

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	21-0673
Introduction Date	4/14/21
Enactment Number	21-0547
Enactment Date	4/14/2021 er



# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer

**Meeting Date** April 14, 2021

**Subject** Amendment No. 1, Memorandum of Understanding 2020-2021 – Safe Passages – After School Program – Coliseum College Preparatory Academy

**Ask of the Board** Approval by the Board of Education of Amendment No. 1 to Memorandum of Understanding 2020-2021 between the District and Safe Passages, Oakland, CA, for the latter to hire additional academic support staff which will work with students every school day for 5 hours each day. These staff members will work with students by pushing in to classes, guiding pull out groups for students who need extra support, and working with parents to keep students engaged in online learning at Coliseum College Preparatory Academy, in an additional amount of \$20,494.00, increasing the contract not to exceed amount from \$223,659.00 to \$244,153.00, for the period July 1, 2020 through June 30, 2021.

**Background** Due to the COVID-19 pandemic, Alameda County schools have been closed and residents have been asked to shelter in place. This reality has impacted the need for, as well as the types of services needed from, after school providers funded through State and Federal After School Grants.

On June 29, 2020, Governor Newsom approved Senate Bill 98, which provides the California Department of Education with the authority to waive of the California Education Code relating to program hours of operation, grant reductions due to attendance, and pupil-to-staff ratio requirement for before and after school programs for the 2020-2021 school year.

Original Memorandum of Understanding 2020-2021 was approved by the Board of Education on June 24, 2021 via Enactment No. 20-1063.

**Discussion** Approval by the Board of Education of Amendment No. 1 to Memorandum of Understanding 2020-2021 between the District and Safe Passages, Oakland, CA, for the latter to hire additional academic support staff which will work with students every school day for 5 hours each day. These staff members will work

with students by pushing in to classes, guiding pull out groups for students who need extra support, and working with parents to keep students engaged in online learning at Coliseum College Preparatory Academy will help increase student engagement and improve student outcomes while school campuses are largely closed or operating at limited capacity.

**Fiscal Impact**

21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) Core Grant in the amount of \$222,680.00, 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) Equitable Access Grant in the amount of \$21,473.00

**Attachment(s)**

- Amendment No. 1, Memorandum of Understanding 2020-2021
- Revised Budget
- Original Memorandum of Understanding 2020-2021

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**OAKLAND UNIFIED SCHOOL DISTRICT**  
Community Schools, Thriving Students

## AMENDMENT NO. 1

to

### Memorandum of Understanding 2020-2021

This Amendment amends the attached legal agreement (“Original Agreement”) and any prior amendments (“Prior Amendments,” together with Original Agreement, “(Amended) Agreement”), incorporated herein by reference, which includes the following information:

- The (Amended) Agreement is between the Oakland Unified School District (“OUSD”) and the below named entity or individual (“VENDOR,” together with OUSD, “PARTIES”):

**Safe Passages**

- The Parties entered into the Original Agreement on the below date:  
**June 24, 2020**
- The Enactment Number of the Original Agreement is below:  
**20-1063**

The PARTIES hereby agree to amend the (Amended) Agreement as stated herein.

1. **Services:**
- The scope of work of the (Amended) Agreement is unchanged.
  - The scope of work of the (Amended) Agreement has changed. If the scope of work has changed: Provide brief description of revised scope of work including measurable description of expected final results, such as services, materials, products, and/or reports; select the appropriate option below:
    - Revised scope of work attached
    - VENDOR agrees to provide the following amended services:  
**Vendor will hire additional academic support staff which will work with students every school day for**

**5 hours each day. These staff members will work with students by pushing in to classes, guiding pull out groups for students who need extra support, and working with parents to keep students engaged in online learning.**

2. **Term** (duration):  The term of the (Amended) Agreement is unchanged

The term of the (Amended) Agreement has changed. If the term has changed: The parties agree to amend the below original End Date of the (Amended) Agreement to the below new End Date:

Original End Date: Click or tap to enter a date.

New End Date: Click or tap to enter a date.

3. **Compensation**:  The not-to-exceed amount in the (Amended) Agreement is unchanged

The not-to-exceed amount in the (Amended) Agreement has changed. If the not-to-exceed amount has changed: The not-to-exceed amount in the (Amended) Agreement is amended as follows:

Increase not-to-exceed amount by:

**\$20,494.00.**

Decrease not-to-exceed amount by:

\$Click or tap here to enter text..

The new not-to-exceed amount under the (Amended) Agreement, as herein amended, is **\$244,153.00.**

4. **COVID-19**: To the extent that the Amendment did not contain the following guarantees, by signing this Amendment, VENDOR agrees that:

a. Through its execution of this Amendment, VENDOR declares that it is able to meet its obligations and perform the Services required pursuant to this Amendment in accordance with any shelter-in-place (or similar) order or curfew (or similar) order ("Orders") issued by local or state authorities and with any social distancing/hygiene (or similar) requirements.

b. VENDOR agrees to notify OUSD within twelve (12) hours if VENDOR or any employee, subcontractor, agent, or representative of VENDOR



- tests positive for COVID-19, shows or reports symptoms consistent with COVID-19, or reports to VENDOR possible COVID-19 exposure.
- c. VENDOR agrees to immediately adhere to and follow any OUSD directives regards health and safety protocols including, but not limited to, providing OUSD with information regarding possible exposure of OUSD employees to VENDOR or any employee, subcontractor, agent, or representative of VENDOR and information necessary to perform contact tracing.
  - d. VENDOR shall bear all costs of compliance with this Paragraph.
5. **Remaining Provisions:** All other provisions of the (Amended) Agreement remain unchanged and in full force and effect as originally stated.
6. **Amendment Publicly Posted.** This Amendment, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.
7. **Signature Authority.**
- a. Each PARTY has the full power and authority to enter into and perform this Amendment, and the person(s) signing this Amendment on behalf of each PARTY has been given the proper authority and empowered to enter into this Amendment.
  - b. Notwithstanding subparagraph (a), only the Superintendent, Chiefs, Deputy Chiefs, and the General Counsel has authority to sign contracts for OUSD and only under limited circumstances, which required ratification by the OUSD Governing Board. VENDOR agrees not to accept the signature of another other OUSD employee as having the proper authority and empowered to enter into this Amendment or as legally binding in any way.
8. **Amendment Contingent on Governing Board Approval.** OUSD shall not be bound by the terms of this Amendment unless and until it has been (i) formally approved by OUSD's Governing Board or (ii) validly and properly executed by the OUSD Superintendent, the General Counsel, or a Chief or Deputy Chief authorized by the Education Code or Board Policy, and no payment shall be owed or made to VENDOR absent such formal approval or valid and proper execution.

REST OF PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the PARTIES hereto agree and execute this Amendment and to be bound by its terms and conditions:

**VENDOR**

Name: Josefina Alvarado-Mena

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

DocuSigned by:  
*Josefina Alvarado-Mena*  
4DA9187377984CC...

Position: Chief Executive Officer

Date: \_\_\_\_\_

3/17/2021

*By its signature, VENDOR acknowledges and agrees not to expect or demand compensation pursuant to this Amendment prior to the PARTIES, particularly OUSD, validly and properly executing this Amendment until this Amendment is validly and properly executed and shall not rely on verbal or written communication from any individual, other than the President of the OUSD Governing Board, the OUSD Superintendent, or the OUSD General Counsel, stating that OUSD has validly and properly executed this Amendment. VENDOR specifically acknowledges and agrees to this term/condition on the above date.*

**OUSD**

Name: Shanthi Gonzales

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

*Shanthi Gonzales*

Position: President, Board of Education

Date: 4/15/2021

- Board President
- Superintendent
- Chief/Deputy Chief

Name: Kyla Johnson-Trammell

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

*Kyla Johnson-Trammell*

Position: Secretary, Board of Education

Date: 4/15/2021

# 2020-21 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

HIGH SCHOOLS 02.2020

<b>Site Name:</b> Coliseum Prep			<b>21CCLC Core</b>			<b>21CCLC Equitable Access</b>		<b>Other Lead Agency Funds</b>
<b>Site #:</b> 232			Resource 4214, Program _____			Resource 4124, Program _____		
Average # of students to be served daily (ADA):	139	%	OUSD	Lead Agency	%	OUSD	Lead Agency	Lead Agency
<b>TOTAL GRANT AWARD</b>			<b>250000.00</b>			<b>25000.00</b>		

**CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PROFESSIONAL DEVELOPMENT, CUSTODIAL**

OUSD Indirect (5.00%)			11904.76			1190.48	
OUSD ASPO admin, evaluation, and training/technical assistance costs			15576.32			1557.63	
Custodial Staffing and Supplies at 3.5%			7788.16			778.82	
19-20 Carryover Amount			7950.00			0.00	
<b>TOTAL SITE ALLOCATION</b>			<b>222680.75</b>			<b>21473.08</b>	

**CERTIFICATED PERSONNEL**

1120	Quality Support Coach/Career Pathways' Liaison (Highly Recommended)					0.00	
1120	Certificated Teacher Extended Contracts					0.00	
1120	Certificated Teacher - Credit Recovery - English I						
1120	Certificated Teacher - Credit Recovery - Algebra I						
1120	Career Pathway Certificated Teacher Extended Contracts						
Total certificated			<b>0.00</b>			<b>0.00</b>	

**CLASSIFIED PERSONNEL**

2220	SSO		0.00				
			0.00				
Total classified			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

**BENEFITS**

3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24.5%)		0.00			0.00	
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 28%)		0.00			0.00	
3000's	Employee Benefits for Salaried Employees (42%)						
3000's	Lead Agency benefits (rate: 25 %)			22820.32			
Total benefits			<b>0.00</b>	<b>22820.32</b>		<b>0.00</b>	<b>0.00</b>

**BOOKS AND SUPPLIES**

4310	Supplies (OUSD only, except for Summer Supplemental)						0.00
4310	Curriculum (OUSD only)						<b>0.00</b>

5829	Field Trips							0.00
4420	Equipment (OUSD only)							0.00
	District professional development on district PD days (Bridging the Bay conference and Youth Work Methods trainings)							
	Total books and supplies		0.00	0.00		0.00	0.00	0.00

