

Board Office Use: Legislative File Info.	
File ID Number	12-0450
Introduction Date	5-9-12
Enactment Number	12-1322
Enactment Date	5-9-12



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

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

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

Board Meeting Date
(To be completed by
Procurement)

5-9-12

Subject Individual Service Agreement Amendment - 1
SFBAC, Learning for Life San Leandro CA (Contractor, City/State) -
Manzanita SEED (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and SFBAC, Learning for Life. Services to be primarily provided to Manzanita SEED for the period of 01/16/2012 through 06/30/2012, in an amount not to exceed \$9,200.00.

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

The Amendment for the 9,200.00 is needed for SFBAC, Learning for Life to continue providing services as a subcontractor. The school has increased the number of units by an additional 600 hours. Learning for Life will continue to deliver high quality programming in its capacity as a Comprehensive Community Based Organization in order to meet grant compliance. Services will be delivered by qualified and trained individuals.

Discussion
One paragraph summary of the amended scope of work.

Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life, for the Latter to provide in-school academic intervention in its capacity as a Comprehensive Community Based Organization, consisting of an additional 600 hours and serving students who are below grade level at Manzanita SEED Elementary, for the period of January 16, 2012 through June 30, 2012, in the amount not to exceed \$9200.00 pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and SFBAC, Learning for Life. Services to be primarily provided to Manzanita SEED for the period of 01/16/2012 through 06/30/2012, in an amount not to exceed \$9,200.00.

Fiscal Impact Funding resource name (please spell out) Title 1 not to exceed \$9,200.00.

Attachments

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

Board Office Use: Legislative File Info.	
File ID Number	12-0450
Introduction Date	5-9-12
Enactment Number	12-1322 BJ
Enactment Date	5-9-12



INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT NO. 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and SFBAC, Learning for Life (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on August 29, 2011, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION					
VENDOR NAME	SFBAC, Learning for Life	MASTER CONTRACT #	V050776	ENACTMENT #	11-2183
SITE NAME / NUMBER	Manzanita SEED Elementary 175	AMOUNT OF ORIGINAL ISA	\$ 9,731.00		
Original ISA Contract, or most recent ISA Contract Amendment period: 08/29/2011 (from date) to 06/30/2012 (end date).					

ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

Service	A- In School Academic Assistance	Fee	\$ 20,000	UNITS OF SERVICE	1	\$ 9,200.00
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 9,200.00

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

3c. Variance in hours of service

Purchase New Type of Service.

Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 0.00

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

Increasing the ISA Not to Exceed Amount to:	\$ 18,931.00
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- The Term (Duration) of the Individual Service Agreement remains unchanged.
- The Term (Duration) has changed:** The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____

ISA Amendment History:

- There are no previous amendments to this ISA. This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

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

VENDOR	NAME	Shawntea Hall	TITLE	Director
SIGNATURE			DATE	1/9/12
OUSD SITE ADMINISTRATOR	NAME	Katherine Carter	TITLE	Principal
SIGNATURE			DATE	1/9/12

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

Rev. 2/2011

Requisition Number: R0202841

LEGISLATIVE FILE

Jody London,
President, Board of Education

File ID No. 12-0450
 Introduction Date 5-9-12
 Enactment No. 12-1322
 Enactment Date 5-9-12 BJ

Individual Service Agreement (ISA) Amendment Routing Form

Basic Directions

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

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

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

Attachment Checklist ISA amendment packet including Board Memo, ISA amendment form, Menu of Services
 Copy of original Individual Service Agreement
 Copy of Prior Amendments, If Any.

OUSD Staff Contact Emails about this ISA amendment should be sent to: katherine.carter@ousd.k12.ca.us

VENDOR INFORMATION

CONTRACTOR NAME	SFBAC, Learning for Life	CITY	San Leandro	STATE	CA
SITE /DEPT NAME	Manzanita SEED Elementary	SITE #	175	MASTER CONTRACT #	V050776

BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

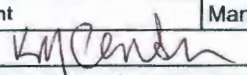
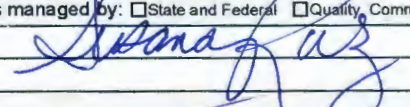
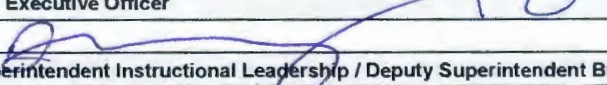
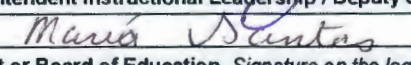
RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
3010	Title 1	1754850101	R0202841	\$ 9,200.00
				\$
				\$

Amount and Reason for Amendment

Original PO Number(s)	P1202868	Reason for Amendment to ISA (check appropriate box): <input checked="" type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 9,731.00	
Amended ISA Amount	\$ 9,200.00	
New Total Contract Amount	\$ 18,931.00	

