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**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

## Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer

**Meeting Date** June 23, 2021

**Subject** Memorandum of Understanding 2021-2022 – Youth Together - After School Program – Skyline High School

**Ask of the Board** Approval by the Board of Education of Memorandum of Understanding 2021-2022 between the District and Youth Together, 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 Skyline High School’s comprehensive After School Program, for the period of July 1, 2021 through June 30, 2022, in an amount not to exceed \$229,356.00.

**Background** The general purpose of the 21st Century Community Learning Centers (21st CCLC) program is to establish or expand community learning centers that provide students with academic enrichment opportunities along with activities designed to complement the students’ regular academic program. California Education Code (EC) section 8421 further defines the purpose of the 21st CCLC High School ASSETS program as (1) creating incentives for establishing locally driven after school enrichment programs that partner schools and communities to provide academic support and safe, constructive alternatives for high school pupils in the hours after the regular school day, and (2) assisting pupils in passing the high school exit examination for public school programs.

**Discussion** 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. The school Principal has selected this agency from the list of approved lead agency partners.

**Fiscal Impact** 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETS) Grant/Resource 4124 in the amount of \$229,356.00

**Attachment(s)**

- Memorandum of Understanding 2021-2022
- Budget and Program Plan
- Certificate of Insurance
- Statement of Qualifications
- Excluded Parties List Printout

**After School Template for High School  
Memorandum of Understanding 2021-2022  
Between Oakland Unified School District and  
Youth Together**

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 **Youth Together** ("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 **306 Skyline 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 Direct Access Grant ("Direct Access")

2. **Term of MOU.** The term of this MOU shall be July 1, 2021 through June 30, 2022. 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 **Youth Together** is **\$ 229356.00**. 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/OFCE attendance systems in order for invoices for payment of services for the ASSETS Core Grant to be processed. (**Exhibit A** - Attendance Reporting Schedule 2021-2022”). In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), and AGENCY provides programming remotely pursuant to Section 5.4.5 of this Agreement, AGENCY shall calculate attendance based on student participation in AGENCY’s remote programming.
- 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 2021-2022 and will not exceed **\$ 229356.00** 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.

**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. . Any site receiving 21<sup>st</sup> Century Community Learning Center (CCLC) must report all fees collected (i.e.- registration fees, family fees, application fees, etc.) to OUSD After-School Program Office for CDE reporting.

5. **Scope of Work.** AGENCY will serve as lead agency at **306 Skyline 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 2021-2022. 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 **306 Skyline High School** 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 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 **306 Skyline 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 2021 – 2022 school year.

5.4.2.1. **Attendance Targets.** AGENCY will operate the program for a sufficient number of days during the 2021 – 2022 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 any calendar 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 **306 Skyline 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 **306 Skyline 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 **306 Skyline 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. Super Snack/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 super snack/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 super snack or 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 Super Snack, 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. Super Snacks or 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. Super Snack: \$3.65
- 5.4.3.8.2. Snack: \$1.00
- 5.4.3.8.3. Supper: \$3.65
- 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.
- 5.4.3.10. In accordance with guidance provided by the California Department of Education, in the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), OUSD may fulfill its above-described obligations to provide after-school meals, snacks, and/or beverages through a "grab-and-go" meal distribution program, in which case AGENCY shall not be responsible for distributing after-school meals, snacks, and/or beverages.
- 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.
- 5.4.5. **Provision of Services During COVID-19 Pandemic.** AGENCY shall perform all services in accordance with any COVID-19-related federal, state, and/or local orders, and shall immediately follow all OUSD directives regarding health and safety protocols. In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.
- 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
  - Staff Qualifications
- 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 **306 Skyline 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.

- 6.14. In the event that a field trip cannot proceed as planned for any reason (including but not limited to the closure of the field trip destination in response to COVID-19), AGENCY shall provide alternative programming to students (including remote programming, in the event that the school site at which AGENCY has agreed to provide programming is closed).
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 2021-2022. 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 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 2021-21 not to exceed \$ **229356.00** 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 2021-20 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant

- 11.1. **Staff Requirements.** AGENCY must comply with all Federal and State employment and labor laws. 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, and by the Lead Agency. A Lead Agency cannot exceed \$2,500 in supply purchases. 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

*Sharbo*

6/24/2021

- President, Board of Education
- State Administrator
- Superintendent

Date

*J. P. ...*

6/24/2021

Secretary, Board of Education

Date

DocuSigned by:

*Andra Bustamante*

5/27/2021

Executive Director

Date

Community Schools and Student Services Dept.

DocuSigned by:

*Bianca D'Allesandro*

5/26/2021

Principal

Date

DocuSigned by:

*Matin Abdel-Rawi*

5/27/2021

Network Superintendent

Date

DocuSigned by:

*Sandra Aguilera*

5/27/2021

Chief Academic Officer

Date

Academic School Improvement

AGENCY

DocuSigned by:

*Tony Douangviseth*

5/26/2021

Agency Director Signature

Date

**Tony Douangviseth** 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 March, 2021

Legislative File ID: 21-1469

Exhibit A

**ATTENDANCE REPORTING SCHEDULE**

<b>Oakland Unified School District                      After School Programs                      Attendance Reporting Schedule</b>	
<b>Monthly Attendance Period</b>	<b>Deadline to Input Attendance Data into Cityspan</b>
July 1 – July 31, 2021	August 10, 2021
August 1 - August 30, 2021	September 10, 2021
September 1-30, 2021	October 11, 2021
October 1-30, 2021	November 10, 2021
November 1-30, 2021	December 10, 2021
December 1-31, 2021	January 10, 2022
January 1-31, 2022	February 10, 2022
February 1-29, 2022	March 10, 2022
March 1-31, 2022	April 12, 2022
April 1-30, 2022	May 10, 2022
May 1-31, 2022	June 10, 2022
June 1-30, 2022	July 15, 2022

Exhibit B

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

*(Template distributed separately)*

**INSERT HERE**

2021-22 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

HIGH SCHOOLS 02.2020

Site Name: Skyline		%	21CCLC Core		%	21CCLC Equitable Access		Other Lead Agency Funds		
Site #: 306			Resource 4214, Program ____			Resource 4124, Program ____		%		
Average # of students to be served daily (ADA):	138.89		OUSD	Lead Agency		OUSD	Lead Agency			Lead Agency
<b>TOTAL GRANT AWARD</b>			<b>250,000.00</b>			<b>25,000.00</b>				

**CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PROFESSIONAL DEVELOPMENT, CUSTODIAL**

OUSD Indirect (5.00%)		11904.76			1190.48				
OUSD ASPO admin, evaluation, and training/technical assistance costs		15,576.32			1,557.63				
Custodial Staffing and Supplies at 3.5%		7,788.16			778.82				

<b>TOTAL SITE ALLOCATION</b>		<b>214,730.75</b>			<b>21,473.08</b>				
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**CERTIFICATED PERSONNEL**

1120	Quality Support Coach/Career Pathways' Liaison (Highly Recommended)		2500			0			
1120	Certificated Teacher Extended Contracts		3000			0			
1120	Certificated Teacher - Credit Recovery - English I								
1120	Certificated Teacher - Credit Recovery - Algebra I								
1120	Career Pathway Certificated Teacher Extended Contracts								
	<b>Total certificated</b>		<b>5500</b>			<b>0</b>			<b>0</b>

**CLASSIFIED PERSONNEL**

2220	SSO		0						
	<b>Total classified</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>

**BENEFITS**

3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24.5%)		1347.5			0			
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 28%)		0			0			
3000's	Employee Benefits for Salaried Employees (42%)								
3000's	Lead Agency benefits (rate: 25 %)								
	<b>Total benefits</b>		<b>1347.5</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>

