

Board Office Use: Legislative File Info.	
File ID Number	12-2657
Introduction Date	10-24-12
Enactment Number	12-2672
Enactment Date	10/24/12



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
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date
(To be completed by Procurement)

Subject Individual Service Agreement - Master Memorandum of Understanding - East Bay Asian Youth Center (contractor) - 133/Lincoln Elementary School (site)

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and East Bay Asian Youth Center, for services to be provided primarily to 133/Lincoln Elementary School.

Background
A one paragraph explanation of why the consultant's services are needed. Lincoln Elementary School provides multiple youth and family support services including after school academic assistance, violence prevention, recreation, mental health counseling and family literacy. The diverse services help support limited English Learner and their parents to be successful in school.

Discussion
One paragraph summary of the scope of work. Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to provide their Menu Option Family Support Services at Lincoln Elementary School for the period of August 27, 2012 through June 30, 2013, in an amount not to exceed \$7,988.37, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and East Bay Asian Youth Center for the latter to provide Family Advocacy Services at Lincoln Elementary School for the period August 27, 2012 through June 30, 2013.

Fiscal Impact Funding Resource: SIP , not to exceed \$7,988.37

- Attachments**
- Individual Service Agreement
 - Menu of Service
 - Certificate of Insurance
 - Copy of Master Memorandum of Understanding

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INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013

MASTER MOU INFORMATION			
VENDOR NAME	East Bay Asian Youth Center		
VENDOR #	V012162	ENACTMENT #	12-1876
SITE / DEPT NAME	Lincoln Elementary School	SITE #	133
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		renee.mcmearn@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)
Lead Agency Unit of Service	K - 5	\$7,988.37	1	\$7,988.37
		\$		\$
		\$		\$
TOTAL AMOUNT				\$7,988.37
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				

BUDGET INFORMATION					
REQUISITION NUMBER	R0303455	START DATE	08/27/2012	END DATE	06/30/2013
RESOURCE #	RESOURCE NAME	ORG KEY		AMOUNT	
0523	SIP	1337395161		\$7,988.37	
				\$	
				\$	

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	EBAYC - Gianna Tran	TITLE	Deputy Executive Director
SIGNATURE		<i>Gianna Tran</i>	DATE	8/26/12
OUSD SITE ADMINISTRATOR	NAME	John Melvin	TITLE	Principal
SIGNATURE		<i>John Melvin</i>	DATE	9/6/12

APPROVAL			
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development			
SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED			
RESOURCE MANAGER, if using funds managed by:			
<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input type="checkbox"/> After School Programs			
SIGNATURE		DATE	
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE	<i>John De</i>	DATE	10/4/12
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE	<i>Bob Taylor</i>	DATE	10/25/12
SIGNATURE	<i>Edy Katsaris</i>	DATE	10/25/12

2/18/12

Lincoln Family Liaison Scope of Work 2012 -2013

The Family Liaison serves as a connection between parents and the school. At Lincoln, a major portion of the Family Liaison's position is to assist parents/families with referral services, filling out forms for service agencies, writing letters and translating, both verbal and written, upon parents' requests.

Another important aspect and responsibility of the Family Liaison is education of parents, particularly with immigrant parents. Listed below are workshops that have been given and/or will be given.

The Family Liaison is always available to the teachers and parents to help with translating and explaining the needs of each where a child's progress and/or well-being is involved.

Parent Education

- Set up/facilitate workshops
 - parent-child relationships
 - kindergarten readiness in reading, math and social skills
 - adult/child health issues
 - knowledge of child sexual development
 - stress release methods
 - open communication between parent and child
 - discipline methods without yelling and screaming
 - understanding report cards, STAR results
 - nutrition – series of workshops on types of food, cooking...
 - issues of immigrant parents and raising the American child
- Research, book guest speakers, set up time, place, materials needed and provide refreshments
- Set up Childcare services
- Attend all workshops
- Goal of 5-7 workshops a year

Parent Involvement in School

- Monthly Parent Club meetings
 - publicize meetings; create flyers and announcements
 - reserve guest speakers; student performances
 - set agenda
 - provide refreshments and child care personnel
 - engage translation services from District
- Parent Volunteer Activities
 - plan, coordinate and execute any events that require parent volunteers
 - set schedules for volunteer activities
 - monitor and keep track of parent involvement
 - maintain communication with teachers for volunteer help

- monitor volunteers to fill-out District volunteer form, get TB clearance, fingerprinting if necessary
- keep a log of volunteer availability
- o Monthly Newsletter
 - send home a translated monthly newsletter informing parents of upcoming activities, meetings, news around the school and community

