

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	13-1150
Introduction Date	6/26/13
Enactment Number	13-1159
Enactment Date	6-26-13



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools. Thriving Students

# Memo

To The Board of Education  
 From Tony Smith, Ph.D., Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 6-26-13  
 (To be completed by Procurement)

Subject Amendment #3 of Individual Service Agreement of Memorandum of Understanding Bay Area Community Resources, San Rafael, CA Parker Elementary, Site 144

**Action Requested** Approval by the Board of Education of Amendment #3 to the Individual Service Agreement of the Master Memorandum of Understanding (MOU) between the District and Bay Area Community Resources. Additional Option G and Option I services to be primarily provided to Parker Elementary School for the period of July 1, 2012 through June 30, 2013 in an amount not to exceed \$4,233.

**Background**  
*A one paragraph explanation of why an amendment is needed.*  
 The original Individual Service Agreement is contracting the services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on August 1, 2012 (Enactment number 12-2075). This amendment will purchase two addition services beyond the initial plan as stated in the original contract for Option A- Lead Agency Unit for Intervention, Enrichment, Leadership and Family Literacy Activities.

An intervention teacher will work in small group settings in classrooms and the computer lab with targeted FBB, BB And Basic students during the school day. The focus will be to help students gain mastery of the core state standards by providing supplementary learning activities. Parker's CSSSP reference in Balanced Literacy is Item#144SQ11A3524, which was modified February 27, 2013 .

The second service is for intervention nutritional services to support student readiness to learn. Nutrition education to parents and student will stress the importance of good nutrition for good health and school success. The SSC approved this additional program on February 27, 2013.

Because of these additional services, the school is increasing the amount of funds that were originally contracted from \$104,928 to \$109,161.00.



# OAKLAND UNIFIED SCHOOL DISTRICT

*Community Schools, Thriving Students*

## **Discussion**

*One paragraph  
summary of the  
amended scope of  
work.*

Approval by the Board of Education of Amendment No. 3 of the Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District and the Bay Area Community Resources, San Rafael, CA, for the latter to provide additional services. This will enhance the current comprehensive After School Program that serves approximately 100 students daily, increasing program services by Utilizing Menu of Service- Option G and I for all students and families at Parker Elementary School for the period of July 1, 2012 through August 31, 2013 in the amount of \$4,233, increasing the agreement from \$99,998, to a new not to exceed amount of \$104,231. All other terms and conditions remain in full force and effect.

## **Recommendation**

Approval by the Board of Education of Amendment No. 3 to the ISA of the Master MOU between the District and Bay Area Community Resources. Services to be primarily provided to Parker Elementary for the period of July 1, 2012 through August 30, 2013, by an additional amount of \$4,233.

## **Fiscal Impact**

Funding resource name QEIA (Quality Education Impact Aid) not to exceed \$4,233.

## **Attachments**

- Copy of original Individual Service Agreement
- Individual Service Agreement Amendment No. 1
- Individual Service Agreement Amendment No. 2



FILE ID NUMBER	13-1150
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## INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT No. 3

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Bay Area Community Resources (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2012, and the parties agree to amend that Agreement as follows:

MASTER MOU - ORIGINAL ISA INFORMATION			
VENDOR NAME	Bay Area Community Resources	LEGISTAR FILE ENACTMENT #	12-1652
SITE NUMBER / NAME	144 Parker Elementary	AMOUNT OF ORIGINAL ISA	\$99,998
Original ISA Contract, or most recent ISA Contract Amendment period: July 1, 2012 (from date) to Aug. 31, 2013 (end date).			

### ORDER OF ADDITIONAL SERVICES - SELECT APPROPRIATE BOX

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Subtotal				\$

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Purchase New Type of Service.

Service	Option G: Specialized Title 1 Services	Fee	\$12,000	UNITS OF SERVICE	.23	\$	2,733	
Service	Option I: Farmers Market Services	Fee	\$4,500	UNITS OF SERVICE	.33	\$	1,500	
Service		Fee	\$	UNITS OF SERVICE		\$		
Subtotal							\$	4,233

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

2b. School opting to provide a portion of Title 1 and Farmers Market services with own staffing and resources.

**Increasing the ISA Not to Exceed Amount to:** \$ 104,231

The Term (Duration) of the Individual Service Agreement remains unchanged.

The Term (Duration) has changed: The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_.

#### ISA Amendment History:

There are no previous amendments to this ISA.  This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
1	3.1.13	Amendment 1 - Farmers Market Services	\$ 1,650
2	4.26.13	Amendment 2 - Intervention Teacher Services	\$ 6,500
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA

Amendment being approved by the Board of Education.

VENDOR	NAME	Martin Weinstein	TITLE	CEO
SIGNATURE	DATE			
OUSD SITE ADMINISTRATOR	NAME	Koy Hill	TITLE	Principal
SIGNATURE	DATE			4/26/13

### APPROVAL BY THE BOARD OF EDUCATION

PRESIDENT OF THE BOARD OF EDUCATION	DATE	6/27/13
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION	DATE	6/27/13



# Individual Service Agreement (ISA) Amendment Routing Form

3

### Basic Directions

Services beyond the Individual Service Agreement cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
3. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
4. OUSD contract originator submits ISA amendment packet for approval within 10 days of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist

- ISA amendment packet including Board Memo, ISA amendment form, Menu of Services
- Copy of original Individual Service Agreement
- Copy of Prior Amendments, if Any.

OUSD Staff Contact Emails about this ISA amendment should be sent to: [koy.hill@ousd.k12.ca.us](mailto:koy.hill@ousd.k12.ca.us)

### VENDOR INFORMATION

CONTRACTOR NAME	Bay Area Community Resources	CITY	San Rafael	STATE	CA
SITE /DEPT NAME	Parker Elementary	SITE #	144		

### BUDGET INFORMATION

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:

SPSA ACTION ITEM NUMBER: \_\_\_\_\_ OR  SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
7400	QEIA	1447400101	R0316784	\$4,233
				\$
				\$

### Amount and Reason for Amendment

Original PO Number(s)	P1301393	<b>Reason for Amendment to ISA (check appropriate box):</b> <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 89,998	
Amended ISA Amount	\$ 4,233	
New Total Contract Amount	\$ 104,231	

### Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

1.	Site Administrator or Manager	Name	Koy Hill	Phone	510-879-1440	Fax	510-879-1449
	Site / Department	Parker Elementary					
	Signature				Date Approved	4/26/13	
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input checked="" type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature				Date Approved	5/14/13	
	Signature						
3.	Regional or Executive Officer						
	Signature				Date Approved	5/20/13	
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	Signature				Date Approved	6-6-13	
5.	Superintendent or Board of Education Signature on the legal contract						
Legal Required if not using standard contract		Approved	Denied - Reason		Date		
Procurement	Date Received			PO Number			



File ID Number	13-1318
Introduction Date	6/24/13
Enactment Number	13-1165
Enactment Date	6-26-13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

To Board of Education  
 Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 6-26-13  
 (To be completed by Procurement)

Subject Individual Service Agreement Amendment - 2  
 Bay Area Community Resrc San Rafael CA (Contractor, City/State) -  
 Parker Elementary (site/department)

**Action Requested** Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Bay Area Community Resources. Services to be primarily provided to Parker Elementary for the period of July 1, 2012 through August 31, 2013, in an amount not to exceed \$6,500.

**Background**  
*A one paragraph explanation of why an amendment is needed.*

The original Individual Service Agreement is contracting the services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 27, 2012 (Enactment number 12-1652). This amendment will purchase an additional service beyond the initial plan as stated in the original contract for Option A- Lead Agency Unit for Intervention, Enrichment, Leadership and Family Literacy Activities. An intervention teacher will work in small group settings in classrooms and the computer lab with targeted FBB, BB And Basic students during the school day. The focus will be to help students gain mastery of the core state standards by providing supplementary learning activities. Parker's CSSSP reference in Balanced Literacy is Item#144SQ11A3524, which was revised Feb. 27, 2013. Because of this additional service, the school is increasing the amount of funds that were originally

**Discussion**  
*One paragraph summary of the amended scope of work.*

Approval by the Board of Education of Amendment No. 2 of the Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District and the Bay Area Community Resources, San Rafael, CA, for the latter to provide additional services. This will enhance the current comprehensive After School Program that serves approximately 100 students daily, increasing program services by Utilizing Menu of Service- Option G for all students and families at Parker Elementary School for the period of July 1, 2012 through August 31, 2013 in the amount of \$6,500 increasing the agreement from \$93,498, not to exceed the amount of \$99,998. All other terms and conditions remain in full force and effect.

**Recommendation** Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Bay Area Community Resources. Services to be primarily provided to Parker Elementary for the period of July 1, 2012 through August 31, 2013, in an amount not to exceed \$6,500.

**Fiscal Impact** Funding resource name (please spell out) Economic Impact Aid/School Compensatory Education not to exceed \$ 6,500

**Attachments**

- Individual Service Agreement Amendment
- Copy of original Individual Service Agreement



File ID Number:	13-1318
Introduction Date	6-26-13
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**INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT No. 2**

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Bay Area Community Resources (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2012, and the parties agree to amend that Agreement as follows:

**MASTER MOU – ORIGINAL ISA INFORMATION**

VENDOR NAME	Bay Area Community Resources		LEGISTAR FILE ENACTMENT #	12-1652
SITE NUMBER / NAME	144	Parker Elementary	AMOUNT OF ORIGINAL ISA	\$93,498
Original ISA Contract, or most recent ISA Contract Amendment period: July 1, 2012 (from date) to Aug. 31, 2013 (end date).				

**ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX**

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Subtotal				\$

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Purchase New Type of Service.

Service	Option G: Specialized Title 1 Services	Fee	\$12,000	UNITS OF SERVICE	.54	\$6,500
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$6,500

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

2b. School opting to provide a portion of Title 1 services with own staffing and resources.

Increasing the ISA Not to Exceed Amount to: \$99,998

The Term (Duration) of the Individual Service Agreement remains unchanged.

The Term (Duration) has changed: The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_

**ISA Amendment History:**

There are no previous amendments to this ISA.  This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
1	3.1.13	Amendment 1 - Farmers Market Services	\$ 1,650
			\$
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA Amendment being approved by the Board of Education.

VENDOR	NAME	Martin Weinstein	TITLE	CEO
SIGNATURE	NAME	Koy Hill	DATE	6/27/13
OUSD SITE ADMINISTRATOR	NAME	[Signature]	TITLE	Principal
SIGNATURE	NAME	[Signature]	DATE	6/26/13

**APPROVAL BY THE BOARD OF EDUCATION**

PRESIDENT OF THE BOARD OF EDUCATION	[Signature]	DATE	6/27/13
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION	[Signature]	DATE	6/27/13



# State and Federal Compliance - CSSSP Modifications 2012-13

APPROVED BY [Signature]  
 DATE 27-Feb-13  
 SSC

School Site #: 144

School Name: Parker

APPROVED BY [Signature]  
 DATE 27-Feb-13  
 SSC

#	Priority Area	Student Group Impacted	Item #	Strategic Action	Resource	Object Name	Object Code	Position Code	FTE	Budget Amount
1	1A: Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	144SQ11A3523	Provide intervention for students in ELA in small group settings	3010 - Title I	Consultant	5825			\$2,400.00
2	1A: Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	144SQ11A3524	Provide intervention for students in ELA in small group settings	7090 - EIA-SCE	Consultant	5825			\$6,500.00
3	1B: Science, Technology, Engineering, Mathematics (STEM)	Far Below Basic, Below Basic, and Basic		Provide intervention for students in Mathematics in small group settings using QEIA funds	QEIA	Consultant	5825			\$5,100.00
4	2B: Health & Wellness	All Students		Provide nutrition education for both parents and students by holding a weekly Farmers Market with nutrition education using QEIA funds	QEIA	Consultant	5825			\$1,500.00
5	1B: Science, Technology, Engineering, Mathematics (STEM)	All Students		Extend classroom instruction by field trips and study tours using QEIA funds	QEIA	Buses	5826			\$5,000.00
6	1A: Balanced Literacy & Literacy Across the Curriculum	All Students		Produce a variety of supplemental materials to support the acquisition of state standards using QEIA funds	QEIA	Copy Lease	5620			\$5,350.00
7	1A: Balanced Literacy & Literacy Across the Curriculum	All Students		Produce a variety of supplemental materials to support the acquisition of state standards	7090 - EIA-SCE	Copy Lease	5620			\$3,000.00
8	5A: Strategic Operational Practices	Far Below Basic, Below Basic, and Basic	144SQ11A2284	Fund a STIP teacher to provide both intervention services in a pull-out program and class coverage so that teachers may collaborate	7090 - EIA-SCE			TCSTIP0314	~.11FTE	\$4,000.00
9	1A: Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	144SQ11A2262	EEIP teacher to provide small group and individual support to EL students performing below benchmark	7091 - EIA-LEP			TCEIP0054	~.09FTE	\$6,030.78

Department of State & Federal Programs

[Signature]  
 Date 3/11/13

**EXHIBIT "A" Scope of Work**

**DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

CONTRACTOR's entire Proposal is not made part of this Agreement. (IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.)