**CONTRACTED SERVICES**

5825	Site Coordinator (list here if CBO staff) .36 FTE @ 75,504			27359.17			0.00	
5825	College Engagement-Family Liaison			41149.83			10599.17	
5825	Family Specialist 1 FTE @ \$41,000			28100.00			10000.00	
5825	Credit Recovery Coach 1 FTE @ \$33,440			33440.00				
	AmeriCorps Academic Mentors (5 x 800 stipend/month x 10 months) =40000			32648.36				7351.64
5825	Director of Extended Learning (coaching, TA, and direct program support)			10000.00				
5825	Staff time to participate in Continuous Quality Improvement trainings and meetings- Allocated in above line items							
5825	Alameda County Food Bank			700.00			277.00	
5825	Academic Instructor x \$20.59hr x 5hrs/day x 125 days x 1.59 = \$20,494			20494.00				
5825								
5825								
5825								
5825								
	Total services		0.00	193891.36		0.00	20876.17	7351.64

51749.00

**IN-KIND DIRECT SERVICES**

								0.00
	Total value of in-kind direct services							0.00

**LEAD AGENCY ADMINISTRATIVE COSTS**

	Lead Agency admin (4% max of total contracted \$)			5969.07			596.91	0.00
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**SUBTOTALS**

	<b>Subtotals DIRECT SERVICE</b>	85.46	3738.32	216711.68	85.00	373.83	20876.17	7351.64
	<b>Subtotals Admin/Indirect</b>	14.54	31530.93	5969.07	15.00	3153.09	596.91	0.00

**TOTALS**

	Total budgeted per column		35269.25	222680.75		3526.92	21473.08	7351.64
	Total BUDGETED	100.00		257950.00	100.00		25000.00	7351.64
	<b>BALANCE remaining to allocate</b>			0.00			0.00	
	<b>TOTAL GRANT AWARD/ALLOCATION TO SITE</b>			250000.00			25000.00	

Required Signatures for Budget Approval:

Principal:	DataSigned by: <i>[Signature]</i>							
Lead Agency:	DataSigned by: <i>Josefa Alvarado-Mena</i> 4DAB187377884CC							





**OAKLAND UNIFIED SCHOOL DISTRICT**

Community Schools, Thriving Students

**AMENDMENT ROUTING FORM 2018-2019**

Amendment No. 1 to Memorandum of Understanding 2020-2021

**Directions**

- Services beyond the original contract cannot be provided until the amendment is fully approved and PO is increased by Procurement.
- To be eligible for an amendment, term end date of the contract cannot not be expired. If expired, a new contract is necessary.
  - Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
  - If contract total amount has increased, the scope of work must change.
  - OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- When the contract amendment is approved, Procurement will add additional funds to the original Purchase Order.

Attachment Checklist	<ul style="list-style-type: none"> <li>Contract amendment packet including Board Memo and Amendment Form</li> <li>Board approved copy of the original contract and any prior Amendments.</li> </ul>
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**Contractor Information**

Contractor Name	Safe Passage	Contractor's Contact	Josefina Alvarado-Mena		
OUSD Vendor ID #	003729	Title	Chief Executive Officer		
Street Address	250 Frank Ogawa Plaza, Suite 6306	City, State	Oakland, CA	Zip Code	94612
Telephone	510-238-4914	Email (required)	jalvarado@safepassages.org		

**Compensation and Terms**

Current Contract Amount	\$223,659.00	OUSD Vendor ID #	003729	Start Date of Original Contract	7/1/20
Amount of Increase	20,494	Original PO #	PO21-01110	Current Term End Date	6/30/21
Amount of Decrease		New Requisition #	VR21-05410	New Term End Date*	
New Total Contract Amount	244,153	% Change		*Must be no more than five years from the start date	

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

Requisition No.	Budget Number	Resource Name	Amount
VR21-05410	010-6010-0-1110-4000-5825-232-2320-1888-0106-99999	21st Century ASSETS Core Grant	\$ 20,494.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

**Contract History**

Agreement / Amend #	OUSD Enactment #	Exact Name of Contract	Contract Amount
	20-1063	20-1033 - Memorandum of Understanding - Safe Passages - After School	\$223,659.00
		General Description of Reason for Amendment	Increase/Decrease Amount

**OUSD Contract Originator Information**

Name of OUSD Contact	Amy Carozza	Email	amy.carozza@ousd.org		
Site/Dept. Name	Coliseum College Preparatory Academy	Site #	232	Phone	510-879-3232

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

Services above original contract cannot be provided before the amendment is fully approved and the PO amount is increased by Procurement.

	Signature - Approved	Denied - Reason	Date
1. Administrator/Manager			3/16/2021
2. Resource Manager (if restricted funds)			3/17/2021
3. Network Superintendent/Executive Director			3/19/2021
4. Chief/Deputy Chief			3/19/2021
5. Legal (if increase takes contract above \$92,600)			
6. Superintendent, Board of Education	Signature on the legal contract		

Procurement-Date Received: \_\_\_\_\_

**THIS FORM IS NOT A CONTRACT**

Board Office Use: Legislative File Info.	
File ID Number	20-1033
Introduction Date	6/24/20
Enactment Number	20-1063
Enactment Date	6/25/2020 lf



# Memo

**To** Board of Education

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

**Board Meeting Date** June 24, 2020

**Subject** Memorandum of Understanding  
Contractor: Safe Passages  
Services For: Coliseum College Preparatory Academy

**Action Requested and Recommendation** Approval by the Board of Education of Memorandum of Understanding between the District and Safe Passages, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services, as described in the MOU, for Coliseum College Preparatory Academy's comprehensive After School Program, for the period of July 1, 2020 through June 30, 2021, in an amount not to exceed \$223,659.00.

**Background**

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

The general purpose of the 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program is to provide opportunities for communities to establish or expand activities that focus on 1) Improved academic achievement, 2) Enrichment services that reinforce and complement the academic program, and 3) Family literacy and related educational development services for high school students.

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

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

**Fiscal Impact** Funding resource(s): 4124/21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) Grant

**Attachments**

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



**After School Template for High School  
Memorandum of Understanding 2020-2021  
Between Oakland Unified School District and  
Safe Passages**

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1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent, contingent upon OUSD's receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with Safe Passages ("AGENCY") to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at 232/Coliseum College Prep. Academy under the following grants:
- California Department of Education ("CDE") 21st Century High School ASSETS Program ("ASSETS Core Grant")
  - California Department of Education ("CDE") 21st Century Equitable Access Grant ("Direct Access")
  - California Department of Education ("CDE") 21st Century Family Literacy Grant ("Family Literacy")
2. **Term of MOU.** The term of this MOU shall be July 1, 2020 through June 30, 2021. The term may be extended by written agreement of both parties.
3. **Termination by OUSD.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
- a) No Premature Termination by AGENCY.** AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change and/or unless OUSD deems immediate removal of AGENCY is necessary for cause. In the event AGENCY ceases to provide required services prior to the end of the MOU term, or is terminated for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.
- b) Advance Notice by AGENCY for Coming School Year.** AGENCY must provide advance notice to Principal and OUSD After School Programs Office by the end of the first semester if AGENCY cannot continue providing after school lead agency services for the succeeding school year. This date allows the school site to have sufficient time to find a new lead agency partner, and enables OUSD to work to preserve after school grant funding (including OFCY city funding) for the school.
4. **Compensation. Contingent on OUSD receipt of** The 21st Century ASSETS Core Grant, and Direct Access grant award amount for Safe Passages is \$ 223,659.00. Contingent on 21st CCLC funding. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:



- 4.1. **Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee **and subject to AGENCY compliance with MOU requirements**, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY. **Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and trainings and in continuous quality improvement efforts.**
- 4.2. **Positive Attendance.** Payment for services rendered related to the ASSETS Core Grant shall be based on actual student attendance rates (\$10.00 a day per student), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$10.00 a day per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASSETS Core Grant to be processed. (**Exhibit A - Attendance Reporting Schedule 2020-2021**). In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), and AGENCY provides programming remotely pursuant to Section 5.4.5 of this Agreement, AGENCY shall calculate attendance based on student participation in AGENCY's remote programming.
- 4.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASSETS Core Grant for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.
- 4.2.2. **Administrative Charges and Reconciliation.** Reconciliation process for positive attendance based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 4.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall 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.** 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 2020-2021 and will not exceed \$ 223,659.00 in accordance with **Exhibit B** ("21st 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. Programs that charge program fees will waive or reduce these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge fees if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care.

5. **Scope of Work.** AGENCY will serve as lead agency at 232/Coliseum College Prep. Academy, will be responsible for operations and management of the 21<sup>st</sup> Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant contracted to AGENCY by OUSD for fiscal year 2020-2021. This shall include the following required activities:

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

5.1.1. **Alignment with Single Plan for Student Achievement ("Site Plan").** AGENCY will ensure the after school program aligns with OUSD and 232/Coliseum College Prep. Academy and objectives to ensure the success of students as articulated in the Site Plan. AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

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

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



- progress check for program quality e.g. quality coaching

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

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

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with 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 232/Coliseum College Prep. Academy, 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 2020 – 2021 school year.