Approval and Routing (in order of approval steps)

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

1.	Site Administrator or Manager	Name	Katherine Carter	Phone	(510) 879-1373	Fax	(510) 879-0139
	Site / Department	Manzanita SEED Elementary 175					
	Signature			Date Approved	4/9/12		
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature			Date Approved	4/4/12		
	Signature			Date Approved			
3.	Regional or Executive Officer						
	Signature			Date Approved	4/4/12		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	Signature			Date Approved	4-19-12		
5.	Superintendent or Board of Education <i>Signature on the legal contract</i>						
Legal Required if not using standard contract		Approved		Denied - Reason		Date	
Procurement	Date Received			PO Number			

Rev. 1/2011

THIS FORM IS NOT A CONTRACT

Board Office Use: Legislative File Info.	
File ID Number	11-2535
Introduction Date	10/3/11
Enactment Number	11-2183
Enactment Date	10-12-11



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

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

MS

Board Meeting Date 10-12-11

Subject Approval of an Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District and Learning for Life, of San Leandro, CA.

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding between District and Learning for Life, for services to be provided primarily to Manzanita SEED Elementary.

Background The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU approved by the Board of Education on August 1, 2011, (Enactment number 11-1364)

Discussion
One paragraph summary of the scope of work. Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life, for the latter to provide In-school academic intervention in its capacity as a Comprehensive Community Based Organization, consisting of 70 hours and serving 130 students who are below grade level at Manzanita SEED Elementary, for the period August 29, 2011 through June 30, 2012, in an amount not to exceed \$ 9,731.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life, for the latter to provide In-school academic intervention in its capacity as a Comprehensive Community Based Organization at Manzanita SEED Elementary for the period August 29, 2011 through June 30, 2012

Fiscal Impact Funding Resource: Title 1 Stimulus
 not to exceed \$ 9731.00

Attachments

- Individual Service Agreement
- Menu of Service

Board Office Use: Legislative File Info.	
File ID Number	11-2585
Introduction Date	10/31/11
Enactment Number	11-2183
Enactment Date	10-12-11

[Handwritten initials]
 SEP 7



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

AUG 21 2011

INDIVIDUAL SERVICE AGREEMENT (ISA) 2011-2012

MASTER MOU INFORMATION

VENDOR NAME	SFBAC, Learning for Life		
VENDOR #	V050776	ENACTMENT #	11-1364 ✓
SITE / DEPT NAME	Manzanita SEED	SITE #	175
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		Katherine.carter@ousd.k12.ca.us	

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) – SELECT DESIRED SERVICE

SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
A-In-school Academic Assistance	K-5	\$ 20,000.00	1	\$ 9,731.00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$ 9,731.00

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

3c. Variation of hours of service

BUDGET INFORMATION

REQUISITION NUMBER	R0200898	START DATE	08/29/2011	END DATE	06/30/2011
RESOURCE #	RESOURCE NAME	ORG KEY	AMOUNT		
3010	Title I	1754850101	\$ 9,731.00		
			\$		
			\$		

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

VENDOR	NAME	Shawntea Hall	TITLE	Director
SIGNATURE	<i>[Signature]</i>		DATE	8/11/2011
OUSD SITE ADMINISTRATOR	NAME	Katherine Carter	TITLE	Principal
SIGNATURE	<i>[Signature]</i>		DATE	

APPROVAL

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development
 SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE MANAGER, if using funds managed by:
 State and Federal Quality Community School Development Complementary Learning / After School Programs

SIGNATURE	<i>[Signature]</i>	DATE	9/7/11
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE	<i>[Signature]</i>	DATE	9/9/11
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE	<i>[Signature]</i>	DATE	10/13/11
SIGNATURE	<i>[Signature]</i>	DATE	10/13/11

1265

Specialized Services Option A: In-school Academic Assistance

Academic reading and math assistance provided by trained tutors throughout entire school year.

1a. Academic support will be focused on increasing English proficiency of limited English proficient children by providing high quality language instruction and educational tutoring.

2a. Academic support will be focused on providing assistance to low achieving students.

Cost: \$23,000 for daily sessions throughout the school year; service for up to 20 youth per tutor.

Specialized Services Option B: After-school Academic Assistance

Academic assistance including reading, math, skill building and/or homework help provided by trained tutors and mentors throughout entire school year.

Cost: \$20,000 for daily sessions throughout the school year; service for up to 20 youth per tutor/mentor.

Specialized Services Option C: Enrichment Services

Enrichment classes provided by trained providers including art, drama, computers, fitness, gardening or music.

Cost: \$20,000 for daily sessions from throughout the school year; service for up to 20 youth per enrichment provider.

Specialized Services Option D: Operational and Programmatic Support

Additional year-long administrative and program support to ensure seamless delivery of services and strong program operations.

