

| Board Office Use: Legislative File Info. |              |
|--|--------------|
| File ID Number                           | 20-0574      |
| Introduction Date                        | 4/22/20      |
| Enactment Number                         | 20-0538      |
| Enactment Date                           | 4/22/2020 os |



# Memo

**To** Board of Education  
**From** Kyla Johnson-Trammell, Superintendent  
Martha Pena, Coordinator, After School Programs

**Board Meeting Date** April 22, 2020  
**Subject** Amendment No. 1 to Memorandum of Understanding  
Contractor: Oakland Kids First  
Services For: Castlemont High School

**Action Requested and Recommendation** Approval by the Board of Education of Amendment No. 1 to Memorandum of Understanding \_\_\_\_\_ between Oakland Unified School District and Oakland Kids First, Oakland, CA \_\_\_\_\_, for the latter to reduce contractor expenses which had been allocated for agency staff providing driver education, weightlifting, and program assistant services so school can hire additional certificated staff to provide credit recovery classes in English, Government, and Science for students in the after school program at Castlemont High School for the period of August 1, 2019 through July 31, 2020, in the reduced amount of \$6,081.00, decreasing the MOU not to exceed amount from \$206,173.00 to \$200,092.00. All other terms and conditions of the MOU remain in full force and effect

for the period of August 1, 2019 through July 31, 2020 in an amount not to exceed 200,092.

**Prior Contract** The Agreement was previously approved by the Board on June 26, 2019 (Enactment No. 19-1117).

**Modification** This amendment modifies the scope of work and compensation. All other provisions remain the same.

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

**Fiscal Impact** Funding resource(s): After School Education and Safety (ASES/6010)

**Attachments**

- Contract Amendment
- Copy of original contract and all prior amendments (if any)

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**AMENDMENT NO. 1 TO**  
Memorandum of Understanding

This Amendment amends \_\_\_\_\_ Memorandum of Understanding \_\_\_\_\_ between Oakland Unified School District (OUSD) and Oakland Kids First (Contractor) entered into on June 26, 2019 (OUSD Enactment No. 19-1117). The parties agree to amend that Agreement as follows:

|  |
|--|
| <p><b>1. Services:</b>      <input type="checkbox"/> The scope of work is <u>unchanged</u>.      <input checked="" type="checkbox"/> The scope of work has <u>changed</u>.</p> <p><b>If the scope of work has changed:</b> Provide brief description of revised scope of work including measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.</p> <p><input type="checkbox"/> <u>Revised scope of work attached.</u> OR <input checked="" type="checkbox"/> CONTRACTOR agrees to provide the following amended services: Contractor will reduce contractor expenses which had been allocated for agency staff providing driver education, weightlifting, and program assistant services so school can hire additional certificated staff to provide credit recovery classes in English, Government, and Science for students in the after school program at Castlemont High School.</p> |
| <p><b>2. Term (duration):</b>      <input checked="" type="checkbox"/> The term of the contract is <u>unchanged</u>.      <input type="checkbox"/> The term of the contract has <u>changed</u>.</p> <p><b>If the term has changed:</b> The contract term began on <u>August 1, 2019</u> and expires on _____. The parties agree to extend the contract through <u>July 31, 2020</u>.</p>   |
| <p><b>3. Compensation:</b>      <input type="checkbox"/> The contract price is <u>unchanged</u>.      <input checked="" type="checkbox"/> The contract price has <u>changed</u>.</p> <p><b>If the compensation has changed:</b> The contract price is amended by</p> <p><input type="checkbox"/> Increase of \$ _____ to original contract amount.</p> <p><input checked="" type="checkbox"/> Decrease of \$ <u>6,081</u> to original contract amount.</p> <p>The new contract total is <u>Two Hundred Thousand, Ninety Two</u> Dollars ( <u>200,092</u> )</p>   |

- 4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.
- 5. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

6. **Approval:** Approval requires signature by the Board of Education and/or the Superintendent as its designee. This Amendment shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

**OAKLAND UNIFIED SCHOOL DISTRICT**

*[Signature]* 4/23/2020  
 President, Board of Education Date  
 Superintendent  
 Chief or Deputy Chief  
*[Signature]* 4/23/2020  
 Secretary, Board of Education Date

**CONTRACTOR**

DocuSigned by:  
*Lukas Brekke-Miesner* 3/13/2020  
 Contractor Signature Date  
 Lukas Brekke-Miesner Executive Director  
 Print Name, Title

Form approved by OUSD General Counsel for 2018-19 FY

FOR OUSD PURPOSES ONLY – The following information is not part of the Contract.

| OUSD Internal Routing   |  |                 |           |
|---|--|-----------------|-----------|
| 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  | <u><i>[Signature: Michael Scott]</i></u>   |                 | 3/13/2020 |
| 2. Resource Manager (if restricted funds)   | <u><i>[Signature: Martina Reina]</i></u>   |                 | 3/13/2020 |
| 3. Network Superintendent/Executive Director  | <u><i>[Signature: Lucia Morita]</i></u>    |                 | 3/13/2020 |
| 4. Chief/Deputy Chief   | <u><i>[Signature: Sandra Aguilera]</i></u> |                 | 3/13/2020 |
| 5. Legal (if increase takes contract above \$90,200)  |  |                 |           |
| 6. Superintendent, Board of Education   | <i>Signature on the legal contract</i>     |                 |           |

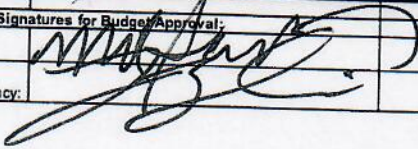
**Alignment with Single Plan for Student Achievement – SPSA (required if using State or Federal Funds)**

Please select:

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



|   |  |     |           |           |         |      |      |     |      |          |
|---|--|-----|-----------|-----------|---------|------|------|-----|------|----------|
| 5825  |  |     |           |           |         |      |      |     |      |          |
| 5825  |  |     |           |           |         |      |      |     |      |          |
| 5825  |  |     |           |           |         |      |      |     |      |          |
| Total services                                    |  |     | 0.00      | 170075.00 |         | 0.00 | 0.00 |     | 0.00 | 0.00     |
| <b>IN-KIND DIRECT SERVICES</b>                    |  |     |           |           |         |      |      |     |      |          |
|   |  |     |           |           |         |      |      |     |      | 0.00     |
|   |  |     |           |           |         |      |      |     |      | 0.00     |
|   |  |     |           |           |         |      |      |     |      | 0.00     |
|   |  |     |           |           |         |      |      |     |      | 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 \$) |  |     |           |           |         |      |      |     |      | 0.00     |
| <b>SUBTOTALS</b>                                  |  |     |           |           |         |      |      |     |      |          |
| Subtotals DIRECT SERVICE                          |  | 85  | 20519.79  | 192396.37 | #DIV/0! | 0.00 | 0.00 | ### | 0.00 | 0.00     |
| Subtotals Admin/Indirect                          |  | 15  | 29387.84  | 7696.00   | #DIV/0! | 0.00 | 0.00 | ### | 0.00 | 0.00     |
| <b>TOTALS</b>                                     |  |     |           |           |         |      |      |     |      |          |
| Total budgeted per column                         |  |     | 49907.63  | 200092.37 |         | 0.00 | 0.00 |     | 0.00 | 0.00     |
| Total BUDGETED                                    |  | 100 | 250000.00 |           | #DIV/0! | 0.00 | 0.00 | ### | 0.00 | 0.00     |
| BALANCE remaining to allocate                     |  |     | 0.00      |           |         | 0.00 |      |     | 0.00 | 0.00     |
| TOTAL GRANT AWARD/ALLOCATION TO SITE              |  |     | 250000.00 |           |         | 0.00 |      |     |      | 58591.21 |

Required Signatures for Budget Approval:  
Principal:   
Lead Agency: \_\_\_\_\_



**AMENDMENT ROUTING FORM 2018-2019**

**Amendment No. 1 to Memorandum of Understanding**

**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> |
|----------------------|---|

**Contractor Information**

|                  |                            |                      |                            |          |       |
|------------------|----------------------------|----------------------|----------------------------|----------|-------|
| Contractor Name  | Oakland Kids First         | Contractor's Contact | Lukas Brekke-Miesner       |          |       |
| OUSD Vendor ID # | 003136                     | Title                | Executive Director         |          |       |
| Street Address   | 610 16th Street, Suite 310 | City, State          | Oakland, CA                | Zip Code | 94612 |
| Telephone        | (510) 452-2043 x300        | Email (required)     | lukas@kidsfirstoakland.org |          |       |

**Compensation and Terms**

|                           |              |                   |            |  |           |
|---------------------------|--------------|-------------------|------------|--|-----------|
| Current Contract Amount   | \$206,173.00 | OUSD Vendor ID #  | 003136     | Start Date of Original Contract                      | 8/1/2019  |
| Amount of Increase        |              | Original PO #     | PO20-03287 | Current Term End Date                                | 7/31/2020 |
| Amount of Decrease        | 6,081        | New Requisition # |            | New Term End Date*                                   |           |
| New Total Contract Amount | 200,092      | % Change          | 2.95       | *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  |
|-----------------|---------------|---------------|---------|
|                 |               |               | \$ 0.00 |
|                 |               |               | \$ 0.00 |
|                 |               |               | \$ 0.00 |
|                 |               |               | \$ 0.00 |

**Contract History**

| Agreement | OUSD Enactment # | Exact Name of Contract  | Contract Amount          |
|-----------|------------------|---|--------------------------|
|           | 19-1117          | 19-1227 Memorandum of Understanding - Oakland Kids First - After School | \$206,173.00             |
| Amend #   | OUSD Enactment # | General Description of Reason for Amendment                             | Increase/Decrease Amount |
|           |                  |   |                          |
|           |                  |   |                          |

**OUSD Contract Originator Information**

|                      |                        |        |                        |
|----------------------|------------------------|--------|------------------------|
| Name of OUSD Contact | Michael Scott          | Email  | michael.scott@ousd.org |
| Site/Dept. Name      | Castlemont High School | Site # | 301                    |
|                      |                        | Phone  | 510-639-1466           |

**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                             |                                 |                 | 3/13/2020 |
| 2. Resource Manager (if restricted funds)            |                                 |                 | 3/13/2020 |
| 3. Network Superintendent/Executive Director         |                                 |                 | 3/13/2020 |
| 4. Chief/Deputy Chief                                |                                 |                 | 3/13/2020 |
| 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 intro. |            |
| File ID Number                            | 19-1227    |
| Introduction Date                         | 6/26/19    |
| Enactment Number                          | 19-1117    |
| Enactment Date                            | 6/26/19 er |



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# 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 26, 2019

**Subject** Memorandum of Understanding  
 Contractor: Oakland Kids First  
 Services For: Castlemont High School

**Action Requested and Recommendation** Approval by the Board of Education of Memorandum of Understanding between the District and Oakland Kids First, 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 Castlemont High School's comprehensive After School Program, for the period of August 1, 2019 through July 31, 2020, in an amount not to exceed \$206,173.00.