5.4.2.1. **Attendance Targets.** AGENCY will operate the program for a sufficient number of days during the 2020 – 2021 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 any calendar 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 232/Coliseum College Prep. Academy. 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 understanding that:

5.4.3.1.1. **Academic Assistance.** ASSETS programs will include tutoring, homework assistance, and Credit Recovery 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. Supplemental and Summer Services. In all programs receiving 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of activities may be implemented based on local student needs and interests, and district guidelines for summer programming. Supplemental and summer services may be added under this MOU. If summer services will be added, a separate MOU amendment will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.
- 5.4.3.3. Equitable Access Programming. AGENCY shall include a component for students at 232/Coliseum College Prep. Academy to support full access to program components.
- 5.4.3.4. Family Literacy Programming. AGENCY shall offer a component for guardians, parents, and caretakers of students at 232/Coliseum College Prep. Academy which includes parent workshop and training on a variety of topics including supporting youth academically, college and career readiness, and adult literacy development.
- 5.4.3.5. Super Snack/Snacks/Supper/Beverages: AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:
- 5.4.3.5.1. Provide meals and beverages that meet State and Federal standards;
  - 5.4.3.5.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the super snack/snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;
  - 5.4.3.5.3. Provide all supplies including utensils, napkins, forks, required;
  - 5.4.3.5.4. Support compliance by AGENCY with required State and Federal administrative requirements;
  - 5.4.3.5.5. Provide annual training to AGENCY.
- 5.4.3.6. Each AGENCY participating in the Nutrition Services snack/meal/beverage program shall:
- 5.4.3.6.1. Attend annual training. In the event that the person responsible for super snack or snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;
  - 5.4.3.6.2. Complete After School Super Snack, Snack and Supper Menu Production Worksheets (MPW) on a daily basis;
  - 5.4.3.6.3. Ensure snack and supper count is accurate;



- 5.4.3.6.4. Submit completed MPW to cafeteria staff by the next business day;
  - 5.4.3.6.5. Return leftovers to cafeteria;
  - 5.4.3.6.6. Ensure that only students are served and receive food from the program;
  - 5.4.3.6.7. Ensure that meals are not removed from campus
  - 5.4.3.6.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination
- 5.4.3.7. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.
- 5.4.3.7.1. MPW not completed and submitted by the next business day;
  - 5.4.3.7.2. Super Snacks or Snacks are ordered and not picked up
- 5.4.3.8. In addition to any applicable liability associated with audit findings. AGENCY will be charged the following for each meal that OUSD is unable to claim due to AGENCY's failure to comply with program requirements:
- 5.4.3.8.1. Super Snack: \$3.65
  - 5.4.3.8.2. Snack: \$1.00
  - 5.4.3.8.3. Supper: \$3.65
- 5.4.3.9. AGENCY will be liable for audit findings and/or assessments (See Section 12 below) that are attributable to AGENCY's failure to comply with the rules and regulations of the Nutrition Services program, including liability if reimbursement is denied Nutrition Services because of AGENCY's failure to comply with program requirements.
- 5.4.3.10. In accordance with guidance provided by the California Department of Education, in the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), OUSD may fulfill its above-described obligations to provide after-school meals, snacks, and/or beverages through a "grab-and-go" meal distribution program, in which case AGENCY shall not be responsible for distributing after-school meals, snacks, and/or beverages.

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.

5.4.5. **Remote Provision of Services.** In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.

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

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

- Financial reports
- Activity reports



- Outcomes reports: behavioral and academic
- Staff Qualifications

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.

5.5.4. **Maintain Clean, Safe and Secure Environment.** AGENCY shall maintain 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.

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

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

5.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after school program participants, visitors or staff must be reported via email to [ousdincidents@ccmsi.com](mailto:ousdincidents@ccmsi.com) by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians due to OUSD student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

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

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

- Administration, faculty, and staff of 232/Coliseum College Prep. Academy
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies



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

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

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

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

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

6.1.1. a full description of the trip and scheduled activities

6.1.2. student/adult participant health information

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

6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.

6.3. No student shall be prevented from making a trip due to lack of sufficient funds.

6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.

6.5. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (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 after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.

6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.

6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.

6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).

6.7. **Transportation Requirements:** The AGENCY after school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY's own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; (I) students receive instruction in safe conduct on bus or other transport; and, (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

6.8. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.

6.9. Vendor is licensed to provide all proposed activities.



6.10. All after school program student participants on field trips, off site events or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)

**6.11. ADDITIONAL REQUIREMENTS FOR HIGH RISK, OVERNIGHT, OUT OF STATE TRIPS:**

6.11.1. Definition of High Risk Activities

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

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

6.11.1.2. The cost of limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.

6.11.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.

6.11.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.

6.11.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test negative shall thereafter be required to take tuberculosis test every four years or sooner if deemed necessary by AGENCY.



- 6.11.4. Letter must be sent to parent(s)/guardian(s) and if it is an overnight trip, a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.
- 6.11.5. Sleeping arrangements and night supervision are safe and appropriate.
- 6.11.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:
- Facility
  - Program
- 6.12. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading
- 6.12.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
- 6.12.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
- 6.12.3. Swimming Activities
- 6.12.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.
- 6.12.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.
- 6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.
- 6.12.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.
- 6.12.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- 6.12.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- 6.12.3.8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.
- 6.12.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.



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

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

6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (**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.

6.14. In the event that a field trip cannot proceed as planned for any reason (including but not limited to the closure of the field trip destination in response to COVID-19), AGENCY shall provide alternative programming to students (including remote programming, in the event that the school site at which AGENCY has agreed to provide programming is closed).

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 2020-2021. AGENCY will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines for the federal 21st Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and to communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

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

7.2. **Disputes.** AGENCY shall make all records related to 21st 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 21st 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 2020-21 not to exceed \$ 223,659.00 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 2020-20 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant



- 11.1. **Staff Requirements.** AGENCY must comply with all Federal and State employment and labor laws. AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:
- 11.1.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense sufficient Mandated Reporter training to all AGENCY agents at least annually within their first month working with OUSD students and comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.
- 11.1.2. **Tuberculosis Screening.** AGENCY agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within the prior 60 days. If tuberculosis risk factors are identified, AGENCY agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the AGENCY agent shall obtain an x-ray of the lungs. At his/her discretion, AGENCY agent may choose to submit to the examination instead of the risk assessment.
- 11.1.3. **Fingerprinting of Agents.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.
- 11.1.4. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching and preparation time to enable staff and agent performance to meet the goals of the ASES/21<sup>st</sup> Century after school grant program and provide a safe and secure program.
- 11.2. **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.
- 11.3. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an



officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

- 11.4. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.5. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 11.6. **Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents.
- 11.7. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.
12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, audit fines, assessments, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all or any portion of the work or activities to be performed under this MOU, AGENCY



shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.

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

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

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

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

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

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

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

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

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

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



**OAKLAND UNIFIED SCHOOL DISTRICT**

*[Signature]*

6/25/2020

- President, Board of Education
- State Administrator
- Superintendent

Date

*[Signature]*

6/25/2020

Secretary, Board of Education

Date

DocuSigned by:  
*Andrea Bustamante*

5/18/2020

Executive Director  
Community Schools and Student Services Dept.

Date

DocuSigned by:  
*Amy Carozza*

5/16/2020

Principal

Date

DocuSigned by:  
*Lucia Moritz*

5/21/2020

Network Superintendent

Date

DocuSigned by:  
*Sandra Aguilera*

5/21/2020

Chief Academic Officer  
Continuous School Improvement

Date

**AGENCY**

DocuSigned by:

*Josefina Alvarado-Mena*

5/17/2020

4DA9187377984CC

Agency Director Signature  
Josefina Alvarado-Mena Chief Executive Officer

Date

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
- **Exhibit J.** Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY

MOU template approved by Office of the General Counsel May, 2020

Legislative File ID: 20-1033



Exhibit A

**ATTENDANCE REPORTING SCHEDULE**

Oakland Unified School District After School Programs Attendance Reporting Schedule	
<b>Monthly Attendance Period</b>	<b>Deadline to Input Attendance Data into Cityspan</b>
July 1 – July 31, 2020	<b>August 10, 2020</b>
August 1 - August 30, 2020	<b>September 8, 2020</b>
September 1-30, 2020	<b>October 9, 2020</b>
October 1-30, 2020	<b>November 9, 2020</b>
November 1-30, 2020	<b>December 8, 2020</b>
December 1-31, 2020	<b>January 11, 2021</b>
January 1-31, 2021	<b>February 9, 2021</b>
February 1-29, 2021	<b>March 9, 2021</b>
March 1-31, 2021	<b>April 9, 2021</b>
April 1-30, 2021	<b>May 10, 2021</b>
May 1-31, 2021	<b>June 8, 2021</b>
June 1-30, 2021	<b>June 15, 2021</b>

Exhibit B

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

*(Template distributed separately)*

**INSERT HERE**

## 2020-21 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

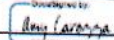
HIGH SCHOOLS 02.2020

Site Name:			21CCLC Core			21CCLC Equitable Access			Other Lead Agency Funds
Site #:			Resource 4214, Program			Resource 4124, Program			
Average # of students to be served daily (ADA):	139	%	OUSD	Lead Agency	%	OUSD	Lead Agency	%	Lead Agency
<b>TOTAL GRANT AWARD</b>			<b>250000.00</b>			<b>25000.00</b>			<b>0.00</b>
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PROFESSIONAL DEVELOPMENT, CUSTODIAL</b>									
	OUSD Indirect (5.00%)		11904.76			1190.48			
	OUSD ASPO admin, evaluation, and training/technical assistance costs		15576.32			1557.63			
	Custodial Staffing and Supplies at 3.5%		7788.16			778.82			
<b>TOTAL SITE ALLOCATION</b>			<b>214730.75</b>			<b>21473.08</b>			
<b>CERTIFICATED PERSONNEL</b>									
1120	Quality Support Coach/Career Pathways' Liaison (Highly Recommended)					0.00			
1120	Certificated Teacher Extended Contracts					0.00			
1120	Certificated Teacher - Credit Recovery - English I								
1120	Certificated Teacher - Credit Recovery - Algebra I								
1120	Career Pathway Certificated Teacher Extended Contracts								
	<b>Total certificated</b>		<b>0.00</b>			<b>0.00</b>			
<b>CLASSIFIED PERSONNEL</b>									
2220	SSO		9800.00						
			0.00						
	<b>Total classified</b>		<b>9800.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>BENEFITS</b>									
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24.5%)		0.00			0.00			
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 28%)		2744.00			0.00			
3000's	Employee Benefits for Salaried Employees (42%)								
3000's	Lead Agency benefits (rate: 25 %)			22820.32					
	<b>Total benefits</b>		<b>2744.00</b>	<b>22820.32</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>BOOKS AND SUPPLIES</b>									
4310	Supplies (OUSD only, except for Summer Supplemental)								0.00
4310	Curriculum (OUSD only)								0.00
5829	Field Trips								0.00
4420	Equipment (OUSD only)								0.00
	District professional development on district PD days (Bridging the Bay conference and Youth Work Methods trainings)								
	<b>Total books and supplies</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>CONTRACTED SERVICES</b>									
5825	Site Coordinator (list here if CBO staff) .36 FTE @ 75,504			27359.17			0.00		



