	Name	Julie McCalmont	Phone	(510) 273-1576
	Site / Department	922/Family, School, and Community Partnerships Department		Fax	(510) 273-1551
	Signature			Date Approved	5/27/14
2.	<b>Resource Manager, if using funds managed by:</b> <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature			Date Approved	5-28-14
	Signature (if using multiple restricted resources)			Date Approved	
3.	<b>Regional Executive Officer</b>				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site <input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature			Date Approved	
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>			Consultant Aggregate Under , Over \$50,000	
	Signature			Date Approved	5-30-14
5.	<b>Superintendent, Board of Education</b> <i>Signature on the legal contract</i>				
<b>Legal</b> <i>Required if not using standard contract</i>		Approved		Denied - Reason	Date
<b>Procurement</b>	Date Received			PO Number	