**Summary for Board Memo and Board Agenda** – Must accurately align with scope of work below.

An intervention teacher will work in small group settings in classrooms and the computer lab with targeted FBB, BB and Basic students during the school day. The focus will be to help students gain mastery of the cores state standards by providing supplementary learning activities.

**SCOPE OF WORK**

Bay Area Community Resources \_\_\_\_\_ will provide a maximum of 325.00 hours of services at a rate of \$ 20.00 per hour for a total not to exceed \$ 6,500.00. Services are anticipated to begin on 09/01/2012 and end on 06/07/2013.

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what this Contractor will do.

An intervention teacher will work with approximately 50 of our targeted FBB, BB and Basic students with a focus on ELA core standards. Working with the staff, there will be a mutually agreed schedule of approximately 3 hours a day, working in the computer lab on supplemental ELA software, or in small settings in the classroom.

2. **Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

Tutored students will gain confidence in their academic skills and participate more fully in classroom instruction. The benchmark test scores of targeted students will improve, as well as the STAR testing results for Grades 2-5. There will be a minimum of 50 targeted students that will receive extra help at least weekly.

3. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract: (Check all that apply.)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ensure a high quality instructional core      | <input type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools     |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning   | <input checked="" type="checkbox"/> Accountable for quality                  |
| <input checked="" type="checkbox"/> High quality and effective instruction        | <input type="checkbox"/> Full service community district                     |





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SG

DATE (MM/DD/YYYY)

07/05/11

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

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


<b>PRODUCER</b> Farallone Pacific Insurance Services, License # 0P64441 859 Diablo Avenue Novato, CA 94947 Peter Schmale	415-493-2500 415-493-2505	<b>CONTACT NAME:</b> <b>Sindy Graham, ext 131</b> <b>PHONE:</b> 415-493-2500 <b>FAX:</b> 415-493-2505 <b>E-MAIL:</b> <a href="mailto:peters@fpic-ins.com">peters@fpic-ins.com</a> <b>PRODUCER LICENSE NO.:</b> BAYAR-3
<b>INSURED</b> Bay Area Community Resources, Inc. 171 Carlos Drive San Rafael, CA 94903-2005	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Ins Co. NAIC # 32760 <b>INSURER B:</b> Sparta Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

CLASS	TYPE OF INSURANCE	ASSY. SUBR. INSR. WORD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PHPK740321	07/01/11	07/01/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse Sublimit 1,000,000 GENL. AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- <input type="checkbox"/> FECT <input type="checkbox"/> LOC	X				
A	AUTOMOBILE LIABILITY		PHPK740321	07/01/11	07/01/12	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					
A	UMBRELLA LIAB		PHUB350578	07/01/11	07/01/12	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	006WK0124400	07/01/11	07/01/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		PHPK740321	07/01/11	07/01/12	Each 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  Oakland Unified School District 1025 - 2nd Avenue 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 
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POLICY NUMBER: \* PHPK740321  
Bay Area Community Resources, Inc.

COMMERCIAL GENERAL LIABILITY

EFFECTIVE: \* July 1, 2011 - 2012

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### ADDITIONAL INSURED — CONTROLLING INTEREST

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

#### SCHEDULE

Name of Person or Organization

Oakland Unified School District

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

1. WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of:
  - a. Their financial control of you; or
  - b. Premises they own, maintain or control while you lease or occupy these premises.
2. This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.



MAY 17 2013

Individual Service Agreement (ISA)

Amendment Routing Form

Ret'd to date  
MAY 23 2013

Basic Directions

Services beyond the Individual Service Agreement cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
3. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
4. OUSD contract originator submits ISA amendment packet for approval within 10 days of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist  ISA amendment packet including Board Memo, ISA amendment form, Menu of Services  
 Copy of original Individual Service Agreement  
 Copy of Prior Amendments, if Any.

OUSD Staff Contact Emails about this ISA amendment should be sent to: koy.hill@ousd.k12.ca.us

VENDOR INFORMATION

CONTRACTOR NAME	Bay Area Community Resources	CITY	San Rafael	STATE	CA
SITE /DEPT NAME	Parker Elementary	SITE #	144		

BUDGET INFORMATION

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:

SPSA ACTION ITEM NUMBER: \_\_\_\_\_ OR  SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
7090	EIA/SCE	1444859101	R0316783	\$6,500
				\$
				\$

Amount and Reason for Amendment

Original PO Number(s)	P1301393	Reason for Amendment to ISA (check appropriate box): <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$93,498	
Amended ISA Amount	\$6,500	
New Total Contract Amount	\$99,998	

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

1.	Site Administrator or Manager	Name	Koy Hill	Phone	510-879-1440	Fax	510-879-1449
	Site / Department	Parker Elementary					
	Signature				Date Approved	4/26/13	
2.	Resource Manager, if using funds managed by	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs					
	Signature				Date Approved	5/22/13	
	Signature				Date Approved	5/22/13	
3.	Regional or Executive Officer						
	Signature				Date Approved	5/30/13	
4.	Deputy Superintendent	Instructional Leadership / Deputy Superintendent Business Operations					
	Signature				Date Approved	6-6-13	
5.	Superintendent or Board of Education	Signature on the legal contract					
Legal Required if not using standard contract		Approved		Denied - Reason		Date	
Procurement	Date Received			PO Number			

28



File ID Number	13-0832
Introduction Date	5-22-13
Enactment Number	13-0825
Enactment Date	5-22-13



OAKLAND UNIFIED SCHOOL DISTRICT

Learning Schools. Thinking Students.

# Memo

To Board of Education  
 Tony Smith, (Ph.D.), Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 5-22-13  
 (To be completed by Procurement)

Subject Individual Service Agreement Amendment - 1  
 Bay Area Community Resrc San Rafael CA (Contractor, City/State) -  
 Parker Elementary (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Bay Area Community Resources Services to be primarily provided to Parker Elementary for the period of July 1, 2012 through June 30, 2013, in an amount not to exceed \$ 1,650.

Background  
*A one paragraph explanation of why an amendment is needed.*

The original Individual Service Agreement is contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 27, 2012 (Enactment number 12-1652). This amendment will purchase additional services beyond the initial plan as stated in the original contract for Option A - Lead Agency Unit for Arts, Recreation, Leadership, and Family Literacy Activities. Agency will provide Parker students and families opportunities for healthy eating by staffing a market manager to provide a produce stand.

Discussion  
*One paragraph summary of the amended scope of work.*

Approval by the Board of Education of Amendment No. 1 of the Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District and Bay Area Community Resources, San Rafael, CA, for the latter to provide Farmers Market services to our students and families utilizing Menu of Service Option I - Farmers Market Services at Parker Elementary for the period of July 1, 2012 through June 30, 2013 in the amount of \$1,650 increasing the agreement from \$91,848.00 to a not to exceed amount of \$93,498.00. All other terms and conditions remain in full force and effect.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Bay Area Community Resources Services to be primarily provided to Parker Elementary for the period of July 1, 2012 through June 30, 2013, in an amount not to exceed \$ 1,650.

Fiscal Impact Funding resource name (please spell out) Food Services - Farmer's Market  
 not to exceed \$ 1,650

Attachments

- Individual Service Agreement Amendment
- Copy of original Individual Service Agreement



File ID Number	13-0832
Introduction Date	5-22-13
Enactment Number	19-5525
Enactment Date	5-22-13



## INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT NO. 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Bay Area Community Resources (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2012, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION			
VENDOR NAME	Bay Area Community Resources	LEGISTAR FILE ENACTMENT #	12-1652
SITE NUMBER / NAME	144 Parker Elementary	AMOUNT OF ORIGINAL ISA	\$91,848
Original ISA Contract, or most recent ISA Contract Amendment period: July 1, 2012 (from date) to June 30, 2013 (end date).			

### ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Subtotal				\$

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Purchase New Type of Service.

Service	Option	Fee	\$	UNITS OF SERVICE	\$
Service	Option I-Farmers Market Services	Fee	\$4,500	.37	\$ 1,650
Service		Fee	\$	UNITS OF SERVICE	\$
Service		Fee	\$	UNITS OF SERVICE	\$
Subtotal					\$ 1,650

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

2b. School opting to provide a portion of Farmer Market services with own staffing and resources.

**Increasing the ISA Not to Exceed Amount to:** \$ 93,498

- The Term (Duration) of the Individual Service Agreement remains unchanged.
- The Term (Duration) has changed: The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_.

#### ISA Amendment History:

There are no previous amendments to this ISA.  This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA Amendment being approved by the Board of Education.

VENDOR	NAME: Martin Weinstein	TITLE: CEO
SIGNATURE	NAME: Roy Hill	TITLE: Principal
OUSD SITE ADMINISTRATOR	NAME: Roy Hill	DATE: 5-23-13
SIGNATURE	NAME: Roy Hill	DATE: 5-23-13

APPROVAL BY THE BOARD OF EDUCATION	
PRESIDENT OF THE BOARD OF EDUCATION	DATE: 5-23-13
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION	DATE: 5-23-13



Units of Service for Lead Agency: Bay Area Community Resources

**Lead Agency Unit of Service for Elementary/Middle Schools**

**After School Services include:**

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

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

After School program will serve up to 93 students (Elementary School) and 125 (Middle School). Services will be offered daily, Monday through Friday, from September – June. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

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

Alignment of after school program plan with key components of SPSA, Extended Day Model, and collaborative partnerships with students, families, school staff and community partners.

Ongoing after school professional development, training and coaching to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grant writing, and In-Kind or Match Programs).

**Lead Agency Option A: Cost for Elementary School lead agency package: \$93,834**

**Lead Agency Option B: Cost for Middle School Lead Agency package: \$127,213**

**Lead Agency Unit of Service for High Schools**

**Description of Services:**

After school program set up at school site and coordination of comprehensive services to ensure ASSETS 21<sup>st</sup> Century grant compliance, integration of extended day model and alignment with school day, program quality, operational and fiscal oversight.

Delivery of high quality after school programming consisting of academic, enrichment, recreational/physical activity, family literacy, and targeted Equitable Access services to



students that are high risk and are hard to reach via general services. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience. Program set-up will ensure student safety.

Services for up to 75 students at the small alternative high schools and up to 120 at the larger continuation high school(s). 15 hours plus of programming per week from September – June.

Coordination, outreach, and delivery of: Family literacy events that meet the needs of both English and Spanish speaking families; Cross-site annual events such as Lights On Music and Arts Festival, Life After High School Conference, and Basketball and Soccer Leagues.

Equitable Access services to students that are hard to reach, may include: Internships (managing student stipends, coordinating student placements and career mentors), Job Readiness, Career Exploration, Life Skills, English and Math Tutoring, and Driver's Education.

Ongoing after school professional development, training and coaching provided to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grantwriting and In-Kind or Match Programs).

Lead agency unit of service includes programmatic and operational costs.

**Lead Agency Option C: Cost for Small High School Programs serving up to 75 students: \$156,000**

**Lead Agency Option D: Cost for Large High School Programs serving up to 120 students: \$227,000**

**Factors that may reduce or increase the school charge for above lead agency units:**

- 1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e. School opting to fund high school academic liaison, reducing above costs to ensure academic alignment.
- 1f. School opting to provide after school program leadership, reducing the above costs for Site Coordinator.
- 1g. Other specialty services from this menu have been selected to augment or replace

some of the basic lead agency services included in package above.

1h. School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

#### **Other Specialized Services**

##### **Option E: Youth Leadership and Career Exploration**

Structured weekly opportunities for youth to interact with trained mentors and engage in community service projects.

Cost: \$6,000 for two sessions/week, from Sept – June; service for up to 20 youth.

##### **Option F: Specialized CAHSEE preparation**

6 week CAHSEE prep intensive: 2 hours every day with up to 3 tutors utilizing *Moving Forward Education* curriculum provided by trained mentors throughout entire school year.

Cost: \$5,720

##### **Option G: Specialized Title 1 Services**

Specialized Title 1 services will provide underprivileged children an enriched and accelerated educational program, including the use of school wide curriculum/programs or additional services such as intervention that increases the amount and quality of instructional time.

Cost: \$12,000

##### **Option H: Parent workshops**

Specialized family events to foster parent involvement and understanding of how to provide academic support to children.

Cost: \$300 per 2-hour event, for up to 75 families

##### **Option I: Farmers Market Services**

Specialized health and nutrition activities for student to foster healthy eating and educate them on healthy eating by providing a produce stand on a weekly basis.

Cost: \$4,500 to include all school community members.

##### **Option J: Physical Fitness**

Specialized physical fitness activities may include: all seasonal sport leagues (but not limited to) basketball, flag football, soccer, and track/field. It may also include: martial arts, capoeira, yoga, recreational activities, wrestling, or other physical activity as needed.

Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity

##### **Option K: Visual or Performing Arts**

Specialized services may included: Drama, Studio production, Drawing/ Painting/ Murals, Video/Photography, Spoken Word, Music, Hip Hop and Social Action, Dance and Cultural Dance, Drumming and cultural music, or other Visual and Performing Art programs as needed

Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity



**Option L: Health & Nutrition**

Specialized health and nutrition activities for students to foster healthy eating and educate them on nutrition.

Cost: \$10,000 per activity for 10 months up to 20 students served daily per activity

**BACR Mental Health Services**

**Mental Health Services Option M:** Individual and group counseling and other mental health services, consultation with families and school personnel and limited crisis response. Approximately 25 clients served annually. Services provided by Graduate Intern for 1 ½ - 2 ½ days per week for 36 weeks. Clinical supervision provided.

Cost: \$9,000 per year

**Mental Health Services Option N & O:** Individual, group and family counseling, case management and other mental health services, consultation with school personnel and crisis response. Classroom education or other school-wide interventions as needed. Services provided by Master's level Mental Health Staff. Clinical supervision is provided.

**Option N:** \$13,000 for one day per week for entire school year; 20 students served over the course of the year.

**Option O:** \$65,000 for daily services for entire school year; 80 - 100 students served over the course of the year.

**BACR Summer Programming**

**Option P: Summer Programming Services:** Variety of services to decrease the summer learning loss of youth by providing a safe, enriching, and dynamic summer program that involves the whole family and community. Services customized to meet school and community needs, and may include: STEM activities, Physical Fitness, Enrichment activities, and/or Fieldtrips.

Cost: \$20,000 for a 4 to 6 week summer program (approximately 3-6 hours/day) for up to 50 students

**Additional Services for ASES/21<sup>st</sup> Century Elementary and Middle Schools**

**Option Q: Family Literacy Services:** Variety of services to engage parents and support them in helping their children succeed in school. Services customized to meet school and community needs, and may include: parent workshops, parent outreach, and adult literacy support.

Services will be open to families of all students participating in ASES/21<sup>st</sup> Century after school programming. Services will be provided by qualified, trained individuals and/or community providers with subject matter expertise.

Cost: \$17,400

**Option R: Equitable Access Services:** Services customized to meet school needs, and may include: services to enhance student access to after school program; special support services for English learners and other high need students; translation services; and

services to promote conflict resolution and positive program climate.

Services will complement after school programming occurring daily, September – June.

Cost: \$21,750

**Factors that would decrease the above costs for ASES/21<sup>st</sup> Century Additional Services:**

- 2a. School opting to provide a portion of family literacy services with own staffing and resources.
- 2b. School opting to provide a portion of Equitable Access services with own staffing and resources.
- 2c. School providing own supplies to support family literacy or equitable access services.
- 2d. School partnering with other providers to provide a portion of family literacy or equitable access services.





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SG

DATE(MM/DD/YYYY)  
07/05/11

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

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

PRODUCER Parallone Pacific Insurance Services, License # 0F84441 859 Diablo Avenue Novato, CA 94947 Peter Schmale	415-493-2500 415-493-2505	CONTRACT NAME PHONE (APT. No. Ext.) FAX (APT. No.) E-MAIL ADDRESS PRODUCER CUSTOMER ID #	Sindy Graham, ext 131 415-493-2500 415-493-2505 sgraham@pp-ins.com BAYAR-3
INSURED Bay Area Community Resources, Inc. 171 Carlos Drive San Rafael, CA 94903-2005	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	Philadelphia Indemnity Ins Co.	32760
	INSURER B:	Sparta Insurance Company	
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

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

INSTR. LTR	TYPE OF INSURANCE	INSURER(S) (INSR. WAD)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse Sublimit 1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- PERT <input type="checkbox"/> LOC	X	PHPK740321	07/01/11	07/01/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (E.O. OCCURRENCE) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK740321	07/01/11	07/01/12	COMBINED SINGLE LIMIT (Ea. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB350578	07/01/11	07/01/12	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe work DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	006WK0124400	07/01/11	07/01/12	<input checked="" type="checkbox"/> W/C STATL TORT LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		PHPK740321	07/01/11	07/01/12	Each 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER  Oakland Unified School District 1025 - 2nd Avenue Oakland, CA 94606	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Sindy Graham</i>
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POLICY NUMBER: \* PHPK740321  
Bay Area Community Resources, Inc.

COMMERCIAL GENERAL LIABILITY

EFFECTIVE: \* July 1, 2011 - 2012

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### ADDITIONAL INSURED — CONTROLLING INTEREST

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization

Oakland Unified School District

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

1. WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of:
  - a. Their financial control of you; or
  - b. Premises they own, maintain or control while you lease or occupy these premises.
2. This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.



FILE ID NUMBER	13-0832
Introduction Date	5-22-13
Enactment Number	13-5525
Enactment Date	5-22-13



## INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT NO. 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Bay Area Community Resources (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2012, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION			
VENDOR NAME	Bay Area Community Resources	LEGISTAR FILE ENACTMENT #	12-1652
SITE NUMBER / NAME	144 Parker Elementary	AMOUNT OF ORIGINAL ISA	\$91,848
Original ISA Contract, or most recent ISA Contract Amendment period: July 1, 2012 (from date) to June 30, 2013 (end date).			

### ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Subtotal				\$

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Purchase New Type of Service.

Service	Option I-Farmers Market Services	Fee	\$4,500	UNITS OF SERVICE	.37	\$ 1,650
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 1,650

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:  
2b. School opting to provide a portion of Farmer Market services with own staffing and resources.

Increasing the ISA Not to Exceed Amount to: \$93,498

The Term (Duration) of the Individual Service Agreement remains unchanged.  
 The Term (Duration) has changed: The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_.

#### ISA Amendment History:

There are no previous amendments to this ISA.  This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA

Amendment being approved by the Board of Education.

VENDOR	NAME Martin Weinstein	TITLE CEO
SIGNATURE		DATE 5-23-13
OUSD SITE ADMINISTRATOR	NAME Roy Hill	TITLE Principal
SIGNATURE		DATE 5-23-13

APPROVAL BY THE BOARD OF EDUCATION	
PRESIDENT OF THE BOARD OF EDUCATION	DATE 5-23-13
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION	DATE 5-23-13



Board Office Use: Legislative File Info.	
File ID Number	12-2075
Introduction Date	8/1/12
Enactment Number	12-2144
Enactment Date	8-1-12



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

## Memo

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

Board Meeting Date  
 (To be completed by  
 Procurement) August 15, 2012

Subject Individual Service Agreement - Master Memorandum of Understanding - Bay Area Community Resources (contractor) - 144/Parker Elementary School (site)

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Bay Area Community Resources, for services to be provided primarily to 144/Parker Elementary School.

Background *A one paragraph explanation of why the consultant's services are needed.* The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 27, 2012 (Enactment number 12-1652).

Discussion *One paragraph summary of the scope of work.* Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Bay Area Community Resources, San Rafael, CA, for the latter to provide their Menu Option for Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Parker Elementary School for the period of July 1, 2012 through August 31, 2013, in an amount not to exceed \$91,848.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Bay Area Community Resources for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Parker Elementary School for the period July 1, 2012 through August 31, 2013.

Fiscal Impact Funding Resource: 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$91,848.00.

Attachments

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



Board Office Use: Legislative File Info.	
File ID Number	12-2075
Introduction Date	8/1/12
Enactment Number	12-2144
Enactment Date	8-1-12 <i>lf</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013**

<b>MASTER MOU INFORMATION</b>			
VENDOR NAME	Bay Area Community Resources		
VENDOR #	1001628	ENACTMENT #	12-1652
SITE / DEPT NAME	Parker Elementary	SITE #	144
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		Koy.Hill@ousd.k12.ca.us	

<b>ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) - SELECT DESIRED SERVICE</b>				
SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
A-Lead Agency Unit for Elementary	K-5	\$93,834.00	1	\$91,848.00
		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				\$91,848.00
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				
1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.				

<b>BUDGET INFORMATION</b>					
REQUISITION NUMBER	R0300631	START DATE	07/01/2012	END DATE	08/31/2013
RESOURCE #	RESOURCE NAME	ORG KEY		AMOUNT	
6010	ASES	1441553401		\$91,848.00	
				\$	
				\$	

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

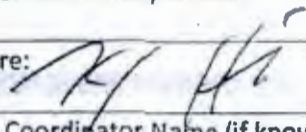
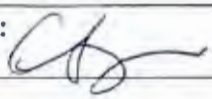
VENDOR	NAME	MARTIN WEINSTEIN	TITLE	CEO
SIGNATURE	<i>[Signature]</i>		DATE	6/22/12
OUSD SITE ADMINISTRATOR	NAME	KOY HILL	TITLE	PRINCIPAL
SIGNATURE	<i>[Signature]</i>		DATE	6/22/12

<b>APPROVAL</b>			
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED			
RESOURCE MANAGER, if using funds managed by:			
<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input checked="" type="checkbox"/> After School Programs			
SIGNATURE	<i>[Signature]</i>	DATE	7-9-12
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE	<i>[Signature]</i>	DATE	7/16/12
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE	<i>[Signature]</i>	DATE	8/2/12
SIGNATURE	<i>[Signature]</i>	DATE	8/2/12

**OUSD After School Programs**  
*funded by After School Education and Safety (ASES) and 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Grants*

**ASES and 21<sup>st</sup> CCLC After School Program Plan**  
**Elementary & Middle Schools**  
**2012 - 2013**

**SECTION 1: School Site Information**

School Site: Parker Elementary School	Date: 5/23/12
Principal Signature: 	Lead Agency Signature: 
After School Site Coordinator Name (if known at this time): Sharon Rhone	

**SECTION 2: After School Alignment with Community School Strategic Site Plan (CSSSP)**

Mark the following Strategic Priority areas of the school's CSSSP where this after school program is identified as a high leverage strategy.

First Tiered Strategic Priority Areas:

- Balanced Literacy and Literacy Across the Curriculum
- Science, Technology, Engineering, and Mathematics (STEM) Stem and gardening project
- Accelerating Students through Targeted Approaches
- Family and Student Engagement
- Strategic Operational Practices

Second Tiered Strategic Priority Areas:

- Health and Wellness
- Interrupting Chronic Absence (Attendance)

State 3 – 4 primary goals of the After School Program and intended Impacts for participating students.

1. Increase Academic Achievement among Youth: Youth will engage in intentional academic interventions, activities and processes that will increase their academic achievement.



2. **Social and Emotional Development:** Youth will engage in intentional social and emotional interventions, activities and processes that will equip them to handle conflict with maturity, humility and a critical eye.
3. **School Day Alignment:** Youth will engage in a seamless day and engage in interventions, activities and processes that reinforce the day's learning and increase their retention of lessons taught.

**SECTION 3: OUSD Strategic Questions**  
 Complete the matrix for *at least two* of the following four OUSD Strategic questions

Strategic Questions/Desired Outcomes  <i>As a result of our ASP efforts...</i>	Strategic Activities:  <i>What after school strategic activities will support the desired outcomes?</i>	Outcomes of Strategic Activities:  <i>What short-term outcomes will you expect from your efforts by the end of the school year?</i>	Data used to assess the strategic activities:  <i>What data will be collected to measure these outcomes?</i>
<p><b>High School Graduation: How many more Oakland children are graduating from high school?</b>            Using the following strategic activities, the Parker After School Program will increase the academic aptitude of their students, sending them to middle school ready to academically succeed. Students will also engage in social and emotional development curriculum and strive to become mature young adults. By entering middle school prepared and emotionally stable they will be more likely to thrive. This will lead to youth entering high school prepared and emotionally stable, increasing their chances of graduating.</p>	<ul style="list-style-type: none"> <li>• Targeted Academic Plans and programming for youth who are identified through data</li> <li>• Literacy component across all programming</li> <li>• STEM Component within the program</li> <li>• Fast Forward Computer Program, Computer Lab Offering</li> <li>• Increased Academic Assessments</li> <li>• Social and Emotional experiences and classes</li> <li>• Intentional process to track homework completion and a process of communicating student progress to stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Increased alignment with state standards</li> <li>• Increased alignment with school day</li> <li>• Increased support efforts to improve youth's academic achievements</li> <li>• The majority of youth will understand, complete and turn in all homework</li> <li>• Increased probability that the H.S. youth connected to the mentoring program will stay on all year, graduate high school and gain volunteer experience</li> </ul>	<ul style="list-style-type: none"> <li>• District benchmark testing</li> <li>• Pre/Post assessment</li> <li>• DIBELS Data</li> <li>• Fluency Assessment</li> <li>• PWA writing assessment</li> <li>• SAYPQA Evaluation results</li> <li>• OFCY/OUSD Survey data</li> </ul>