**BOOKS AND SUPPLIES**

4310	Supplies								0
4310	Curriculum								0
5829	Field Trips			3000					0
4420	Computers (OUSD only)								0

	District professional development on district PD days (Bridging the Bay conference and Youth Work Methods trainings)			2500				
	Total books and supplies		0	5500		0	0	0
<b>CONTRACTED SERVICES</b>								
5825	Site Coordinator (list here if CBO staff) \$26.94 per hr x 8 hrs/day x 232			50000				
5825	Family Liaison \$26.94 per hr x 4 hrs/days x 232			6753.43		18246.89		
5825	Guidance Counselor and College & Career Readiness Coach (required for Alt. Ed) Joe Bates x \$26.94 per hr x 8hrs/days x 232 days			50000				
5825	Credit Recovery Coach \$20 per hr x 4 hr/day x 181 days			14480				
5825	2 Academic Mentor for 9th-12th graders \$20 per hr x 4 hrs/day x 116 days			18560				
5825	Youth Internship Stipends 10 Youth x \$1000			10000				
5825	6 Academic Instructors \$25 per hr x 2 hr/day x 40 days			12000				
5825	9 Enrichment Facilitators x \$25 per hr x 3 hr/day x 116 days (TlWlTh)			27000				
5825	Subcontractors (List specific agency name for each subcontractor) REEL Oakland Film Program Study Smart Tutors Driver's Ed			5600				
5825	Staff time to participate in Continuous Quality Improvement trainings and meetings			2020.75		2629.28		
5825								
5825								
5825								
5825								
5825								
5825								
5825								
5825								
	Total services		0	196,414.18		0	20,876.17	0
<b>IN-KIND DIRECT SERVICES</b>								
								0
								0
								0
								0
								0
	Total value of in-kind direct services							0
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>								
	Lead Agency admin (4% max of total contracted \$)			5,969.07		596.91		0
<b>SUBTOTALS</b>								
	Subtotals DIRECT SERVICE	85.00	10,585.82	201914.18	85.00	373.83	20876.17	0
	Subtotals Admin/Indirect	15.00	31530.93	5,969.07	15.00	3153.09	596.91	0
<b>TOTALS</b>								
	Total budgeted per column		42,116.75	207,883.25		3,526.92	21,473.08	0
	Total BUDGETED	100.00	250,000.00		100.00	25,000.00	0	0
	BALANCE remaining to allocate		0.00			0.00		
	TOTAL GRANT AWARD/ALLOCATION TO SITE		250,000.00			25,000.00		

Required Signatures for Budget Approval:

Principal:	<small>DocuSigned by:</small> <i>Bianca D'Allesandro</i> <small>SC39E648D2209470</small>
Lead Agency:	<small>DocuSigned by:</small> <i>Tommy Donaghy</i> <small>19257420973F43F</small>

5/26/2021

5/26/2021



# Skyline OUSD Expanded Learning Programs -After-School Program

## ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2021-2022

### ASES and 21st Century After-School Program Plan

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION			
School Site Name: <input style="width: 100%;" type="text" value="Skyline"/>	School Type: <ul style="list-style-type: none"> <li><input type="checkbox"/> Elementary (TK-5)</li> <li><input type="checkbox"/> Elementary/Middle (TK-8)</li> <li><input type="checkbox"/> Middle (6-8)</li> <li><input checked="" type="checkbox"/> High School (9-12)</li> <li><input type="checkbox"/> - Alternative High School</li> <li><input type="checkbox"/> - Continuation High School</li> <li><input type="checkbox"/> - Comprehensive High School</li> </ul>		
CDS Code: <i>(This is a 14-digit code, search <a href="#">here</a>)</i> <input style="width: 100%;" type="text" value="1612590137943"/>	After-School Lead Agency: <input checked="" type="radio"/> Youth Together		
Principal Name: <input checked="" type="radio"/> Bianca D'Allesandro	Principal Signature and date:		DocuSigned by: 
Lead Agency Director Name: <input checked="" type="radio"/> Tony Douangviseth	Lead Agency Director Signature and date:		DocuSigned by: 
After-School Site Coordinator Name: Danielle Armstrong	After-School Site Coordinator Signature and date:		DocuSigned by: 

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 1.5 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 2021-2022 school year program.	139
Program Operations for the 2021-2022 school year. First Day: August 9, 2021 Last Day: May 26, 2022	
UPDATED ED CODE:	Per CDE Education Code Section 8483.7(c) allows programs to close for a <b>maximum of 3 days during a calendar year (not a school year)</b> for staff development. Families and school site personnel 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. This should be uploaded no later than 5 business days after the closure day.
Identify the three days (if any) your program plans to close this year for PD. The program must be open all other days of the school year. (Updates for any date changes are due September 2021).	
1st: <input style="width: 150px;" type="text" value="10/15/2021"/>	2nd: <input style="width: 150px;" type="text" value="1/21/2022"/>
3rd: <input style="width: 150px;" type="text" value="4/15/2021"/>	
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. <b>There is an expectation already established for the 36 weekly minimum days, however if the school is planning on more than these and 10 extra days for report card conferencing you should discuss how the staffing fees for these extra days will be funded in partnership with the school day.</b>	
Projected Number of Minimum Days for School Year 2021-2022: <input style="width: 50px;" type="text" value="36"/>	
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, identify school-site funds to be utilized to fund these additional hours of programs?	
There are not additional funds that will be used. Youth Together will continue to adjust programming time and provide the minimum three hours of programming after school.	

SECTION 3a: PROGRAM MODEL, Average Daily Attendance, Program Dates, Minimum Days & Enrollment		
Which of the following program models will your site operate as for 2021-2022? (If you choose Extended Day, please explain why using this link.)		
Program Model:	Please only select ONE of the options below	
	<input checked="" type="checkbox"/> Traditional After-school	<input type="checkbox"/> Extended Program <input type="checkbox"/> Blended/Hybrid
Which grade levels will be served by this program?	TK	<input type="checkbox"/>
	K	<input type="checkbox"/>
	1	<input type="checkbox"/>
	2	<input type="checkbox"/>
	3	<input type="checkbox"/>
	4	<input type="checkbox"/>
	5	<input type="checkbox"/>
	6	<input type="checkbox"/>
	7	<input type="checkbox"/>
	8	<input type="checkbox"/>
	9	<input checked="" type="checkbox"/>
	10	<input checked="" type="checkbox"/>
	11	<input checked="" type="checkbox"/>
	12	<input checked="" type="checkbox"/>

**ENROLLMENT PROCESS & TIMELINE**

**Instructions:**

Please navigate to the folder for the your school. Once inside the folder, click the pencil button in the top right corner. After the dropdown list appears, select 'Upload or Import'. Next, click on the drag or browse window and upload the Enrollment Timeline file. Please name your file in this format: SchoolName\_EnrollmentTimeline

Please check the box below after completing the above instructions

~~Enrollment Timeline has been uploaded to Program Plan folder~~

Important dates to include in your timeline

**April - June:** Spring enrollment for 2021-2022 programs.

Families will be notified of 2021-2022 after school enrollment before the **last day of school, May 27, 2021.**

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, 2021**, 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.

CDE and OUSD have established district-wide guidelines for Target Population and Enrollment in ASES and 21st Century After School Programs. With these guidelines, each school will create a site-specific After School Enrollment Policy that will be made public to the school community. Make sure to include a description of 1-3 enrollment priorities that will be made public and why.

**\*\*This may look different for High School and Continuation schools based on alternative schedules and intersession. Please include the items above that are applicable to your schedule and recruitment process. Describe how your school will identify and recruit students beginning of Spring 2021. Indicate how families will be notified of 2021-2022 enrollment before the last day of school.**

**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

**Complete the following questions for Section 3b:**

- To the best of your knowledge, how many Golden Tickets were distributed in the 2020-2021 school year?

0-5

- How will you make your program more accessible to serve the needs of Golden Ticket students/families?

Students who transition into Skyline High School mid-year will receive a detailed orientation of the Youth Center After School services and additional resources. They will meet with the Site Coordinator and Guidance Counselor and supporting staff. They will be given an enrollment packet along with contact information and a programming brochure and will be able to enroll into a program of their choosing.

**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])

Educational and Literacy Component that includes tutoring /

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

**Respond Below:**

**Living The Dream:** An academic and support group for a cohort of 40-60 African American, Latino and Pacific Islander young men. We integrate community building activities provide upper class tutor and mentors, and the coordinator acts as a liaison between teachers and parents.

**9<sup>th</sup> & 10<sup>th</sup> Grade Academic and Career Support Group:** Aimed to increase English literacy and Mathematical skill sets through tutoring and mentoring. Students will participate in college and career workshops, ethnic studies curriculum, community building activities, social justice workshops and organizing 101 curriculum. This program will also serve as a prerequisite for students who are interested in applying for the Youth Together Leadership Internship Program.