**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 2019-2020  
Between Oakland Unified School District and  
Oakland Kids First**

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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 Oakland Kids First ("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 301/Castlemont High School 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 August 1, 2019 through July 31, 2020. 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 Oakland Kids First is \$ 206,173.00. Contingent on 21<sup>st</sup> 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 2019-2020**).
- 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 2019-2020 and will not exceed \$ 206,173.00 in accordance with **Exhibit B** ("21<sup>st</sup> CCLC After School Program Plan" and "After School Budget Planning Spreadsheet").
- 4.6. **Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by

OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by AGENCY without delay.

4.7. **Program Fees.** The intent of the 21<sup>st</sup> Century ASSETS program is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance. 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 301/Castlemont High School, will be responsible for operations and management of the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant contracted to AGENCY by OUSD for fiscal year 2019-2020. 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 301/Castlemont High School 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 301/Castlemont High School, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

5.4. Program Requirements

5.4.1. **Program Hours.** Consistent with the 21st Century ASSETS program requirements, AGENCY agrees to operate a minimum of 15 hours per week. This may include after school only OR after school and any combination of before school, weekends, summer intersession and vacation.

5.4.2. **Program Days.** AGENCY shall offer a program for a minimum of 177-180 days during the 2019 – 2020 school year.

5.4.2.1. **Attendance Targets.** AGENCY will operate the program for a sufficient number of days during the 2019 – 2020 school year to ensure that student attendance targets are met. This can include Summer Session.

5.4.2.2. **Program Closure.** AGENCY will close the ASSETS program no more than a maximum of 3 days in the 2019-2020 school year for staff professional development, as permitted by Education Code.

5.4.3. Program Components

5.4.3.1. AGENCY shall provide programming that supports the guidelines as outlined in the ASSETS Core Grant for students at 301/Castlemont High School. AGENCY understands that the ASSETS program has three required elements that must be offered in every funded program: academic assistance, enrichment, and family literacy services. AGENCY understands that the academic and enrichment elements must provide additional support for pupils and be coordinated with the regular academic program requirements, standards-aligned curriculum and instructional materials, and assessments of pupil progress. AGENCY agrees to provide programming consistent with grant guidelines 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 301/Castlemont High School 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 301/Castlemont High School 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. **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 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 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 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. 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. Snack: \$1.00
  - 5.4.3.8.2. Supper: \$3.50
- 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.
- 5.4.4. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20, with no more than 20 youth for each qualified, adult staff supervisor.
- 5.5. **Data Collection.** AGENCY will work with OUSD to collect and analyze data on student enrollment, student attendance, student academic performance, student satisfaction, and parent satisfaction. This includes, but is not limited to:
  - 5.5.1. **Accountability Reports.** AGENCY will provide OUSD with the following set of program accountability reports:
    - Financial reports
    - Activity reports
    - Outcomes reports: behavioral and academic
  - 5.5.2. **Attendance Reports.** Providing OUSD with attendance reports using the OUSD/OFCY attendance systems and maintaining required attendance records utilizing the OUSD/OFCY attendance systems, including completion of mandatory monthly reports. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by AGENCY for 5 years for auditing purposes.
  - 5.5.3. **Use of Enrollment Packet.** AGENCY will use OUSD After School Program Parent Permission and Student Information enrollment packet, including early release waiver, for all after school participants. (**Exhibit C**) AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD enrollment packet, in advance of distribution.
  - 5.5.4. **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 301/Castlemont High School
- 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.
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 2019-2020. 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 21<sup>st</sup> 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 21<sup>st</sup> Century ASSETS, Family Literacy, and Direct Access grants available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

## 8. Invoicing

- 8.1. **Billing Structure.** AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.
  - 8.2. **Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using 21<sup>st</sup> Century Core Grant, Direct Access, or Family Literacy grant funds.
  - 8.3. **Invoice Requirements.** AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (**Exhibit F**) for regular invoice submission.
  - 8.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (**Exhibit G**)
  - 8.5. **Submission of Invoices for ASEP and 21<sup>st</sup> Century Grants.** For services rendered related to the 21<sup>st</sup> Century ASSETS grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the 21<sup>st</sup> Century ASSETS grants, with a cumulative total for 2019-20 not to exceed \$ 206,173.00 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 2019-20 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant

11.1. **Staff Requirements.** AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:

11.1.1. **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**

*Aimee Eng* 6/27/19  
 \_\_\_\_\_  
 President, Board of Education Date  
 State Administrator  
 Superintendent  
*J. H. [unclear]* 6/27/19  
 \_\_\_\_\_  
 Secretary, Board of Education Date  
 DocuSigned by:  
*Andrea Bustamante* 6/3/2019  
 \_\_\_\_\_  
 Executive Director Date  
 Community Schools and Student Services Dept.  
 DocuSigned by:  
*William Chavarin* 5/26/2019  
 \_\_\_\_\_  
 Principal Date  
 DocuSigned by:  
*[Signature]* 6/4/2019  
 \_\_\_\_\_  
 Network Superintendent Date  
 DocuSigned by:  
*Sandra Aguilera* 6/4/2019  
 \_\_\_\_\_  
 Chief Academic Officer Date

**AGENCY**

DocuSigned by:  
*Lukas Brekke-Miesner* 6/3/2019  
 \_\_\_\_\_  
 Agency Director Signature Date  
 Lukas Brekke-Miesner Executive Director  
 \_\_\_\_\_  
 Print Name, Title

**Attachments:**

- **Exhibit A.** Attendance Reporting Schedule
- **Exhibit B.** Planning Tool/Comprehensive After School Program Budget
- **Exhibit C.** Enrollment Packet, including Early Release Waiver
- **Exhibit D.** List of Anticipated Field Trips, Off Site Events and Off Site Activities
- **Exhibit E.** Waiver for use of East Bay Regional Park District Bodies of Water (Swimming Pools, Lagoons, Shoreline Parks and Lakes) and Related Facilities
- **Exhibit F.** Invoicing and Staff Qualifications Form
- **Exhibit G.** Fiscal Procedures and Policies
- **Exhibit H.** Certificates of Insurance
- **Exhibit I.** Statement of Qualifications
- **Exhibit J.** Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY

MOU template approved by Office of the General Counsel May, 2019

Legislative File ID: 19-1227

Exhibit A

**ATTENDANCE REPORTING SCHEDULE**

| <b>Oakland Unified School District<br/>After School Programs<br/>Attendance Reporting Schedule</b> |  |
|--|--|
| <b>Monthly Attendance Period</b>   | <b>Deadline to Input Attendance Data into Cityspan</b> |
| July 1 – July 31, 2019   | <b>August 10, 2019</b>                                 |
| August 1 - August 30, 2019   | <b>September 8, 2019</b>                               |
| September 1-30, 2019   | <b>October 10, 2019</b>                                |
| October 1-30, 2019   | <b>November 9, 2019</b>                                |
| November 1-30, 2019  | <b>December 8, 2019</b>                                |
| December 1-31, 2019  | <b>January 10, 2020</b>                                |
| January 1-31, 2020   | <b>February 9, 2020</b>                                |
| February 1-29, 2020  | <b>March 9, 2020</b>                                   |
| March 1-31, 2020   | <b>April 10, 2020</b>                                  |
| April 1-30, 2020   | <b>May 10, 2020</b>                                    |
| May 1-31, 2020   | <b>June 8, 2020</b>                                    |
| June 1-30, 2020  | <b>June 15, 2020</b>                                   |



Exhibit B

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

*(Template distributed separately)*

**INSERT HERE**

# 2019-20 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

HIGH SCHOOLS (02/2018)