5825	College Engagement-Family Liaison			41149.83			10599.17			51749.00
5825	Family Specialist 1 FTE @ \$41,000			28100.00			10000.00			
5825	Credit Recovery Coach 1 FTE @ \$33,440			33440.00						
	AmeriCorps Academic Mentors (5 x 800 stipend/month x 10 months) =40000			32648.36						7351.64
5825	Director of Extended Learning (coaching, TA, and direct program support)			10000.00						
5825	Staff time to participate in Continuous Quality Improvement trainings and meetings- Allocated in above line items									
5825	Alameda County Food Bank			700.00			277.00			
5825										
5825										
5825										
5825										
5825										
	Total services			0.00	173397.36		0.00	20876.17		7351.64
<b>IN-KIND DIRECT SERVICES</b>										
										0.00
	Total value of in-kind direct services									0.00
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>										
	Lead Agency admin (4% max of total contracted \$)				5969.07			596.91		0.00
<b>SUBTOTALS</b>										
	Subtotals DIRECT SERVICE	85	16282.32	196217.68	85.00	373.83	20876.17			7351.64
	Subtotals Admin/Indirect	15	31530.93	5969.07	15.00	3153.09	596.91			0.00
<b>TOTALS</b>										
	Total budgeted per column		47813.25	202186.75		3526.92	21473.08			7351.64
	Total BUDGETED	100	250000.00		100.00	25000.00		###		7351.64
	BALANCE remaining to allocate		0.00			0.00				
	TOTAL GRANT AWARD/ALLOCATION TO SITE		250000.00			25000.00				

Required Signatures for Budget Approval:

Principal:  5/16/2020

Lead Agency:  5/17/2020



**OUSD Expanded Learning Programs -After-School Program  
ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2020-2021**

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

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION	
<b>School Site Name:</b> Coliseum College Prep Academy	<b>School Type (<u>Underline below</u>)</b> Elementary (TK-5) Elementary/Middle (TK-8) Middle (6-8)_ <u>High School (9-12)</u> - Alternative High School - Continuation High School - <u>Comprehensive High School</u>
<b>CDS Code: (This is a 14-digit code, search <a href="#">here</a>)</b> 01 61259 0112797	<b>After-School Lead Agency:</b> Safe Passages
<b>Principal Name:</b> Amy Carozza	<b>Principal Signature and date:</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;"> <small>DocuSigned by:</small>    <small>E73863DB427A4AE</small> </div> <div style="text-align: right;">5/16/2020</div> </div>
<b>Lead Agency Director Name:</b> Josefina Alvarado Mena	<b>Lead Agency Director Signature and date:</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;"> <small>DocuSigned by:</small>    <small>4DA9187377094CC</small> </div> <div style="text-align: right;">5/17/2020</div> </div>
<b>After-School Site Coordinator Name:</b> Robert Campbell	<b>After-School Site Coordinator Signature and date:</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;"> <small>DocuSigned by:</small>    <small>4DA9187377094CC</small> </div> <div style="text-align: right;">5/17/2020</div> </div>



**SECTION 2: PROGRAM OPERATIONS**

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

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

<b>Projected daily attendance for 2020-21 school year program.</b>	139
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**Program Operations for the 2020-2021 school year.** First Day: August 10, 2020 Last Day: May 27, 2021

**UPDATED ED CODE:** Per CDE Education Code Section 8483.7(c) allows programs to close for a maximum of 3 days during a calendar year (not a school year) for staff development. Families and school site personnel must be notified of these program closure dates in advance, and the lead agency must maintain and upload documentation of professional development activities offered on these dates, including training agenda and staff sign-in sheets. **This should be uploaded no later than 5 business days after the closure day.**

[Fill out this Google Form to identify the three days](#) (if any) your program plans to close this year for PD. The program must be open all other days of the school year. (Updates for any date changes are due September 2020).

**Minimum Days.** When a school holds minimum days, the after-school program is required to begin as soon as the school day ends, and execute programming until 6:00 pm. Minimum days have a significant impact on after-school staff and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming. **There is an expectation already established for the 36 weekly minimum days, however if the school is planning on more than these and 10 extra days for report card conferencing you should discuss how the staffing fees for these extra days will be funded in partnership with the school day.**

**Projected Number of Minimum Days for School Year 2020-2021: 33**

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

**Is your school-day bell schedule attached?** Yes

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

During minimum days (Fridays), program will be staffed by AmeriCorps members and staff at the CCPA Future Center. Safe Passages will leverage its AmeriCorps Team to support minimum day programming. The AmeriCorps Team works across the regular day and after school programs. They will be on-site every minimum day and support the full implementation of the after school program on minimum days at CCPA.





**SECTION 3a: PROGRAM MODEL.**

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

**Which of the following program models will your site operate as for 2020-2021? ([If you choose Extended Day, please explain why using this link.](#))**

**Program Model: Extended Day**

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

**Extended Day Program:** After-school-program classes offered to an entire group of students from targeted grades and/or for all students of the school after the end of the regular bell schedule. (Note: extended day classes must not appear on the school bell schedule)

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

**Which grade levels will be served by this program? (List or give a range below)**

**9, 10, 11, 12**

**ENROLLMENT PROCESS & TIMELINE**

**Attach your enrollment timeline to this document**

Important dates to include in your timeline:

- **April - June:** Spring enrollment for 2020-21 programs.
- Families will be notified of 2020 -21 after school enrollment before the **last day of school**, May 29, 2020.
- After school programs begin on the **first day of school** when enrollment is at a minimum 75% capacity.
- **August - September:** new school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by **September 30, 2020**, except for slots reserved for transitional students (i.e., Homeless, foster youth; Newcomers) entering the program for the first time and/or mid-year
- All programs must maintain **waitlists** after program slots are filled.

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

**Describe how your school will identify and recruit students beginning of Spring 2020. Indicate how families will be notified of 2020-2021 enrollment before the last day of school.**

In April 2020, we will reach out to all 19-20 CCPA students in order to start the re-enrollment process and in May of 2020 we will begin outreach to all new students to start the re-enrollment process. All families are guaranteed a spot at CCPA. There are no waitlists.



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

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

**Who can receive the Golden Ticket?**

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

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

**Complete the following questions for Section 3b:**

- To the best of your knowledge, how many Golden Tickets were distributed in the 2019-20 school year? *(please estimate: 0-5 students, 6-10, or 10+ more)*

Safe Passages at CCPA does not use the Golden Ticket system because all students are included in the after school program.

- How will you make your program more accessible to serve the needs of Golden Ticket students/families?

We include all students in the After School program. The program will tailor enrollment and attendance policies to the needs of foster, homeless, and newcomer students who transition into the school mid-year. Appropriate attendance waivers will be completed to address the mobility of these students. Program staff will work with the appropriate parent, family member, foster parent, and/or guardian as needed towards creating a seamless partnership between the school and "home." The After School Coordinator will work closely with the Principal to wrap regular day and extended learning supports around these priority students to ease the transition into the school community.

- CDE and OUSD have established district-wide guidelines for Target Population and Enrollment in ASES and 21st Century After School Programs. With these guidelines, each school will create a site-specific After School Enrollment Policy that will be made public to the school community. Describe 1-3 enrollment priorities that will be made public and why?

The enrollment priority at CCPA is that every student will be enrolled in the after school program.





**SECTION 4: PROGRAM COMPONENTS**

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

<p><b>Educational and Literacy Component</b> that includes tutoring/ homework assistance in the core subjects (language arts, math, history /social science, etc.)</p>	<p><b>Describe how the after-school program will provide the educational &amp; literacy component.</b>  <b>How are students building academic skills? How are social-emotional academic development being integrated?</b> (Include specific strategies for creating a <a href="#">safe &amp; supporting environment through encouragement and active engaged learning.</a>)            The after school program ties in with school day goals by supporting student lexile growth as well as study skills in our focused academic growth spaces. These classes are run with the same PBIS and RJ practices as the school day classes to ensure that students know they are in the same safe and supportive environment after school as they are during the school day. Staff use the 3 SEL signature practices during their classes starting with a welcoming ritual, continuing by taking brain breaks, and ending with an optimistic closure. Students will work in a variety of ways to build skill: independent reading, pair shares, group work, whole class discussions. Students in these spaces will also work to grow their executive function skills through explicit instruction in organizational habits.</p>
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<p><b>Educational Enrichment Component</b> that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)</p>	<p><b>Describe how the after-school program will offer educational enrichment activities.</b> (Include specific strategies designed to foster <a href="#">skill-building; youth voice and leadership and diversity, access and equity.</a>)            Safe Passages will continue to offer enrichment activities which build student skills in the areas of STEAM, the arts, event planning, and more. Students will continue to work in groups where they will gain skills in their chosen area of learning and develop group processing skills. All students will have choices of content and process as well as the chance to lead. These leadership opportunities can vary from leading a small group to leading program wide events. Safe Passages hires many CCPA alumni to work in the program to further develop their leadership skills. Safe Passages prioritizes having a program staff that reflects our student population as well as a program that allows our students to express their identities freely.</p>
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<p><b>Physical Activity</b></p>	<p><b>Describe how the after-school program will provide <a href="#">structured physical activity</a> for all</b></p>
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<p>other than recess that is structured and supervised with a warm-up, structured physical activities and a cool down. (This should happen for all students in the program.)</p>	<p><b>participants.</b> (Include specific strategies to promote <a href="#">healthy choices and behaviors.</a>)</p> <p><i>CDE expects <b>Elementary</b> programs to offer 30-60 minutes of developmentally appropriate, <b>daily physical activity</b> (to help meet CDE recommendation of 60 daily minutes of moderate to vigorous physical activity for youth) <b>This is not 'free play' or recess.</b> (We understand Middle and High will vary based on sports programs and scheduling. Please explain how the after-school program will address physical activity in your program, including type, frequency, and target population. All students should have the opportunity for physical activity).</i></p> <ul style="list-style-type: none"> <li>· Plan and evaluate (review fitness test results, track minutes, etc.)</li> <li>· Include a variety of activities throughout the year</li> </ul> <hr/> <p>Do you have staff that is certified through <b>CoachingCorps</b> who will be returning for the 20-21 school year? No</p> <p>Do you have a coach trained through OUSD <b>Oakland Athletic League</b> or other organizations? Yes</p> <p><b>If the program does not have either of the above,</b> how does your site or agency plan to train those staff members supporting physical activity expectations?</p>
<p><b>Family Literacy Component</b> that includes literacy activities and other educational services that engage adult family members of students.</p>	<p><b>Describe how the after-school program provides opportunities to promote literacy and/or other educational services to adult family members of students?</b></p> <p>Safe Passages' Family Resource Coordinators help promote family learning through The Family and College Resource Center at CCPA. This involves helping parents access on-campus educational activities (English classes, etc.), off-campus education activities (Project Re-Connect, etc.), and helping parents connect to services that can help families in a variety of ways from employment to legal assistance.</p>
<ol style="list-style-type: none"> <li>1. <b>Please complete and attach the program schedule for in 2020-2021 that reflects the program components identified above.</b></li> <li>2. <b>Fill out the <a href="#">attached template</a> to describe program components then link them into this document.</b> Program component description link: linked to the <a href="#">spreadsheet</a> create a drop-box option (a) CDE--academic, enrichment, physical activity "use the same title".</li> </ol> <p><i>*In the fall, sites are required to resubmit updated program schedules. <b>This schedule should be clearly aligned with the supports identified in section 4.</b></i></p>	
<p><b>Academic Alignment with School Day and <a href="#">District Priorities</a></b></p>	
<p>Please provide a short narrative that identifies how the after-school program will support school goals aligned with district student learning goals in the appropriate grade level box below.</p> <ul style="list-style-type: none"> <li>● Collaborate with the school site administrator and consult the School Site Plan to align with the school day.</li> <li>● Consult the descriptions below for the District's priorities for elementary, middle and high school.</li> </ul>	