**SAT Prep Course for 11<sup>th</sup> Grade Students:** This program will help students to prepare for the college entrance exam to increase their chances of getting accepted into a 4-year college or university.

**Open Library:** The library is open before school for any student who needs a space to study, finish assignments, or utilize the technology available.

**College Tours to local colleges:** This program will expose students to different types of college campuses, resources and support groups to increase their interest in pursuing higher education.

**Dual Enrollment:** In partnership with Peralta Colleges, students are able to take college course after school that focus on academic supports, and visual arts that differ from what they offered during the school day.

Homework assistance in the core subjects (language arts, math, history /social science, etc.)

How are students building academic skills? How are social-emotional academic development being integrated? *(Include specific strategies for creating a safe & supporting environment through encouragement and active engaged learning.)*

**Respond Below:**

Students will build academic skills and receive homework assistance in core subjects through their participation in the following programs:

**Athletic Study Hall:** Host study hall and tutoring services for Football, Basketball and Cheerleading to help students maintain a "C" average of higher in all classes and attend class regularly.

**After-School Drop-In Tutoring:** Focused primarily on 9<sup>th</sup> and 10<sup>th</sup> grade students (but open to 11<sup>th</sup> and 12<sup>th</sup> graders) to increase understand in Math, English and other core subjects.

**Peer Tutoring Program:** 11<sup>th</sup> and 12<sup>th</sup> grade students are given the opportunity to tutor their peers in Math, English and Languages Other Than English. Peer tutors will work directly with line staff to identify and individually support students in programming that need support academically in their core classes.

In order to create a safe and supporting environment, Youth Together staff will integrate the following practices:

- Staff will respectfully welcome and release participants from all homework assistance programs to increase the students' comfortability with program coordinators and tutors to create a welcoming and safe environment for students to ask for help.
- Staff will intentionally build and maintain trusting, nurturing and supportive relationships with participants
- Staff intentionally identify participant strengths, interests and learning styles and encourage participants to develop skills related to their strengths and interests. This will allow students to become more confident in subjects they are and are not the most comfortable with.

Educational Enrichment Component that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)

How does the after-school program choose which educational enrichment activities are offered? *(Include specific strategies designed to foster skill-building, youth voice and leadership and diversity, access and equity.)*

**Respond Below:**

Youth Together chooses which educational enrichment activities to offer by focusing on programs that allow for students to have space to share their viewpoints, concerns or interests and to address real world problems that they

identify in their communities. In the programs listed below students are provided the opportunity to help design and create the design of program activities. All students are given the opportunity to express their opinions and feedback in program evaluations and group discussions regarding what they would like to learn about.

**Youth Together Leadership Development:** Programming focuses on social justice issues, leadership development, campaign organizing and teach-ins. Students will work collaboratively with students from other school sites to create an end of the year production showcasing what they learned during the school year.

**Film Production:** Provides students with the unique opportunity to produce short films focusing on specific genres that sparks their interest such as documentary, drama, comedy, romance, etc.

**Workshop Wednesday:** Weekly workshops focused on academic enrichment, Do It Yourself (DIY) projects, cultural and self-awareness seminars and skill building.

**Drivers Education:** Students who are 15 1/2 will receive instructional hours through an online course to receive their pink slip needed to obtain a California Driver's License.

**Latina's Girls Group:** Workshops and discussions focused on community building, self-esteem, womanhood and skill building.

**Black Girl Magic Group:** Workshops and discussions focused on community building, self-esteem, womanhood and skill building.

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 the program.)

*CDE expects Elementary programs to offer 30-60 minutes of developmentally appropriate, daily physical activity (to help meet CDE recommendation of 60 daily minutes of moderate to vigorous physical activity for youth) This is not "free play" or recess. (We understand Middle and High will vary based on sports programs and scheduling. Please explain how the after-school program will address physical activity in your program, including type, frequency, and target population. All students should have the opportunity for physical activity).*

- Plan and evaluate (review fitness test results, track minutes, etc.)
- Include a variety of activities throughout the year

Describe how the after-school program will provide structured physical activity for all participants. (Include specific strategies to promote healthy choices and behaviors.)

**Respond Below:**

**Polynesian Dance Club:** Offered 4 days out of the week for a total of 12 hours. This program focuses on dancing, stretching and conditioning.

**Cross Country and Track and Field:** Offered 5 days out of the week for a total of 12.5 hours. All students are welcome to participate.

**Majorette Dance Team:** Offered 4 days out of the week for a total of 12 hours. This program focuses on dancing, stretching and conditioning.

In order to promote healthy choices and behaviors, Youth Together staff will integrate the following practices:

- Staff will model good nutrition and participation in physical activity during programming
- Staff will encourage students to apply their knowledge and experience around nutrition, healthy lifestyles and physical activity to influence their families, peers and community to practice healthy life choices.

Family Literacy Component that includes literacy activities and other educational services that engage adult family members of students.

Describe how the after-school program provides opportunities to promote literacy and/or other educational services to adult family members of students?

**Respond Below:**

**Quarterly Parent Workshops:** During workshops parents are taught various topics to increase their levels of understanding on how to best support their student while in high school. The topics range from, transcript evaluations, graduation requirements, A-G requirements, school resources and how to best support your student athlete. Parents will become more knowledgeable on various topics surrounding their student's education and will be able to actively participate in their student's education.

**Parent Patrol Walks:** Provides parents with the opportunity to walk around the school campus to increase their familiarity with the school site, teachers and faculty. This program promotes parents being actively engaged in their children's academic journey.

Educational Enrichment Component that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)

How does the after-school program choose which educational enrichment activities are offered? (Include specific strategies designed to foster skill-building, youth voice and leadership and diversity, access and equity.)

**Respond Below:**

1. Complete the program schedule from or upload your program schedule.

a. Make sure your program schedule includes:

- i. Class/Activity title i.e. African Dance not just enrichment
- ii. Day and time offered

b. Complete this form to design program component attached template to describe program components then link them into this document. Program component description link: linked to the spreadsheet create a drop-box option (a) CDE--academic, enrichment, physical activity "use the same title".

*\*In the fall, sites are required to resubmit updated program schedules. This schedule should be clearly aligned with the supports identified in section 4.*

**Academic Alignment with School Day and District Priorities**

Please provide a short narrative that identifies how the after-school program will support school goals aligned with district student learning goals in the appropriate grade level box below.

- Collaborate with the school site administrator and consult the School Site Plan to align with the school day.
- Consult the descriptions below for the District's priorities for elementary, middle and high school.

**OUSD Student Learning Goals:**

- 1- All students build **relationships** to feel connected and engaged in learning
- 2- All students continuously grow towards meeting or exceeding standards in **English Language Arts**
- 3- All students continuously grow towards meeting or exceeding standards in **Math**

- 4- English Learner students continuously develop their language, reaching **English Fluency** in 6 years or less
- 5- All students grow a year or more in **Reading** each year
- 6- All Students graduate college-, career-, and community-ready

How will the after-school program further these OUSD Learning Goals?(Choose 2-3 to focus on for the 2021-22 School Year)

**Respond Below:**

**1. All students will grow towards meeting or exceeding standards in Math**

Our plan is to contract math teachers to provide after school tutoring support for Algebra 1, Geometry and Algebra 2 along with our academic peer tutors. Students will also focus on strengthening their math skills using nontraditional curriculum in the 9<sup>th</sup>/10<sup>th</sup> grade and 11<sup>th</sup>/12<sup>th</sup> grade academic support groups. Case management work done by our guidance counselor will also help to track the progress and support needed in math and other core classes of our after school student participants.

**2. All students graduate college, college and community ready.**

Youth Together will support this OUSD learning goal by bringing in guest speakers, hosting panels on college and career, and college tours to expose after school participants to different colleges, universities and career options. SAT prep courses will help students to prepare for the college entrance exam to increase their chances of getting accepted into a 4-year college or university.

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

To increase the effectiveness of a program, it is critical to engage in an ongoing 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 Afterschool Network (CAN) Quality Committee.