| Site Name: <b>Castlemont High School</b>  |   | 21CCLC Core           |  | 21CCLC Equitable Access |  | Program Fees (if applicable) |  | Other School Site Funds |  | Other Lead Agency Funds |  |
|---|---|-----------------------|--|-------------------------|--|------------------------------|--|-------------------------|--|-------------------------|--|
| Site #: <b>301</b>  |   | Recapital ADA Program |  | Recapital ADA Program   |  | Lead Agency                  |  | OSST                    |  | Lead Agency             |  |
| Average # of students to be served daily (ADA)  |   | 139                   |  |                         |  |                              |  |                         |  |                         |  |
| TOTAL GRANT AWARD   |   | 250000.00             |  | 0.00                    |  |                              |  |                         |  |                         |  |
| <b>CENTRAL COSTS: INDIRECT ADMIN: EVAL: PROFESSIONAL DEVELOPMENT: CUSTODIAL</b>   |   |                       |  |                         |  |                              |  |                         |  |                         |  |
| OUSD Indirect (3.98%) [1]   |   | 9589.15               |  | 0.00                    |  |                              |  |                         |  |                         |  |
| OUSD ASPO admin, evaluation, and training/technical assistance costs [2]  |   | 15729.12              |  | 0.00                    |  |                              |  |                         |  |                         |  |
| Critical Staffing and Supplies at 3.5% [3]  |   | 7884.66               |  | 0.00                    |  |                              |  |                         |  |                         |  |
| <b>TOTAL SITE ALLOCATION [4]</b>  |   | <b>216837.17</b>      |  | <b>0.00</b>             |  |                              |  |                         |  |                         |  |
| <b>CERTIFICATED PERSONNEL</b>   |   |                       |  |                         |  |                              |  |                         |  |                         |  |
| 1120  | Quality Support Coach/Career Pathways' Liaison (highly Recommended) [8]                 | 2500.00               |  | 0.00                    |  |                              |  | 0.00                    |  |                         |  |
| 1120  | Certificated Teacher Extended Contracts [9]   | 1596.60               |  | 0.00                    |  |                              |  | 0.00                    |  |                         |  |
| 1120  | Certificated Teacher - Credit Recovery - English I [10]                                 | 1596.80               |  |                         |  |                              |  |                         |  |                         |  |
| 1120  | Certificated Teacher - Credit Recovery - Algebra I [11]                                 | 1596.80               |  |                         |  |                              |  |                         |  |                         |  |
| 1120  | Career Pathway Certificated Teacher Extended Contracts [12]                             | 1596.60               |  |                         |  |                              |  |                         |  |                         |  |
| Total certificated [13]   |   | 8886.40               |  | 0.00                    |  |                              |  | 0.00                    |  |                         |  |
| <b>CLASSIFIED PERSONNEL</b>   |   |                       |  |                         |  |                              |  |                         |  |                         |  |
| 2220  | SEO [14]  |                       |  |                         |  |                              |  | 0.00                    |  |                         |  |
| [15]  |   |                       |  |                         |  |                              |  |                         |  |                         |  |
| [16]  |   | 0.00                  |  |                         |  |                              |  |                         |  |                         |  |
| Total classified [17]   |   | 0.00                  |  | 0.00                    |  | 0.00                         |  | 0.00                    |  | 0.00                    |  |
| <b>BENEFITS</b>   |   |                       |  |                         |  |                              |  |                         |  |                         |  |
| 3000's  | Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%) [18] | 1777.28 [19]          |  | 0.00 [20]               |  | 0.00                         |  |                         |  |                         |  |
| 3000's  | Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%) [21]    | 0.00 [22]             |  | 0.00 [23]               |  |                              |  |                         |  |                         |  |
| 3000's  | Employee Benefits for Salaried Employees (42%) [24]                                     | [25]                  |  | [26]                    |  |                              |  |                         |  |                         |  |
| 3000's  | Lead Agency benefits (FTE rate: 21%; Part Time: 11%) [27]                               |                       |  | 22267.26                |  |                              |  |                         |  | 9760.00                 |  |
| Total benefits [28]   |   | 1777.28               |  | 22267.26                |  | 0.00                         |  | 0.00                    |  | 9760.00                 |  |
| <b>BOOKS AND SUPPLIES</b>   |   |                       |  |                         |  |                              |  |                         |  |                         |  |
| 4310  | Supplies (OUSD only, except for Summer Supplemental) [29]                               |                       |  |                         |  |                              |  | 0.00                    |  | 0.00                    |  |
| 4310  | Curriculum (OUSD only) [30]   |                       |  |                         |  |                              |  | 0.00                    |  | 0.00                    |  |
| 5829  | Field Trips [31]  | 641.54                |  |                         |  |                              |  | 0.00                    |  | 0.00                    |  |
| 4420  | Equipment (OUSD only) [32]  |                       |  |                         |  |                              |  | 0.00                    |  | 0.00                    |  |
| District professional development on district PD days (Bridging the Bay conference and Youth Work Methods trainings) [33] |   |                       |  |                         |  |                              |  |                         |  |                         |  |
| Total books and supplies [34]   |   | 641.54                |  | 0.00                    |  | 0.00                         |  | 0.00                    |  | 0.00                    |  |
| <b>CONTRACTED SERVICES</b>  |   |                       |  |                         |  |                              |  |                         |  |                         |  |
| 5825  | Executive Director, Lukas Brokke-Miesner [35]   |                       |  |                         |  | 0.00                         |  |                         |  | 4240.00                 |  |
| 5825  | Site Coordinator, Sabaa Shoraka [36]  | 61252.00              |  |                         |  |                              |  |                         |  |                         |  |
| 5825  | Curriculum Developer, Briana Johnson  |                       |  |                         |  |                              |  |                         |  | 16962.00                |  |
| 5825  | Enrichment Facilitator, REAL HARD, Roxana Franco [37]                                   | 14135.00              |  |                         |  |                              |  |                         |  | 14135.00                |  |
| 5825  | After School Program Assistant, Dakarl Brown [38]                                       | 22680.00 [3]          |  |                         |  |                              |  |                         |  |                         |  |
| 5825  | Culture Keeper, (TBD) [40]  | 5000.00               |  |                         |  |                              |  |                         |  | 8195.00                 |  |
| 5825  | Enrichment Facilitator, Driver Education Facilitator                                    | 5250.00               |  |                         |  |                              |  |                         |  |                         |  |
| 5825  | Enrichment Facilitator, Weight Lifting Facilitator                                      | 11760.00 [4]          |  |                         |  |                              |  |                         |  |                         |  |
| 5825  | Enrichment Facilitator, Garden  |                       |  |                         |  |                              |  |                         |  | 4416.00                 |  |
| 5825  | Enrichment Facilitator, Urban Art   |                       |  |                         |  |                              |  |                         |  | 4830.00                 |  |
| 5825  | Family Liaison [42]   | 9994.00               |  |                         |  |                              |  |                         |  |                         |  |
| 5825  | Academic Tutors [43]  | 3825.00               |  |                         |  |                              |  |                         |  | 3825.00                 |  |
| 5825  | Youth Internship Stipends [44]  | 28100.00 [4]          |  |                         |  |                              |  | 33600.00                |  | 17400.00                |  |
| 5825  | Subcontractors (List specific agency name for each subcontractor) [46]                  | 13500.00              |  |                         |  |                              |  |                         |  | 2800.00                 |  |
| 5825  | [47]  |                       |  |                         |  |                              |  |                         |  |                         |  |
| 5825  | [48]  |                       |  |                         |  |                              |  |                         |  |                         |  |



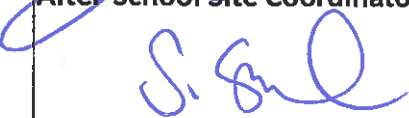
|   |  |         |           |           |                  |      |      |            |          |          |          |
|---|--|---------|-----------|-----------|------------------|------|------|------------|----------|----------|----------|
| 5825                                    | [49]   |         |           |           |                  |      |      |            |          |          |          |
| 5825                                    | [50]   |         |           |           |                  |      |      |            |          |          |          |
| 5825                                    | [51]   |         |           |           |                  |      |      |            |          |          |          |
| 5825                                    |  |         |           |           |                  |      |      |            |          |          |          |
| 5825                                    |  |         |           |           |                  |      |      |            |          |          |          |
| 5825                                    |  |         |           |           |                  |      |      |            |          |          |          |
| Total services [52]                     |  |         | 0.00      | 175496.00 |                  | 0.00 | 0.00 | 0.00       | 33600.00 | 78603.00 |          |
| <b>IN-MIND DIRECT SERVICES</b>          |  |         |           |           |                  |      |      |            |          |          |          |
|   | [53]   |         |           |           |                  |      |      |            | 0.00     | 0.00     |          |
|   |  |         |           |           |                  |      |      |            | 0.00     |          |          |
|   |  |         |           |           |                  |      |      |            |          |          |          |
|   |  |         |           |           |                  |      |      |            |          |          |          |
| Total value of in-Mind direct services  |  |         |           |           |                  |      |      |            | 0.00     | 0.00     |          |
| <b>LEAD AGENCY ADMINISTRATIVE COSTS</b> |  |         |           |           |                  |      |      |            |          |          |          |
|   | Lead Agency admin (4% max of total contracted \$) [54] |         |           | 7768.69   |                  |      |      | 0.00       |          | 0.00     |          |
| <b>SUBTOTALS</b>                        |  |         |           |           |                  |      |      |            |          |          |          |
|   | Subtotals DIRECT SERVICE [55]                          | 85 [34] | 14438.67  | 198404.80 | PDIV/D<br>[1873] | 0.00 | 0.00 | NR<br>[11] | 0.00     | 33600.00 | 86363.03 |
|   | Subtotals Admin/Indirect [59]                          | 15      | 29387.84  | 7768.69   | PDIV/O1          | 0.00 | 0.00 | EF         |          |          | 0.00     |
| <b>TOTALS</b>                           |  |         |           |           |                  |      |      |            |          |          |          |
|   | Total budgeted per column [60]                         |         | 43826.51  | 208173.49 |                  | 0.00 | 0.00 |            | 0.00     | 33600.00 | 86363.03 |
|   | Total BUDGETED [61]                                    | 100 [1] | 250000.00 |           | 01 [63]          | 0.00 |      | 64         | 0.00     | 33600.00 | 86363.03 |
|   | BALANCE remaining to allocate [55]                     |         | 0.00      |           |                  | 0.00 |      |            |          |          |          |
|   | TOTAL GRANT AWARD ALLOCATION TO SITE [66]              |         | 250000.00 |           |                  | 0.00 |      |            |          |          |          |

Required Signatures for Budget Approval:

Principal:

Lead Agency:

**OUSD Expanded Learning Programs -After-School Program  
ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2019-2020  
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><br>Castlemont High School                             | <b>School Type (check one)</b><br><input type="checkbox"/> Elementary (K-5)<br><input type="checkbox"/> Elementary (K-8)<br><input type="checkbox"/> Middle (6-8)<br><input checked="" type="checkbox"/> X High School (9-12)<br><input type="checkbox"/> Continuation High School<br><input checked="" type="checkbox"/> X Comprehensive High School |
| <b>CDS Code: 301</b>   | <b>After-School Lead Agency:</b><br>Oakland Kids First  |
| <b>Is this school-site committed to a new lead agency for 2019-2022?</b> No    |   |
| <b>Principal Name:</b><br>William Chavarin                                     | <b>Principal Signature and date:</b><br> 4/19/19  |
| <b>Lead Agency Director Name:</b><br>Lukas Brekke-Miesner                      | <b>Lead Agency Director Signature and date:</b><br> 4.19.19  |
| <b>After-School Site Coordinator (if known at this time):</b><br>Sabaa Shoraka | <b>After-School Site Coordinator Signature and date:</b><br> 4/19/19   |



**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.

**Projected daily attendance for 2019-20 school year program.** 139

**Program Operations for the 2019-2020 school year.**  
First Day: **August 12, 2019** Last Day: **May 28, 2020**

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

**List the three days (if any) your program plans to close this year for PD. The program must be open every other day of the school year.**

|                  |                  |                  |
|------------------|------------------|------------------|
| Date:<br>9/26/19 | Date:<br>1/29/20 | Date:<br>5/27/20 |
|------------------|------------------|------------------|

**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.

**Projected Number of Minimum Days for School Year 2019-2020: 43**  
*\*School should provide lead agency with a calendar of minimum days for the 1st day of school.*  
 **School-day bell schedule attached**

**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, what school-site funds will be utilized to fund these additional hours of programs?**  
The only additional minimum days at Castlemont High School are generally during dead week and final during which teachers support with office hours for additional tutoring.