**OUSD Student Learning Goals:**

- 1- All students build **relationships** to feel connected and engaged in learning
- 2- All students continuously grow towards meeting or exceeding standards in **English Language Arts**
- 3- All students continuously grow towards meeting or exceeding standards in **Math**
- 4- English Learner students continuously develop their language, reaching **English Fluency** in 6 years or less
- 5- All students grow a year or more in **Reading** each year
- 6- All Students graduate college-, career-, and community-ready

**How will after-school program further these OUSD Learning Goals?** (Choose 2-3 to focus on for the 20-21 School Year)

Safe Passages partners closely with CCPA in order to reach the goal of college and career preparedness for all HS students. This is done through a deliberate focus on academic skill, executive functioning skills, 3 SEL practices, and student voice and leadership practices. There are supports such as mentoring for students who are at risk of failing classes or students who have failed classes and are in credit recovery.

The school day staff communicate with and support the program coordinator and staff in various ways to make sure that we stay on track in this alignment. The site coordinator has regular meetings with high school lead teachers and the principal. Teachers work with the Quality Support Coach and program coordinator to communicate specific student needs and to discuss broad program effectiveness.

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

To increase the effectiveness of a program, it is critical to engage in an ongoing continuous cycle of assessment, planning, and improvement. While the process should be carried out at the site level, documentation of this process should be submitted by the grantee.

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

**POINTS OF SERVICE Quality Standards & PROGRAMMATIC Quality Standards**

**[Fill out this Google Form to identify where your program is with CDE’s quality standards.](#) [Google Form](#)**

**Resources:**

- [Definitions: CDE Quality Standards](#)
- [Unpacked: CDE Quality Standards & CQI Spectrum](#)
- [Scoring Key: CDE Quality Standards & CQI Process](#)



<p><b>Highlight the stakeholders who participated in the Program Self-Assessment in 2019-2020</b></p>	<p>Internal evaluator District administrator <b>Program director</b> <b>Parents/guardians</b> Advisory group</p>	<p>External evaluator <b>Certificated staff</b> <b>Site coordinator</b> <b>Students</b> Other stakeholders _____</p>	<p><b>School administrator</b> Classified staff Site-level/line staff Community partners</p>
<p><b>TRUTH</b> <i>What is currently happening in the program? Use data to identify the truth about 1-2 self-selected aspects of the program.</i></p>	<p><b>Identify the after-school program data point(s) in the narrative below. Could include: student feedback (youth survey, interviews or focus groups), internal program observation or external observation.</b></p> <p>We seem to take steps forward every year during the year, but with new staff coming on each year, we need to make sure that we are constantly growing in areas that we once mastered. In 2019-2020 our returning staff showed improvement in areas identified last year so we would like to keep them as our focus for the staff that have not yet mastered these strategies. We would like our teachers to improve their reflection practices in general and for them to improve their content alternatives in their classes.</p>		
<p><b>HOPE</b> <i>What is the dream for the program in these areas as identified by students, families, parents, staff and site support team?</i></p>	<p>We want to see classes in which students are being asked to reflect on their own learning process and experience and are excited about the choices they are making in content.</p>		
<p><b>CHANGE</b> <i>What steps will be taken to make the shifts needed to realize the HOPE identified above?</i></p>	<p>We will work with newer staff from day one on these strategies. Staff are already working on creative and meaningful ways to include reflection and choice in their classes. They will submit these plans to their peers first and then to the program coordinator. These plans will be the beginning of a cycle of feedback from observers (staff, student, school staff) to program staff. When staff need coaching they will have access to peers, school day staff, and their site coordinator for support. Using resources from Safe Passages and OUSD, staff will have the tools they need to continue growth in this area for 2020-21.</p>		





**CURIOSITY**

*What deeper questions or inquiries are coming up? Something that needs more time to think about to make long-term shifts.*

How can we shift the sports culture to maintain the competitive edge and still grow in social emotional skills and lexile level among our middle school students?  
How do we build out our language programs (French and American Sign Language) when turnover will affect them?



**SECTION 6: Facilities**

- (a) Plan with the school site administrator which rooms and outside spaces the after-school program will use Monday - Friday from the start of the program to 6. **Make sure to include bathrooms and snack area.**
- (b) **Lead Agency Director, will go into Facilitron website to complete facilities usage requests no later than May 15, 2020.** Visit Facilitron website at: [www.facilitron.com/dashboard/login](http://www.facilitron.com/dashboard/login)

Indoors (specify room numbers and space names)			Outdoors		
Room Number & Name of Space	# of Students	Hours to be used	Room Number & Name of Space	# of Students	Hours to be used
M1	14	3-5	Blacktop	40	3-6
M2	14	3-5	Courtyard	20	3-6
P2	14	3-5	Field	40	3-6
P3	14	3-5	Indoors (specify room numbers and space names)		
P4	14	3-5	D24	14	3-5
P5	14	3-5	D25	10	3-5
P6	14	3-5	D26	10	3-5
Library	35	3-6	A6	14	3-5
P7	10	3-5	A1	14	3-5
P8	10	3-5	A2	14	3-5
P9	10	3-5	A3	14	3-5
D11	14	3-5	A4	10	3-5
D21	14	3-5	A5	14	3-5
D22	14	3-5	Auditorium	80	3-6
D23	10	3-5	Gym	40	3-6
A Building Restroom	If Need	3-6	D Building Bathrooms	If Need	3-6
Main Building Restrooms	If Need	3-6	Cafeteria	215	3-6



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

Name of Event		P o t e n t i a l D a t e	N u m b e r o f S t u d e n t s	Hours of Use/Room Numbers	
Name of Event		P o t e n t i a l D a t e	N u m b e r o f S t u d e n t s	Hours of Use/Room Numbers	
Name of Event		P o t e n t i a l D a t e	N u m b e r o f S t u d e n t s	Hours of Use/Room Numbers	



		te		u d e n t s		
<b>Name of Event</b>		P o t e n t i a l D a t e		N u m b e r o f S t u d e n t s		<b>Hours of Use/Room Numbers</b>
<b>Name of Event</b>		P o t e n t i a l D a t e		N u m b e r o f S t u d e n t s		<b>Hours of Use/Room Numbers</b>

**SECTION 7a: PROGRAM FEES**

**Will this after-school program charge program fees for 2020-2021**  Yes  No  
 If, "YES, program fees will be charged," please complete the following assurances. Both the Principal and Lead Agency boxes must be initialed.

<b>Principal</b>	<b>Lead Agency</b>	<b>ASSURANCES</b>
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		Our program <b>will not turn away</b> any eligible student from program participation due to the inability to pay program fees. We understand that the California Education Code prohibits program fees from being a barrier to program participation
		Our program will <b>communicate</b> in writing and verbally to parents/guardians that an eligible child will not be turned away from program participation due to the inability to pay.  Per CDE, our programs will communicate in writing and publically to parents/guardians program fee expectations in language parents can understand. <b>This should be included in your enrollment applications, posted in your school (publicly accessible), parent handbooks and any marketing materials. Ensure that all documentation is accessible to families. This means they should be translated into the major languages used by the families in your school.</b>
		Our program will publicize the <b>program fee structure</b> in written program materials for school leaders, parents/guardians, and/or community members (i.e. communication letter, meetings agenda, etc.).
		Our program shall not charge a fee to a family for a child if the program once notified that the child is a <b>homeless youth</b> , as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 1143.a), <b>or for a child who the program knows is in foster care.</b>
		Our program will provide <b>receipts</b> to parents/guardians for each payment made.
		The lead agency will <b>manage funds</b> raised by program fees according to standard accounting practices and will provide quarterly Income Statements to the Principal and OUSD Expanded Learning Office detailing amount collected from program fees and expenditures. This will be turned in quarterly.
		<b>The Use of Fees:</b> Any fees collected by programs shall be used for program activities, services for students, and program administrative costs. CDE guidance calls for all programs to “keep accurate records of fees collected, and fees should be tracked separately from the grant funds received.” Keep documents in the event of an annual financial audit and/or Federal Program Monitoring (FPM). Families who receive free and reduced lunch should be prioritized for no cost program admission.