Cost: \$21,000 for daily assistance from throughout the school year.

Factors that may reduce or increase the school charge for above specialized services:

- 3a.** School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 3b.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 3c.** Variation in hours of service
- 3d.** Variation in number of students served

DEC 19 7 2011
By: *[Signature]*

State and Federal Compliance

SECTIONS 4 & 5: Academic and School Climate Action Plan

School Name: Manzanita SEED

School Site #: 175

SSC Chairperson's Initials: *[Signature]*

Principal's Initials: *KJC*

Date APPROVED 19-Sep-11 by SSC

Item#	Tracking# Relates From Your Previous SPSA	Priority Area	Critical Practice	Supporting Activities	Student Group Impacted	Measure of Success	Resource No.	Resource Name	Object Code	Object Name	Position Code	FTE	Budget Amount
4	2011-175-EL	Instructional Practices: ELA	Coordinator of family literacy program		All Students	UYV	3010	Title I	5825	Consultants			\$0,731.84
4	2011-175-ELA-840	Instructional Practices: ELA	contract with LFL to provide intervention in the ASP and support the participation of Title 1 Students		All Students	CST	3010	Title 1	5825	consultants			\$ 9,732
	Carry over	ELA	contract w/ LFL to provide intervention in ASP & support										
		ELA	Participation of Title 1 students		ALL	CST	3010	Title 1	5825	consultants			\$ 12,000

Department of State & Federal Programs
[Signature]
Date 12/7/11

Individual Service Agreement (ISA) Amendment Routing Form



Basic Directions

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

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

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

Attachment Checklist	<input checked="" type="checkbox"/> ISA amendment packet including Board Memo, ISA amendment form, Menu of Services <input checked="" type="checkbox"/> Copy of original Individual Service Agreement <input type="checkbox"/> Copy of Prior Amendments, If Any.
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OUSD Staff Contact Emails about this ISA amendment should be sent to: Katherine.carter@ousd.k12.ca.us

VENDOR INFORMATION

CONTRACTOR NAME	SFBAC, Learning for Life	CITY	San Leandro	STATE	CA
SITE /DEPT NAME	Manzanita SEED	SITE #	175		

BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
3010	Title 1	1754850101	R0202841	\$9,200.00
				\$
				\$

Amount and Reason for Amendment

Original PO Number(s)	P1202868	Reason for Amendment to ISA (check appropriate box): <input checked="" type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 14,401.00	
Amended ISA Amount	\$ 9,200.00	
New Total Contract Amount	\$23,601.00	

Approval and Routing (in order of approval steps)

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

1.	Site Administrator or Manager	Name	Katherine Carter	Phone	(510) 879-1373	Fax	(510) 879-0139
	Site / Department	Manzanita SEED					
2.	Signature	<i>KM Carter</i>				Date Approved	1/10/12
	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature	<i>Susan Rus</i>				Date Approved	1/17/12
3.	Regional or Executive Officer						
	Signature	<i>[Signature]</i>				Date Approved	1/26/12
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	Signature	<i>[Signature]</i>				Date Approved	
5.	Superintendent or Board of Education Signature on the legal contract						
Legal Required if not using standard contract		Approved		Denied - Reason		Date	
Procurement	Date Received			PO Number			

1565



Individual Service Agreement (ISA) Amendment Routing Form

Basic Directions

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

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
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When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist ISA amendment packet including Board Memo, ISA amendment form, Menu of Services
 Copy of original Individual Service Agreement
 Copy of Prior Amendments, If Any.

OUSD Staff Contact Emails about this ISA amendment should be sent to Katherine.carter@ousd.k12.ca.us

VENDOR INFORMATION

CONTRACTOR NAME	SFBAC, Learning for Life	CITY	San Leandro	STATE	CA
SITE /DEPT NAME	Manzanita SEED	SITE #	175		

BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
3010	Title 1	1754850101	R0202841	\$9,200.00
				\$
				\$

Amount and Reason for Amendment

Original PO Number(s)	P1202868	Reason for Amendment to ISA (check appropriate box): <input checked="" type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 14,401.00	
Amended ISA Amount	\$ 9,200.00	
New Total Contract Amount	\$ 23,601.00	

Approval and Routing (in order of approval steps)

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

	Site Administrator or Manager	Name	Katherine Carter	Phone	(510) 879-1373	Fax	(510) 879-0139
1.	Site / Department	Manzanita SEED					
	Signature					Date Approved	1/10/12
	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
2.	Signature					Date Approved	
	Signature					Date Approved	
3.	Regional or Executive Officer						
	Signature					Date Approved	
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	Signature					Date Approved	3-1-2012
5.	Superintendent or Board of Education Signature on the legal contract						

Legal Required if not using standard contract	Approved	Denied	Reason	Date
Procurement	Date Received	PO Number		