

Board Office Use: Legislative File Info.	
File ID Number	18-1209
Introduction Date	6/13/2018
Enactment Number	18-1172
Enactment Date	6/27/18 er



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Memo

To The Board of Education
From Kyla Johnson-Trammell, Superintendent

Board Meeting Date
(To be completed by Procurement)

Subject Memorandum of Understanding Amendment - 2
 YMCA of the East Bay Oakland CA (contractor, City State)
 922/Community Schools Student Services Dept (site/department)

Action Requested Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and YMCA of the East Bay Services to be primarily provided to 922/Community Schools Student Services Dept for the period of July 1, 2017 through August 17, 2018.

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

OUSD's 21st Century Community Learning Center (21st CCLC) grants include Supplemental funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with community partners to provide six hours daily of summer academic, enrichment, and physical activity services to OUSD students for 2 – 6 weeks over the summer. Summer services will be delivered at OUSD school sites. Summer providers will work in partnership with OUSD's After School and Summer Learning units to align summer program goals with district priorities for student achievement, health and wellness, and social-emotional learning. Summer Program Hub: Hoover Elementary School.

Discussion
One paragraph summary of the amended scope of work.

Approval by the Board of Education of Amendment No. 2 to the Memorandum of Understanding (Enactment 17-1224) between the District and YMCA of the East Bay, Oakland, CA, for the latter to work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students; collaborate with the summer school site to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full six hour, daily summer learning program; program activities will be based on youth development quality standards; work collaboratively with the OUSD Summer and After School Programs Office; conduct outreach for summer student recruitment, will communicate with families regularly over the summer, will fulfill OUSD grant reporting requirements including submission of summer attendance records, and will maintain communication with the OUSD Summer and After School units to review progress on summer program goals for the Summer Learning Program at Hoover Elementary School for the period of July 1, 2017 through August 17, 2018, in the amount of \$24,960.00, increasing the MOU not to exceed amount from \$95,445.00 to \$120,405.00. All other terms and conditions of the MOU remain in full force and effect.

Recommendation Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and YMCA of the East Bay Services to be primarily provided to 922/Community Schools Student Services Dept for the period of July 1, 2017 through August 17, 2018.

Fiscal Impact Funding resource name (please spell out) 4124/21st Century Community Learning Centers Grant not to exceed \$ 120,405.00

Attachments

- MOU Amendment
- Copy of original MOU



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.

Legislative File ID No. 18-1209

Department: 922-Community Schools & Student Services

Vendor Name: YMCA of the East Bay

Contract Term: Start Date: 7/1/2018 End Date: 8/17/2018

Annual Cost: \$ 120,405.00

Approved by: Julie McCalmont

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

Worked with vendor previously at OUSD.

Summarize the services this Vendor will be providing.

To work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students; collaborate with the summer school to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full six hour, daily summer learning program, at Hoover Elementary School.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

The California Department of Education allocates site-specific grant funding to OUSD schools. The lead agency partner works in collaboration with the school site administrator to complete an after school budget plan specifying the requested after school services and agreed upon cost of services. The final contract amount for the agency is approved by the school site administrator and the OUSD Expanded Learning Office, once budget plans are approved for compliance and program plans meet CDE requirements. The lead agency leverages additional funding and in-kind resources to augment the contracted amount from OUSD to support high quality program implementation.

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$87,800 (Increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

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OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

**AMENDMENT NO. 2 TO
MEMORANDUM OF UNDERSTANDING**

The Oakland Unified School District (OUSD) and YMCA of the East Bay (Agency) entered into a Memorandum of Understanding (MOU) on August 23, 2017. The parties agree to amend that Agreement as follows:

1. **Services:** The Funding Source has changed. The scope of work has changed. Additional Scope of Work Attached
If scope of work changed: Provide the revised scope of work including description of expected final results, such as services, materials, additional sites to receive services, additional duties, and/or reports; attach additional pages as necessary.

Agency agrees to provide the following amended services:

Agency will work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students; collaborate with the summer school site to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full six hour, daily summer learning program; program activities will be based on youth development quality standards; work collaboratively with the OUSD Summer and After School Programs Office; conduct outreach for summer student recruitment, will communicate with families regularly over the summer, will fulfill OUSD grant reporting requirements including submission of summer attendance records, and will maintain communication with the OUSD Summer and After School units to review progress on summer program goals for the Summer Learning Program at Hoover Elementary School, for the period of July 1, 2017 through August 17, 2018, in the amount of \$24,960.00, increasing the MOU not to exceed amount from \$95,445.00 to \$120,405.00.