OUSD Expanded Learning Department  
After-School Programs

SECTION 3a: PROGRAM MODEL

Average Daily Attendance, Program Dates, Minimum Days & Enrollment

For 2019-2020, your site will operate the following program model:

- Traditional After-School:** voluntary program, open to all students, with enrollment priorities targeting certain students
- Extended Day Program:** additional class periods offered to students after the end of the regular bell schedule, for targeted grades and/or for all students of the school (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.)

In addition to a predominantly traditional after school program model, we are planning to hold English and Math credit recovery classes after school during the second semester to ensure that students will be on track to graduate.

Which grade levels will be served in this program? (check all that apply.)

TK  K  1  2  3  4  5  6  7  8  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 2019-20 programs.
- Families will be notified of 2019-20 after school enrollment before the **last day of school**, May 30, 2019.
- 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, 2019**, 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 em**

s above that are applicable to you schedule and recruitment process.

**Describe how your school will identify and recruit students beginning of Spring 2019. Indicate how families will be notified of 2019-2020 enrollment before the last day of school.**

We will be holding recruitment sessions at the Castlemont feeder schools, including Elmhurst, Frick, Alliance and Roots. In addition to the recruitment sessions will be reaching out to all incoming 9<sup>th</sup> grade families to invite them to the summer bridge program, as well as the Knight Initiation, a Spring Orientation, Fall registration and a Fall 9<sup>th</sup> grade orientation. To support the recruitment of current 9-11<sup>th</sup> graders will be conducting survey to gain info about what additional programming we should be offering.

**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*

**How does your program support students and their families who submit a “Golden Ticket?”**

Site coordinator plays an active role on the Coordination of Services Team, where admin and school site partners discuss needs of students and connect them to resources. School Site Manager will work with school administration to support “Golden Ticket” students and families. Program will 2-5 reserve spaces for all “golden tickets” students.

**How will you modify your enrollment and attendance policies to ensure compliance with the “Golden Ticket” policy, in order to make your program accessible for foster, homeless, and newcomer students who transition into the program during enrollment and/or mid-year?**

For all “Golden Ticket” students, there will be a flexible attendance policy that will be flexible to support the transitions for these students. These students will also have priority enrollment and no program fees.

**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])

**List 2-3 program goals which will support meeting these CDE program requirements.**

1. Establish a culture in which programs work collaboratively, meaningfully serve students, and create safe spaces by coordinating programs and events in partnership with community stakeholders, teachers, and administrators that promotes both a safe school culture and academic rigor.
2. Ensure programming equitably services those in danger of not graduating, transitional students, African American students, newcomer students and LGBTQ students by providing them with academic tutoring, credit recovery options, and structured time with teachers.
3. Ensure that programming continues to promote health and wellness through weight lifting program, intramural sports, Soccer Without Borders, farming and culinary program, and programming that focuses on socioemotional learning.

**Educational and Literacy Component** that includes tutoring/ homework assistance in the core subjects (language arts, math, history /social science, etc.)

**Describe how your after-school program will provide the educational & literacy component.**

**How are students building academic skills? How are you integrating social-emotional academic development? (Include specific strategies for creating a Safe & supporting environment through encouragement and Active engaged learning.)**

Programming will include academic tutoring and credit recovery that is lead by both teachers and tutors. We have been working with teachers and Castlemont's administration to compel students in danger of failing a marking period to attend required after school tutoring and requiring students who failed a previous semester of math or English to attend a mandatory credit recovery class after school. In the after school program, we will ensure that academic growth is acknowledged by holding celebrations for honor roll, reclassification, SRI score improvement, etc.

Additionally, both program manager and program assistant will be assigned a group 9<sup>th</sup> and 10<sup>th</sup> graders in danger of failing to conduct mentoring and 1:1s. Holding space for students, connecting them to additional resources, encouraging goal setting, and following up with students are hallmarks of OKF's approach to student development. To support with college and career readiness, we will be working with the Future Center to support students with college application, FAFSA, college visits, and scholarships.

**Educational Enrichment**

**Describe how your after-school program will offer educational enrichment activities.**



|  |  |
|--|--|
| <p>Component that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)</p>  | <p><i>(Include specific strategies designed to foster <u>skill - building</u>, <u>youth voice and leadership</u> and <u>diversity</u>, <u>access and equity</u>.)</i></p> <p>We have range of programming that highlights the importance of youth voice and leadership:</p> <ul style="list-style-type: none"> <li>- REAL HARD is an after school youth leadership program that focuses on leadership skill development, political education, and participant action research so student leaders can engage their peers in campaigns to improve school culture and climate and increase equity for students furthest from opportunity.</li> <li>- The Castlemont Knight Armory is a student store ran by REAL HARD that provides a space for students who have been acknowledged for upholding Castlemont's Knight Way to redeem Knight Bucks for prizes. This cultural currency system and store are designed to recognize and reward students who are making Castlemont a safer, more supportive, and engaged school community.</li> <li>- We will hold pathway focused programming such as Castle Works, the Green EatZ culinary program, the Castlemont Fab Lab fabricating program, and two agriculture programs - the Castlemont Garden and Orchard.</li> <li>- Teens on Target: A violence prevention program that trains Castlemont students to lead workshops with Oakland middle school students.</li> <li>- Debate Club: The Debate Clubs provides the intellectual and networking tools for students to thrive as active, responsible leaders in their community.</li> <li>- Community Art: Students are taught skills and promote health and engagement via art. Students will create two community murals throughout Oakland.</li> <li>- Internships: Students in the 10<sup>th</sup>-12<sup>th</sup> grade are provided the opportunities to complete a semester or year-long internship that is focused on one of the two pathways. Students gain work-based experience and increase their career readiness and 21<sup>st</sup> Century skills.</li> </ul> |
| <p>Physical Activity 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 program.)</p> | <p><b>Describe how your after-school program will provide <u>structured physical activity</u> for all participants.</b> <i>(Include specific strategies to promote <u>Healthy Choice and Behaviors</u>.)</i></p> <ul style="list-style-type: none"> <li>- Weight Room: Students are supported by a physical fitness programming that encourages improved health via exercise, diet, and rest.</li> <li>- Intramural Sports: Offers students the space and support to meet their physical, social and recreational needs while promoting teamwork. The intramural program includes league, tournament, individual and dual sport competition.</li> <li>- Soccer Without Borders uses soccer as a vehicle for positive change, providing newcomer and other under-served youth with a toolkit to overcome obstacles and experience growth, inclusion and personal success. They will be playing in tournaments with other Soccer Without Border schools.</li> </ul> <p><i>CDE asks programs to offer 30-60 minutes of developmentally appropriate, <b>daily</b> physical activity (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></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>   |
| <p><b>Family Literacy Component</b> that includes literacy activities and other educational services that adult family of students.</p>  | <p><b>Describe how your after-school program provides opportunities to promote literacy and/or other educational services to adult family members of students?</b></p> <p>OKF will work in collaboration with the school site to hold Parent Teachers Student Association meetings where parents and families can learn about different ways they can support their students and share resources the school provides. OFK will work with the administration to hold grade level parent and family nights to ensure that they know about important dates and information that can support their student's academic growth. OFK will also be working with the Castlemont administration to establish adult educational programming to support the language development of the parents and families of students.</p> |
| <p><b>Academic Alignment with School Day and District Priorities</b></p>   |   |
| <p><b>Please provide a short narrative that identifies how you will support school goals aligned with district priorities.</b></p> <ul style="list-style-type: none"> <li>● Collaborate with your school 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>   |   |
| <p><b>Elementary OUSD Strategic Strategies</b></p> <p><i>In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to make sure <b>students are reading at or above grade level and English learners are reaching English fluency.</b></i></p> <p><b>Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.</b></p>  |   |
| <p><b>MIDDLE_ OUSD Strategic Targets</b></p> <p><i>In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to <b>prepare all students to be college, career, and community ready.</b> To meet this strategic goal, middle schools must prepare their students to be high school ready by the time they graduate from the 8th grade.</i></p> <p><b>Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.</b></p> |   |

**High School OUSD Strategic Strategies**

*Academic activities should be aligned with school goals. Your after-school program should plan to offer a range of academic supports to support students to learn and practice skills and knowledge related to core academic content. There should also be an intentional learning space which allows students to work independently with support.*

To support Castemont's SPSA goal of increase the number of students connected to college and career by 10%, we are 1) ensuring that all ninth graders will receive Peers Advising Students to Succeed (2hrs/wk) workshops where students will learn about their A-G requirements, college requirements, campus resources, and high school graduation. 2) in collaboration with the Work Based Learning Specialist, the Future Center and pathway director, we will work to increase the college and career experiences during after school program for 10-12th graders, to include more internships, college trips and job shadowing.

To support Castemont's SPSA goal of increasing the SRI score by 1 grade every year, 1) we will be offering two teachers an extended contract to hold a credit recovery for math and English to increase their SRI score and support students that are in danger of not graduating. 2) we will be holding study hall and tutoring for all students. In collaboration with teachers and administrations, students who are identified as at risk will also be recommended to attend study hall at least twice a week. Teachers will also be offered an extended contract to work with academic tutors to support students.

To support Castlemont's SPSA goal of increasing attendance 1) after school program staff will be assigned a group 9<sup>th</sup> and 10<sup>th</sup> graders in danger of failing or are chronically absent to conduct mentoring and 1:1s. 2) site coordinator will be on the culture and climate team.

**Please include the following OUSD High School After-School requirements:**

For Comprehensive high schools:

- Academic mentoring for 9th graders at risk of failing classes
- Academic supports and mentoring for 10th–12th grade students taking credit recovery

For Alternative Ed, high schools:

- College and career readiness activities

**Attach your program schedule for in 2019-2020**

*\*In the fall, sites are required to resubmit updated program schedule.*

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

An effective program improvement process is ongoing and involves a 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 After School Network (CAN) Quality Committee.

**Name 2-3 Quality Action Plan (QAP) practices that will be implemented in 2019-2020**

Based on learnings from this year’s Continuous Quality Improvement process, we will work on the following activities in the 19-20 school year:

1. In support of creating a stronger after school culture and to support our students feeling a sense of belonging and ownership over the program, we will be holding a student-led Parent night where students will be able to present the work they have completed throughout the year. In 2019-20 students will have multiple opportunities to present their work and engage collaboratively on shared goals.
2. Due to student and staff feedback regarding a lack of campus safety during the school day, we’re working to create a distinct and different sense of space for the world of after school. Students report feeling held and supported in distinct after school programs, so we’re working to scale that sense of safety to the broader campus community. We will have program staff share best practices on how they create safety and belonging with all adults on campus and ensure all staff receive a refresher training on emergency procedures and mandated reporting.
3. \_\_\_\_\_

**PROGRAM SELF-ASSESSMENT**

**Name the stakeholders who participated in the Program Self-Assessment in 2018-2019?**

Please check which stakeholders were involved in your CQI process.