	<ul style="list-style-type: none"> <li>• Program staff will participate in a cascading mentorship program with Rudsdale High School Students</li> </ul>		
<p><b>Satisfactory School Day Attendance: How many more Oakland children are attending school 95% or more?</b> By increasing the Parker After School program ADA, it is more likely that students will attend the school day. In order to do this, it will take a three tiered approach 1) Engaging Activities 2) A high level of value placed on coming to program everyday 3) Clear Policies and Procedures that are enforced</p>	<ul style="list-style-type: none"> <li>• A youth centered program with activities youth like and want to participate in</li> <li>• Parenting Classes</li> <li>• Aligned incentive Processes (Ex: Awards to youth and classes who have the best attendance)</li> <li>• After School Day staff efforts to track and inform parents regarding absences</li> </ul>	<ul style="list-style-type: none"> <li>• Increase after school ADA in support of the school day ADA rising</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly School day and city span data</li> <li>• Clear attendance policies present</li> <li>• Tracked and timely enforcement of attendance policies</li> <li>• SAYPQ Scores and OFCY/OUSD survey</li> </ul>
<p><b>Health and Well-being: How many more Oakland children have access to, and use, the health services they need?</b> Through mild health and well-being programing, youth can be identified as in need of service. In these cases they will be referred to the appropriate services.</p>	<ul style="list-style-type: none"> <li>• Gardening</li> <li>• Parenting Class</li> <li>• Cooking class</li> <li>• Farmers market</li> <li>• Health and nutrition themes activities</li> <li>• Cascading mentoring project</li> <li>• Food nutrition guest speakers</li> <li>• Collaborating with non-profit: Food for Justice</li> <li>• Making referrals for mental health services</li> </ul>	<ul style="list-style-type: none"> <li>• Increased number of youth accessing PALS and Pathways counseling</li> <li>• Information center for parents regarding other health and well-being supports</li> <li>• Increased participation in classes, workshops and activities concerning health and well-being</li> </ul>	<ul style="list-style-type: none"> <li>• Surveying</li> <li>• OUSD/OFCY Survey</li> <li>• PALS counseling data</li> <li>• Pathways data on how many referrals were made</li> <li>• Sign in sheets for workshops and classes</li> </ul>



	with PALS councilors and pathways counseling centers <ul style="list-style-type: none"> <li>• Family nights</li> </ul>		
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**SECTION 4: Program Model and Lead Agency Selection**

For 2012-2013, my site will operate the following program model:

- Traditional After School: *voluntary program open to all students, with enrollment priorities targeting certain students*
- Extended School Day: *additional class periods added to the bell schedule during after school hours for students of a particular grade and/or all students of the school*
- Blended/Hybrid: *combination of some extended day and some traditional after school programming*

**Description and Rationale for Selection of Lead Agency**  
 Describe how the selected Lead Agency partner will support the school's plans for Full Service Community School development. Note: If school is managing program, site is considered to be the Lead Agency. In this case, describe how the hired After School Site Coordinator will support school plans for FSCS development.)

The BACR philosophy about after school programs extends far beyond keeping children safe. We believe in providing a nurturing and enjoyable environment where students can improve their academic and life skills. We believe in integrating the principles and practices of youth development into all activities. Just as important, we see the schools, students, and parents as our customers, and we believe it is our responsibility to understand and meet their needs.

This approach to after school programs is consistent with the BACR mission of serving youth and families, fostering volunteerism, and building community. As a large diverse community agency, BACR has the organizational capacity and infrastructure to maintain high quality while expanding our services.

**SECTION 5: ATTENDANCE, PROGRAM DATES, AND PROGRAM SCHEDULE**

In order to remain in compliance and meet minimum funding requirements, the after school program must commence immediately upon the conclusion of the regular day and operate at least until 6pm on every regular school day for elementary and middle schools. (EC 8483)

High school programs are required to operate a minimum of 15 hours per week.

Required # of Program Days your program will operate during School Year 2012-2013:	180 days required*
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Projected Daily Attendance during School Year 2012-2013:	83
<b>Program Schedule</b> Submit program schedule as an attachment, using the standard program schedule template.	

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



**SECTION 6: Academics**  
 Your site should plan to offer a range of academic supports including:  
 1) Targeted Interventions 2) Skill-Building 3) Homework Support 4) Tutoring  
 Other possible supports may include computer lab, library exploration, project-based learning, coordination with SES tutoring.

Academic activities should be aligned with school goals and support specific student achievement needs defined by the school.  
 Activities should be based on sound instructional strategies aligned with the regular school day program.

	Target Population	Academic Support (choose one)	CSSSP goal(s) or school need supported by activity	Measurable Outcomes	Description of program/activity	Instructional Strategies
1	All Students	X Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>High School Graduation Rate</li> <li>School Request to meet this objective as best we can</li> </ul>	The majority of youth understand, complete and turn in their homework.	<ul style="list-style-type: none"> <li>Providing Time for Homework Support</li> <li>Quality Homework Support</li> <li>Track Completion and turn in rates</li> <li>Provide an amount of time for group academics prior to homework time</li> </ul>	<ul style="list-style-type: none"> <li>Up to date on pacing schedule</li> <li>Follow homework process set by the school day</li> <li>Enforce all homework procedures</li> <li>Create a tracking system that records why homework was not completed (early pick up, youth needed more time then was allotted,</li> </ul>

						<p>youth needs one on one home support in addition to ASP support, youth was not focused on homework during homework time, etc.)</p>
2	Youth who are testing FBB/BB	<input type="checkbox"/> Homework Support <input checked="" type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>• High School Graduation Rate</li> <li>• School Request to make efforts to this objective</li> </ul>	<ul style="list-style-type: none"> <li>• The majority of youth who take a pretest will increase their score by at least 10 points on the post test</li> <li>• The majority of youth will move up at least one CST or benchmark performance level</li> </ul>	Small group work around specific points of improvement for youth across grades. This could include computer lab work, reading/writing groups and math intervention	<ul style="list-style-type: none"> <li>• DIBELS Scores</li> <li>• Pre and Post Testing</li> <li>• Intensive tutoring</li> <li>• Include school day computer programs</li> </ul>
3	All Students	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>• High School Graduation Rate</li> <li>• School request to make efforts to meet this objective</li> </ul>	OUSD/OCFY observations (YPQA) and stakeholder survey's will average out to be a 3 or higher	<ul style="list-style-type: none"> <li>• Kidz Math</li> <li>• Kidz Science</li> <li>• Techbridge</li> <li>• Garden</li> <li>• Literacy Based Curriculum</li> <li>• Traditional Enrichments</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date on pacing schedule</li> <li>• Follow a similar layout to the school day</li> <li>• Follow Youth Development best practices</li> </ul>



					infused with academic skill building <ul style="list-style-type: none"> <li>• Reader's Theatre</li> </ul>	set through the SAYPQA evaluation process
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### SECTION 7: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities and physical activity/recreation are required components of the ASES and 21<sup>st</sup> Century grants. Enrichment activities should provide students with the opportunity to apply their classroom learning in a real, hands-on way. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

Type of Enrichment	Rationale	CSSSP goal(s) or school need supported by activity	Brief Description	Targeted Skills	Measurable Outcome
Art	X Student Identified X School Identified X Parent Identified <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• High school graduation rates</li> <li>• Health and well being</li> </ul>	Youth will be exposed to different types of art from different cultures. They will do personal pieces as well.	<input type="checkbox"/> College/Career Readiness X Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness X Other: Emotional Development	Youth will be able to achieve their learning targets and showcase these achievements through a presentation of learning
Sports	X Student Identified X School Identified X Parent Identified <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• Attendance rates</li> <li>• Health and well being</li> </ul>	Youth will choose sports to play in and learn the skills within that sport. They will engage in opportunities to practice those skills in games.	<input type="checkbox"/> College/Career Readiness X Social Skills/Conflict Res. X Leadership <input type="checkbox"/> Academic (specify) X Health/Fitness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• Youth will be able to achieve their learning targets and showcase these achievements through a presentation of</li> </ul>

					<p>learning</p> <ul style="list-style-type: none"> <li>The majority of youth surveyed identify that they are actively engaged in positive physical health routines</li> </ul>
Special Events	<p>X Student Identified</p> <p>X School Identified</p> <p><input type="checkbox"/> Parent Identified</p> <p><input type="checkbox"/> Other (specify)</p>	<ul style="list-style-type: none"> <li>Attendance rates</li> <li>Health and well being</li> </ul>	<p>Youth will participate in special events including but not limited to:</p> <ul style="list-style-type: none"> <li>Parent/youth nights</li> <li>Lights on After School Event</li> <li>Showcases and expos</li> <li>Guest Speakers/ Teachers</li> <li>Field Days</li> <li>Beatification day</li> <li>Earth Day</li> </ul>	<p><input type="checkbox"/> College/Career Readiness</p> <p><input type="checkbox"/> Social Skills/Conflict Res.</p> <p>X Leadership</p> <p>X Academic (specify)</p> <p>X Health/Fitness</p> <p><input type="checkbox"/> Other: Emotional Development</p>	<ul style="list-style-type: none"> <li>The majority of youth are in attendance</li> <li>If applicable. The majority of parents surveyed say they gained a deeper knowledge of the topic presented.</li> </ul>
Cooking	<p>X Student Identified</p> <p>X School Identified</p> <p><input type="checkbox"/> Parent Identified</p> <p><input type="checkbox"/> Other</p>	<ul style="list-style-type: none"> <li>Attendance rates</li> <li>Health and well being</li> </ul>	<p>Youth will cook healthy and nutritious foods and understand how that food is grown and what health benefits are present in the</p>	<p>X College/Career Readiness</p> <p><input type="checkbox"/> Social Skills/Conflict Res.</p> <p>X Leadership</p> <p>X Academic: Math and Literacy</p>	<ul style="list-style-type: none"> <li>The majority of youth surveyed identify that they are actively engaged in positive physical health routines</li> </ul>



	(specify)		foods they are eating.	X Health/Fitness <input type="checkbox"/> Other (specify)	
Garden	X Student Identified X School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• Attendance rates</li> <li>• Health and well being</li> </ul>	Youth will plant and upkeep the garden and prepare and eat the vegetables that grow.	X College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. X Leadership X Academic: Math, Science, Literacy X Health/Fitness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• The majority of youth surveyed identify that they are actively engaged in positive physical health routines</li> </ul>
Youth identified and centered clubs	X Student Identified X School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• Attendance rates</li> <li>• Health and well being</li> <li>• High school graduation rates</li> </ul>	Youth will participate in programming that allows them to participate in things they've identified as areas of interest. Clubs could include: <ul style="list-style-type: none"> <li>• Chess</li> <li>• Dance</li> <li>• Language (Spanish, American Sign Language, etc.)</li> <li>• Drama</li> <li>• Debate</li> <li>• Music</li> <li>• Creative Writing</li> <li>• Year Book Club</li> </ul>	X College/Career Readiness X Social Skills/Conflict Res. X Leadership X Academic (specify) X Health/Fitness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• The majority of youth surveyed say they are engaged in meaningful social and emotional development processes</li> <li>• YPQA scores average out to a 3 or higher</li> </ul>
Young Men's	X Student	<ul style="list-style-type: none"> <li>• Attendance rates</li> </ul>	Youth will participate	X College/Career	<ul style="list-style-type: none"> <li>• The majority of</li> </ul>

Group (Cascading Mentoring Project)/Young Women's Group	Identified X School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>health and well being</li> <li>High school graduation rates</li> </ul>	in intentional processes of self-reflection, decision making and social/emotional skill building.	Readiness X Social Skills/Conflict Res. X Leadership X Academic (specify) X Health/Fitness <input type="checkbox"/> Other (specify)	<p>youth surveyed say they are engaged in meaningful social and emotional development processes</p> <ul style="list-style-type: none"> <li>YPQA scores average out to a 3 or higher</li> </ul>
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#### SECTION 8: FAMILY ENGAGEMENT / FAMILY LITERACY

After school provides an excellent context to foster parent involvement, connect families to the larger school community, and share important information related to the after school and regular school day programs. After school family engagement efforts should be aligned with school day efforts, and support school goals for family involvement. A variety of activities may be offered, including: parent workshops, family celebrations, parent-and-child-together activities, parent leadership and volunteer opportunities.

Family literacy is a required component of all 21<sup>st</sup> Century after school programs. Family literacy services support the educational goals of adult family members, connect them to resources and services, and increase their ability to support their student's learning and development.