**SECTION 7b: PROGRAM FEES (Continued)**

**Describe how the school/program plans to collect program fees and who will be exempt from paying fees or received a reduced fee?**



**Describe how all fees collected will be used for after-school programming.**

**Describe how fees will be communicated to school leaders/school community.**

**Attach a copy of written evidence of the program fee materials/process (i.e. parent letters, parent handbook, etc. meeting with agenda/minutes?)**



## OUSD EXPANDED LEARNING PROGRAMS Partner Assurances & Agreements 2020–2021

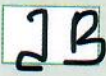
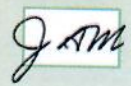

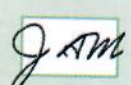

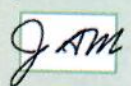

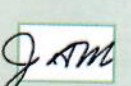
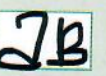
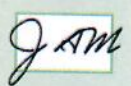
School Site Coliseum College Prep Academy	
Lead Agency Safe Passages	Date 4/16/2020
Name of After School Program Safe Passages	After School Site Coordinator Name (if known at this time): Robert Campbell
Principal Signature 	Lead Agency Signature 

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

Principal and Lead Agency representative will **review and discuss** each assurance below. Please note **hyperlinks** for the following documents referenced below:

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

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

PRINCIPAL INITIALS	LEAD AGENCY INITIALS
	
	
	
	
	




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

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

 JB

PRINCIPAL SIGNATURE

 Josefina Alvarado Mena

LEAD AGENCY SIGNATURE





## After School Safety and Emergency Planning

1. The 2020–2021 Comprehensive School Site Safety Plan includes the [After School Emergency Plan](#). The Site Administrator and After School Program (ASP) Site Coordinator will update the After-School Emergency Plan annually by discussing and aligning plans and procedures for after school and school day safety, including emergency preparedness and crisis response. **Indicate all actions that will occur to ensure after school program safety and alignment with school day procedures for emergency preparedness and emergency response:**
- Site Administrator and ASP Site Coordinator will meet at beginning of school year to update After School Emergency Plan collaboratively.
  - Site will share Comprehensive School Site Safety Plan with after school partner.
  - School day and after school programs will coordinate emergency drill schedules & procedures (ie. earthquake, fire, and lockdown drills).
  - After School staff will participate in site-level faculty safety trainings.
  - School will provide after school staff with access to disaster supplies and other resources in case there is an emergency after school.
  - Site Administrator and ASP Site Coordinator will meet regularly to review after school incidences and update safety plans as needed.
  - The completed After School Emergency Plan (ASEP) will be submitted to Expanded Learning Programs Office by 10/1/20.

Other.

SPECIFY:

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

The Principal will coach the After School Coordinator on the school safety procedure, including the lockdown and lockout procedures, disaster protocols, and the communication protocols for crisis response. In addition, the Principal will provide access to the automatic call system.

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

### Facility Keys

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

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

## After School Safety and Emergency Planning, continued

### SSO Staffing

**Check one:**

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



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE



## Continuous Quality Improvement (CQI)

*In collaboration with the community, the Expanded Learning Department cultivates transformative experiences for children through adults on their journey as they become thriving, productive leaders.*

OUSD's after-school programs will engage in an ongoing continuous cycle of assess, plan, and improve. While the process should be carried out at the site level, documentation of this process should be submitted by the grantee.

### Continuous Quality Improvement

In accordance with California *Education Code* sections 8484 and 8427, all After School Education and Safety (ASES), 21st Century Community Learning Centers (21st CCLC) grants, and 21st Century High School After School Safety and Enrichment for Teens (ASSETs) programs in California shall engage in a data-driven continuous quality improvement (CQI) process based on the Quality Standards. It is expected that each site keeps a copy of its Quality Improvement Plan available on site for review. (i.e Program Planning Tool)

### Quality Standards

California's Expanded Learning Quality Standards assess "Quality" from programmatic, staff, and participant levels. This cycle of improvement revolves around twelve critical standards—the [Quality Standards for Expanded Learning in California](#).

The CDE language for CQI is Assess-Plan-Improve, in OUSD the language has shifted to: **Truth-Hope-Change**; and **Curiosity (THC2)**. The THC2 was co-developed in partnership with community partners. This new process makes the CQI accessible, flexible, and sustainable.

- ✓ Lead agency will budget adequately to ensure program staff participate in collaborative steps in the CQI process of Truth, Hope, Change, and Curiosity framework.
- ✓ Site Coordinator will participate in meetings/trainings to develop their knowledge in leading continuous quality improvement process.
- ✓ Lead agency and Site Coordinator will become familiar with the OUSD Expanded Learning CQI process i.e. [Frequently Ask Questions \(FAQ\)](#).
- ✓ Lead agency and Site Coordinator will familiarize and engage the [Quality Standards for Expanded Learning in California](#).
- ✓ Lead agency director will provide support and ensure completion of *Section 5* of the [Continuous Quality Improvement](#) in the program planning tool:
- ✓ Site Coordinator will share the Program Planning Tool with the Site Administrator and school staff.

Lead agency and Site Coordinator will complete annual data-collection process to support continuous quality improvement--e.g. Student survey, parent feedback, etc.



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

## ADDENDUM #3

### COMPLETED BY SITES WITH EQUITABLE ACCESS GRANTS ONLY

### 21<sup>st</sup> Century and ASSETs Equitable Access

#### Equitable Access

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

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

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

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

Safe Passages and CCPA know that the barriers to learning often stem from the home and the community. By hiring members of the community to work with students and parents, our program will seek to help families overcome those barriers so that students are ready to learn and be engaged in their school community. At CCPA these barriers effect the entire student population. Over 90% of our population qualify for Free and Reduced Priced Lunch. The vast majority of our student population live within a 2 mile radius of our campus. All of our students need support to gain equitable access to the resources wealthier families living in wealthier neighborhoods have at their fingertips. Low income, ELL students, newcomers, African American students, and foster youth will receive additional support through the Equitable Access supplemental grant. The College Engagement Family Liaison will work with parents/ caregivers within these populations to ensure they have what is needed to support their student's success. These supports may include providing access to the food pantry on site, translating for a parent to help them understand how to access college resources for their student, and connecting parents to discuss future college and career goals for the students. Th Intervention Specialist will work with these target populations to help them gain access to the supports needed to overcome the barriers which impact their success at school.



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

Program Schedule Description					
				<b>Which required CDE component does this activity meet?</b>	<b>Explain how the activity is meeting CDE requirements. How are you ensuring it is high-quality?</b>
Items	Program Title	Description	Staff	<i>Use drop down menu</i>	
1	Art	Working with students to identify art skills that they would like to master and working in collaboration with adults to gain those skills through educational opportunities and enrichment activities.		Educational Enrichment	Program focuses on educational enrichment for students. The school day teachers, principal, Safe Passages' staff, and OUSD will collaborate to ensure that this offering meets high-quality standards.
	Physical Activity	Students will work in collaboration with adults to increase their physical fitness level		Physical Activity	Program focuses on physical activity for students. The school day teachers, principal, Safe Passages' staff, and OUSD will collaborate to ensure that this offering meets high-quality standards.
	Linked Learning: Pathway Specific Support	Students will work with pathway teachers, mentors, and coaches in order to grow in the skills that they are learning during the school day and use them in a variety of situations, college classes, and internships.		Educational Enrichment	Program focuses on educational enrichment for students. The school day teachers, principal, Safe Passages' staff, and OUSD will collaborate to ensure that this offering meets high-quality standards.
	Study Skills	Collobaration with the school day to work on building students academics skills in line with school day teaching		Educational and Literacy Con	Program focuses on literacy and homework assistance. The school day teachers, principal, Safe Passages' staff, and OUSD will collaborate to ensure that this offering meets high-quality standards.





2020-2021 After School Program Schedule \*ADD description and explanation of CDE requirements, etc. on the other tab.  
 School Site: Coliseum College Prep Academy - MS  
 Lead Agency: Safe Passages  
 Name of Program: Safe Passages at CCPA  
 School Day End Time on Regular Days (according to Bell Schedule): 2:55pm  
 School Day End Time on Minimum Days (according to Bell Schedule): 1:00pm

Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
1:00-3:00					All Sports Practice/ Americorps Led Programming/ Future Center
2:55-4:00	Art	Art	Art	Art	All Sports Practice/ Americorps Led Programming/ Future Center
	Physical Activity	Physical Activity	Physical Activity	Physical Activity	
	Linked Learning: Pathway Specific Support	Linked Learning: Pathway Specific Support	Linked Learning: Pathway Specific Support	Linked Learning: Pathway Specific Support	
	Study Skills	Study Skills	Study Skills	Study Skills	
	Cultural Arts Program	Cultural Arts Program	Cultural Arts Program	Cultural Arts Program	
4:00-5:30	Physical Activity	Physical Activity	Physical Activity	Physical Activity	All Sports Practice/ Americorps Led Programming/ Future Center
	Linked Learning: Pathway Specific Support	Linked Learning: Pathway Specific Support	Linked Learning: Pathway Specific Support	Linked Learning: Pathway Specific Support	
	Study Skills	Study Skills	Study Skills	Study Skills	
	Cultural Arts Program	Cultural Arts Program	Cultural Arts Program	Cultural Arts Program	
5:30-6:00	Physical Activity	Physical Activity	Physical Activity	Physical Activity	All Sports Practice/ Americorps Led Programming
6:00 PM	Sign Out and Program	Sign Out and Program	Sign Out and Program	Sign Out and Program	Sign Out and Program

\* Please note that the after school program must start immediately at the same time that the regular school day ends. Please check the official school bell schedule for 2020-21 for the exact ending time of the regular school program. On minimum days, the after school program must start immediately at the end of minimum day.

Programs must submit this program schedule, along with a copy of the school's 2018-19 bell schedule, to the ASPO office for review and approval.

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

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



**SAFE PASSAGES AT CCPA ENROLLMENT PROCESS AND TIMELINE:**

<b>Timeline</b>	<b>After School Enrollment Steps/Process</b>	<b>Individual(s) responsible</b>
<b>April 2020</b>	19-20 participants will be contacted by flyer and phone call and have the opportunity to re-enroll	After School Coordinator, AS staff, CCPA staff, and parents.
<b>May 2020</b>	Outreach and enrollment of new students and rising 9 <sup>th</sup> graders by phone calls, mailings, and orientation events.	After School Coordinator, AS staff, CCPA staff, and parents.
<b>Spring &amp; Summer 2020</b>	Outreach and enrollment of new students and rising 6 <sup>th</sup> graders during summer school, summer mailings, and orientation events.	After School Coordinator, AS staff, CCPA staff, and parents.
<b>August 2020</b>	Mandatory Back to School registration.	After School Coordinator, AS staff, CCPA staff, and parents.