- |  |  |
|--|--|
| <input type="checkbox"/> Internal evaluator              | <input type="checkbox"/> External evaluator          |
| <input checked="" type="checkbox"/> School administrator | <input type="checkbox"/> District administrator      |
| <input type="checkbox"/> Certified staff                 | <input type="checkbox"/> Classified staff            |
| <input type="checkbox"/> Program director                | <input checked="" type="checkbox"/> Site coordinator |
| <input checked="" type="checkbox"/> Site level staff     | <input type="checkbox"/> Parents/guardians           |
| <input type="checkbox"/> Students                        | <input type="checkbox"/> Community partners          |
| <input type="checkbox"/> Advisory group                  | <input type="checkbox"/> Other stakeholders _____    |

**What are some key discoveries you made doing the program self-**

We discovered that one of areas of strength is that our program staff provides a supportive environment by welcoming all students and building genuine mutually respectful relationships. Additionally, we have worked with admin this year to

|   |   |
|---|---|
| <b>assessment?</b><br><i>(Strengths, areas of improvement)</i>  | ensure that all programs have an accommodating and welcoming space. One of our areas of growth is holding an after school program culture that makes all students feel safe and seen.   |
| <b>Which Quality Standards will the program focus on for improvement in the 2019 - 2020 school year?</b>  | Belonging , even though our program staff have been able to build strong relationships with students, we want to build a sense and ownerships over programming.   |
| <b>Describe how the program will address the improvement in this area?</b> <i>(please include program structures, staffing practices and partnerships.)</i>                         | Next year, we will be addressing this area by having more larger school wide events, including Parent Nights, grade levels meetings, after school dances and performances. We will continue to work closely with the Community School Manager, student leadership and community partners to ensure that we are able to build a positive after school culture. |
| <b>What is one key data point from your program profile that will be a focus for the upcoming school year?</b> <i>(Please include a summary of the data you are responding to.)</i> | Our key data point will be the growth from both belonging and active engagement. To support in gaining additional, qualitative and quantitative data, we will be conducting a culture survey by mid-May and repeat it again in December 2019 and April 2020 to see our growth.  |

**SECTION 5b: Continuous Quality Assessment (CQI): POINT OF SERVICES Quality Standards & PROGRAMMATIC Quality Standards**

**CQI Phase Key:**  
 0 equals limited awareness of the Quality Standard and the CQI process.  
 1 equals working knowledge of the Quality Standard and the CQI process.  
 2 equals success using the Quality Standard and the CQI process.  
 3 equals mastery using the Quality Standard and the CQI process.

| <i>From a scale of 0 to 3 rate your program on the following <u>Point of Service Quality Standards.</u></i> |   | <i>From a scale of 0 to 3 rate your program on the following <u>Programmatic Quality Standards.</u></i> |   |
|---|---|---|---|
| 1. Safe and supportive environment  | 2 | 1. Quality staff  | 2 |
| 2. Active and engaged learning  | 2 | 2. Clear vision, mission, and purpose   | 2 |
| 3. Skill building   | 2 | 3. Collaborative partnership  | 3 |
| 4. Youth voice/leadership   | 3 | 4. Continuous quality improvement   | 2 |
| 5. Healthy choice and behaviors   | 2 | 5. Program Management   | 2 |
| 6. Diversity, access, and equity  | 2 | 6. Sustainability   | 2 |
|   |   |   |   |



**SECTION 6: Facilities**

Plan with your site administrator which rooms and outside spaces your after-school program will use Monday - Friday from the start of program to 6.

| 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            |
| Room 207B: REAL HARD                           | 15            | M: 3:30-6pm<br>W: 2-4pm     | Field                       | 20            | W: 2-4pm<br>F: 3:30-6pm     |
| Cafeteria                                      | 75            | M-F: 3:30-4pm<br>W: 2-3pm   | Farm                        | 10            | M: 3:30-6pm<br>Th: 3:30-6pm |
| S1: Teens on Target                            | 30            | T/Th: 3:30-5:30pm           | Garden                      | 10            | M: 3:30-6pm<br>Th: 3:30-6pm |
| Weight Room                                    | 20            | M-F: 4-6pm<br>W: 2-4pm      | Room 306: Urban Art         | 10            | M: 3:30-6pm<br>W: 2-4pm     |
| Culinary Room                                  | 10            | M: 3:30-6pm<br>Th: 3:30-6pm |                             |               |                             |
| Room 222: Drivers Ed                           | 20            | M-Th: 3:30-6pm<br>W: 2-4pm  |                             |               |                             |
| Gym: Intramural                                | 30            | W: 4-6pm                    |                             |               |                             |

In addition choose up to 5 other dates you will use space outside of your 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 organization will be responsible for facilities cost.

| Name of Event | Grade Level Night | Potential Date | 11/15/19 | Number of Students | 180 | Hours of Use/Room Numbers | 6-8pm Gym and field |
|---------------|-------------------|----------------|----------|--------------------|-----|---------------------------|---------------------|
| Name of Event | School Dance      | Potential Date | 5/1/20   | Number of Students | 50  | Hours of Use/Room Numbers | 6-8pm/gym           |
| Name of       | College           | Potential      | 12/13/19 | Number of Students | 30  | Hours of                  | 6-7pm/off campus    |



| Event         | Trips        | Date           |  |                    |  | Use/Room Numbers          |                      |
|---------------|--------------|----------------|--|--------------------|--|---------------------------|----------------------|
| Name of Event | Parent Night | Potential Date |  | Number of Students |  | Hours of Use/Room Numbers | 6-8pm/Media Centerxs |
| Name of Event |              | Potential Date |  | Number of Students |  | Hours of Use/Room Numbers |                      |

**SECTION 7a: PROGRAM FEES**

**Will this after-school program charge program fees for 2019-2020**  Yes  No

If, "YES, program fees will be charged," please complete the following assurances. Both the Principal and Lead Agency partner must initial.

| Principal | Lead Agency | ASSURANCES   |
|-----------|-------------|--|
|           |             | Our program will <b>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 inability to pay.  |
|           |             | Our program will publicize the <b>program fee structure</b> in written program materials for school leaders, parents/guardians, and/or communities members (i.e. communication letter, meetings agenda, etc.)  |
|           |             | Our program shall not charge a fee to a family for a child if the program knows 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), or for a child who the program knows is in foster care.   |
|           |             | 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. <b>(DUE DATES: October 31st, February 28th, June 28th)</b>  |
|           |             | The lead agency will establish a <b>letter of agreement</b> directly with the school site, indicating that all program fees collected will be expended only at this school site for after-school expenditures; will be carried over the following fiscal year if funds for after-school expenditures; will be carried over to the following fiscal year if funds remain; and will remain at the school site if there is a change in lead agency partner. |





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

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

**Describe how all fees collected will be used on site for direct service in your after-school program.**

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

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



# OUSD EXPANDED LEARNING PROGRAMS Partner Assurances & Agreements 2019-2020

School Site **Castlemont High School**

Lead Agency **Oakland Kids First**

Date **04/15/19**

Name of After School Program  
**Knight Time**

After School Site Coordinator Name (if known at this time):  
**Sabaa Shoraka**

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 **student outcome data** to better refine program (Attendance data, test scores, Report Cards, IEP's, etc). Site Coordinator will share relevant student and program data with school.
7. Site Administrator and lead agency partner have reviewed the **Quality Support Coach key responsibilities**, 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 **After-School Quality Support Coach**.
8. Site will invite Site Coordinator and appropriate staff to participate in **faculty meetings and professional development opportunities**, in order to ensure consistency in standards of teaching and learning, and positive school culture & climate.
9. Site will invite Site Coordinator to participate on **school committees** (ie. SSC, COST, SST, Culture Climate team, SPSA planning team, etc) to ensure coordination of services.
10. Site Administrator is aware that CDE does not increase after school grant funding for **minimum days**, and that programs are required to operate until 6pm 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.
11. **Lead agency will register with/update OUSD provider database.** 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.
12. Lead Agency will ensure that appropriate After School staff **participate in OUSD Expanded Learning Office meetings and professional development** 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.).
13. Site and Lead Agency understand that **professional development helps ensure program quality**. 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).

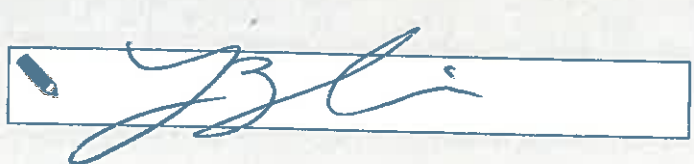
 



PRINCIPAL SIGNATURE



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 10/1/19.

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.

Staff will be receiving mandated reporter training, lockdown and emergency procedures, continuous quality improvement, trauma informed care.

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:

### 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.

A rectangular box containing a handwritten signature in blue ink. The signature appears to be "Michelle G. [unclear]".

PRINCIPAL SIGNATURE

A rectangular box containing a handwritten signature in blue ink. The signature is stylized and appears to be "JBL".

LEAD AGENCY SIGNATURE

## Continuous Quality Improvement (CQI)

Engaging in continuous quality improvement (CQI) processes is an OUSD expectation for all schools and after school programs, and is a condition for ongoing after school grant funding from the California Dept. of Education. The OUSD Expanded Learning Office has adopted a research-based *Assess-Plan-Improve* CQI process utilizing national quality standards for youth development. All OUSD after school programs are expected to fully engage in and complete the following steps of the CQI cycle each year, and submit corresponding CQI deliverables to the school district on a timely basis: (This process is in review and tools will be updated throughout the year.)

- self-assessment using Youth Program Quality Assessment (YPQA)/School Age Program Quality Assessment (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 goals for program improvement
- QAP progress check

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).