**POINTS OF SERVICE Quality Standards & PROGRAMMATIC Quality Standards**

Fill out this Google Form to identify where your program is with E’s quality standards. Google Form

**Resources:**

- [Definitions: CDE Quality Standards](#)
- [Unpacked: CDE Quality Standards & CQI Spectrum](#)
- [Scoring Key: CDE Quality Standards & CQI Process](#)

**PROGRAM SELF-ASSESSMENT TRUTH + HOPE + CHANGE + CURIOSITY (THC?)**

Indicate which stakeholders who participated in the Program Self-Assessment in 2020-2021

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Internal evaluator          | <input type="checkbox"/> External evaluator            | <input type="checkbox"/> School administrator             |
| <input type="checkbox"/> District administrator      | <input checked="" type="checkbox"/> Certificated staff | <input type="checkbox"/> Classified staff                 |
| <input checked="" type="checkbox"/> Program director | <input checked="" type="checkbox"/> Site coordinator   | <input checked="" type="checkbox"/> Site-level/line staff |
| <input type="checkbox"/> Parents/guardians           | <input checked="" type="checkbox"/> Students           | <input type="checkbox"/> Community partners               |

Advisory group  Other stakeholders:

Identify the after-school program data point(s) in the narrative below. Could include: student feedback (youth survey, interviews or focus groups), internal program observation or external observation

**TRUTH**

What is currently happening in the program? Use data to identify the truth about 1-2 self-selected aspects of the program.

**Respond Below:**

**Safe and Supportive Environment:**

Our Youth Together staff are very familiar and close with their program participants. They know all participants by name and welcomes them individually to programming each day. YT staff works closely with program participants to create program/community agreements at the beginning of each programming session. This allows students with the opportunity to hold each other to high expectations for behavior and achievement as well as build a sense of community and belonging. Appreciations are given at the end of each programming sessions by program coordinators and participants. This allows for the adults and students to actively acknowledge positive behaviors and participant participation.

**Active and Engaged Learning:**

**Active and Engaged Learning**

Our Youth Together participants are given the opportunity to participate in project-based activities that result in a culminating product. This year, our Lead Student Organizers worked collectively to host a state-wide virtual Youth Conference. Our Living the Dream participants have created a youth led podcast to focus on discussing real world problems that they identify in their communities. Our other program participants have

**HOPE**

What is the dream for the program in these areas as identified by students, families, parents, staff and site support team?

**Respond Below:**

**Healthy Choices and Behaviors:**

The hope is to ensure that all of our programs are creating a healthy culture and environment that is positively influenced by the school site, families and communities. We would like to provide all out program participants and their families with a guide on how to participate in daily physical activities and where to find healthy and affordable food options in their communities. We would also like to promote a healthy mental health practices and tool to assist students with managing the different stresses that impact them on a daily basis.

**Sustainability**

For some of our older and recurring programs, a hope is that as an organization we can strengthen our methods in the monitoring trends and make changes in order to adapt to emerging threats, opportunities, and conditions.

**CHANGE**

What steps will be taken to make the shifts needed to realize the HOPE identified above?



**Respond Below:**

**Healthy Choices and Behaviors:**

- All programs will incorporate a mindful minute, stretch or meditation on the beginning or end of each program
- Each program coordinator will attend trainings to understand how knowledge, skills and behaviors around health contribute to academic performance and a positive socio-emotional lifestyle.
- All Youth together staff will model good nutrition and participation in physical activity during the program.

**Sustainability:**

- Each program coordinator will work to secure 2 to 3 new resources annually in order to maintain a diverse portfolio of sources.
- Each program coordinator will meet frequently with a range of community partners in order to ensure on-going conversations and sharing of resources, as well as a common mission, vision, and goals.

<p><b>CURIOSITY</b>  <i>What deeper questions or inquiries are coming up? Something that needs more time to think about to make long-term shifts.</i></p>
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**Respond Below:**

- How can we create and promote healthy choices and behaviors for staff during the work day to make it easier for them to model these practices during programming?

SECTION 6: Facilities					
<p>(a) Plan with the school site administrator which rooms and outside spaces the after-school program will use Monday - Friday from the start of the program to 6. Make sure to include bathrooms and snack areas.</p>					
<p>(b) Lead Agency Director, will go into Facilitron website to complete facilities usage requests no later than May 15, 2021. Visit Facilitron website at: <a href="http://www.facilitron.com/dashboard/login">www.facilitron.com/dashboard/login</a></p>					
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
One Land One People Youth Center	25-30	7:00 AM to 6:00 PM			
Cafeteria	25-30	3:05 PM to 6:00 PM			
Portable N	25-30	3:05 PM to 6:00 PM			
Portable S	25-30	3:05 PM to 6:00 PM			
Portable T	25-30	3:05 PM to 6:00 PM & 1:30 PM to 6:00 PM			
Auditorium	30-50	3:05 PM to 6:00 PM & 1:30 PM to 6:00 PM			
<p>In addition, choose up to 5 other dates the program will use space <u>outside of normal program hours</u>. Please specify which space will be needed (IE: showcases, events and family engagement). <u>Be advised any additional dates/spaces used outside of these dates, the lead agency will be responsible for facilities cost.</u></p>					

Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	
Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	
Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	
Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	
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 2021-2022  Yes  No

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

Principal	Lead Agency	ASSURANCES
		Our program <b>will 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 the inability to pay.  Per CDE, our programs will communicate in writing and publically to parents/guardians program fee expectations in language parents can understand. <b>This should be included in your enrollment applications, posted in your school (publicly accessible), parent handbooks and any marketing materials. Ensure that all documentation is accessible to families. This means they should be translated into the major languages used by the families in your school.</b>
		Our program will publicize the <b>program fee structure</b> in written program materials for school leaders, parents/guardians, and/or community members (i.e. communication letter, meetings agenda, etc.).
		Our program shall not charge a fee to a family for a child if the program once notified 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 <b>child who the program knows is in foster care</b> .
		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. This will be turned in quarterly.
		<b>The Use of Fees:</b> Any fees collected by programs shall be used for program activities, services for students, and program administrative costs. CDE guidance calls for all programs to "keep accurate records of fees collected, and fees should be tracked separately from the grant funds received." Keep documents in the event of an annual financial audit and/or Federal Program Monitoring (FPM). Families who receive free and reduced lunch should be prioritized for no cost program admission.

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

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<p>Describe how the school/program plans to collect program fees and who will be exempt from paying fees or received a reduced fee?</p>	
<p>Describe how all fees collected will be used for after-school programming.</p>	
<p>Describe how fees will be communicated to school leaders/school community.</p>	
<p><b>Instructions:</b></p> <p>Please navigate to the folder for the your school. Once inside the folder, click the pencil button in the top right corner. After the dropdown list appears, select 'Upload or Import'. Next, click on the drag or browse window and upload your Enrollment Timeline file. Please name your file in this format: SchoolName_DocumentName</p> <p>Please check the box below after completing the above instructions</p> <p><input type="checkbox"/> A copy of written evidence of the program fee materials/process (i.e. parent letters, parent handbook, etc. meeting with agenda/minutes) has been uploaded into the Program Plans folder</p>	

# OUSD EXPANDED LEARNING PROGRAMS

## Partner Assurances & Agreements 2021-2022

<u>School Site</u> Skyline High School	
<u>Lead Agency</u> Youth Together	<u>Date</u>
<u>Name of After School Program</u> Youth Together/One Land One People	<u>After School Site Coordinator Name (if known at this time)</u> Danielle Armstrong

### After School Safety and Emergency Planning

1. The 2021-2022 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:**

<input checked="" type="checkbox"/>	Site Administrator and ASP Site Coordinator will meet at beginning of school year to update After School Emergency Plan collaboratively.
<input checked="" type="checkbox"/>	Site will share Comprehensive School Site Safety Plan with after school partner.
<input checked="" type="checkbox"/>	School day and after school programs will coordinate emergency drill schedules & procedures (ie. earthquake, fire, and lockdown drills).
<input checked="" type="checkbox"/>	After School staff will participate in site-level faculty safety trainings.
<input checked="" type="checkbox"/>	School will provide after school staff with access to disaster supplies and other resources in case there is an emergency after school.
<input checked="" type="checkbox"/>	Site Administrator and ASP Site Coordinator will meet regularly to review after school incidences and update safety plans as needed.
<input checked="" type="checkbox"/>	The completed After School Emergency Plan (ASEP) will be submitted to Expanded Learning Programs Office by 10/1/21.
<input type="checkbox"/>	Other:

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.

