

Board Office Use: Legislative File Info.	
File ID Number	13-0519
Introduction Date	3-27-13
Enactment Number	13-0605
Enactment Date	3/27/13 <i>ES</i>



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**  
(To be completed by Procurement)

**Subject** Individual Service Agreement - Master Memorandum of Understanding - East Bay Asian Youth Center (contractor) - 212/Roosevelt Middle 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 212/Roosevelt Middle School.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*

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 12-1876).

**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 Roosevelt Middle School for the period of July 1, 2012 through June 30, 2013, in an amount not to exceed \$25,000.00, pursuant to the terms and conditions as specified in the MOU.

**Recommendation**

Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and East Bay Asian Youth Center for the latter to provide Family Advocacy Services at Roosevelt Middle School for the period July 1, 2012 through June 30, 2013.

**Fiscal Impact**

Funding Resource: 3910/Title 1 Parent Education for \$4,000.00 and 7090/EIA-INSTR for \$21,000, in a combined amount not to exceed \$25,000.00.

**Attachments**

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

## 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 21<sup>st</sup> 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 1  
\$41,000 EIA-SCE**

#### **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: \$21,000 EIA-INSTR  
\$4,000 Title 1 Parent ED**

#### **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: \$20,000**

#### **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 7<sup>th</sup> and 8<sup>th</sup> 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 100 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 100 families throughout the school year.

**Cost: \$36,500**



EASTBAA OP ID: AU

**CERTIFICATE OF LIABILITY INSURANCE**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).

<b>PRODUCER</b> CCI Financial & Ins. Solutions License #0381524 P. O. Box 5076 San Ramon, CA 94583-1328 George Yin	925-866-7050 925-866-8275	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> East Bay Asian Youth Center 2025 E 12th St Oakland, CA 94606		<b>INSURER A:</b> Great American Insurance	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	


**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 SUBR INSR   WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional 1mil GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	PAC2153134	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000 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 - COM/POP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		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) \$
	<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
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Crime/Employee Dishonesty</b>		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**

<b>OAKLUN1</b>  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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## **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.

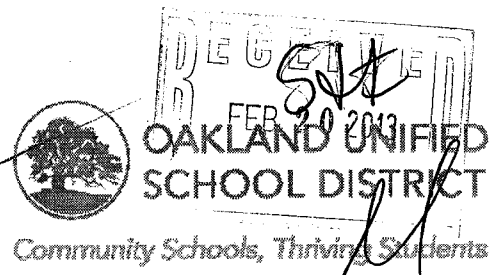
14	SQ11 D College, Career & Workforce ; SQ12 C Interrupting Chronic Absence (Attendance); SQ14 A Family & Community Engagement	English Learners	212SQ11DSQ12C SQ14A4882	Hire Gerardo Palafox as a TSA.	EIA - LEP	7091			C10TSA0071	0.93	\$56,700.94
15	SQ11 D College, Career & Workforce ; SQ12 C Interrupting Chronic Absence (Attendance); SQ14 A Family & Community Engagement	English Learners	212SQ11DSQ12C SQ14A4889	Hire Gerardo Palafox as a TSA.	EIA - SCE	7090			C10TSA0071	0.07	\$4,267.81
16	SQ11 D College, Career & Workforce ; SQ14 A Family & Community Engagement	Far Below Basic, Below Basic, and Basic	212SQ11DSQ14A 4883	Angelica Reyes Sosa will be hired as director of family services.	Title I - Parent Participation	9901	CONSULTANTS	5825		0	\$2,721.09
17	SQ11 D College, Career & Workforce ; SQ14 A Family & Community Engagement	Far Below Basic, Below Basic, and Basic	212SQ11DSQ14A 4884	Angelica Reyes Sosa will be hired as director of family services.	EIA - SCE	7090	CONSULTANTS	5825		0	\$22,278.91
18	SQ12 B Health & Wellness	Far Below Basic, Below Basic, and Basic	212SQ12B583	Lori Berlin will be hired as nurse.	Title I	3010	INTERPGM - INSTRUCTIONAL SERVICES	5715		0	\$25,481.00

Department of State & Factory Services  
*Morgan Silva* 2/11/13  
 Date



Board Office Use: Legislative File Info.	
File ID Number	13-0519
Introduction Date	3-27-13
Enactment Number	13-0625
Enactment Date	3/27/13

*Det to Site*  
*FEB 28*  
*PA*



## INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013

### MASTER MOU INFORMATION

VENDOR NAME	East Bay Asian Youth Center		
VENDOR #	V012162	ENACTMENT #	12-1876
SITE / DEPT NAME	Roosevelt Middle School	SITE #	212
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		clifford.hong@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, Family Support Services	6 - 8	\$25,000.00	1	\$25,000.00
		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				<b>\$25,000.00</b>
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				

### BUDGET INFORMATION

REQUISITION NUMBER	R0309510	START DATE	07/01/2012	END DATE	06/30/2013
RESOURCE #	RESOURCE NAME	ORG KEY	AMOUNT		
3010	Title 1 Parent Ed	2124854201	\$4,000.00		
7090	EIA-INSTR	2124859101	\$21,000.00		
			\$		

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	EBAYC - Gianna Tran	TITLE	Deputy Executive Director
SIGNATURE		<i>Gianna Tran</i>	DATE	2/1/13
OUSD SITE ADMINISTRATOR	NAME	Clifford Hong	TITLE	Principal
SIGNATURE		<i>Clifford Hong</i>	DATE	2/7/13

### APPROVAL

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

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

SIGNATURE	<i>Susan Ray</i>	DATE	2/27/13
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE	<i>[Signature]</i>	DATE	3/6/13
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE	<i>[Signature]</i>	DATE	3/28/13
SIGNATURE	<i>[Signature]</i>	DATE	3/28/13

*vice*

*2460*