Type of Activity	CSSSP goal(s) or school need supported by activity	Brief Description	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Expo nights	<ul style="list-style-type: none"> <li>Family engagement</li> </ul>	<ul style="list-style-type: none"> <li>Presentation of Learning</li> <li>Showcases</li> <li>Open exhibits of youth work</li> </ul>	The majority of parents surveyed feel engaged in the after school program	Collaboration around current parent nights and school day events with Parker PTA and school day staff. Space, time and resources will be provided to all who



<p>Intentional and on-going parent conversation regarding youth's academic and social/emotional development</p>	<ul style="list-style-type: none"> <li>• Attendance rates</li> <li>• High school graduation rates</li> <li>• health and well being</li> </ul>	<ul style="list-style-type: none"> <li>• Check in during sign out</li> <li>• Phone calls home</li> <li>• Meetings involving school day staff</li> <li>• Youth Referrals</li> </ul>	<ul style="list-style-type: none"> <li>• The majority of parents surveyed feel the after school plays a critical role in improving the academic standing of their student</li> <li>• The majority of parents surveyed feel the after school program plays a critical role in improving the social development of their student</li> <li>• The majority of parents surveyed feel the after school program plays a critical role in improving the emotional development of their student</li> </ul>	<p>need to access them</p> <ul style="list-style-type: none"> <li>• Access to student records</li> <li>• Inclusion in SST meetings</li> </ul>
<p>Parent and youth activities/Learning Together Nights</p>	<ul style="list-style-type: none"> <li>• Attendance rates</li> <li>• High school graduation Rates</li> <li>• health and well being</li> </ul>	<ul style="list-style-type: none"> <li>• Literacy Night</li> <li>• Math Game Night</li> <li>• Science Night</li> <li>• Mental health awareness workshops</li> <li>• Financial Literacy workshops</li> </ul>	<p>The majority of After School Parents attend</p>	<p>Collaboration around current parent nights and school day events with Parker PTA and school day staff.</p>
<p>Regular written</p>	<ul style="list-style-type: none"> <li>• Family</li> </ul>	<ul style="list-style-type: none"> <li>• Clear communication</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Handbook</li> </ul>	<p>Collaboration around</p>

communication with parents regarding programing	engagement	structure <ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Posted schedule and schedule of events</li> </ul>	available for parents <ul style="list-style-type: none"> <li>• Monthly newsletter distributed to parents</li> </ul>	current communication efforts with principal and PTA, continue to utilize school resources to post schedules. Continue to utilize translation resources.
Parent Orientation	<ul style="list-style-type: none"> <li>• Family Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will come and meet the coordinator, staff and review the plans for the year as well as policies and procedures</li> </ul>	100% of parents will attend the event, make up session or complete a phone orientation	All staff will encourage families and youth to come to the events or have them follow up with the site coordinator. Possibly have a translator.

#### SECTION 9: Chronic Absence Action Plan

Improving school day attendance for all students and reducing chronic absenteeism is one of the key OUSD strategic goals. The district goal is that all students will attend school at least 95% of the required school days or more, thereby achieving satisfactory attendance. Students who attend school 90% or less of required days are considered chronically absent. Students whose attendance falls in the "grey zone" between 90% - 95% are considered at risk of chronic absenteeism.

*In partnership with the school day, after school programs can play an important role in supporting student attendance by doing things like celebrating good attendance, informing parents about the importance of attendance, uncovering what challenges students/families are facing that cause them to miss school, regularly monitoring student attendance data, contacting families to let them know their child was missed at school, etc., in addition to providing meaningful after school learning experiences that help keep students engaged and coming.*

Below are several key strategies that after school programs can implement in partnership with the school day, in order to promote positive attendance, and support students and families who are struggling with attendance. Select *at least two* of the following strategies below, and identify specific action steps that your program will implement for each strategy.

Strategies to Support Attendance	Action Steps
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a) Recruit and address the needs of students who are at risk of chronic absenteeism.	<ul style="list-style-type: none"> <li>• School day to identify youth who are at risk of chronic absenteeism</li> <li>• School day to assess the reason</li> <li>• If it is found that enrollment in the after school program will increase a student's school day attendance, they may be permitted into the program pending no other barriers for attendance.</li> </ul>
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	During the parent orientation we will community the importance of school day attendance when introducing the after school attendance policy. We will continue the discussion during family meetings and talks about specific student attendance rates.
c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	<ul style="list-style-type: none"> <li>• Attendance Reports</li> <li>• Clear Attendance Policy to be developed and enforced</li> </ul>
d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.	<ul style="list-style-type: none"> <li>• Attendance: <ul style="list-style-type: none"> <li>○ Charts</li> <li>○ Awards</li> <li>○ Recognition Nights</li> </ul> </li> </ul>
<b>SECTION 10: Coordination with Other Service Providers</b> In the Full Service Community School model, the school becomes a hub of services where various types of service providers come together, work together, and coordinate their efforts to meet the holistic needs of students and families.	
The after school Site Coordinator or Director will actively participate in which of the following school group(s), in order to increase alignment between after school and school day efforts?	<input type="checkbox"/> COST team (Coordination of Services Team) <input checked="" type="checkbox"/> SST (Student Study Team) <input checked="" type="checkbox"/> ILP-Instructional Team <input type="checkbox"/> SSC (School Site Council) <input type="checkbox"/> ELT (Educational Leadership Team) <input checked="" type="checkbox"/> PTA <input checked="" type="checkbox"/> Attendance Team/Workgroup <input type="checkbox"/> CSSSP (Community School Strategic Site Planning) team <input type="checkbox"/> School Culture/Climate Committee <input type="checkbox"/> Other (specify)
List key community partners whom you will actively collaborate with to accomplish the goals of your program.	Prescott Circus Girls Scouts

	Brothers on the Rise Food Justice Individual Contractor Mocha AHC Coaching Corps Program Staff
Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.	School psychologist CDC staff Attendance Clerk Custodial Staff Academic Liaison Librarian and Computer Lab Technician Intervention Specialist Various School Day Staff



### 2012-13 After School Enrollment Policy for Parker Elementary School

OUSD has established district-wide guidelines for Target Population and Enrollment in ASES and 21<sup>st</sup> Century After School Programs. Within these guidelines, each school will create a site-specific After School Enrollment Policy that will be made public to the school community through the following methods:

- Enrollment policy will be included in After School Enrollment Packet and program materials.
- Enrollment policy will be discussed at after school parent orientation/meetings.
- Enrollment policy will be shared with school faculty.

**Target Population:** (Describe targeted student populations in order of priority. Specify data that will inform student selection.)

Target Population(s)	Specific Data to Inform Selection of Program Participants	(High School Only) Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population
Teacher Referrals	Teacher Referrals/Students Records	
Youth Testing at FBB/BB/B	Testing Data	
Students with Siblings in the program	Registration forms	
Students from socio-economically disadvantaged families/backgrounds	Free and Reduced Lunch Records	
English Language Learners	Teacher Referrals	
Youth at risk of Chronic Absenteeism	Attendance Data	

**Grade levels prioritized for programming:**

*Note: The ASES and 21<sup>st</sup> CCLC grants require that programs are open to all students of the school, if space remains after outreach is done to targeted students. (For example, if program slots remain open after you have reached out to fill slots with target populations identified above, then by law, you must accept a kindergarten family that desires program services, even if your program prioritizes students in grades 1-5.)*

**Additional Notes:**

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot simply utilize a first come-first serve process for enrolling students; sites should establish priorities for participation.
- Programs are intended to help close the achievement gap by serving a variety of students with academic and other needs.

- In alignment with OUSD's strategic goal to reduce chronic absenteeism, programs should consider targeting students at risk of chronic absenteeism, as determined by individual attendance rates between 90 – 95% during the current school year. (Programs should collaborate with school site leadership to obtain student attendance data.)
- Program must enroll adequate numbers of students to meet CDE attendance targets.

**Enrollment Process and Timeline:** (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2012. Indicate how families will be notified of 2012-13 enrollment before the last day of school, June 16, 2012.)

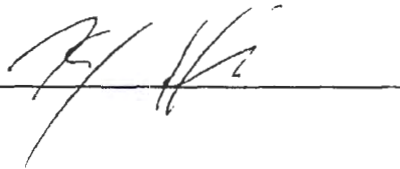
Timeline	After School Enrollment Steps/Process	Individual(s) responsible
5/28/12-6/1/12	<ul style="list-style-type: none"> <li>• To Confirm registration process (roles, paperwork, sign ups)</li> </ul>	Christen Gray, BACR Manager Sharon Rhone, BACR Coordinator Koy Hill, Parker Principal Mariela Donis, Girls Inc. Manager
6/4/12-6/8/12	<ul style="list-style-type: none"> <li>• Registration information and forms available to parents</li> <li>• Accepting Teacher Referrals</li> </ul>	Sharon Rhone Utronda Wilson Koy Hill and Academic Liaison
6/5-6/12	Registration	Sharon Rhone Utronda Wilson, Girls Inc. Coordinator
August 27, 2012	<ul style="list-style-type: none"> <li>• After school programs begin on 1<sup>st</sup> Day of school, with enrollment at a minimum 75% capacity.</li> </ul>	Sharon Rhone
August 27, 2012-September 30, 2012	<ul style="list-style-type: none"> <li>• New school year enrollment of families for remaining program slots.</li> <li>• Remaining program slots will be filled by September 30, 2012.</li> </ul>	Sharon Rhone
August 27, 2012-June 14, 2012	<ul style="list-style-type: none"> <li>• All programs must maintain waitlists after program slots are filled.</li> </ul>	Sharon Rhone

**Important dates to include in your timeline:**

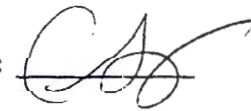


- April – June: Spring enrollment for 2012-13 programs. ***Schools that are receiving students from School Closures must also outreach to these new families in the Spring, so that they also have a fair chance to participate in the After School program at their new school.***
- Families will be notified of 2012-13 after school enrollment before the last day of school, June 15, 2012.
- August – September: New school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by September 30, 2012.
- All programs must maintain waitlists after program slots are filled.

Principal Signature: \_\_\_\_\_



Lead Agency Signature: \_\_\_\_\_

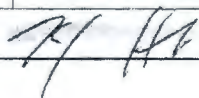


### 2012-13 Assurances for Grant Compliance and After School Alignment with School Day

Principal and Lead Agency representative (ie. Program Director and/or Site Coordinator) will review and discuss each assurance below, and initial next to each item to signify agreement. Attached separately are the following documents referenced below: 1) Grant Assurances signed by OUSD Superintendent, 2) After School MOU template, and 3) Academic Liaison Role Description.

Principal initials	Lead Agency initials	2012-13 Assurances for Grant Compliance and After School Alignment with School Day
KH	CA	Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 <sup>st</sup> Century Grant Assurances, and understand mandated grant compliance elements.
KH	CA	Site Administrator and Lead Agency Director have reviewed the Lead Agency After School MOU together, and agree to the requirements outlined in the MOU for the lead agency partner.
KH	CA	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
KH	CA	Site will share student outcome data to better refine program (Attendance data, EduSoft, Report Cards, IEP's, etc).
KH	CA	Site Administrator and lead agency rep/site coordinator have reviewed the Academic Liaison role description. Site will identify a certificated, qualified individual to serve as the program's Academic Liaison and to fulfill all responsibilities outlined in the role description.
KH	CA	Site will invite Site Coordinator and appropriate after school staff to participate in school day meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning and positive school climate.
KH	CA	Site will invite Site Coordinator to participate on SSC, COST, SST, and CSSSP team to ensure coordination of services.
KH	CA	Site will coordinate the use of facilities and site level resources in support of program goals.
KH	CA	Site will provide Site Coordinator with office space that includes access to internet and phone.

Principal Signature: \_\_\_\_\_



Lead Agency Signature: \_\_\_\_\_



ASES and 21st CCLC After School Programs  
2012-2013



### After School Safety and Emergency Planning for 2012-13

#### After School Safety and Emergency Planning

- A) Will the site have an Emergency Plan that incorporates the After School Program?  
 Yes    No

If no, explain after school plans to ensure student and staff safety should an incident of violence or other crisis/emergency occur on or near the school campus during after school hours:

- B) Describe the training that site will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.

Staff will train on school day emergency procedures, led by school day staff.

- C) Principal and Site Coordinator have reviewed the *OUSD After School Emergency/Crisis 1st Level Response Notification Protocol*.  
 Yes    No

#### Facility Keys

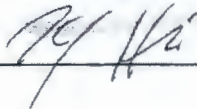
- Will the After School Program have access to facility keys for all areas where after school programming occurs?  
 Yes    No

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 has a school day SSO who can accommodate after school related work as part of their regular salary.  
 Site will pay Extended time/Over time (ET/OT) to accommodate an after school SSO.  
 Site does not need an SSO or does not have the resources to have an after school SSO.