The school will provide the opportunity for after school staff to attend professional development meetings to learn safety procedures alongside teachers and other support staff.

3. Principal and Site Coordinator have reviewed the OUSD After School Emergency/Crisis 1st Level Response Notification Protocol and understand expectations regarding communication and incident reporting when an issue involving after school safety

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.

# Skyline OUSD Expanded Learning: After-School Programs

## 2021-2022 Modification Program Plan

ELEMENTARY/MIDDLE & HIGH SCHOOLS

ASES and 21st Century Community Learning Center (21st CCLC)

**Modification Program Plan:** Given the uncertainty of the school reopening model, this document will:

- Develop a clear work plan that supports students' learning in partnership with the school site to prepare for any model for reopening in the 21-22 school year.
- Support collaboration with schools and Lead agencies to determine their reopening plans.

### Non-Negotiable Compliance Considerations Expanded Learning Guidelines

When designing the Expanded Learning program model, please consider all of the following factors.

- ASES, 21st CCLC, and ASSETS funding will not increase based on the program model.
- Sites will be required to run 180 days of programming.
- Sub-contractors partnerships and how they will fit into this program model
- No supplanting (Programs are required to provide supplementing/enrichment programs and can not provide any instructional minutes)

### Expanded Learning Program Models

Given the constant uncertainty due to COVID-19, the Expanded Learning Office is asking all Expanded Learning Partners and Site Leadership Teams to design programming for multiple reopening models to ensure we can meet our communities' needs in the fall.

**Possible modified program models:**

- Distance Learning Support
- In-person with modifications based on State and County Safety guidelines.
  - If the sites are in any type of hybrid programming where some are on and some students are off-campus. Expanded Learning funds are to be prioritized for in-person programming.
  - This modification occurs when students come back part-time or not all students come back in person. I.E. small pod instruction with only 12-14 students present in each class.

### GUIDING QUESTIONS - Staffing

Please answer the following questions to help guide program contingency planning. Staffing is the key ingredient to making these decisions for each site.

How many full-time employees does the expanded learning program employ? (i.e., site coordinators)

How many part-time employees?

How many hours do the part-time employees work?

Hrs

Does the program have subcontractors that provide service?

yes

#### MODIFIED SCOPE OF WORK

Please Indicate below how the Expanded Learning Program will support each possible modification. Check all that apply. (Keep in mind that Expanded Learning funds should be used to support enrichment for students. If staff is supporting school day make sure to set aside dedicated for them to provide this service.)

##### Distance Learning :

- Expanded Learning staff will be generally present (via Zoom) from \_\_am/pm to \_\_am/pm
- Expanded Learning staff will virtually support 1:1 with a student(s) \_\_\_ groups of students \_\_\_.
- Expanded Learning staff will virtually support teachers directly.
- Expanded Learning staff will lead and facilitate programming independently of the school day
- Expanded Learning staff will assist with specific subjects.

List subjects below:

Please briefly describe how the program will support distance learning:

Youth Together will assist between the hours of 10:00 am to 5:00 pm daily by supporting supports 1:1, in group settings, hosting workshops and support services in the student and parent designated online centers via zoom. Youth Together staff will also work directly with teachers to provide students and families additional academic, socio-emotional and covid relief support and resources. Youth Together staff will host programming via zoom after instruction time for students on various topics ranging from college and career, social justice, community building, art, homework/academic support and more.

##### In-person Modified by State and County Health Guidelines:

- Expanded Learning staff are in person with a small cohort, based on county POD guidelines
- Expanded Learning staff will provide programming for 3 hours after the school day ends.
- Expanded Learning staff will provide distance learning support for student or 1:1 tutoring Expanded Learning staff will support in-person students daily
- Expanded Learning staff will virtually support students on days when all students are virtual

Please briefly describe how the program will support distance learning:

For in person instruction, Youth Together staff will work with their designated POD to provide enrichment programming ranging from college and career, social justice, community building, art, homework/academic support and more. Youth Together staff will provide the online virtual programming listed above when students are not on the school site.

SECTION 3: PARTNERSHIP & COMMUNICATION ASSURANCE

How will the site operationalize communication between the lead agency staff and school faculty? Are there existing spaces that the coordinator or instructors should be invited into to improve alignment between the school faculty and expanded learning staff?

- PBIS
- Staff Meetings
- Grade level Collaboration
- COST

If a shift happens how do you collaboratively transition from fully remote learning to in-person learning modified? (i.e. Keep in mind impact, staff readiness, budget, space, and county/state guidelines.) What are the steps/considerations for the transition?

If a shift happens we will work closely with the school's administration to determine how we can best support the school site and provide enrichment services to students. Our aim will be to work with the most impacted students (students who need support academically, have low attendance, and lack of access to technology).



# YT Enrollment Timeline 2021

## YT Enrollment and Timeline:

Timeline	After School Enrollment Step	Individual(s) Responsible
January—March	After-school program survey <ul style="list-style-type: none"> <li>Present to pathways, distribute survey, and input findings via zoom and distance learning classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Site Coordinator</li> <li>Line Staff</li> </ul>
April	Begin to advertise for programming fall 2021 <ul style="list-style-type: none"> <li>Put together files and applications (google sheets for students to submit electronically)</li> <li>Put in school email newsletter, send emails to staff and students, and YT website</li> </ul>	<ul style="list-style-type: none"> <li>Site Coordinator</li> <li>Line Staff</li> </ul>
May—June	Interview candidates for internship and student leadership development programs via Zoom or Google Hangout <ul style="list-style-type: none"> <li>Provide summer trainings via webinars, zoom and google hangout</li> </ul>	<ul style="list-style-type: none"> <li>Site Coordinator</li> <li>Youth Development Coordinator</li> <li>Academic Tutor Coordinator</li> </ul>
May—June	Notify students and families of acceptance into an internship program via phone calls, parent letters and emails.	<ul style="list-style-type: none"> <li>Site Coordinator</li> <li>Youth Development Coordinator</li> </ul>
August	Advertise programs during registration and provide orientation for incoming 9 <sup>th</sup> graders <ul style="list-style-type: none"> <li>Work with school admin on registration and orientation</li> <li>Contact 9<sup>th</sup> graders and advertise for 9<sup>th</sup>/10<sup>th</sup> grade tutoring/support program</li> </ul>	<ul style="list-style-type: none"> <li>Site Coordinator</li> <li>Program Coordinators</li> </ul>
August	Select students to enroll into programming <ul style="list-style-type: none"> <li>List of student athletes, list of potential 9th graders to support first week of school, list of credit deficiency 11<sup>th</sup> and 12<sup>th</sup> grade students</li> </ul>	<ul style="list-style-type: none"> <li>Site Coordinator</li> <li>Line Staff</li> </ul>
September	Lunchtime Event to advertise for the programs <ul style="list-style-type: none"> <li>Will need approval from admin, partner with leadership, get service providers to table, and get interns to organize and outreach.</li> </ul>	<ul style="list-style-type: none"> <li>Site Coordinator</li> <li>Program Coordinators</li> </ul>

# Skyline High School 2019-20 Bell Schedule



## Skyline High School 2019-2020 Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1st (8:05-8:56) 51 min	1st (8:05-8:56) 51 min	5th 91 min (8:05-9:36)	1st 91 min (8:05-9:36)	1st (8:05-8:56) 51 min
Passing 5 min	Passing 5 min			Passing 5 min
2nd (9:01-9:52) 51 min	2nd (9:01-9:52) 51 min	Passing 7 min	Passing 7 min	2nd (9:01-9:52) 51 min
Passing 5 min	Passing 5 min	6th 93 min (9:43-11:16)	2nd 93 min (9:43-11:16)	Passing 5 min
3rd (9:57-10:48) 51 min	3rd (9:57-10:48) 51 min			3rd (9:57-10:48) 51 min
Passing 5 min	Passing 5 min			Passing 5 min
4th (10:53-11:47) 54 min	4th (10:53-11:47) 54 min	Lunch 35 min (11:16-11:51)	Lunch 35 min (11:16-11:51)	4th (10:53-11:47) 54 min
Lunch 30 min	Lunch 30 min	Passing 5 min	Passing 5 min	Lunch 30 min
Passing 5 min	Passing 5 min	7th 91 min (11:56-1:27)	3rd 91 min (11:56-1:27)	Passing 5 min
5th (12:22-1:13) 51 min	5th (12:22-1:13) 51 min			5th (12:22-1:13) 51 min
Passing 5 min	Passing 5 min	Student Early Release/ Staff & Teacher PD	Passing 7 min	Passing 5 min
6th (1:18-2:09) 51 min	6th (1:18-2:09) 51 min		6th (1:18-2:09) 51 min	
Passing 5 min	Passing 5 min		Passing 5 min	
7th (2:14-3:05) 51 min	7th (2:14-3:05) 51 min		4th 91 min (1:34-3:05)	7th (2:14-3:05) 51 min