Maintain Hours for the Parent Center

- o Parents can freely come into the Parent Center during posted hours (Mon-Wed, 8 to 3, appts can be made for other times)
 - provide services, ie, fill out forms for health programs, welfare or housing.
 - Provide services to fill out school forms or explain what forms say
 - Translate teacher newsletters; homework
 - Provide translation for parent-teacher conferences; parent-principal conferences
 - Provide a listening ear for parents (sometimes staff) who need emotional support; suggest outside counseling where needed
 - Maintain the latest bulletins, flyers, and/or promotions for school or community events
 - Maintain relevant information for parents on health issues, welfare qualifications, housing guidelines
 - Maintain a library for parents to borrow books on relevant subject matters

Bulletin Board and Information Table outside the Parent Center

- o Maintain the latest relevant information (and provide translated materials if possible) for school and community events
- o Information on health, food bank, children events coming up
- o Change bulletin board with theme-oriented designs – holidays, seasons, cultural materials

Social Activities to promote teacher/parent contacts

- o Koffee Klatch every Wednesday morning, sometimes with treats. This is to provide an opportunity for teachers and parents to socialize, not to have parent-child conferences.
- o End of school year carnival – A carnival with jump house, games, food for parents, children and teachers to have fun together.
- o New this school year – Potlucks for grade levels – to invite new families to meet other families – Teachers invited to attend

Annual WalkAthon fundraiser

- o This year will be our 3rd annual WalkAthon, a fundraiser to raise monies exclusively for teachers to use for classroom supplies. Last year, we raised \$18,000. Each teacher got \$23/child in their classroom.

- Organize, set up, execute event; encourage parent and volunteer participants, promote and publicize event within school and neighborhood communities
- Organize parents to count monies collected, keep a running record and make deposits into Parent Club acct.
- Solicit from vendors any free supplies, ie, water, popcorn, cups.....

School Uniform Shirt Sales

- Responsible for maintaining inventory of unsold shirts
- Order shirts when inventory is low
- Sell shirts, collect money, and give receipts to keep log of money collected
- Make deposits to Parent Club account
- Pick up shirts from vendor when ready
- Arrange sale days before school starts and at year end
- Coordinate volunteers to help with shirt sales during Kindergarten orientation and during the first 3 days of school

Foster, Promote and Support Community Agencies

- Maintain a working relationship with agencies in the school neighborhood
- Develop contacts with social agencies
- Work with agencies to provide needed materials and events for our parents
- Help publicize community events
- Maintain a working knowledge of what is going on in the neighborhood
- Be the eyes and ears of the community and report it back to the school and to the parents

Estimate Number of Parents/Families Served at School

- Daily – 5 to 10 walk-ins
- Per week (3 days only) – 20-25 (~80 at Wednesdays Koffee Klatch)
- Per year – 600 to 800

Units of Service for Lead Agency: East Bay Asian Youth Center

Lead Agency Unit of Service

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 at each elementary school site, 180 at the middle school site, and 150 at the high school site. Services will be offered daily, Monday through Friday, from September – June. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

The After School Services include homework assistance, math intervention, reading intervention, and visual and performing art instruction.

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

For High School Programs: services also include family literacy programming and equitable access services. The Family Literacy workshops engage parents in their children's academic and leadership development process, and college and career exploration.

Option A: services for up to 90 Elementary students: \$100,854

Option B: services for up to 110 Elementary students: \$142,002

Option C: services for up to 160 Elementary students: \$201,507

Option D: services for up to 140 Elementary students: \$181,000

Option E: services for up to 180 Middle School students: \$224,813

Option F: services for up to 150 High School students: \$264,462

Factors that may reduce or alter the school charge for above lead agency unit:

- a) School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- b) School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- c) School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- d) School opting to fund School Safety Officer, reducing above costs to provide safe

and secure after school environment.

- e) Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- f) School opting to augment after school services or serve additional students utilizing additional grant funds.
- g) Other: please describe

Title I and EIA-SCE Family Advocacy Unit of Service:

Attendance Case Management services incorporate a broad range of support services that aim to improve parent leadership, improve family health, improve school attendance and improve academic achievement. Services include: parent leadership workshops, parent literacy classes, truancy intervention services, and community education events.

Attendance Case Management programming will serve up to 200 families throughout the school year.

Cost: \$19,000 Title I
\$41,000 EIA-SCE

Title One Family Support Unit of Service:

Family Support services incorporate a broad range of support services that aim to improve parent leadership, improve family health, improve school attendance and improve academic achievement. Services include: parent leadership workshops, parent literacy classes, truancy intervention services, and community education events.