Principal Signature: \_\_\_\_\_



Lead Agency Signature: \_\_\_\_\_



2012-2013 Elementary/Middle School After School Program Budget

**AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

ELEMENTARY & MIDDLE SCHOOLS 03.2012

Site Name:	Parker		ASES Resources for Programs 1553	OFCY	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds
Site #:	144	%	OUSD Lead Agency	Grantee:	Lead Agency	OUSD	Lead Agency
Average # of students to be served daily (ADA):							
<b>TOTAL GRANT AWARD</b>			\$112,500	\$0	\$0	\$7,000	\$0
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL SUPPLIES</b>							
	OUSD Indirect (4.25%)		\$4,586				
	OUSD ASPO admin, evaluation, and training/technical assistance costs		\$7,060				
	Custodial Staffing		\$3,701				
	Custodial Supplies		\$504				
<b>TOTAL SITE ALLOCATION</b>			\$96,648				
<b>CERTIFICATED PERSONNEL</b>							
1120	Academic Liaison REQUIRED		\$4,000			\$0	
1120	Certificated Teacher Extended Contracts		\$0			\$0	
						\$0	
	<b>Total certificated</b>		\$4,000			\$0	
<b>CLASSIFIED PERSONNEL</b>							
2205	Site Coordinator (list here, if district employee)		\$0	\$0	\$0	\$0	\$0
2220	SSO		\$0			\$0	
			\$0				
	<b>Total classified</b>		\$0	\$0	\$0	\$0	\$0
<b>BENEFITS</b>							
3000's	Employee Benefits for Additional Time (20% of total salaries paid as extended contracts or overtime)		\$800				
3000's	Employee Benefits for Salaried Employees (40%)		\$0				
3000's	Lead Agency benefits (rate: 25 %)			\$0			
	<b>Total benefits</b>		\$800	\$0	\$0	\$0	\$0
<b>BOOKS AND SUPPLIES</b>							
4310	Supplies (OUSD only, except for Summer Supplemental)		\$0			\$0	\$0
4310	Cumculum (OUSD only)		\$0			\$0	\$0
5829	Field Trips/Special Guests		\$0			\$0	\$0
4420	Equipment (OUSD only)		\$0			\$0	\$0
	Trainings			\$2,394			
	Transportation and Communications			\$900			
	<b>Total books and supplies</b>		\$0	\$3,294	\$0	\$0	\$0
<b>CONTRACTED SERVICES</b>							
5825	Site Coordinator (Salary \$40,000 + 25% fringe)=50,000		\$0	\$41,250		\$8,750	
	1 Line Staff (Instructor's Name Unknown) -\$13/hr x 19.50hrs/wk x 37 weeks = \$9,379.5 + 21 additional hours of Professional Development/Planning=\$273 TOTAL= \$9,652.5		\$0	\$12,065			
5825	\$9,652.5 (+ 25% fringe-\$2,413.13)= \$12,065						
	1 Line Staff (Instructor's Name Unknown) -\$13/hr x 19.50hrs/wk x 37 weeks = \$9,379.5 + 21 additional hours of Professional Development/Planning=\$273 TOTAL= \$9,652.5			\$12,065			
	\$9,652.5 (+ 25% fringe-\$2,413.13)= \$12,065						
	1 Line Staff (Instructor's Name Unknown) -\$13/hr x 19.50hrs/wk x 37 weeks = \$9,379.5 + 21 additional hours of Professional Development/Planning=\$273 TOTAL= \$9,652.5			\$12,065			
	\$9,652.5 (+ 25% fringe-\$2,413.13)= \$12,065						



2012-2013 Elementary/Middle School After School Program Budget

5825	BACR Program Manager (Professional Development, Training, Coaching, Staff Observations, general feedback for program quality) 13% of \$80,000; fringe @ 25% = \$7750. Total with fringe = \$9688			\$3,000				\$6,688	
5825	TBD			\$5,158					
5825									
5825				\$0					
5825				\$0					
5825									
5825				\$0					
5825									
5825									
5825									
	Total services			\$0	\$85,604	\$0	\$0	\$8,750	\$6,688
<b>IN-KIND/DIRECT SERVICES</b>									
								\$0	\$0
								\$0	\$0
	Total value of In-kind direct services							\$0	\$0
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>									
	Lead Agency admin (4% max of total contracted \$)			\$3,222	\$0				\$0
<b>SUBTOTALS</b>									
	Subtotals DIRECT SERVICE	85	\$6,999	\$88,898	\$0	\$0	\$8,750	\$6,688	
	Subtotals Admin/indirect		\$13,653	\$2,950	\$0	\$0			\$0
<b>TOTALS</b>									
	Total budgeted per column		\$20,652	\$91,848	\$0	\$0	\$8,750	\$6,688	
	Total BUDGETED	100	\$112,500	\$0	\$0	\$8,750	\$6,688		
	BALANCE remaining to allocate		\$0	\$0					
	TOTAL GRANT AWARD/ALLOCATION TO SITE		\$112,500	\$0					
<b>ASES MATCH REQUIREMENT:</b>									
ASES requires a 3:1 match for every grant award dollar awarded									
Total Match amount required for this grant									
								37,500	
Facilities count toward 25% of this match requirement									
								9,375	
Remaining match amount required									
								28,125	
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals									
								0	
Total Match amount left to meet									
								28,125	

Required Signatures for Budget Approval:

Principal:	
Lead Agency:	

6/12/12

## Parker After School Program 2011-2012

TIME	MONDAY	TUESDAY	TIME	WEDNESDAY	THURSDAY	FRIDAY
			1:15-2:15	Academic Review and Homework Clubs, Small Group Intervention		
			2:15-2:45	Organized Recreation, Team Games, or a Class Lead by Guest Teacher		
2:45-3:00	Snack & Team Building	Snack & Team Building	2:45-3:00	Snack & Team Building	Snack & Team Building	Snack & Team Building
3:00-4:00	Academic Review and Homework Clubs, Small Group Intervention	Academic Review and Homework Clubs, Small Group Intervention	3:00-4:15	Health and Well-being: (Sports, Recreation, Cooking, Young Men's Group, Young Woman's Group)	Academic Review and Homework Clubs, Small Group Intervention	Academic Review and Homework Clubs, Small Group Intervention
4:00-4:30	Organized Recreation, Team Games, or a Class Lead by Guest Teacher	Organized Recreation, Team Games, or a Class Lead by Guest Teacher			Organized Recreation, Team Games, or a Class Lead by Guest Teacher	Organized Recreation, Team Games, or a Class Lead by Guest Teacher
4:30-5:30	Creative Writing, Art, Move Forward Computer Program, Dance, Language	STEM (Kids Math, Kids Science, Garden, or Techbrige)	4:15-5:30	Creative Writing, Art, Move Forward Computer Program, Dance, Language	STEM (Kids Math, Kids Science, Garden, or Techbrige)	Health and Well-being: (Sports, Recreation, Cooking, Young Men's Group, Young Womans Group)
5:30-6:00	Academic Games, Stations and Check Out	Academic Games, Stations and Check Out	5:30-6:00	Academic Game, Stations and Check Out	Academic Games, Stations and Check Out	Academic Games, Stations and Check Out



# Bay Area Community Resources After School Programs

Bay Area Community Resources (BACR) is a non-profit community agency that has served youth and families since 1976. We have delivered after school programs for over 20 years. Our programs promote successful youth development by providing opportunities for young people to acquire new skills, learn, share their talents, and make a mark in their community.

We have two management roles at 58 elementary, middle or high schools:

1. BACR is the lead community agency— managing the entire program, providing staff, and delivering services— at 55 schools. These include: 24 schools in Oakland, 16 in San Francisco, 5 in Alameda, 5 in San Rafael, and 5 in West Contra Costa County.
2. BACR is the fiscal sponsor— managing human resources, payroll and fringe benefits— for 3 schools at Mt. Diablo Unified in Contra Costa County.

## OUR VALUES

- ❖ Give children a safe, nurturing and enjoyable environment after school.
- ❖ Integrate youth development practices into everything we do.
- ❖ Schools, students, parents and partner non-profits are our customers. Meet their needs.
- ❖ Youth are valuable. Support them in realizing their power.
- ❖ Respect our ancestors, improve the present, and sustain future generations.
- ❖ Give youth just, equal and meaningful opportunities to learn, grow and succeed.
- ❖ We like to have FUN! Take every opportunity to enjoy and celebrate our work.

## PROGRAM MODEL

### Academic Assistance

- ❖ **Homework support:** Students work in small groups with trained staff.
- ❖ **Academic enrichment:** Students get hands-on opportunities to master academic content, through robotics, chemistry lab, poetry slams, and creative writing workshops.
- ❖ **Academic interventions:** Students who need it get one-on-one review sessions with teachers or tutors and Supplemental Educational Services tutoring.
- ❖ **Test preparation and credit recovery:** High school students get help to graduate.

### Enrichment

- ❖ Students explore their interests and build new skills. Visual and performing arts, community service, and student-led projects that promote pride, embody culturally-responsive activities, and integrate learning objectives in California Content Standards.
- ❖ Enrichment activities are tailored to each school site.

### Recreation

- ❖ Students can exercise, relax, and build social skills through organized sports, cooperative games, and free time.

### Showcases

- ❖ Young people get opportunities to showcase their work and share their achievements with peers and family.

## EVIDENCE OF OUTCOMES

A research study showed academic improvement for our after school participants:

- ❖ CAT6 reading scores increased more than peers not in the program, and the difference was statistically significant.. Students initially in the lowest quartile rose 8.7 percentile points.
- ❖ In CST English Language Arts, students showed a statistically significant increase in scores. 48% of students who were Below or Far Below Basic increased 7.5 points.

Recent Oakland elementary school surveys showed positive outcomes:

### Students

#### Program Runs Effectively

- ❖ There is an adult who wants me to do my best. 96%
- ❖ I feel safe when I am here. 81%

#### Benefits from Participating

- ❖ Learn to get along with other kids better 83%
- ❖ Learn to get along with adults at school 84%
- ❖ Get help with my homework 92%
- ❖ Learn good study skills 80%
- ❖ Get more exercise 82%

### Parents

#### Program Runs Effectively

- ❖ The after school program is a safe place for my child. 97%
- ❖ I am satisfied with the after school program. 97%

#### Benefits from Child Participating

- ❖ I can go to work or school. 49%
- ❖ I worry less about my child when she/he is in the after school program. 47%
- ❖ I am more connected to my child's school. 43%

## ADVANTAGES FOR PARTNER SCHOOLS

- ❖ **Experience and Commitment.** Over 2 decades of leading after school programs.
- ❖ **Infrastructure.** A strong, well-funded organization and administrative structure.
- ❖ **Flexibility and Adaptability.** A program tailored to each school's after school goals.
- ❖ **High Quality Staff.** We select and support highly committed and professional staff.
- ❖ **Leveraged Resources.** We have the capacity to bring AmeriCorps Members into the program. BACR continuously seeks new funding and new opportunities to add value.

## BACR AS A FISCAL SPONSOR

For districts who want to operate their own after school programs but need help with the human resources function, BACR can enroll staff and manage payroll and fringe benefits.

- ❖ Competitive fees compared with foundations and other non-profit sponsors.
- ❖ Tailored to each district's needs.

## CONTACT US

Any location: Marty Weinstein, Executive Director, (415) 755-2321; [mweinstein@bacr.org](mailto:mweinstein@bacr.org)

East Bay: Marisa Ramirez, (510) 559-3025; [mramirez@bacr.org](mailto:mramirez@bacr.org)

San Francisco and Marin County: Don Blasky (415) 755-2311; [dblasky@bacr.org](mailto:dblasky@bacr.org)

Visit our website: [www.bacr.org](http://www.bacr.org)



<b>Board Office Use: Legislative File Info.</b>	
File ID Number	12-1418
Introduction Date	6-27-12
Enactment Number	12-1652
Enactment Date	6/27/12



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education  
June 27, 2012

TO: Board of Education

FROM: Dr. Anthony Smith, Ph.D., Superintendent

SUBJECT: Master Memorandum of Understanding between OUSD and Bay Area Community Resources

**ACTION REQUESTED**

Authorize the President and Secretary of the Board to enter into and execute a Memorandum of Understanding with Bay Area Community Resources, on behalf of the District to provide services to students. This establishes a one year relationship with Bay Area Community Resources, and a Not-To-Exceed amount of \$2,974,784.00. This amount is projected using historical cost data, known changes to the number of sites served and expected available grant funding allowable.

**BACKGROUND**

The Oakland Unified School District enters into contracts each year to provide professional services that support the District's academic mission. The Master MOU establishes all terms and conditions, a defined menu of services with negotiated rates, and allows for the gathering of necessary supporting documentation to further streamline the process of receiving necessary services, while keeping the integrity of checks and balances, as well as maintaining oversight by the Governing Board.

A Menu of Services was established that would allow a principal to "Order" from the Menu using the Individual Service Agreement (ISA). This is essential to promoting transparency of services, and the costs of those services, between like schools. Each Individual Service Agreement will be submitted to the board for ratification. In the event that this vendor receives more orders for service than anticipated, an amendment to this MOU will request a new not-to-exceed amount.



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## DISCUSSION

Vendor: Bay Area Community Resources

Overview of Services: Bay Area Community Resources contracts with schools to be a lead agency to provide high quality after school programming consisting of academic enrichment and recreational physical activities family literacy and targeted Equitable Access services to students that are high risk to meet grant compliance of ASES and 21<sup>st</sup> Century grants.

Not-To-Exceed Amount: \$2,974,784.00

Determination of Not-to-Exceed Amount: Based on historical data and projections for the coming school year, it is anticipated that Bay Area Community Resources will provide services to 26 school sites.

The District contracts with agencies to provide various activities and after-school programs. Chosen by the number of sites served with District and the long standing relationship with the agencies, the Master Memorandum of Understanding establishes a relationship with Bay Area Community Resources, defining terms and conditions as well as setting a maximum not-to-exceed ceiling amount. This ceiling is derived from historical cost data, known changes in sites to be served, as well as expected grant funding.