# Skyline High School Program Schedule 2021-22 - Program Schedule Template

MAKE-A-COPY of THIS DOC and RE-TITLE WITH THE NAME OF THE SCHOOL SITE

2021-2022 After School Program Schedule

School Site: Skyline High School

Lead Agency: Youth Together

Name of Program: Youth Together/ One Land One People

School Day End Time on Regular Days (according to Bell Schedule): 3:05 pm

School Day End Time on Minimum Days (according to Bell Schedule): 1:27 pm

\*ADD description and explanation of CDE requirements, etc. on the other tab.

Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
7:00am- 8:00am	Open Library	Open Library	Open Library	Open Library	Open Library
1:27pm - 2:00pm					
3:05pm - 3:30pm	Snack and Sign In	Snack and Sign In	Snack and Sign In	Snack and Sign In	Snack and Sign In
3:05pm - 4:30pm	Athletic Study Hall	Athletic Study Hall		Athletic Study Hall	Athletic Study Hall
1:27pm to 3:00pm			After-School Drop-In Tutoring		
3:05pm - 4:30pm	After-School Drop-In Tutoring	After-School Drop-In Tutoring		After-School Drop-In Tutoring	
1:27pm to 3:00pm			9th & 10th Grade Support		
3:05pm - 4:30pm		9th & 10th Grade Support		9th & 10th Grade Support	
1:27pm to 3:00pm					
3:05pm - 4:30pm		Peer Tutoring Internship		Peer Tutoring Internship	
2:00 pm- 4:00 pm			SAT Prep		
1:27pm-3:30pm			Workshop Wednesday		
2:00 pm-4:00 pm			Driver's Education		
3:05pm - 4:30pm	Dual Enrollment	Dual Enrollment		Dual Enrollment	
3:05pm - 6:00pm	Polynesian Dance Club	Polynesian Dance Club		Polynesian Dance Club	Polynesian Dance Club
3:05pm - 4:30pm		Film Production			
3:05pm - 4:30pm	Majorette Dance	Majorette Dance		Majorette Dance	Majorette Dance
1:27pm-3:30pm			Cross Country		
3:05pm - 4:30pm	Cross Country	Cross Country		Cross Country	Cross Country
6:00 PM			Sign Out and Program Closure		

Programs will be asked to re-submit updated program schedules at the beginning of each semester.

# Skyline High School Program Schedule 2021-22 - ASP Description

Skyline High School				Program Schedule Description	
Items	Program Title	Description	Staff	Which required CDE component does this activity meet? <i>Use drop down menu</i>	Explain how the activity is meeting CDE requirements. How are you ensuring it is high-quality?
	Athletic Study Hall	Host study hall and tutoring services for Football, Basketball and Cheerleading to help students maintain a "C" average or higher in all classes and attend class regularly.	TBD	Educational Enrichment	This comes out of our need to support all student athletes at Skyline to graduate from high school and then pursue higher education and be NCAA eligible. This program is high quality because the English and Math teachers who are supporting this program have taught for 3 or more years.
	After-School Drop-in tutoring	Focused primarily on 9th and 10th grade students (but open to 11th and 12th graders) to increase understanding in Math, English and other core subjects.	TBD	Educational and Literacy Con	This comes out of our need to support all students at Skyline to graduate from high school and then pursue higher education. This program is high quality because the English and Math teachers who are supporting this program have taught for 3 or more years.
	Living The Dream	An academic and support group for a cohort of 40-60 African American, Latino and Pacific Islander young men. We integrate community building activities provide upper class tutor and mentors, and the coordinator acts as a liaison between teachers and parents.	Joseph Bates	Educational Enrichment	This comes out of our need to serve low-income students of color and provide them with academic support, career exploration, skill and community building opportunities. This program is high quality because the coordinator has worked with this population of students for 10+ years.

9th & 10th Grade Academic and Career Support Group	Aimed to increase English literacy and Mathematical skill sets through tutoring and mentoring. Students will participate in college and career workshops, ethnic studies curriculum and community building activities.	TBD	Educational and Literacy Con	This comes out of our need to support all students at Skyline to graduate from high school and pursue higher education by supporting them their first two years of high school to create a strong foundation to carry them all four years. This program is high quality because it provides students with academic support along with social emotion learning.
SAT Prep Course for 11th Grade Students	This program will help students to prepare for the college entrance exam to increase their chances of getting accepted into a 4-year college or university.	Study Smart Tutors	Educational Enrichment	The SAT prep course targets students that have an academic GPA of 2.0 to 2.9 to help increase thier chances of attending a California State University. The program is high quality because the service providers have worked with our demographic of students for 10+ years.
Peer Tutoring Program	11th and 12th grade students are given the opportunity to tutor their peers in Math, English and Languages Other Than English. Peer tutors will work directly with line staff to identify and individually support students in programming that need support academically in their core classes.	TBD	Educational and Literacy Con	This comes out of our need to support all students at Skyline to graduate from high school and thier pursue higher education by receiving additional support in thier Mathm English and Language Other Than English courses. This program is high quality because the Peer Tutors work directly with Site Coordinator, Guidance Counselor and Teacher Tutors to create support plans for students.
Open Library	The library is open before school for any student who needs a space to study, finish assignments, or utilize the technology available.	Joseph Bates	Educational and Literacy Con	This come out of our need to provide students with additional time, space and resources to study, finish assignments and utilize technology that they otherwise would not have access to.

Youth Together Leadership Development	Programming focuses on social justice issues, leadership development, campaign organizing and teach-ins. Students will work collaboratively with students from other school sites to create an end of the year production showcasing what they learned during the school year.	Meesh Cabal	Educational Enrichment	This comes out of our need to serve low-income students of color and provide them with the tools to fight for an equitable educational system for themselves and thier peers. This program is high quality because the coordinator has worked with this population of students for 3+ years.
Film Production	Provides students with the unique opportunity to produce short films focusing on specific genres that sparks their interest such as documentary, drama, comedy, romance, etc.	BEEL Oakland	Educational Enrichment	This comes from our need to support students of gain exposure to career fields that lack diversity. The program is high quality because the service providers have worked with our demographic of students for 3+ years.
Workshop Wednesday	Weekly workshops focused on academic enrichment, Do it Yourself (DIY) projects, cultural and self-awareness seminars and skill building.	TBD	Educational Enrichment/Phys	The goal of Workshop Wednesday is to provide students with different activities, workshops and seminars that expose them to cultures, traditions and skill building that they would not receive during the school day. This program is of high quality because it will be facilitated by different adults that have expertises in various fields/supports.
Dual Enrollment	In partnership with Peralta Colleges, students are able to take college course after school that focus on academic supports, and visual arts that differ from what they offered during the school day.	TBD	Educational Enrichment	This comes out of our need to serve low-income students of color and provide them with the opportunity to participate in a college course while in high school. This program is high quality because the coordinator has worked with this population of students for 5+ years.
Polynesian Dance Club	Dance club focused on the traditions and culture of the Polynesian Islands.	TBD	Educational Enrichment/Phys	The goal of this program is to expose students to the culture and traditions of different Polynesian Islands and communitites and provide them with physical activity. This program is of high quality because the service providers have faciltated this program for over 10 years.