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

- April – June: Early outreach and recruitment for 2020-21 school year program; including outreach during Spring orientation for incoming 9th graders
- August – September: New school year enrollment of students
- 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 (and throughout year)
- Recruitment push during Back to School Night and Fall 9th grade meeting
- Ongoing recruitment and enrollment over course of school year
- Safe Passages and CCPA do not have a waitlist as all students are expected to be a part of programs

CCPA administration makes after school an expectation for all students. After school program information and enrollment forms are included in the mandatory registration process creating a seamless integration with the regular school day. Older High School students attend internships with CBOs and attend college classes at Peralta Colleges. Students requiring additional academic support receive additional small group tutoring. Additionally, the Future Center and the Writing Center are hubs for college readiness, parent education, academic support, and ongoing school events.

Exhibit C

**PARENT PERMISSION AND RELEASE AND STUDENT INFORMATION**

**OAKLAND UNIFIED SCHOOL DISTRICT  
21st CENTURY ASSETS HIGH SCHOOL AFTER SCHOOL PROGRAMS**

I give my child permission to participate in the 2020-21 \_\_\_\_\_  
After-School Program.

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

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

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

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

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

**EMERGENCY CONTACT INFORMATION**

In case of emergency please contact:

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

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

Does your child have health coverage?  Yes  No

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

Email \_\_\_\_\_ Email \_\_\_\_\_

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

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



## RELEASE OF LIABILITY

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



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

\_\_\_\_\_  
Date

## AFTER SCHOOL PROGRAM ATTENDANCE POLICIES

I understand that my child is expected to participate fully in the after-school program:

- ❖ **Elementary and Middle School** students are expected to participate in the after-school program **every day until 6pm, for a total of 15 hours per week.**
- ❖ **High School** students are expected to participate in the after-school program **at least 3 days per week until 6pm, for a minimum total of 9 hours per week of participation.**

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

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

## STUDENT RELEASE

**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

For the 2020-2021 school year, I give consent to Oakland Unified School District to disclose to After-School Program Staff my child's confidential academic data (test scores, report cards, attendance, and other performance indices), and input my child's data into the database created for afterschool programs for the sole purpose of providing targeted support and academic instruction and assessing the academic effectiveness of the After-School Program. I also give permission for After-School Program staff to monitor my student's progress and to request my child to voluntarily participate in evaluation surveys for the purpose of determining program effectiveness. I understand that consent to disclose information and evaluate programs is not a requirement to participate in the after-school program and that I can withdraw this consent at any time by notifying the After-School Program and the OUSD After-School Programs office in writing.



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

\_\_\_\_\_  
Date

## PHOTO/VIDEO RELEASE

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

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

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



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

\_\_\_\_\_  
Date

## SPECIAL NOTE REGARDING PROGRAM FEES

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



# After-School Programs, 2020-21

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

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

## STUDENT HEALTH FORM

### STUDENT INFORMATION

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

Grade in 2020-21 \_\_\_\_\_ Language spoken in the home \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

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

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

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

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

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

### EMERGENCY

In case of emergency, please contact:

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

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

### HEALTH

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

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

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

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

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

**SPECIAL INSTRUCTIONS**

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

See your School Nurse/Health Services for more information.

**AUTHORIZATION TO TREAT MINOR**

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

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

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

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

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

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

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

*Please return this form immediately to the after-school program. Thank you!*





Exhibit D

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

This form should be submitted 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		Lead Agency Name	
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 – August 10, 2020 – December 20, 2021
- Spring Semester – January 6, 2021 to May 15, 2021
- 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 Name \_\_\_\_\_  
(Print)

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

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



## INVOICING AND STAFF QUALIFICATIONS FORM 2020-21

### 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 will be maintained in Lead Agency files and a copy must be submitted to OUSD.

### Agency Information

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

Employee, Agent, or Subcontractor Name	ATI #	Current TB Clearance Documentation on File	IA Requirement Documentation on File
		— Yes — No	— Yes — No
		— Yes — No	— Yes — No
		— Yes — No	— Yes — No
		— Yes — No	— Yes — No
		— Yes — No	— Yes — No
		— Yes — No	— Yes — No
		— Yes — No	— Yes — No
		— Yes — No	— Yes — No

Xxxxxx



## PROCEDURE FOR INVOICING

### Oakland Unified School District Comprehensive After School Programs 2020-2021

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

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

The tentative schedule for OUSD payments is anticipated as follows:

<b>Invoices due to our office by 5:00 pm on:</b>	<b>Accounts Payable checks to be mailed on:</b>
August 10, 2020	August 25, 2020
September 8, 2020	September 22, 2020
October 9, 2020	October 23, 2020
November 9, 2020	November 20, 2020
December 8, 2020	December 21, 2020
January 11, 2021	January 25, 2021
February 9, 2021	February 26, 2021
March 9, 2021	March 23, 2021
April 9, 2021	April 30, 2021
May 10, 2021	May 28, 2021
June 7, 2021 for May invoices	June 25, 2021
June 15, 2021 for Final Billing	TBD

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



## PROCEDURES FOR PAID INSERVICE/EXTENDED CONTRACTS AND TIME SHEETS OUSD CERTIFICATED TEACHERS 2020-2021

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 OUSD After School Programs Office — All 21<sup>st</sup> Century and/or ASES Paid Inservice/Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ **Union Contract rate for teachers is \$26.61/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$34.67/hr.**
- ◆ Once the Paid In-service form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

Paid Inservice/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 5 weeks .***
September 15, 2020	October 20, 2020
October 15, 2020	November 22, 2020
November 15, 2020	December 22, 2020
December 15, 2020	January 21, 2021
January 14, 2021	February 22, 2021
February 15, 2021	March 22, 2021
March 13, 2021	April 22, 2021
April 15, 2021	May 20, 2021
May 16, 2021	June 22, 2021
June 7, 2021	June 29, 2021

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



## PROCEDURES FOR EXTENDED TIME AND/OR OVERTIME FORMS (ET/OT) FOR OUSD CLASSIFIED EMPLOYEES 2020-2021

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

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

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

ET/OT Forms Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates
September 15, 2020	September 29, 2020
September 29, 2020	October 12, 2020
October 12, 2020	October 29, 2020
October 29, 2020	November 15, 2020
November 15, 2020	November 30, 2020
November 30, 2020	December 15, 2020
December 15, 2020	December 29, 2020
December 22, 2020	January 12, 2021
January 12, 2021	January 31, 2021
January 31, 2021	February 15, 2021
February 15, 2021	February 28, 2021
February 28, 2021	March 15, 2021
March 15, 2021	March 31, 2021
March 31, 2021	April 15, 2021
April 15, 2021	April 29, 2021
April 29, 2021	May 13, 2021
May 13, 2021	May 31, 2021
May 31, 2021	June 15, 2021
June 15, 2021	June 29, 2021

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

**CERTIFICATES OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT**

**INSERT HERE**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/25/2019

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 have ADDITIONAL INSURED provisions or 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> CCIS Bonding and Insurance Services CCIS INSURANCE GROUP INC 2520 W Shaw Lane, Suite 104 Fresno CA 93711		<b>CONTACT NAME:</b> Lisa Peacock <b>PHONE (A/C, No, Ext):</b> (559) 320-2247 <b>FAX (A/C, No):</b> (559) 320-0299 <b>E-MAIL ADDRESS:</b> Lpeacock@ccisinsurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> State Compensation Ins Fund 00801520	<b>NAIC #</b> 35076
<b>INSURED</b> Safe Passages, Inc, DBA: Safe Passages 250 Frank H. Ogawa Plaza Suite 6306 Oakland CA 94612		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

COVERAGES      CERTIFICATE NUMBER: 19-20 WC      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	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	<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	N/A	Y	9118156-19	06/01/2019	06/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Waiver of Subrogation Endorsement applies per form #10217

**CERTIFICATE HOLDER****CANCELLATION**Oakland Unified School District ATTN: Risk Department  
1000 Broadway, Ste 450

Oakland

CA 94607

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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ENDORSEMENT AGREEMENT



WAIVER OF SUBROGATION  
BLANKET BASIS

9118156-19  
RENEWAL  
NE  
5-07-02-74  
PAGE 1 OF 1

HOME OFFICE  
SAN FRANCISCO

EFFECTIVE JUNE 1, 2019 AT 12.01 A.M.  
AND EXPIRING JUNE 1, 2020 AT 12.01 A.M.

ALL EFFECTIVE DATES ARE  
AT 12:01 AM PACIFIC  
STANDARD TIME OR THE  
TIME INDICATED AT  
PACIFIC STANDARD TIME

SAFE PASSAGES  
250 FRANK H OGAWA PLZ STE 6306  
OAKLAND, CA 94612

WE HAVE THE RIGHT TO RECOVER OUR PAYMENTS FROM ANYONE  
LIABLE FOR AN INJURY COVERED BY THIS POLICY. WE WILL  
NOT ENFORCE OUR RIGHT AGAINST THE PERSON OR  
ORGANIZATION NAMED IN THE SCHEDULE.

THIS AGREEMENT APPLIES ONLY TO THE EXTENT THAT YOU  
PERFORM WORK UNDER A WRITTEN CONTRACT THAT REQUIRES YOU  
TO OBTAIN THIS AGREEMENT FROM US.

THE ADDITIONAL PREMIUM FOR THIS ENDORSEMENT SHALL BE  
2.00% OF THE TOTAL POLICY PREMIUM.

SCHEDULE

<u>PERSON OR ORGANIZATION</u>	<u>JOB DESCRIPTION</u>
ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER	BLANKET WAIVER OF SUBROGATION

NOTHING IN THIS ENDORSEMENT SHALL BE HELD TO VARY, ALTER, WAIVE OR EXTEND  
ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS POLICY  
OTHER THAN AS ABOVE STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE  
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR  
LIMITATIONS IN THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

APRIL 29, 2019

  
AUTHORIZED REPRESENTATIVE

  
PRESIDENT AND CEO





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/27/2019

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 have ADDITIONAL INSURED provisions or 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).