In addition, the District has been working with agencies to provide a Menu of Service, which delivers a clear and measurable scope of work. Analogous to ordering from a common table menu, each product is described and the price is clearly quoted, establishing and promoting a more perfect competition where the consumer, here the principal, is informed of the services offered, and the price for those services. This allows the principal to easily compare services and prices, and plan for programmatic needs.

## FISCAL IMPACT

There is no funding associated with the Master Memorandum of Understanding. The Master Memorandum of Understanding establishes a relationship, as well as setting the terms and conditions with Bay Area Community Resources. The funding source for each Individual Service Agreement will be determined separately and individually. Funding for the Individual Service Agreement is verified through a review of the RBB Budget, and a review of State and Federal compliance funding when applicable.





OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

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**RECOMMENDATION**

Approval of Master MOU between the Oakland Unified School District authorizing the President and Secretary of the Board to enter into and execute a Master Memorandum of Understanding and Individual Service Agreement(s) with Bay Area Community Resources in an amount Not-To-Exceed \$2,974,784.00.

**ATTACHMENTS: Master MOU**

Board Office Use: Legislative File Info.	
File ID Number	12-1418
Introduction Date	6-27-12
Enactment Number	12-1652
Enactment Date	6/27/12



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OAKLAND UNIFIED SCHOOL DISTRICT and  
Bay Area Community Resources  
2012-2013**

**1. INTENT**

- 1.1 **Intent of this Memorandum of Understanding.** This Memorandum of Understanding (hereinafter "MOU") establishes the Oakland Unified School District's (hereinafter "OUSD") intent to establish a relationship with Bay Area Community Resources (hereinafter "CONTRACTOR"), to provide services to OUSD as described and stated in full in the Individual Service Agreement(s).

**Cumulative Amount of ISA(s) NOT TO EXCEED \$ 2,974,784.00**

- 1.2 **This Master MOU shall include an Individual Services Agreement (hereinafter "ISA")** developed for each OUSD site CONTRACTOR is to provide services. It is understood that this Master MOU does not commit OUSD to pay for services provided by any CONTRACTOR, unless and until an authorized OUSD representative approves the service, and a Purchase Order is issued by OUSD's Procurement department and the ISA(s) are ratified by the Board of Education.

**2. TERMS AND CONDITIONS**

- 2.1 **Term of Agreement.** The term of this agreement shall be July 1, 2012 to June 30, 2013 and may be extended by written agreement of both parties. **ISA's are void upon termination or expiration of the Master MOU.**
- 2.2 **All terms and conditions apply jointly and severally to all CONTRACTOR'S employees, agents, partners, subcontractors, and/or volunteers acting on behalf of, and by the direction of CONTRACTOR.**
- 2.3 **Notice of Termination.** OUSD may, at any time, terminate this Agreement upon not less than five (5) days written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 2.4 **Choice of Law.** This Agreement shall be performed in Oakland, CA and is governed by the laws of the State of California.
- 2.5 **Licenses and Permits.** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
- 2.6 **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.
- 2.7 **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without first obtaining the prior written approval of OUSD. CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, 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.



- 2.8 **Drug-Free / Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
- 2.9 **Anti-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under Contracts, CONTRACTOR 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. CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s).
- 2.9A **Local, Small Local and Small Local Resident Business Enterprise Program (L/SL/SLRBE).** OUSD requires a twenty percent (20%) minimum local participation requirement for all professional service contracts over the informal bidding threshold (Public Contract Code Section 20111). Contractors shall comply with the twenty percent (20%) local business participation requirement at a rate of ten percent (10%) local and 10% small local and/or small local resident business participation. Business entities must be certified by the City of Oakland in order to earn credit toward meeting the twenty percent participation requirement. A copy of the District's S/SL/SLRBE Policy can be obtained from the OUSD website: [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us)
- 2.10 **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 2.11 **CONTRACTOR costs or expenses.** OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD except as follows:  
None, in an amount not to exceed \$ 0.00.
- 2.12 **Liability of CONTRACTOR to correct unsatisfactory work.** The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR 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 District and in that case must be replaced by CONTRACTOR without delay.
- 2.13 **Waiver.** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 2.14 **Submittal of Documents.** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:
- a) Signed Agreement
  - b) Workers' Compensation Certification
  - c) Insurance Certificates and Endorsements
  - d) Fingerprinting/Criminal Background Investigation Certification (provided with invoice)
  - e) Tuberculosis Clearance – Test Showing Negative Results (provided with invoice)



2.15 **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

2.16 **Changing Legislation.** CONTRACTOR understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of CONTRACTOR during an academic school year. This MOU may be amended during the 2010-11 fiscal year to reflect additional changes resulting from such legislation.

**3. ADMINISTRATION OF MASTER MOU.**

3.1 All notices provided for by this Master MOU shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

Contract Administrator	Joel Ross
Department	Procurement
Address	900 High Street
City, State, Zip	Oakland, CA 94601
Phone	510-434-2247

3.2 Notices to CONTRACTOR shall be addressed as indicated:

Name	Martin Weinstein
Title	
Agency	Bay Area Community Resources
Address	171 Carlos Drive
City, State, Zip	San Rafael, CA 94903
Phone	(510) 418-4952

**4. AREAS OF AUTHORITY**

4.1 **Oakland Unified School District.** The Oakland Unified School District is responsible for fiduciary and programmatic oversight for the expenditure of funds contracted to CONTRACTOR by OUSD for fiscal year 2012-2013.

4.2 **Independent Contractor.** This is not an employment contract. CONTRACTOR, is an independent contractor or business entity, and will be responsible for operations and management of its employees to sufficiently carry out the agreed upon Scope of Work. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided or entitled to employees of OUSD, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions necessary to do business in the State of California, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

4.3 **Fiscal oversight and management.** CONTRACTOR shall be responsible for providing oversight, fiscal management, payroll services and technical assistance to its agents, employees or subcontractors. CONTRACTOR may be required to facilitate and collaborate with other service providers as necessary.

4.4 **No Rights in Third Parties.** This agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

4.5 **Ownership of Documents.** All documents created by CONTRACTOR pursuant to this Agreement, including but not limited to reports, designs, schedules, and other materials prepared, or in the process of being prepared, for the services to be performed by CONTRACTOR, are and shall be at the time of creation and thereafter the property of the OUSD, with all intellectual property rights therein vested in the OUSD at the time of creation. The 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 CONTRACTOR or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the OUSD. If any materials are lost, damaged or destroyed before final delivery to the OUSD, CONTRACTOR shall replace them at its own expense and CONTRACTOR hereby assumes all risks of loss, damage or destruction of or to such materials. CONTRACTOR may retain a copy of all materials produced under this Agreement for its use in its general business activities.

- 4.6 **Copyright/Trademark/Patent/Ownership.** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 4.7 **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information and documents received. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
- 4.8 **Contractor Changes.** CONTRACTOR may, at any time, by written order, make changes within the scope of work and services described in this Agreement. If such change(s) cause an increase or decrease in the budgeted cost of, or the time required for performance of the agreed upon work, CONTRACTOR shall so advise the OUSD immediately via the Contracts Administrator with a revised ISA. The revised ISA 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 the OUSD prior to the time that CONTRACTOR performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.
- 4.9 **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 CONTRACTOR related persons, employee, representative or agent from OUSD school site and, or property, CONTRACTOR shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
- 4.10 **CONTRACTOR Qualifications / Performance of Services.**
- (a) **CONTRACTOR Qualifications.** CONTRACTOR is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and regulations, as they may apply.
  - (b) **Standard of Care.** CONTRACTOR represents that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
- 4.11 **Employees or Subcontractors of CONTRACTOR.** Consistent with invoicing requirements in Section 7, CONTRACTOR shall submit a list of employees or other persons who were working on the District's school sites for the period CONTRACTOR is invoicing. In the event that OUSD, in its sole discretion, at any time during the term of this Agreement, desires the removal of any CONTRACTOR related persons,



employee, representative or agent from the OUSD school site and, or property, CONTRACTOR shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

4.12 **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:

- (a) Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
- (b) Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

## **5. CONDUCT OF CONTRACTOR.**

### **5.1 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:**

The prospective primary participant 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.epls.gov/eplis/search.do>)

5.2 **Maintain background check.** CONTRACTOR certifies that all persons permitted to work on school sites or, may come in contact with children, have been cleared under California law and the Education Code.

5.3 **Maintain clean, safe, and secure program environments for staff and students in conjunction with OUSD, and following OUSD guidelines.** CONTRACTOR, as they view as necessary, will initiate and establish additional cleanliness, safety, and security policies and protocol sufficient to ensure staff, student and family member safety.

5.4 **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.

5.5 **Mandatory participation** in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by the OUSD and collaborative partners in conducting program planning, implementation, and evaluation as necessary. These may include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. Participation in meetings facilitated by OUSD to address program success, areas of concern and for general troubleshooting are also required.

5.6 **Ensure compliance with funding guideline requirements and follow OUSD policies and procedures.** This includes compliance with District staffing requirements and policies including No Child Left Behind and other legislative mandates.

5.7 **Maintain five sets of essential collaborative relationships** to ensure partnerships towards effective program implementation:

- a) Administration, faculty, and staff of OUSD
- b) OUSD central administration departments
- c) Parents/Guardians
- d) Youth
- e) Community organizations and public agencies

## **6. SCOPE OF WORK.**

6.1 The attached Menu of Service outlines the specific scope of work, and is described in full and incorporated into this Master MOU. Services are ordered specifically by site as detailed in the Individual Service Agreement. Only the services detailed in the menu may be ordered by an OUSD site.



## **7. INVOICING.**

- 7.1 **Updated listing of employees and their respective ATI number.** CONTRACTOR agrees as a condition of payment for services provided, CONTRACTOR will provide a complete updated listing with monthly invoices of all employees, subcontracted agencies, and volunteers, and their respective ATI number as registered with the Dept of Justice/FBI, at the site for which CONTRACTOR is providing services and invoicing OUSD.
- 7.2 **Submission of invoices to OUSD.** CONTRACTOR must submit invoices to OUSD in a format acceptable to OUSD and on a timely and regular basis for services rendered. Invoices must contain the following information: a) the name of the project or school site; b) a daily list of tasks/services performed; c) the hours (or portion of an hour) worked for each task described; and d) and an itemization of any reimbursable expenses, including receipts. All invoices shall be accompanied by the following verification statement signed by the CONTRACTOR:

I personally reviewed this invoice dated \_\_\_\_\_.

I have ensured that the invoice is correct and that the services and costs were incurred in compliance with all agreements between me and/or my firm and the Oakland Unified School District.

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. CONTRACTOR must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. OUSD reserves the right to reject any invoice which does not meet the requirements in this Section 7.2.

- 7.3 **Payment for the Work** shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made. . All amounts paid by OUSD shall be subject to audit by OUSD.

## **8. INDEMNIFICATION**

- 8.1 CONTRACTOR shall indemnify, hold harmless and defend the Oakland Unified School District, its Governing Board, State Trustee, Superintendent and each of its officers, officials, employees, volunteers and agents (hereinafter in this Section 8 collectively referred to as "the District") from any loss, liability, fines, 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 the District, CONTRACTOR 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 agreement.
- 8.2 CONTRACTOR obligations under the preceding shall apply jointly and severally regardless of whether the District 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 the District.
- 8.3 If CONTRACTOR should subcontract all or any portion of the work or activities to be performed under this agreement, CONTRACTOR shall require each subcontractor to indemnify, hold harmless and defend the District, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.

## **9. INSURANCE**

- 9.1 Throughout the life of the MOU, CONTRACTOR 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/M" in Best Insurance Rating Guide, the following policies of insurance:
- a) **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.

- b) **WORKERS COMPENSATION** insurance, as required by the California Labor Code, with not less than the statutory limits.
- c) **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 CONTRACTOR. If any District property is leased, rented or borrowed, it shall also be insured the same as real property.

9.2 The above policies of insurance shall be written on forms acceptable to the Risk Manager of the Oakland Unified School District and endorsed to name the Oakland Unified School District, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to the Oakland Unified School District prior to this Master MOU becoming valid. If at any time said policies of insurance lapse or become canceled, this agreement 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 CONTRACTOR to OUSD.

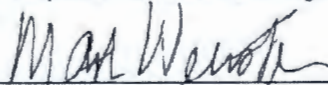
**ADDITIONAL ADDENDEM(S) ATTACHED**

(If this box is checked, additional terms and conditions apply.)

Yes      No

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>ASES PROGRAM GRANT (Elementary / Middle)</b>       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>21<sup>st</sup> CCLC ASSET GRANT (High School)</b> |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>FIELDTRIPS ONLY</b>                                |

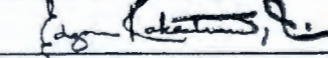
On behalf of our respective institutions or organizations, we hereby execute this Memorandum of Understanding.