Cross Country & Track and Field	Students learn short and long-distance running techniques to compete against other students in OUSD.	TBD	Physical Activity	This comes out of our need to support students while they are participating in a physical activity for 5 days out of the week. This program is of high quality because the instructor has facilitated this program for 8 + years.
Majorette Dance Team	Students participate in majorette style dancing to prepare at SHS sporting events, rallies, assemblies and dance productions.	TBD	Physical Activity	This comes out of our need to support students while they are participating in a physical activity for 4 days out of the week. This program is of high quality because the instructor it provides students of color the opportunity to build community, express themselves artistically and promote physical health.
Driver's Education	Students who are 15 1/2 will receive instructional hours through an online course to receive their pink slip needed to obtain a California Driver's License.	TBD	Educational Enrichment	This comes out of our need to support students in gaining access to receiving their California State Driver's License. The program is of high quality because it has provided for 5 + years.
Latina's Girl Group	Workshops and discussions focused on community building, self-esteem, womanhood and skill building.	Guadalupe Gomez	Educational Enrichment	This comes out of our need to serve low-income students of color and provide them with academic support, career exploration, skill and community building opportunities. This program is high quality because the coordinator has worked with this population of students for 10 + years.
Black Girl Magic Group	Workshops and discussions focused on community building, self-esteem, womanhood and skill building.	TBD	Educational Enrichment	This comes out of our need to serve low-income students of color and provide them with academic support, career exploration, skill and community building opportunities. This program is high quality because the coordinator has worked with this population of students for 5 + years.

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 2021-2022 \_\_\_\_\_  
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 \_\_\_\_\_

\_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_

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 2021-2022 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, 2021-2022

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

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

## STUDENT HEALTH FORM

### STUDENT INFORMATION

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

Grade in 2021-22 \_\_\_\_\_ 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).

**Contact Information:**

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 9, 2021 – December 17, 2022
- Spring Semester – January 3, 2022 to May 26, 2022
- Summer Program (Specify dates: \_\_\_\_\_ to \_\_\_\_\_)

<b>Name of Field Trip, Off Site Event, and/or Off Site Activities</b>	<b>Date(s)</b>	<b>Time(s)</b>

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



Exhibit F

OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INVOICING AND STAFF QUALIFICATIONS FORM 2021-2022

Basic Directions

Complete the chart below for each subcontractor and attach with Lead Agency monthly invoices.

- 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 will be maintained in Lead Agency files and a copy must be submitted to OUSD.

Agency Information

Table with 4 columns: Agency Name, Agency's Contact Person, Billing Period, Contact Phone #.

Table with 4 columns: Employee, Agent, or Subcontractor Name, ATI #, Current TB Clearance Documentation on File, IA Requirement Documentation on File. Includes checkboxes for Yes/No.

Exhibit G (1)



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

PROCEDURE FOR INVOICING

Oakland Unified School District Comprehensive After School Programs 2021-2022

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

- ◆ All 21st 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 1st through the 30th or 31st.
◆ 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 10th of the following month. This is not a steadfast rule; for example, the invoice for November 1-30th is due in our office on the 9th of December (the 10th 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:

Table with 2 columns: Invoices due to our office by 5:00 pm on: and Accounts Payable checks to be mailed on:.

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

**PROCEDURES FOR PAID INSERVICE/EXTENDED CONTRACTS AND TIME SHEETS  
 OUSD CERTIFICATED TEACHERS 2021-2022**

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

Paying OUSD Certificated Employees (Teachers)

- ◆ Academic Liaisons and Extended Contract teachers should submit a “Request for Extended Contract” IN ADVANCE to approve all projected work to be completed, using appropriate Budget string (Object Code usually -1120 or -1122)
- ◆ **The FIRST submission of the 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 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 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 on extended contracts is \$38.50/hr.**
- ◆
- ◆ Once the 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 ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 5 weeks .***
September 30, 2021	October 31, 2021
October 31, 2021	November 30, 2021
November 30, 2021	December 22, 2021
December 22, 2021	January 31, 2022
January 31, 2022	February 28, 2022
February 28, 2022	March 31, 2022
March 31, 2022	April 30, 2022
April 30, 2022	May 31, 2022
May 31, 2022	June 30, 2022

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



Exhibit G (3)



OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

**PROCEDURES FOR EXTENDED TIME AND/OR OVERTIME FORMS (ET/OT)  
FOR OUSD CLASSIFIED EMPLOYEES 2021-2022**

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 After School Programs Office at 1000 Broadway, Suite 150.
- ◆ All SSO ET/OT forms must be submitted to the SSO Office at 1000 Broadway, Suite 150.
- ◆ 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, 2021	September 30, 2021
September 30, 2021	October 15, 2021
October 15, 2021	October 31, 2021
October 31, 2021	November 15, 2021
November 15, 2021	November 30, 2021
November 30, 2021	December 15, 2021
December 15, 2021	December 29, 2021
December 29, 2021	January 15, 2022
January 15, 2022	January 31, 2022
January 31, 2022	February 15, 2022
February 15, 2022	February 28, 2022
February 28, 2022	March 15, 2022
March 15, 2022	March 31, 2022
March 31, 2022	April 15, 2022
April 15, 2022	April 30, 2022
April 30, 2022	May 15, 2022
May 15, 2022	May 31, 2022
May 31, 2022	June 15, 2022
June 15, 2022	June 30, 2022

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)  
11/20/2020

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 have ADDITIONAL INSURED provisions or 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> Calender-Robinson Company, Inc. 0267063 233 Sansome St Ste 508 San Francisco CA 94104		<b>CONTACT NAME:</b> Katherine Berkman <b>PHONE (A.C. No. Ext):</b> (415) 978-3800 <b>FAX (A.C. No.):</b> (415) 978-3825 <b>E-MAIL ADDRESS:</b> kberkman@calrob.com	
<b>INSURED</b> Youth Together, Inc. 1714 Franklin Street #100-153 Oakland CA 94612		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Nonprofits' Ins. Alliance of CA INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC #	NAIC

**COVERAGES**      **CERTIFICATE NUMBER:** CL20112028144      **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	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER		2020-14283-NPO	12/22/2020	12/22/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2020-14283-NPO	12/22/2020	12/22/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Sexual Misconduct Liability		2020-14283-NPO	12/22/2020	12/22/2021	Each claim \$ 1,000,000 Aggregate \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder is included as additional insured as per the attached endorsement

<b>CERTIFICATE HOLDER</b> Oakland Unified School District Attn Risk Management 1000 Broadway #440 Oakland CA 94605	<b>CANCELLATION</b> 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 
--	--

Named Insured: Youth Together, Inc.

Policy: 2020-14283-NPO

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 Person or Organization:

**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, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a non-profit organization, in consideration for funding or financial contributions you receive from them. 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.**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**WHO IS AN INSURED** (Section II) 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:

- A. In the performance of your on-going operations; or
- B. In connection with your premises owned by or rented to you

**THE INSURANCE** provided under this endorsement is primary & non-contributory to any other valid & collectible insurance carried by the additional insured entity and this insurance will apply separately to each insured against whom a claim is made or a suit is brought.

CG 2026 (07/04)

Exhibit I

**STATEMENT OF QUALIFICATIONS**

**INSERT HERE**

# Statement of Qualifications (2021)



**Youth Together** | Building Just Communities Through Multiracial Leadership Development and Organizing

April 1, 2021

## Statement of Qualifications/Agency Description

Grounded in the commitment to peace, unity and justice, Youth Together's mission is to address the root causes of educational inequities by developing multiracial youth organizers and engaging school community allies to promote positive school change. Youth Together emerged in 1996 following interracial violence at Castlemont High School in Oakland, California and Richmond High School in Richmond, California, which resulted in temporary emergency closures of these schools. Outraged by the neglected conditions of their schools leading up to these riots, students and community members identified educational inequities as a root cause. Youth Together was founded in response to this outrage and has received local and national recognition as a model program, as well as numerous awards.

Youth Together has over a 20-year legacy of grassroots community organizing and education campaign success as a result of its successful leadership model.