2. **Terms (duration):** The term of the MOU is unchanged. The term of the MOU has changed.
If term is changed: The term of the MOU is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

3. **Compensation:** The compensation is unchanged. The compensation has changed.
If the compensation is changed: The MOU price is amended by:
 Increase of \$ 24,960 to original MOU amount – Funding Source: 4124/21st Century Community Learning Centers Grant
 Decrease of \$ _____ to original MOU amount– Funding Source: _____

The New Cumulative Amount of ISA(s) is not to exceed: (One Hundred Twenty Thousand, Four Hundred Five) dollars (~~\$120,405.00~~)

4. **Remaining Provisions:** All other provisions of the MOU, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.
5. **Amendment History:** There are no prior amendments to this MOU. This MOU has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
1	4/25/2018	To expand staff training and course offerings for after school program at W. Oak MS	\$ 8,326.00
			\$
			\$

6. **Approval:** This MOU is not effective and no payment shall be made to Agency until it is approved. Approval requires signature by the Board of Education, and/or the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

Anne Coy

President, Board of Education
 Superintendent

Jeff Spantoni

Secretary, Board of Education

6/28/18
Date

6/28/18
Date

AGENCY

Fran Gallati

Contractor Signature

Fran Gallati, CEO
Print Name, Title

5/21/18
Date

EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

- 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.

Agency will work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students; collaborate with the summer school site to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full six hour, daily summer learning program; program activities will be based on youth development quality standards; work collaboratively with the OUSD Summer and After School Programs Office; conduct outreach for summer student recruitment, will communicate with families regularly over the summer, will fulfill OUSD grant reporting requirements including submission of summer attendance records, and will maintain communication with the OUSD Summer and After School units to review progress on summer program goals. Providers will comply with 21st Century Community Learning Center grant requirements.

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.

Summer learning programs are critical in countering summer learning loss in students. Students will greatly benefit from the opportunity to participate in a full 6-hour summer learning program. The summer learning program will provide students with a safe and supportive place to spend their summer. Students' physical and social-emotional health and well-being will be supported through the summer program's academic, enrichment, and support services. As a result of the summer learning program, students will return to school in the fall feeling more engaged in learning, more connected to the school community, and less affected by summer learning loss. As a result, students will be more prepared to engage in a new school year of learning and more ready to attend school on a daily basis.

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

- | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input 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 type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input type="checkbox"/> Full service community district |

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included In Board Approved CSSSP** (no additional documentation required) – Item Number: _____
- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
1. Relevant page of CSSSP with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the CSSSP modification was approved.
 3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the CSSSP modification was approved.



OUSD Summer 2018 Lead Agency Summer Program Plan

Summer Hub: Hoover Elementary School

(Submit to OUSD Expanded Learning Office by March 23rd)

SECTION 1: Summer Program Snapshot

Lead Agency Name: YMCA of the East Bay	Summer Hub Site: Spring Board (A) YMCA (B)	Target Summer Average Daily Attendance (ADA) Number: 80	Grades Served: K-5	Program Dates: (note any program closure dates during this period) 6/18/2018-7/20/2018 No School 7/4/2018
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SECTION 2: Lead Agency Assurances

Please review and initial each item and sign below.

TN I understand that my program's goal is to achieve at least 85% of the above attendance target this summer. I understand that if my summer site falls below 85% of this attendance target by the end of the 1st week of the summer program, I will be required to submit an aggressive student recruitment and retention plan to the OUSD Expanded Learning Office, detailing my program's efforts to raise attendance numbers for the remainder of the summer.

TN I understand that my agency's contracted summer funds are based on the above average daily attendance target number. My program will over-enroll appropriately to ensure that we reach this attendance target. I understand that if my program falls short of 85% of this attendance target by the end of the first week of program, I will submit a revised summer budget plan to the OUSD Expanded Learning Office detailing how I will reallocate contracted funds appropriately to reflect actual attendance numbers, and to support my student recruitment and retention plan for the remainder of the summer.

TN I understand that I am required to input my actual attendance numbers into the Cityspan attendance system *daily* during the summer program. I will cross check signatures on my daily sign in/out sheets with numbers inputted into Cityspan to ensure that the numbers match up and that Cityspan accurately reports my summer attendance data. I understand that the OUSD Expanded Learning Office will carefully review my daily attendance numbers over the summer program.

