

Board Office Use: Legislative File Info.	
File ID Number	12-2400
Introduction Date	9/27/12
Enactment Number	12-2452
Enactment Date	9-27-12



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

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

Board Meeting Date 9/27/12

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

Action Requested Ratification of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Learning for Life/SFBAC, for services to be provided primarily to Carl B. Munck Elementary School.

Background The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 27, 2012, (Enactment number 10-12-1654)

Discussion
One paragraph summary of the scope of work. Ratification by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/SFBAC, for the latter to provide In-School Academic Assistance to ELD students, in its capacity as a Comprehensive Community Based Organization, consisting of 201 hours of and serving 11ELD students/participants at Carl B. Munck Elementary School, for the period August 27, 2012 through June 30, 2013, in an amount not to exceed \$ 4,500.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Ratification by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/SFBAC, for the latter to provide In-School Academic Assistance to ELD students, in its capacity as a Comprehensive Community Based Organization at Carl B. Munck Elementary School, for the period August 27, 2012 through June 30, 2013.

Fiscal Impact Funding Resource: 7091/EIA-LEP, not to exceed \$4,500.00.

Attachments

- Individual Service Agreement
- Menu of Service

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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013

MASTER MOU INFORMATION			
VENDOR NAME	SFBC, Learning for Life		
VENDOR #	V050776	ENACTMENT #	12-1654
SITE / DEPT NAME	Carl B. Munck	SITE #	168
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		denise.burroughs@ousd.k12.ca.us	

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) – SELECT DESIRED SERVICE				
SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
A. In School Academics	K-5	\$23,000.00	1	\$4,500.00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$4,500.00
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				
3c. Variation in hours of service.				

BUDGET INFORMATION					
REQUISITION NUMBER	R0301791	START DATE	08/27/2012	END DATE	06/30/2013
RESOURCE #	RESOURCE NAME	ORG KEY		AMOUNT	
7091	EIA-LEP	1687091101		\$4,500.00	
				\$	
				\$	

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

VENDOR	NAME	Sharon Rhone	TITLE	Director
SIGNATURE	<i>Rhone</i>		DATE	08-09-12
OUSD SITE ADMINISTRATOR	NAME	Denise Burroughs	TITLE	Principal
SIGNATURE	<i>Denise Burroughs</i>		DATE	08-09-12

APPROVAL				
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development				
SPSA ACTION ITEM NUMBER: 4.5.6 OR, SPSA MODIFICATION DOCUMENTATION ATTACHED				
RESOURCE MANAGER, if using funds managed by:				
<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input type="checkbox"/> After School Programs				
SIGNATURE	<i>Suzana Rave</i>		DATE	8/16/12
SIGNATURE			DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER				
SIGNATURE	<i>[Signature]</i>		DATE	8/22/12
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION				
SIGNATURE	<i>[Signature]</i>		DATE	9/28/12
SIGNATURE	<i>[Signature]</i>		DATE	9/28/12

2012

Units of Service for Lead Agency: ___ Learning for Life _____

Option A: Lead Agency Unit of Service – ASES/21st Century After School Program

After School Services include:

After school program set up at school site and coordination of comprehensive services to ensure ASES and 21st Century grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, and recreational/physical activity components to meet grant compliance. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ration will not exceed 20:1.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

Cost for Elementary School lead agency package: \$95,000

Factors that may reduce or increase the school charge for above lead agency unit for ASES/21st Century After School Program:

- 1a.** School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b.** School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d.** School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e.** Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 1f.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

Option B: Lead Agency Unit of Service – OFCY After School Enrichment

After School Services include:

After school program set up at school site and coordination of comprehensive services to ensure OFCY grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of enrichment and components to meet grant compliance. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 15:1.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

Cost for Elementary school lead agency package: \$89,000

Factors that may reduce or increase the school charge for above lead agency unit for OFCY After School Enrichment:

- 2a.** School opting to provide own enrichment instructors or contract with a different service provider for specialized enrichment services, reducing the academic programming charges to the cost above.
- 2b.** School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 2c.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 2d.** Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 2e.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