CQI: Continuous quality improvement  
QAP: Quality action plan  
SAPQA: School Age Program Quality Assessment  
YPQA: Youth Program Quality Assessment



PRINCIPAL SIGNATURE

### Review and mark all commitments:

*Our lead agency and school partner understand district expectations regarding the after school program's participation in the Continuous Quality Improvement (CQI) process summarized above. We agree to the following expectations:*

- Lead agency will budget adequately to ensure program staff participate collaboratively in each step of the CQI process.
- Site coordinator will participate in CQI trainings to develop her/his leadership in leading continuous quality improvement processes.
- Lead agency director will provide coaching support and monitoring to Site Coordinator to ensure completion of a meaningful CQI process, and thoughtfully completed CQI deliverables.
- Site coordinator will share CQI data with Site Administrator and school staff.
- Lead agency and school partner will work collaboratively to support the implementation of the program's Quality Action Plan, including providing staff with adequate training and resources to improve the quality of their practices.



LEAD AGENCY SIGNATURE

# ADDENDUM #1

## COMPLETED BY MIDDLE SCHOOL AFTER SCHOOL PROGRAMS ONLY

### Middle School Sports

School Site

Lead Agency

### Middle School Athletics

Sports are an exciting way to keep students engaged in school, and to support health & wellness and community building. OUSD encourages after school programs to participate in the OUSD middle school sports league, which consists of after school sports practices and games on the weekend. Lead agency staff, teachers on extended contract, and/or classified staff on extra time/overtime can serve as coaches for middle school athletics.

Please **identify** the middle school sports activities that the after-school program will be offering students this year in partnership with the OUSD Middle School Sports League.

- Co-ed Flag Football
- Girls Cross Country
- Boys Cross Country
- Girls Basketball
- Boys Basketball

- Girls Soccer
- Boys Soccer
- Girls Track and Field
- Boys Track and Field
- Girls Volleyball

- Boys Volleyball
- Other:

PLEASE DESCRIBE:

- 
- I understand that my middle school sports activities will be listed on my 2019–20 program schedule.  
I understand I will submit a Schedule of Field Trips and Off-Campus Activities form each semester, listing my
- program's after school athletic games and practices.  
I understand that all students participating in middle school sports will complete an OUSD Release of
- Liability and Assumption of Risk form for Middle School Sports League Activities.  
I understand that individuals providing coaching for middle school sports will need to go through the OUSD coaches hiring process.



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

## ADDENDUM #2

## COMPLETED BY HIGH SCHOOL AFTER SCHOOL PROGRAMS ONLY

## ASSETs Program Schedule

### ASSETs Program Schedule

Must be completed by all programs that receive or have currently applied for ASSETs funding.

**Describe your planned programming** on weekends, intercession breaks, summer, and other non-school days during the 2019-20 school year. Your plans must match your proposed program budget.

|  |  |
|--|--|
| <b>Number of non-school days you plan to offer during the 2019-2020 fiscal year (JULY 1, 2019 - JUNE 30, 2020)</b> | 60 days                                |
| <b>Dates of Service</b>  | Weekends, March 30 -April 3, June 1-19 |
| <b>Proposed Hours of Operation</b>   | Ranging time 9-3pm                     |

**Description of program activities:** (describe goals of programming, target audience, planned activities, etc.) Please include any programming geared to internships or requiring off campus travel.)

Summer bridge program will be offered to all incoming 9<sup>th</sup> graders in June. The goal of summer bridge is for 9<sup>th</sup> graders to meet each other and work with teachers and upper classman. Students will be developing teamwork while getting to know the campus and the Knight Way. Including training of Peer Leaders.

Weekend Walks: Students will have the opportunity to attend weekend walks where students will take hikes all through the Bay Area. The goal is the help promote healthy lifestyles.

Summer Conditioning and Training: Knight Time will be providing summer conditioning which is open to all students but targeting any student involved in sports.

Pacific Bridge Club: They will have on the of their culminating experience by traveling to an East Asian country during spring break for a cultural exchange.

Youth Organizing Council: Youth leadership training program that engages in district-level organizing and advocacy to increase student power and equity in OUSD. OKF staff teach students research and advocacy skills and student organizers select pressing district equity issues they develop into campaigns.

Summer Internships: Incoming 10-12<sup>th</sup> graders will have the opportunity to hold a worked based internships at different sites during the summer.

Summer Bootcamp: Credit recovery program that students are able to recover English and math credit during the summer.



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.**



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

**Addendum on Staff Time Allocation: Hours for direct work with students, prep time, and professional development 2019-20**

School Site: Castlemont High School  
 Lead Agency: Oakland Kids First

All sites must submit a budget addendum indicating how direct service staff time is divided between hours of direct work with students, prep time,

| Direct service staff                    | Total Budget Allocation (should be same amount listed in budget) | Total hours working directly with students | Total hours for Prep              | Total hours for Professional Development |
|---|--|--|-----------------------------------|--|
| Example 1: (grouping staff)             | \$41,720   | 2700 hrs                                   | 180 hrs                           | 100 hrs                                  |
| 5 enrichment providers                  | (2980 hrs/provider X \$14/hr)                                    | (15 hrs/wk X 36 wks X 5 providers)         | (1 hr/wk X 36 wks X 5 providers)  | (20 hrs/year X 5 providers)              |
| Or Example 2 (list staff individually): | \$9,696  | 540 hrs                                    | 36 hrs                            | 30 hrs                                   |
| 1 Academic Mentor                       | (606 hrs X \$16/hr)  | (15 hrs/wk X 36 hrs)                       | (1 hr/wk X 36 wks)                | (30 hrs/year)                            |
| REAL HARD Facilitator                   | \$14,125<br>.50 FTE<br>1040 hrs                                  | 630<br>15 hrs/wk x 42 weeks                | 8 hr/wk x 48 weeks                | 74 hrs/yr                                |
| Driver Ed Facilitator                   | \$5,250<br>\$15/hr x 350   | 280 hrs<br>8 hrs/wk x 35 weeks             | 61.25 hrs<br>1.75hr/wk x 35 weeks | 8.75hrs/yr                               |
| Weight Lifting Facilitator              | \$11,760<br>\$28/hr x 420hrs                                     | 370 hours<br>10 hrs/wk x 37 weeks          | 37hrs<br>1hr/wk x 37weeks         | 13hrs/yr                                 |
| Academic tutor                          | \$3,825<br>\$15/hr x 255   | 210 hrs<br>6hrs/wk x 35weeks               | 1hr/wk x 35 weeks                 | 10hrs/yr                                 |
| Afterschool program assistant           | \$22,680<br>\$18/hr *1260  | 1176 hrs<br>28 hrs/wk x 42 weeks           | 2hr/wk x 42 weeks                 | 21hrs/yr                                 |
| Culture Keeper                          | \$13,195<br>21.63/hr*610   | 592 hrs<br>16 hrs/wk*37                    | N/A                               | 18hrs/yr                                 |

|   |                                 |                                   |                         |     |
|---|---------------------------------|-----------------------------------|-------------------------|-----|
| Sabaa Shoraka, Site Coordinator<br>Family Liasion | \$66,820<br>.92 FTE<br>1914 hrs | 1260<br>30 hrs x 42 weeks         | 528<br>11hr x 48 weeks  | 125 |
|   | \$9,994<br>\$19/hr *526         | 380 hrs<br>10 hrs/week X 38 weeks | 133<br>3.5hr x 38 weeks |     |

**Lead Agency Administrative Costs Charged to ASES and 21st Century Grants 2019-20**

School Site: Castlemont High School  
 Lead Agency: Oakland Kids First

Use the spreadsheet below to detail your allowable Agency Administrative costs that are charged to the after school grants. Lead Agencies can charge up to 4% of contracted funds for Agency Administrative costs, as long as the overall grant total for Indirect/Administrative costs does not exceed 15% of the total grant award. If it does exceed 15%, then the Agency Admin cost must be reduced accordingly. In order to stay in compliance with grant restrictions on indirect costs, lead agencies are only allowed to charge direct administrative costs to the ASES and 21st Century grants, and not indirect administrative costs. Administrative costs are those that provide a direct benefit to a particular program. These may include, but are not limited to: administrative work involving duplicating or reproduction, collection and maintenance of records, program planning, maintenance of student attendance system, public relations, proportion of staff job duties related to administrative tasks. Indirect costs consist of expenditures that are necessary for the general operation of the agency, but that cannot be tied directly to the after school program.

|   | ASES     | 21st Century Core | 21st C Equitable Access | Supplemental |
|---|----------|-------------------|-------------------------|--------------|
| Personnel   | 0        | 5000              | 0                       | 0            |
| Benefits  |          | 2768.69           |                         |              |
| Supplies & Equipment                                |          |                   |                         |              |
| Contracted Services                                 |          |                   |                         |              |
| Data collection & Evaluation                        |          |                   |                         |              |
| Other direct administrative costs (please describe) |          |                   |                         |              |
| <b>TOTAL AGENCY ADMIN CHARGED TO GRANTS</b>         | <b>0</b> | <b>7768.69</b>    | <b>0</b>                | <b>0</b>     |

**School Site Contracted Services Addendum 2019-20**

School Site: Castlemont High School  
 Lead Agency: Oakland Kids First

List all subcontracted organizations and individual consultants who will be contracted to provide services in the after school program. Indicate contract amount, briefly describe services, and indicate who will initiate the contract with this organization/individual. This should be either the lead agency, or the school site directly.

| Name of Subcontracting Community Organization or Individual Consultant | Contract Amount | Brief description of services (or role of individual consultant)                      | Who will contract with this organization? (Indicate Lead Agency or School Site) |
|--|-----------------|---|---|
| Youth Alive, Teens on Target   | 10000           | Provide after school programming  | Lead Agency   |
| Somastream Interactive Drivers Ed                                      | 1500            | Online driver's education course for students to qualify for Driver's Permit          | Lead Agency   |
| MyPath   | 1000            | Provide workshops to support financial literacy component of after school programming | Lead Agency   |
| Youth Uprising   | 1000            | Provide workshops to support workforce readiness component of after school            | Lead Agency   |
|  |                 |   |   |
|  |                 |   |   |
|  |                 |   |   |
|  |                 |   |   |
|  |                 |   |   |
|  |                 |   |   |
|  | 13500           |   |   |