  
\_\_\_\_\_  
CONTRACTOR

Date: 5/17/12

  
\_\_\_\_\_  
President, Board of Education  
Oakland Unified School District

Date: 6/28/12

  
\_\_\_\_\_  
Secretary, Board of Education  
Oakland Unified School District

Date: 6/28/12



## Bay Area Community Resources Contract Amounts 2012-2013

rev.4.28.12

Alliance Academy	Prop 49	\$96,588.00
Alliance Academy	Walmart Summer	\$34,332.00
Alliance Academy	Measure G Lottery Unrest. Art & Music Block	\$43,000.00
Barack Obama	Prop 49	\$48,190.00
Bret Harte	Prop 49	\$106,459
Bret Harte	Walmart Summer	\$19,530
Bridges Academy	Prop 49	\$85,488.00
Bunche	21st Century-Core	\$99,416.00
Bunche	21st Century- Equitable Access	\$21,077
Bunche	21st Century- Family Literacy	\$16,862
Claremont Middle	Prop 49	\$124,064.00
Elmhurst Community Prep	Prop 49	119,984.00
Elmhurst Community Prep	SIG Funds	30,000.00
Emerson Elementary	Prop 49	\$91,848.00
Emerson Elementary	General Purpose	\$28,000.00
Esperanza Academy	Prop 49	\$85,488
Esperanza Academy	Lottery Unrest. Art & Music Block	\$12,000
Glenview Elementary	Prop 49	\$91,848.00
Global Family School	Prop 49	\$91,848.00
Grass Valley	21st Century-Core	\$89,667
Grass Valley	21st Century- Equitable Access	\$21,077
Grass Valley	21st Century- Family Literacy	\$16,862
Greenleaf Elementary	Prop 49	\$91,848.00
Hoover Elementary	Prop 49	\$91,848.00
Hoover Elementary	Title 1 & QEIA	\$10,500.00
Korematsu	Prop 49	\$85,488.00
Lafayette Elementary	Prop 49	\$91,848.00
Madison Middle	Prop 49	\$108,629.00
Markham Elementary	Prop 49	\$85,488.00
Marshall (transfer to Grass Valley)	Prop 49	\$91,848.00

## Bay Area Community Resources Contract Amounts 2012-2013

Martin Luther King, Jr. Elementary	Prop 49	\$81,882.00
Martin Luther King, Jr. Elementary	Nutrition Services	\$3,267.00
Oakland Tech	21st Century-Core	\$159,038.00
Oakland Tech	21st Century- Equitable Access	\$21,077
Oakland Tech	21st Century- Family Literacy	\$16,862
Parker Elementary	Nutrition Services	\$4,284.00
Parker Elementary	Prop 49	\$91,848.00
PLACE @ Prescott	Prop 49	\$85,996.00
Rusdale	21st Century-Core	\$175,151.00
Rusdale	21st Century- Equitable Access	\$21,077
Rusdale	21st Century- Family Literacy	\$16,862
Sankofa Elementary	Prop 49	\$122,960
Street Academy	21st Century-Core	\$105,416
Street Academy	21st Century- Equitable Access	\$21,077
Street Academy	21st Century- Family Literacy	\$16,862
<b>TOTAL</b>		<b>\$2,974,784.00</b>



Units of Service for Lead Agency: Bay Area Community Resources

**Lead Agency Unit of Service for Elementary/Middle Schools**

**After School Services include:**

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

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

After School program will serve up to 93 students (Elementary School) and 125 (Middle School). Services will be offered daily, Monday through Friday, from September – June. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

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

Alignment of after school program plan with key components of SPSA, Extended Day Model, and collaborative partnerships with students, families, school staff and community partners.

Ongoing after school professional development, training and coaching to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grant writing, and In-Kind or Match Programs).

**Lead Agency Option A: Cost for Elementary School lead agency package: \$93,834**

**Lead Agency Option B: Cost for Middle School Lead Agency package: \$127,213**

**Lead Agency Unit of Service for High Schools**

**Description of Services:**

After school program set up at school site and coordination of comprehensive services to ensure ASSETS 21<sup>st</sup> Century grant compliance, integration of extended day model and alignment with school day, program quality, operational and fiscal oversight.

Delivery of high quality after school programming consisting of academic, enrichment, recreational/physical activity, family literacy, and targeted Equitable Access services to

students that are high risk and are hard to reach via general services. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience. Program set-up will ensure student safety.

Services for up to 75 students at the small alternative high schools and up to 120 at the larger continuation high school(s). 15 hours plus of programming per week from September – June.

Coordination, outreach, and delivery of: Family literacy events that meet the needs of both English and Spanish speaking families; Cross-site annual events such as Lights On Music and Arts Festival, Life After High School Conference, and Basketball and Soccer Leagues.

Equitable Access services to students that are hard to reach, may include: Internships (managing student stipends, coordinating student placements and career mentors), Job Readiness, Career Exploration, Life Skills, English and Math Tutoring, and Driver's Education.

Ongoing after school professional development, training and coaching provided to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grantwriting and In-Kind or Match Programs).

Lead agency unit of service includes programmatic and operational costs.

**Lead Agency Option C: Cost for Small High School Programs serving up to 75 students: \$156,000**

**Lead Agency Option D: Cost for Large High School Programs serving up to 120 students: \$227,000**

**Factors that may reduce or increase the school charge for above lead agency units:**

- 1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e. School opting to fund high school academic liaison, reducing above costs to ensure academic alignment.
- 1f. School opting to provide after school program leadership, reducing the above costs for Site Coordinator.
- 1g. Other specialty services from this menu have been selected to augment or replace



<p>some of the basic lead agency services included in package above.</p> <p>1h. School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.</p>
<p><b>Other Specialized Services</b></p>
<p><b>Option E: Youth Leadership and Career Exploration</b>          Structured weekly opportunities for youth to interact with trained mentors and engage in community service projects.</p> <p>Cost: \$6,000 for two sessions/week, from Sept – June; service for up to 20 youth.</p>
<p><b>Option F: Specialized CAHSEE preparation</b>          6 week CAHSEE prep intensive: 2 hours every day with up to 3 tutors utilizing <i>Moving Forward Education</i> curriculum provided by trained mentors throughout entire school year.</p> <p>Cost: \$5,720</p>
<p><b>Option G: Specialized Title 1 Services</b>          Specialized Title 1 services will provide underprivileged children an enriched and accelerated educational program, including the use of school wide curriculum/programs or additional services such as intervention that increases the amount and quality of instructional time.</p> <p>Cost: \$12,000</p>
<p><b>Option H: Parent workshops</b>          Specialized family events to foster parent involvement and understanding of how to provide academic support to children.</p> <p>Cost: \$300 per 2-hour event, for up to 75 families</p>
<p><b>Option I: Farmers Market Services</b>          Specialized health and nutrition activities for student to foster healthy eating and educate them on healthy eating by providing a produce stand on a weekly basis.</p> <p>Cost: \$4,500 to include all school community members.</p>
<p><b>Option J: Physical Fitness</b>          Specialized physical fitness activities may include: all seasonal sport leagues (but not limited to) basketball, flag football, soccer, and track/field. It may also include: martial arts, capoeira, yoga, recreational activities, wrestling, or other physical activity as needed.</p> <p>Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity</p>
<p><b>Option K: Visual or Performing Arts</b>          Specialized services may included: Drama, Studio production, Drawing/ Painting/ Murals, Video/Photography, Spoken Word, Music, Hip Hop and Social Action, Dance and Cultural Dance, Drumming and cultural music, or other Visual and Performing Art programs as needed</p> <p>Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity</p>

**Option L: Health & Nutrition**

Specialized health and nutrition activities for students to foster healthy eating and educate them on nutrition.

Cost: \$10,000 per activity for 10 months up to 20 students served daily per activity

**BACR Mental Health Services**

**Mental Health Services Option M:** Individual and group counseling and other mental health services, consultation with families and school personnel and limited crisis response. Approximately 25 clients served annually. Services provided by Graduate Intern for 1 ½ - 2 ½ days per week for 36 weeks. Clinical supervision provided.

Cost: \$9,000 per year

**Mental Health Services Option N & O:** Individual, group and family counseling, case management and other mental health services, consultation with school personnel and crisis response. Classroom education or other school-wide interventions as needed. Services provided by Master's level Mental Health Staff. Clinical supervision is provided.

**Option N:** \$13,000 for one day per week for entire school year; 20 students served over the course of the year.

**Option O:** \$65,000 for daily services for entire school year; 80 - 100 students served over the course of the year.

**BACR Summer Programming**

**Option P: Summer Programming Services:** Variety of services to decrease the summer learning loss of youth by providing a safe, enriching, and dynamic summer program that involves the whole family and community. Services customized to meet school and community needs, and may include: STEM activities, Physical Fitness, Enrichment activities, and/or Fieldtrips.

Cost: \$20,000 for a 4 to 6 week summer program (approximately 3-6 hours/day) for up to 50 students

**Additional Services for ASES/21<sup>st</sup> Century Elementary and Middle Schools**

**Option Q: Family Literacy Services:** Variety of services to engage parents and support them in helping their children succeed in school. Services customized to meet school and community needs, and may include: parent workshops, parent outreach, and adult literacy support.

Services will be open to families of all students participating in ASES/21<sup>st</sup> Century after school programming. Services will be provided by qualified, trained individuals and/or community providers with subject matter expertise.

Cost: \$17,400

**Option R: Equitable Access Services:** Services customized to meet school needs, and may include: services to enhance student access to after school program; special support services for English learners and other high need students; translation services; and



services to promote conflict resolution and positive program climate.

Services will complement after school programming occurring daily, September – June.

Cost: \$21,750

**Factors that would decrease the above costs for ASES/21<sup>st</sup> Century Additional Services:**

- 2a. School opting to provide a portion of family literacy services with own staffing and resources.
- 2b. School opting to provide a portion of Equitable Access services with own staffing and resources.
- 2c. School providing own supplies to support family literacy or equitable access services.
- 2d. School partnering with other providers to provide a portion of family literacy or equitable access services.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SG

DATE (MM/DD/YYYY)  
07/05/11

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

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

PRODUCER Farallone Pacific Insurance Services, License # 0F84441 859 Diablo Avenue Novato, CA 94947 Peter Schmale	415-493-2500 415-493-2505	CONTACT NAME: Sindy Graham, ext 131 PHONE (AG No. Ext): 415-493-2500 FAX (AG No.): 415-493-2505 E-MAIL: sgraham@fp-ins.com PRODUCER ADDRESS: BAYAR-3 CLIENT: BAYAR-3
INSURED Bay Area Community Resources, Inc. 171 Carlos Drive San Rafael, CA 94903-2005	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Ins Co.	NAIC # 32750
	INSURER B: Sparta Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

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

WBR LTR	TYPE OF INSURANCE	INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse Sublimit 1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	PHPK740321	07/01/11	07/01/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK740321	07/01/11	07/01/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB350578	07/01/11	07/01/12	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory to NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	006WK0124400	07/01/11	07/01/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYER \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		PHPK740321	07/01/11	07/01/12	Each 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District  
1025 - 2nd Avenue  
Oakland, CA 94606

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Randy Graham*

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# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SG

DATE (MM/DD/YYYY)

07/05/11

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

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

<b>PRODUCER</b> Paralone Pacific Insurance Services, License # 0F84441 869 Diablo Avenue Novato, CA 94947 Peter Schmale	415-493-2600 416-493-2505	<b>CONTACT NAME:</b> Sindy Graham, ext 131 <b>PHONE:</b> 415-493-2600 <b>FAX:</b> 415-493-2505 <b>EMAIL:</b> Sindy.Graham@ppic.com <b>PRODUCER LICENSE NO.:</b> BAYAR-3
<b>INSURED</b> Bay Area Community Resources, Inc. 171 Carlos Drive San Rafael, CA 94903-2005	<b>(INSURERS) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Philadelphia Indemnity Ins Co.	<b>RATE #:</b> 32760
	<b>INSURER B:</b> Sparta Insurance Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

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

INSURER / TR	TYPE OF INSURANCE	INSURER / POLICY NO.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Also Submit 1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-PORT <input type="checkbox"/> LOC	X	PHPK740321	07/01/11	07/01/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> MIXED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK740321	07/01/11	07/01/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB350578	07/01/11	07/01/12	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	006WK0124400	07/01/11	07/01/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>Professional Liability</b>		PHPK740321	07/01/11	07/01/12	Each \$ 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> Oakland Unified School District 1025 - 2nd Avenue Oakland, CA 94606	<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 <i>Sindy Graham</i>
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POLICY NUMBER: \* PHPK740321  
Bay Area Community Resources, Inc.

COMMERCIAL GENERAL LIABILITY

EFFECTIVE: \* July 1, 2011 - 2012

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

### **ADDITIONAL INSURED — CONTROLLING INTEREST**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization

**Oakland Unified School District**

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

1. WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of:
  - a. Their financial control of you; or

- b. Premises they own, maintain or control while you lease or occupy these premises.
2. This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.



POLICY NUMBER: \* PHPK740321  
Bay Area Community Resources, Inc.

COMMERCIAL GENERAL LIABILITY

EFFECTIVE: \* July 1, 2011 - 2012

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED — CONTROLLING INTEREST

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COMMERCIAL GENERAL LIABILITY COVERAGE PART.

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