Other Specialized Services

Specialized Services Option A: In-school Academic Assistance

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

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

Specialized Services Option B: After-school Academic Assistance

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

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

Specialized Services Option C: Enrichment Services

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

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

Specialized Services Option D: Operational and Programmatic Support

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

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

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

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

CARL MUNCK

Community Schools Strategic Site Plan 2012-2013, SSC-Approved Actions											
School	Carl Munck Elementary		Site Code:168								
Date:											
#	Priority Area	Student Group	Open#	Strategic Action	Resource Name	Rate #	Object Name	Discipline	Position Code	FTE	Budget Amount
1	A Balanced Literacy & Literacy Across the Curriculum	All Students	168SQ1A1641	TSA monitor and support PLC/PD/Data Analysis	Title I	3010			T10TSA0240	0	\$0.00
2	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic and Below Basic	168SQ1A1642	Monitor/Coordinate and provide Tier II response to intervention structure for students-Small group support (30 minutes/2x per week) using research-based instructional practices and Reading A-Z materials. Meet monthly in PLC with classroom teachers, reading tutor, and instructional assistant to analyze intervention data, adjust Tier II groups. Coordinate PD schedule and identify related PD opportunities for teachers and support staff to support Tier II intervention for students.	Title I	3010			T10TSA0240	0.4	\$26,010.96
3	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic and Below Basic	168SQ1A1646	Instructional Assistant to provide targeted Tier II small group intervention support and assist students, as needed, in classrooms.	Title I	3010			K12IA0106	0.4	\$19,727.03
4	A Balanced Literacy & Literacy Across the Curriculum	All Students	168SQ1A1660	Purchase classroom supplies and materials	Title I	3010	SUPPLIES	4310		0	\$149.24
5	B Health & Wellness	All Students	168SQI2B1654	School Psychologist to serve students with small group social skills development, Coordinate, convene and chair the Student Success Team (SST) meeting with principal, general ed. teacher, resource specialist, and parents	Title I	3010			COPE,J-PSYCHL0023	0.4	\$30,469.15
6	A Balanced Literacy & Literacy Across the Curriculum	All Students	168SQ1A1640	Substitute Release Time	EIA - SCE	7090	TEACHERS SUBS FOR RELEASETIME	1154		0	\$3,300.00
7	A Balanced Literacy & Literacy Across the Curriculum	All Students	168SQ1A1639	Promote classroom libraries that provide guided reading and independent-leveled reading through whole class novel reading, literature circles, small reading groups, student-led literature circles and book clubs. Purchase fiction/non-fictional leveled books	EIA - SCE	7090	BOOKS-OTHER THAN TEXTBOOKS	4200		0	\$2,000.00
8	A Balanced Literacy & Literacy Across the Curriculum	All Students	168SQ1A1643	Provide for extended contracts to compensate hours beyond contractual hours	EIA - SCE	7090	TEACHERS SALARIES STIPENDS	1120		0	\$5,200.00
9	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic and Below Basic	168SQ1A1644	Learning for Life reading tutor to provide targeted intervention, in-school tutoring	EIA - SCE	7090	CONSULTANTS	5825		0	\$10,439.00
10	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic and Below Basic	168SQ1A1645	Instructional Assistant to provide targeted Tier II small group intervention support and assist students, as needed, in classrooms.	EIA - SCE	7090			K12IA0106	0.4	\$19,727.03
11	A Balanced Literacy & Literacy Across the Curriculum	All Students	168SQ1A1652	Purchase classroom supplies and materials	EIA - SCE	7090	SUPPLIES	4310		0	\$4,732.68
12	A Balanced Literacy & Literacy Across the Curriculum	All Students	168SQ1A1653	Maintain equipment for instructional use	EIA - SCE	7090	EQUIP MAINTENANCE AGREEMENT	5610		0	\$3,000.00
13	A Balanced Literacy & Literacy Across the Curriculum	English Learners	168SQ1A1647	ELD small group support provided 4x-week Learning for Life	EIA - LEP	7091	CONSULTANTS	5825		0	\$4,500.00
14	A Balanced Literacy & Literacy Across the Curriculum	English Learners	168SQ1A1649	Purchase non-fictional leveled books	EIA - LEP	7091	BOOKS-OTHER THAN TEXTBOOKS	4200		0	\$600.00
15	A Balanced Literacy & Literacy Across the Curriculum	English Learners	168SQ1A1650	Purchase identified ELD instructional materials	EIA - LEP	7091	SUPPLIES	4310		0	\$770.36
16	A Balanced Literacy & Literacy Across the Curriculum	English Learners	168SQ1A1651	ELL technology instructional support as supplementary curriculum for ELD	EIA - LEP	7091	Computer \$500-4,999	4420		0	\$2,500.00
17	A Family & Community Engagement	English Learners	168SQI4A1661	Provide meeting refreshments for SSC-ELAC related meeting	EIA - LEP	7091	MEETING REFRESHMENTS	4311		0	\$500.00
18	A Family & Community Engagement	All Students	168SQI4A1655	Purchase and materials to execute event	Title I - Parent Participation	9901	SUPPLIES	4310		0	\$375.35
19	A Family & Community Engagement	All Students	168SQI4A1656	Provide meeting refreshments for Title I related meeting	Title I - Parent Participation	9901	MEETING REFRESHMENTS	4311		0	\$500.00
20	A Family & Community Engagement	Far Below Basic and Below Basic	168SQI4A1658	Extended contract for teacher provided parents of students identified as FBB & BB	Title I - Parent Participation	9901	TEACHERS SALARIES STIPENDS	1120		0	\$294.50
21	A Family & Community Engagement	All Students	168SQI4A1659	Positive discipline to build respect, responsibility, and avoid power struggles provided by certified positive discipline trainer-Lori Onderwyzer	Title I - Parent Participation	9901	CONSULTANTS	5825		0	\$500.00

CARL MUNCK

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