◆ *Bell Schedule*



## Bell Schedule 2018 - 2019

| Purple          |                | Silver          |                | Wednesday (Purple/Silver) |                     |
|-----------------|----------------|-----------------|----------------|---------------------------|---------------------|
| <b>Period 1</b> | 8:30 to 10:00  | <b>Period 2</b> | 8:30 to 10:00  | <b>Period 1/2</b>         | 8:30 AM - 9:40 AM   |
| <b>Homeroom</b> | 10:00 to 10:10 | <b>Homeroom</b> | 10:00 to 10:10 | <b>Passing</b>            | 9:40 AM - 9:46 AM   |
| <b>Period 3</b> | 10:10 to 11:40 | <b>Period 4</b> | 10:10 to 11:40 | <b>Period 3/4</b>         | 9:46 AM - 10:56 AM  |
| <b>Passing</b>  | 11:40 to 11:46 | <b>Passing</b>  | 11:40 to 11:46 | <b>Passing</b>            | 10:56 AM - 11:02 AM |
| <b>Lunch</b>    | 11:46 to 12:21 | <b>Lunch</b>    | 11:46 to 12:21 | <b>Period 5/6</b>         | 11:02 AM - 12:12 PM |
| <b>Passing</b>  | 12:21 to 12:27 | <b>Passing</b>  | 12:21 to 12:27 | <b>Lunch</b>              | 12:12 PM - 12:47 PM |
| <b>Period 5</b> | 12:27 to 1:57  | <b>Period 6</b> | 12:27 to 1:57  | <b>Period 7/8</b>         | 12:47 PM - 01:57 PM |
| <b>Passing</b>  | 1:57 to 2:03   | <b>Passing</b>  | 1:57 to 2:03   |                           |                     |
| <b>Period 7</b> | 2:03 to 3:33   | <b>Period 8</b> | 2:03 to 3:33   |                           |                     |
|                 |                |                 |                |                           |                     |
|                 |                |                 |                |                           |                     |

# Castemont Knight Time Weekly Program Schedule 2019-20

| Monday   | Tuesday                                 | Wednesday                                | Thursday                                  | Friday                                   |
|--|---|--|---|--|
| Supper (cafeteria-3 33-4:00)                   | Supper (cafeteria-3 33-4:00)            | Supper (cafeteria - 2:00-2:30)           | Supper (cafeteria-3 33-4:00)              | Weight Lifting (gym-3 33-5:30)           |
| Weight Lifting (gym-3 33-6:00)                 | Weight Lifting (gym-3 33-6:00)          | Weight Lifting (gym-3 33-5:30)           | Weight Lifting (gym-3 33-6:00)            | Weight Lifting (gym-3 33-6:00)           |
| Study Hall (Cafeteria-3 45-6:00)               | Study Hall (Cafeteria-3:45-6:00)        | Study Hall (Cafeteria-3:45-6:00)         | Study Hall (Cafeteria-3:45-6:00)          |  |
| REAL HARD (207B-3 45-5:30)                     |   | REAL HARD (207B) (2-4)                   |   |  |
|  | TNT (Newcomer Gallery) (3:45 - 5:30)    |  | TNT (Newcomer Gallery) (3:45-5:30)        |  |
| Academic Tutoring (Cafeteria 4-5pm)            | Academic Tutoring (Cafeteria 4-5pm)     |  | Academic Tutoring (Cafeteria 4-5pm)       |  |
| Drivers Ed (222) (3:45-6:00)                   | Bilingual Driver's Ed (222) (3:45-6:00) | Drivers Ed (222) (2-4)                   | Bilingual Driver's Ed (222) (3:45-6:00)   |  |
| Green EatZ Culinary (Culinary Room- 3:45-6:00) |   | Green EatZ Culinary (Culinary Room- 2-4) |   |  |
| Community Art (306-3:45-6:00)                  |   | Community Art (306-2-4)                  |   |  |
|  | Pacific Bridge Club (201-3:45-5)        |  | Pacific Bridge Club (201-3:45-5)          |  |
| Green EatZ Farm (Orchard/Farm- 3:45-6:00)      |   |  | Green EatZ Farm (Orchard/Farm- 3:45-5:30) |  |
|  |   | Soccer without Borders (Field 2:00-6:00) |   | Soccer without Borders (Field 3:45-6:00) |
| Drop In (Media Center- 3:33-6:30)              | Drop In (Media Center- 3:33-5:30)       | Drop In (Media Center- 3:33-6:30)        | Drop In (Media Center- 3:33-6:00)         | Drop In (Media Center- 3:33-6:30)        |

# Castemont Knight Time Weekly Program Schedule 2019-20

|  |  |  |                                    |  |  |
|--|--|--|------------------------------------|--|--|
|  |  |  | SUDA Fab Lab (fab lab- 2-6)        |  |  |
|  | Peer Interpreter Program (N2- 3:45-5:30) |  | Peer Interpreter Program (N2) 2-4  |  | Peer Interpreter Program (N2- 3:45-5:30)                 |
| Gametime (Media Center- 3:33-6:30)                       | Gametime (Media Center- 3:33-6:30)       |  | Gametime (Media Center- 2:00-6:30) |  | Gametime (Media Center- 3:33-6:30)                       |
| SUDA Works: Growing Together (orchard/garden- 3:45-5:30) |  |  |                                    |  | SUDA Works: Growing Together (orchard/garden- 3:45-5:30) |
|  | Debate (212 - 3:45-5:30)                 |  |                                    |  | Debate (212 - 3:45-5:30)                                 |
| Internships 3:33-6:00pm                                  | Internships 3:33-6:00pm                  |  | Internships 3:33-6:00pm            |  | Internships 3:33-6:00pm                                  |
|  |  |  | SLICE (courtyard 2-2:30)           |  |  |



**CASTLEMONT HIGH SCHOOL ENROLLMENT TIMELINE 2019-20**

| Timeline                 | After School Enrollment Steps/Process  | Individual(s) responsible                                   |
|--------------------------|--|---|
| April - May 2019         | <ul style="list-style-type: none"> <li>- Coordinate with feeder middle schools to make presentations regarding summer bridge and after school programming to incoming 9th graders.</li> <li>- Outreach at Knight Initiation, an incoming 9th grade orientation event</li> <li>- End of the year celebration to support in celebrating the work that current students have completed and recruit returning students.</li> <li>- Coordinate with teachers who will be running programming, doing outreach at community engagement events, and reminding returning students about program offerings.</li> <li>- Coordinate recruitment events with newcomer community.</li> <li>- Survey returning students on what additional programs they would want.</li> </ul> | OKF Site staff and Director of Programs, community partners |
| June- July 2019          | <ul style="list-style-type: none"> <li>- Recruit students during summer school</li> <li>- Coordinate program launch strategies with Principal and School Site Manager</li> <li>- Recruit students in summer school and summer bridge</li> </ul>  | Director of Programs, Principal, School Site Manager        |
| Mid Aug-Early Sept. 2019 | <ul style="list-style-type: none"> <li>- Support with registration</li> <li>- Programs launch event</li> <li>- OKF staff lead classroom presentations to do outreach and enrollment for all afterschool programs</li> <li>- Parents are notified of their student's participation in afterschool programming</li> </ul>  | School Site Manager, program staff, community partners      |
| Fall 2019                | <ul style="list-style-type: none"> <li>- Outreach to parents and students during Back-to-School night</li> <li>- Outreach to parents during Parent Teacher Student Association meetings</li> </ul>   | School Site Manager, program staff, community partners      |
| January-February 2020    | <ul style="list-style-type: none"> <li>- OKF staff lead classroom presentations to do outreach and enrollment for all afterschool programs</li> </ul>  | School Site Manager, program staff, community partners      |

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 2019-20 \_\_\_\_\_  
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

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 2019-2020 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, 2019-20

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

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

## STUDENT HEALTH FORM

### STUDENT INFORMATION

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

Grade in 2019-20 \_\_\_\_\_ 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).

| <b>Contact Information:</b> |  |                  |  |
|-----------------------------|--|------------------|--|
| 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 21, 2019 – January 19, 2020
- Spring Semester – January 22, 2020 to June 7, 2020
- 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): \_\_\_\_\_

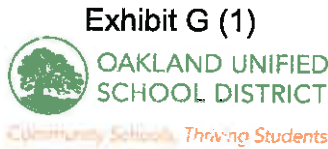
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Participant Signature (if over 18) or Custodial Parent or Guardian Signature

## INVOICING AND STAFF QUALIFICATIONS FORM 2019-20

| Basic Directions   |   |
|--|---|
| <b>Complete the chart below for each subcontractor and attach with Lead Agency monthly invoices.</b> |   |
| 1.   | Employee, agent or subcontractor name.  |
| 2.   | ATI #. This is the fingerprint clearance number assigned by the Department of Justice.  |
| 3.   | Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.  |
| 4.   | IA Requirement. No Child Left Behind Law requires that any staff who directly supervise students and are included in the 20:1 student-to-adult ratio meet the IA requirement. This documentation should be maintained in Lead Agency files. |

| Agency Information |  |                         |  |
|--------------------|--|-------------------------|--|
| Agency Name        |  | Agency's Contact Person |  |
| Billing Period     |  | Contact Phone #         |  |

| Employee, Agent, or Subcontractor Name | ATI # | Current TB Clearance Documentation on File               | IA Requirement Documentation on File                     |
|--|-------|--|--|
|  |       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |



**PROCEDURE FOR INVOICING**

**Oakland Unified School District  
Comprehensive After School Programs 2019-2020**

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

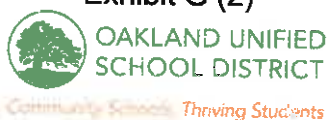
- ◆ All 21<sup>st</sup> Century and/or ASES invoices must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency and individual 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, 2019                                  | August 25, 2019                                 |
| September 8, 2019                                | September 22, 2019                              |
| October 10, 2019                                 | October 24, 2019                                |
| November 9, 2019                                 | November 21, 2019                               |
| December 8, 2019                                 | December 21, 2019                               |
| January 10, 2020                                 | January 25, 2020                                |
| February 9, 2020                                 | February 27, 2020                               |
| March 9, 2020                                    | March 23, 2020                                  |
| April 10, 2020                                   | April 25, 2020                                  |
| May 10, 2020                                     | May 23, 2020                                    |
| June 7, 2020 for May invoices                    | June 22, 2020                                   |
| June 15, 2020 for Final Billing                  | TBD   |

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

Exhibit G (2)



**PROCEDURES FOR PAID INSERVICE/EXTENDED CONTRACTS AND TIME SHEETS  
OUSD CERTIFICATED TEACHERS 2019-2020**

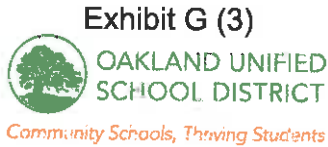
The following procedures are required in submitting fiscal forms for Paid Inservice/Extended Time for OUSD employees utilizing 21<sup>st</sup> Century and/or ASES funding:

**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 In-service/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<br>***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 5 weeks.*** |
|---|---|
| September 15, 2019  | October 20, 2019  |
| October 16, 2019  | November 22, 2019   |
| November 15, 2019   | December 22, 2019   |
| December 15, 2019   | January 22, 2020  |
| January 12, 2020  | February 22, 2020   |
| February 15, 2020   | March 22, 2020  |
| March 15, 2020  | April 20, 2020  |
| April 16, 2020  | May 22, 2020  |
| May 15, 2020  | June 22, 2020   |
| June 7, 2020  | June 29, 2020   |

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 2019-2020**

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

| <b>ET/OT Forms Due to After School Programs Office on the following anticipated dates:</b> | <b>OUSD Anticipated Payroll Issue Dates</b> |
|--|---|
| September 15, 2019   | September 29, 2019                          |
| September 29, 2019   | October 12, 2019                            |
| October 12, 2019   | October 31, 2019                            |
| October 31, 2019   | November 15, 2019                           |
| November 15, 2019  | November 30, 2019                           |
| November 30, 2019  | December 15, 2019                           |
| December 15, 2019  | December 29, 2019                           |
| December 22, 2019  | January 12, 2020                            |
| January 12, 2020   | January 31, 2020                            |
| January 31, 2020   | February 15, 2020                           |
| February 15, 2020  | February 28, 2020                           |
| February 28, 2020  | March 15, 2020                              |
| March 15, 2020   | March 29, 2020                              |
| March 29, 2020   | April 14, 2020                              |
| April 13, 2020   | April 30, 2020                              |
| April 30, 2020   | May 15, 2020                                |
| May 15, 2020   | May 31, 2020                                |
| May 31, 2020   | June 15, 2020                               |
| June 7, 2020   | June 29, 2020                               |

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

Exhibit H

**CERTIFICATES OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT**

**INSERT HERE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/18/2018

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

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

|   |  |                                       |
|---|--|---------------------------------------|
| <b>PRODUCER</b><br>Cook, Disharoon & Greathouse, Inc.<br>1942 Embarcadero<br><br>Oakland CA 94606 | <b>CONTACT NAME:</b> Lynda Reynolds-Brown<br><b>PHONE (A/C. No. Ext):</b> (510) 437-1900<br><b>E-MAIL ADDRESS:</b> lbrown@cdginsurance.com | <b>FAX (A/C. No.):</b> (510) 437-1979 |
|   | <b>INSURER(S) AFFORDING COVERAGE</b>   |                                       |
| <b>INSURED</b><br>Oakland Kids First<br>610 16th Street, Suite 310<br><br>Oakland CA 94612        | <b>INSURER A:</b> Nonprofits Insurance Alliance  |                                       |
|   | <b>INSURER B:</b> State Compensation Ins. Fund   |                                       |
|   | <b>INSURER C:</b>  |                                       |
|   | <b>INSURER D:</b>  |                                       |
|   | <b>INSURER E:</b>  |                                       |
|   | <b>INSURER F:</b>  |                                       |

**COVERAGES**      **CERTIFICATE NUMBER:** CL187509460      **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"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: |           |          | 201813909NPO                 | 7/30/2018               | 7/30/2019               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 20,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000 |
| A        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS  |           |          | 201813909NPO                 | 7/30/2018               | 7/30/2019               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$   |           |          | 201813909UMBPO               | 7/30/2018               | 7/30/2019               | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000  |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  |           | N/A      | 17475972018                  | 8/15/2018               | 8/15/2019               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                 |
| A        | Liquor Liability<br>Improper Sexual Conduct   |           |          | 201813909NPO<br>201813909NPO | 7/30/2018<br>7/30/2018  | 7/30/2019<br>7/30/2019  | Each Claim & Aggregate \$1,000,000<br>Each Claim & Aggregate \$1,000,000  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Per Acord guidelines, refer to 2nd page COMMENTS/REMARKS section for Additional Insured information.

**CERTIFICATE HOLDER**

Oakland Unified School District  
 Attention: Risk Management  
 1000 Broadway, Suite 440  
 Oakland, CA 94607

**CANCELLATION**

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

L Reynolds-Brown/AN

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## COMMENTS/REMARKS

Oakland Unified School District is Additional Insured under General Liability per attached endorsement #CG2026 0413, when required in a written contract between the Named Insured and Additional Insured.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

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

- A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
  2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Exhibit I

**STATEMENT OF QUALIFICATIONS**

**INSERT HERE**



**Mission Statement:**

Oakland Kids First amplifies youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.

**Service Description:**

Oakland Kids First (OKF) works to ensure that OUSD high schools are places where youth and adults work in partnership to improve student learning, leadership, achievement, and equity. Based on the challenges, needs, and opportunities in Oakland high schools, OKF has worked with youth organizers to come up with innovative solutions to improve school culture and academic resilience.

**1. Peers Advising Students 2 Succeed (PASS-2)** trains upper classmen to provide 9th graders with peer academic counseling and mentoring through classroom workshops and one-on-one mentoring. As a result of PASS-2, student leaders are developed into skilled facilitators and mentors, and the students they teach learn their A-G requirements, how to read their transcripts, what resources exist on campus, how to make up classes, and how to navigate difficult situations. Much like Kaiser has you screened by an Advice Nurse before seeing a Doctor or specialist, PASS2 mentors ensure every 9th grader receives a baseline of important school navigation information before students seek out counselors for more advanced queries. This ensures that overburdened counselors have some support, 9th graders can learn personal lessons from their peers, and students who won't seek out support get it anyway.

*PASS-2 is at Castlemont and Fremont High School this year but has also served Skyline, McClymonds, Oakland High, Street Academy, and Oakland Tech in the past.*

**2. Representing Educated Active Leaders Having A Righteous Dream (REAL HARD)** is an after-school youth organizing program that engages 9th–12th grade leaders in positive school culture formation to increase belonging, equity and graduation rates. REAL HARD has ensured students feel a greater sense of safety and belonging on campus, while also inserting themselves into adult decision-making spaces to advocate for student needs. All four of REAL HARD's sites have adopted student created Codes of Respect and REAL HARD students have developed various strategies to uphold and institutionalize these codes via school currency and stores to incentivize the lifting up of positive school culture. This student work has been institutionalized at several sites and continues to grow.

*REAL HARD is at Oakland Tech, Fremont, Castlemont, and Oakland High School*

**3. Youth Organizing Council (YOC)** is a program comprised of experienced REAL HARD Student leaders and alumni who engage in district-level organizing and advocacy to increase student power and equity in OUSD. OKF staff teach students research and advocacy skills and student organizers select pressing district equity issues they develop into campaigns.

## 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

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May 13, 2019

To whom it may concern:

This letter is to assure that all Oakland Kids First employees at Castlemont High School will be fingerprinted, tested for TB and cleared to run programming at Castlemont before programming commences for the 2019-20 academic year.

Sincerely,

A handwritten signature in blue ink, appearing to read "LBM", is written over the word "Sincerely,".

Lukas Brekke-Miesner  
Executive Director  
Oakland Kids First



March 18, 2019

| Agency Information                  |                        |                         |  |
|-------------------------------------|------------------------|-------------------------|--|
| Agency Name                         | Oakland Kids First     | Agency's Contact Person | Lukas Brekke-Miesner<br>Executive Director |
| School Site/s Providing Services At | Castlemont High School | Contact Phone #         | 510-452-2043                               |

| Subcontractor Employee Name | Fingerprint Scan ATI # | Current TB Clearance Documentation on File and Date | IA Requirement Documentation on File |
|-----------------------------|------------------------|---|--------------------------------------|
| Sabaa Shoraka               | G302SHS681             | Yes<br>Date: 10/29/18                               | Yes                                  |
| Dakari Brown                | B071BRD450             | Yes<br>Date: 2/21/19                                | Yes                                  |
| Roxana Franco               | M239 FRR 008           | Yes<br>Date: 8/25/2014                              | Yes                                  |
| Lukas Brekke Miesner        | B250BRL566             | Yes<br>Date: 4/20/2016                              | Yes                                  |
| Kerry McNeil                | G340MCK767             | Yes<br>Date: 11/26/18                               | Yes                                  |

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

**Search Term : oakland kids first\***  
**Record Status: Active**

**No Search Results**





## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2018-2019

### 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 IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

### Agency Information

|                     |  |                         |                            |
|---------------------|--|-------------------------|----------------------------|
| Agency Name         | Oakland Kids First   | Agency's Contact Person | Lukas Brække-Miesner       |
| Street Address      | 610 18th Street, Suite 310   | Title                   | Executive Director         |
| City                | Oakland  | Telephone               | 510-452-2043 x300          |
| State               | CA   | Zip Code                | 94612                      |
| OUUSD Vendor Number | 003136   | Email                   | lukas@kidsfirstoakland.org |
| Attachments         | <input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance<br><input checked="" type="checkbox"/> Statement of qualifications<br><input checked="" type="checkbox"/> Program Planning Tool and Budget<br><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 | August 1, 2019 | Date work will end | July 31, 2020 | Total Contract Amount | \$ 208,173.00 |
|------------------------|----------------|--------------------|---------------|-----------------------|---------------|

### Budget Information

| Resource # | Resource Name     | Budget #   | Amount        | Req. #      |
|------------|-------------------|--|---------------|-------------|
| 4124       | 21st Century Core | 010-4124-0-1110-4000-5825-301-3010-1879-9999-99999 | \$ 208,173.00 | 19/20 Funds |
|            |                   |  | \$            |             |
|            |                   |  | \$            |             |
|            |                   |  | \$            |             |

### OUUSD Contract Originator Information

|                      |                            |                   |                           |         |    |
|----------------------|----------------------------|-------------------|---------------------------|---------|----|
| Name of OUSD Contact | William Chavarin           | Email             | william.chavarin@busd.org |         |    |
| Telephone            | 510-638-1466               | Fax               | 510-638-4271              |         |    |
| Site/Dept. Name      | 301/Castlemont High School | Enrollment Grades | 9                         | 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                            |          |                 | 5/26/2019 |
| 2. Resource Manager                              |          |                 | 6/3/2019  |
| 3. Network Superintendent/Deputy Chief/Exec Dir. |          |                 | 6/4/2019  |
| 4. Cabinet (CAO, SBO, CFO)                       |          |                 | 6/4/2019  |
| 5. Board of Education or Superintendent          |          |                 |           |
| Procurement                                      |          |                 |           |
| Date Received                                    |          |                 |           |