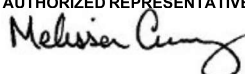
<b>PRODUCER</b> Arthur J. Gallagher & Co. Insurance Brokers of CA Inc. LIC #0726293 505 N Brand Blvd, Suite 600 Glendale CA 91203	<b>CONTACT NAME:</b> Danielle Donohue <b>PHONE (A/C No. Ext):</b> 818-539-8605 <b>E-MAIL ADDRESS:</b> Danielle_Donohue@ajg.com	<b>FAX (A/C, No):</b> 818-539-8705	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Safe Passages 250 Frank Ogawa Plaza #6306 Oakland, CA 94612	<b>INSURER A :</b> Nonprofits' Insurance Alliance of CA		
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 2065381237 **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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		201921017NPO	6/30/2019	6/30/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			201921017NPO	6/30/2019	6/30/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			201921017UMB NPO	6/30/2019	6/30/2020	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
	<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	\$
A	Professional Liability			201921017NPO	6/30/2019	6/30/2020	Each Claim Aggregate	\$1,000,000 \$1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Policy: Improper Sexual Conduct  
 Policy Term: 6/30/2019 to 6/30/2020  
 Policy #: 201921017NPO  
 Carrier: Nonprofits' Insurance Alliance of CA  
 Each Claim:\$1,000,000 ,Aggregate:\$1,000,000  
 Nonprofits' Insurance Alliance of CA - A.M. Best #: 011845  
 The Oakland Unified School District, it's officers, employees, volunteers, and/or agents are named as additional insureds with respect to the operations of the named insured per the attached CG 2026 endorsement. Such insurance is primary.

<b>CERTIFICATE HOLDER</b>  Oakland Unified School District Attn: Risk Management 1000 Broadway, Suite 440 Oakland CA 94607	<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  
PRIMARY AND NON-CONTRIBUTORY  
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

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**SCHEDULE**

**A. Section II – WHO IS AN INSURED** is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. 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.

**B. Section III – LIMITS OF INSURANCE** is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

**C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

**4. Other Insurance**

**a. Primary Insurance**

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in **c.** below; or



Exhibit I

**STATEMENT OF QUALIFICATIONS**

**INSERT HERE**



## Safe Passages - Agency History and Qualifications

*Safe Passages disrupts the cycle of poverty by engaging youth and families to build and drive a continuum of services that supports student success and community development.*

### **Who We Are:**

Safe Passages is a minority women led nonprofit that advocates for, researches, evaluates, develops and incubates culturally appropriate, cross-agency strategies designed to improve the lives of vulnerable populations, including youth at risk of dropping out of school, at risk or involved in gangs or the Juvenile Justice system, and likely to be involved in other risky behaviors. For more than 20 years, SP has worked with public and private partners to strengthen the safety net for poor people within and across systems by maximizing and leveraging resources to implement proven strategies.

### **Where We Work:**

We work with disadvantaged communities in Alameda County where up to 80% of children live in poverty, in neighborhoods with the highest levels of health disparities including the highest rates of hospitalization for asthma, teen birth rates, and hospitalization for assaults among youth; where students score far below proficiency and have high rates of school suspension, drop-outs and truancy. 98% of the populations served are students and families of color.

### **What We Do:**

Programs and services are woven together to serve the entire age continuum of children and youth, from birth to college/career, including economic development strategies to fuel economic self-sufficiency for youth and families.

**Early Childhood Initiative** – Promotes collaboration between multiple public systems and non-profit providers to create a citywide safety net for children (0-5), who are exposed to violence. Services include Baby Learning Playgroups and workshops, case management, mental health services and mental health consultations at pre-school sites.

**School Linked Services** – Aims to integrate education and social services at school sites to support school communities as catalysts for student success and social change within the larger neighborhood context. Through multiple funding streams, Safe Passages has led the effective development and sustainability of full service community schools (FSCS) across the Oakland flatlands. Initially, this work began as the Safe Passages Middle School Strategy, a multi-pronged approach to creating positive school climates and providing students and their families the support needed to be successful in school and life. Over time school linked strategy expanded to schools K-12. From the beginning, afterschool programming was a major prong of the strategy. The initial seven highest need middle schools were selected as partners in 2000 to implement the strategy: Havenscourt (CCPA) and Calvin Simmons (UFSA) were part of the first cohort of implementation schools and 20 years later continue in sustained partnership to work towards improved outcomes for students and families.

The partnership survived many changes in personnel, leadership, and the economy. Over the years, Safe Passages facilitated the development of the Coordination of Services Team (COST) system, case management and mental health services for students and parents, school-based health centers at some target schools and afterschool programs. Several models developed by Safe Passages, like COST, were adopted by OUSD and replicated Family Resource Centers across the school district. Safe Passages partnership schools, including those schools where Safe Passages serves as the lead afterschool agency are leading schools in OUSD's FSCS Initiative.

**Juvenile Justice Initiative** – Brings courts, school districts, police departments, probation officers, and service providers together to reduce disproportionate minority contact with law enforcement, and lower recidivism among juvenile offenders.

**Career Development** – Work closely with government, universities and private entities to develop new job opportunities for youth during and after school hours, in the summertime, and post-graduation. Students are provided opportunities to learn about diverse career tracks including careers in the arts, teaching, legal services, social work, and in the mental health profession.

### **Successes:**

- 91% of students in the academic support programs experienced academic success.
- Implemented the Elev8 Oakland Initiative, a \$40 Million full service community school model at five high need middle schools in Oakland.
- Elev8 school-based health centers reach 3,000 students plus their families annually.
- Quality after school programs serve over 1,000 students annually.
- 247 Safe Passages AmeriCorps members have served over 1170 high need students through intensive academic supports.
- Placed hundreds of young people in career pathways jobs through Mayor's Summer Jobs Program, AmeriCorps Programs and Safe Passages Career Pathways since 2011.

Safe Passages partnerships with the school communities that are the focus of the contracts currently before the OUSD Board embody 20 years of partnership.



**EXHIBIT J**  
**Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY**

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

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



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

OAKLAND UNIFIED SCHOOL DISTRICT

- 
- President, Board of Education
  - Superintendent or Designee

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Secretary, Board of Education

AGENCY

---

EMPLOYEE

---





250 Frank H. Ogawa Plaza,  
Suite 6306  
Oakland, CA 94612  
www.safepassages.org

**Board of Directors**

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Director of Public Affairs Kaiser  
Permanente; Professional  
Faculty, Hass School of Business,  
UC Berkeley

**Sherry Young, (Board  
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**Namita S. Brown**  
Partner, Fagen Friedman &  
Fullfrost LLP

**Lewis Cohen, (Finance  
Committee)**  
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National Center for Youth Law;  
Former Deputy Mayor, Oakland

**Reygan E. Cunningham,  
Attorney**  
Senior Partner  
California Partnership for Safe  
Communities

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Executive Director  
Democracy at Work Institute

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Assistant Professor, Samuel  
Merritt University; Attending  
Physician La Clínica de La Raza,  
Inc.; Assistant Clinical Professor,  
Department of Pediatrics, UCSF

**Josefina Alvarado Mena, Esq.,**  
CEO Safe Passages

**Natasha Middleton, MPP**  
Probation Specialist/Legislative  
Coordinator, Alameda County  
Probation Department;  
Former City of Oakland  
Commissioner (Measure Z)

**John O'Toole, (Retired Attorney)**  
Retired Director National Center  
for Youth Law

**Dan Siegel, Attorney**  
Siegel, Yee & Brunner  
Former OUSD Board of Trustee

March 21, 2020

To Whom It May Concern:

This letter serves to certify that all Safe Passages employees, volunteers, and agents working in OUSD after school and summer programs will have fingerprint clearance through the California Department of Justice and the FBI. In addition, all employees, volunteers, and agents will have TB clearance before they begin work on OUSD school sites.

ATI Numbers will appear on all Invoicing and Staff Qualifications Form submitted to OUSD. Proof of fingerprint clearance and TB test passage of persons working at OUSD will be available to OUSD upon request.

Respectfully,

Josefina Alvarado Mena  
CEO  
Safe Passages

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

**Search Term : safe passages\***  
**Record Status: Active**

<b>ENTITY</b> SAFE PASSAGES	Status: Active
DUNS: 091927272 +4:	CAGE Code: 4Q7C4 DoDAAC:
Expiration Date: 05/30/2020	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 250 FRANK OGAWA PLZ #6306	
City: OAKLAND	State/Province: CALIFORNIA
ZIP Code: 94612-2035	Country: UNITED STATES





# MEMORANDUM OF UNDERSTANDING ROUTING FORM 2019-2020

### Basic Directions

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

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

### Agency Information

Agency Name	Safe Passages	Agency's Contact Person	Josefina Alvarado-Mena
Street Address	250 Frank Ogawa Plaza, Suite 6306		Title
City	Oakland		Telephone
State	CA	Zip Code	94612
OUUSD Vendor Number	003729	Email	jalvarado@safepassages.org
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input checked="" type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Program Planning Tool and Budget <input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.sam.gov/portal/public/Sam/">www.sam.gov/portal/public/Sam/</a> )		

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

Anticipated Start Date	July 1, 2020	Date work will end	June 30, 2021	Total Contract Amount	\$ 223,659.00
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### Budget Information

Resource #	Resource Name	Budget #	Amount	Req. #
4124	21st Century Core	010-4124-0-1110-4000-5825-232-2320-1888-0106-99999	\$ 202,186.00	20/21 Funds
4124	21st Century Eq Access	010-4124-0-1110-4000-5825-232-2320-1889-0106-99999	\$ 21,473.00	20/21 Funds
			\$	
			\$	

### OUUSD Contract Originator Information

Name of OUSD Contact	Amy Carozza	Email	amy.carozza@ousd.org		
Telephone	510-639-3201	Fax	510-639-3214		
Site/Dept. Name	232/Coliseum College Preparatory Academy	Enrollment Grades	6	through	12

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

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

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

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<small>Digitally signed by Amy Carozza</small> 		5/16/2020
2. Resource Manager	<small>Digitally signed by Martha Pena</small> 		5/18/2020
3. Network Superintendent/Deputy Chief/Exec Dir.	<small>Digitally signed by Lucia Martez</small> 		5/21/2020
4. Cabinet (CAO, SBO, CFO)	<small>Digitally signed by Soledad Aguilera</small> 		5/21/2020
5. Board of Education or Superintendent			
Procurement			
Date Received			