Family Support services will serve up to 50 families throughout the school year.

Cost: \$25,000

Public Health Academy Unit of Service:

Public Health Academy services incorporate a broad range of support services that aim to improve family health, improve school attendance and improve academic achievement. Services include: medical, mental health and youth development services

Public Health Academy services will serve up to 50 students throughout the school year.

Cost: \$24,000

Safe and Supportive School (S3) Unit of Service:

S3 services incorporate a broad range of support services that aim to improve school attendance and academic achievement. Services include: case management, mental health and youth development services

S3 services will serve up to 60 students.

Cost: \$20,000

School Based Health Center Site Coordination Unit of Service:

SBHC Site Coordination services incorporate a broad range of support services for students and families that aim to improve health, school attendance and academic achievement. Services include the oversight and integration of Shop 55's medical, mental health and youth development services.

SBHC Site Coordination services will serve up to 500 students throughout the school year.

Cost: \$35,000

Roosevelt Summer Bridge Unit of Service:

Roosevelt Summer Bridge is a comprehensive community/school partnership dedicated to helping all Roosevelt Middle School students succeed in school and in life. Roosevelt Summer Bridge directly supports over 200 students through summer & after-school learning; family support services; attendance case management; and parent leadership.

Roosevelt Summer S.T.E.M. is a four-week pilot program that engages incoming 7th and 8th graders in applied learning activities and projects that integrate content from science, technology, engineering, and mathematics.

Cost: \$35,035

SIP Family Support Unit of Service:

SIP Family Support services incorporate a broad range of support services that aim to improve parent leadership, improve school attendance and improve academic achievement. Services include: outreach to parents of English learners, parent leadership workshops, family field trips, and community education events.

Family Support services will serve up to 10 families throughout the school year.

Cost: \$8,000

EIA/LEP Family Support Unit of Service:

EIA/LEP Family Support services incorporate a broad range of support services that aim to improve parent leadership, improve school attendance and improve academic achievement. Services include: outreach to parents of English learners, parent leadership workshops, family field trips, and community education events.

Family Support services will serve up to 40 families throughout the school year.

Cost: \$36,500

EAST BAY ASIAN YOUTH CENTER

The East Bay Asian Youth Center's mission is to inspire young people to be life-long builders of a just and compassionate multicultural society. EBAYC serves a racially and ethnically diverse membership of 1,000 children, youth, and their families who live in Oakland's San Antonio neighborhood. We believe that if a neighborhood is a place that fosters the healthy development of children, youth and families, young people will grow to be safe, smart, and socially responsible. We work to make our neighborhood a great place for families to raise their children by providing young people a seamless continuum of support services and engaging their families to make positive change in their community.

EBAYC Service Strategies

Violence Prevention

EBAYC helps young people who are on probation, parole, or are gang-involved move toward a healthy and productive life pathway. We provide young people intensive mentoring, case management, and transitional employment services. Recidivism among young people is reduced by over 50% when they participate in EBAYC.

High Quality Schools

EBAYC partners with eight neighborhood schools to provide summer and after school education, work-based learning, attendance case management, and medical and mental health services. We help parents collaborate with their child's teachers, and to be leader in school governance. We support high school students to graduate and enter higher education. EBAYC consistently demonstrates high standards of program quality and performance as indicated by city, county, and school district evaluation.

Economic Opportunities

EBAYC is the founding member of the Oak-to-Ninth Community Benefits Coalition that successfully established a partnership with Oakland Harbor Partners and the City of Oakland to build 465 new affordable family housing units, and to create new construction apprenticeships opportunities for 300 residents. In partnership with the Oakland Unified School District – Nutrition Services Department, EBAYC created "Oakland Fresh", a network of produce market and wrap-around nutrition education services at 25 schools.



CERTIFICATE OF LIABILITY INSURANCE

EASTBAA OP ID: AU

DATE (MM/DD/YYYY)
05/31/12

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).

PRODUCER CCI Financial & Ins. Solutions License #0381524 P. O. Box 5076 San Ramon, CA 94583-1328 George Yin	925-866-7050	CONTACT NAME:	
	925-866-8275	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A:	Great American Insurance
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED East Bay Asian Youth Center
2025 E 12th St
Oakland, CA 94606


COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		PAC2153134	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional tml GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			PAC2153134	06/01/12	06/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB3070366	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Crime/Employee Dishonesty			PAC2153134	06/01/12	06/01/13	Limit 5,000 Ded 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate holder is named as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

OAKLUN1 Oakland Unified School Dist 1025 Second Avenue Oakland, CA 94606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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