Milestones include:

- 1) YT youth successfully campaigned for more equity through the Local Control Funding Formula Statewide Campaign
- 2) YT youth successfully campaigned for reformed youth leadership standards and programming in the OUSD
- 3) YT youth leaders successfully campaigned for numerous district-wide policy reforms in OUSD including a 2010 resolution to support district-wide implementation of an A-G policy, ensuring that all courses offered in high school allow students to graduate eligible for UC's and CSU's

Services Provided: (1) Youth Leadership Development and Academic Support: YT Student Leaders recruit and support youth organizers (aged 13-21) from four high schools in low-income communities of color in Oakland, CA - Castlemont HS, Skyline HS, Fremont HS, and also Richmond HS in Richmond, CA. The YT leadership team is composed of 12 Lead Student Organizers and 120 core team members. Through the team, YT develops the leadership and organizing skills of a core group of youth, imparting practical skills in public speaking, outreach, issue assessment, strategy development, and civic engagement. The YT leadership teams address whole school conditions by promoting school change initiatives.

Youth Together, Inc.  
1714 Franklin Street #100-153  
Oakland CA 94612-3409



YT's Academic Support Program provides services in the areas of individualized academic counseling, tutoring, and assisting with college preparation requirements (i.e. college tours and assistance with completing college applications, etc.); (2) Kids Count Campaign (Education Equity).

All YT youth leaders participate in this campaign which began in 2011. The campaign seeks to transform funding for public education at a state level. YT youth leaders identified educational inequity as a root cause of racial inequity in their communities and chose education finance reform as the campaign focus to change school and community conditions. Campaign Milestones: (a) Three YT Youth Leadership Retreats, attended by 50 students, where they engaged in leadership skill development, the study of school finance in California; (b) the creation of campaign support cards with over 2,100 collected to date; (c) Delegation visits, Stakeholders meetings and Advocacy conversations with both Senate and Assembly Education committees, including Senator Loni Hancock, OUSD Superintendent Tony Smith, Alameda CO Superintendent Sheila Jordan; (d) formal campaign endorsements from OUSD school Board Members Noel Gallo and Chris Dobbins, Richmond Mayor Gayle McLaughlin, and San Pablo City Council member Genoveva Garcia Calloway; and (e) participation in the creation of the Governor's 2012 Education Funding Proposal;

**Youth Together has been recognized for its outstanding work with youth organizing. Some of our awards include:**

- "Promising Practice" by the President's Initiative on Race
- Yuri Kochiyama and Thomatra Scott "Passion for Justice" youth award
- "Bridge of Peace" Award from the InterRacial Sisterhood Project
- "Racial Reconciliation Award" from Allen Temple
- "Promising Practice" by the California Lieutenant Governor's Commission for One California
- "Effective Violence Prevention Practice" by California's Choices for Youth Campaign 2007 Street Soldiers Award
- "Community Achievement Award" from the Berkeley Community Fund
- "Youth Activism Award" from the California Teachers Association Peace and Justice Caucus (2004 and 2007) 2007
- "Making Democracy Work Award" from the League of Women Voters "Community Achievement Award" from Public Advocates

**One Land One People Skyline High School Youth Center**

During Youth Together's twenty-one years of work in the community emerged the school-based One Land One People Youth Center Collaborative. Youth Together developed multi-service student centers and collaborative groups called One Land One People (OLOP). OLOP Collaborative and Youth Centers are networks of in-school and community-based service

Youth Together, Inc.  
1714 Franklin Street #100-153  
Oakland CA 94612-3409



**Youth Together** | Building Just Communities Through Multiracial Leadership Development and Organizing

providers who offer programming on-campus through centralized OLOP Youth Centers. The successful implementation of the OLOP Collaborative model is based on the participation of an informed and active base of parents, students and service providers.

Since the Fall of 2002, the One Land One People Skyline High School Youth Center Collaborative has supported thousands of students and parents. Indicated below are the more recent years, Youth Together Skyline OLOP Youth Center has supported Oakland students and parents.

Youth Together's OLOP Youth Centers are currently in place at Castlemont and Skyline High School. They are in part designed to shift school climate and engage community allies to be a part of creating positive school change. More specifically, one component of OLOP is to meet the academic needs of students who are at risk of being disconnected from high school and post-secondary education through providing services in the areas of individualized academic counseling, tutoring and assisting with college preparation requirements, including but not limited to San Francisco Bay Area college tours and assistance with completing college applications. In 2014 to 2015, Skyline Youth Center focused on providing quality and meaningful after school internships, intensively supporting seniors with college materials, the successful transition of incoming 9th graders and increased family support of failing students. In 2015 to 2016, the Skyline Youth Center launched a summer workshop series for Spanish Speaking parents where more than 40 participants became more informed on their children's education, utilizing OUSD aeries system, and even learning about school governance. Youth Together also helped shape the College Access Team by bringing service providers, counselors, district specialists, and administration together to create a college culture at Skyline. In 2016 to 2019, YT utilized the 21st century funds to expand services in the morning hours such as promoting a healthy life-style with an open gym and exercise room. Summer of 2018, Youth Together hosted a summer bridge program for rising 8th graders which supported 206 students and newcomer families and 72 parents. Youth Together continues to play a partner role on site supporting SART/SARB, COST, CATS, PBIS, and SSC/SELL committees. In 2019-2020 Youth Together served 60% of the total student population on campus through 21<sup>st</sup> century after school funding.

Youth Together, Inc.  
1714 Franklin Street #100-153  
Oakland CA 94612-3409



CONFIRMATION LETTER OF DOJ



**Youth Together** | Building Just Communities Through Multiracial Leadership Development and Organizing

April 1, 2021

To Whom It May Concern:

On behalf of Youth Together, this letter is to verify that all of Youth Together employees, volunteers, and agents working in Oakland Unified School District after school programs will have fingerprint clearance through the Department of Justice and FBI, and will also have TB clearance before they begin work on OUSD school sites.

Sincerely,

Tony Douangviseth  
Executive Director

Youth Together, Inc.  
1714 Franklin Street #100-153  
Oakland CA 94612-3409

**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

---

Secretary, Board of Education

AGENCY

---

EMPLOYEE

---

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

**Search Term : youth together\***  
**Record Status: Active**

<b>ENTITY</b> <input type="text" value="TOGETHER FOR YOUTH"/>	<b>Status: Active</b>
DUNS: 927663583    +4:	CAGE Code: 6AV95    DoDAAC:
Expiration Date: 01/06/2021	Has Active Exclusion?: No    Debt Subject to Offset?: No
Address: 1012 SPRINGWATER AVE	
City: WENATCHEE	State/Province: WASHINGTON
ZIP Code: 98801-1546	Country: UNITED STATES



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2021-2022

### 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 Escape.

### Agency Information

Agency Name	Youth Together		Agency's Contact Person	Tony Douangviseth
Street Address	1714 Franklin Street, #100-153		Title	Executive Director
City	oakland		Telephone	(510) 531-4387
State	CA	Zip Code	94612	Email
				tdouangviseth@youthtogether.net
OUSD Vendor Number	004743			

Attachments	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Proof of general liability and workers' compensation insurance  Statement of qualifications  Program Planning Tool and Budget  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> )
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### Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	2021-07-01	Date work will end	2022-06-30	Total Contract Amount	229356.00
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### Budget Information

Resource #	Resource Name	Budget #	Amount	Req. #
4124	21st C Core – ASSETS	010-4124-0-1110-4000-5825-306-3060-1888-0106-9999	\$ 207883.00	21/22 Funds
4124	21st C Eq ACC – ASSETS	010-4124-0-1110-4000-5825-306-3060-1889-0106-99999	\$ 21473.00	21/22 Funds
			\$	21/22 Funds
			\$	21/22 Funds

**OUSD Contract Originator Information**

Name of OUSD Contact	Bianca D'allesandro	Email	bianca.dallesandro@ousd.org		
Telephone	510-879-2306	Fax			
Site/Dept. Name	Skyline High school	9		through	12
		Enrollment Grades			

**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	<small>DocuSigned by:</small> <i>Bianca D'allesandro</i> <small>5C38E9400209470...</small>		5/26/2021
2. Resource Manager	<small>DocuSigned by:</small> <i>Martha Pena</i> <small>8798480C2A184D2...</small>		5/27/2021
3. Network Superintendent/Deputy Chief/Exec Dir.	<small>DocuSigned by:</small> <i>Matin Abdel-Rawi</i> <small>A1A7F4F407454DE...</small>		5/27/2021
4. Cabinet (CAO, SBO, CFO)	<small>DocuSigned by:</small> <i>Sandra Aguilera</i> <small>8072CB8033AD408...</small>		5/27/2021
5. Board of Education or Superintendent			
Procurement	Date Received		