TN I understand that I am required to submit electronic copies of my summer attendance records (including copies of daily student sign in/out sheets and the OUSD summer internal audit log) to the OUSD Expanded Learning Office twice during summer programming. I will submit my attendance through June 30th by the first week of July, and I will submit the rest of my attendance within one week of the last day of my program. I will also submit attendance data during the course of my summer program, as requested, for OUSD's attendance reporting to the California Department of Education.

TN I understand that OUSD's 21st Century federal grant funds are funding my summer program. I understand that I am required to follow all grant compliance requirements as outlined by the OUSD Expanded Learning Office. I will maintain my summer program records for 5 years for auditing purposes, as required by the California Department of Education, and will submit any summer programmatic or fiscal records to the OUSD Expanded Learning Office, as requested, for school district reporting and auditing purposes.

TN I understand that if I am running an A+B summer program model, these are requirements regarding my program hours of operation: Morning summer school will operate from approximately 8:15 – 12:15 daily. My afternoon summer program will operate from approximately 12:15 – 3:15 daily. All students must be off-site by 3:30pm and staff must be off site by 3:40 as the building will be promptly locked at 4pm daily.

TN If I am a stand-alone 6 hour program, I understand that OUSD will only cover custodial costs for four to six weeks of my summer program until 3:15 pm. My agency will be responsible for covering any extra custodial costs if my program runs beyond four to six weeks, and beyond the hours of 3:15 pm daily.

TN I understand OUSD Summer Programs are intended to be free programs. If program fees are charged, a sliding scale must be offered and students qualified for program participation cannot be turned away due to inability to pay.

Name and Signature of Summer Lead Agency Director: Tariq Norris

SECTION 3: Summer Calendar and Daily Schedule

- a) Please turn in a copy of your summer calendar showing all program days of operation, field trips, and any other notable special events and activities (ie. your summer end family celebration) by May 18th.
- b) Please turn in a copy of your daily schedule detailing your full 6 hour program (Note: sites that are using the A+B model must include the morning academic program in the daily schedule you submit) by May 18th.
 - Please note that all programs under the A+B model will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), between the hours of 12:15 – 3:15.
 - Please include staff prep and meeting times, and clean up/debrief times on your daily schedule.

SECTION 5: Summer Program Recruitment and Retention Strategies and Timeline

Briefly describe your anticipated summer program student recruitment and retention strategies and timeline.

- a) All summer hubs will be required to offer a parent orientation before program begins. Coordinate with your principal to identify a date.

The date of my parent orientation is: June 14th 2018

SECTION 6: Summer Line Staff Information of Employment

To ensure the quality of your summer program, OUSD requires all summer staff to be employed by the school district or a contracted agency. All summer staff must be employed by the school district or a contracted agency. (OUSD Summer Staffing Manual, Section 6.1) Please note that the summer program must have a minimum of 202000 in summer staff needed.) Please note that the summer program must have a minimum of 202000 in summer staff needed.)

Summer staff must meet the minimum staff qualifications according to the 21st Century skills requirements.

- Must pass fingerprint background clearance by DOJ and FBI
- Must have TB clearance
- Must have at least 2 years of college (48 semester units), or pass the Instructional Aide exam administered by the Alameda County Office of Ed

You will be sent a contact survey to send us information on line staff later in the year. Please fill out the table below with information on your site coordinator only.

Important Note: Summer program staff in A+B programs will be expected to attend 12 – 15 hours of OUSD summer line staff trainings. The Summer Site Coordinator and summer program staff should be hired no later than May 4th.

Site Coordinator Name	Email	Current After School Site where he/she works	Summer teaching assignment(s) (grade & subject, if known)	# of yrs in working in after school	# of yrs working in summer programs	List any OUSD after school learning communities this staff member has participated in
Destiny Walker	dwalker@ymcaeastbay.org	West Oakland Middle	Hoover Site Coordinator	5	7	BIC, Youth Works Method, YMCA Day Camp Certification,

Signature of Summer Lead Agency Director: _____

Signature of Hub Site Principal: _____

2012-2013 Elementary/Middle School After School Program Budget

21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 2012

Site Name:	Hoover Elementary		
Site #:			
Lead Agency	YMCA of the East Bay		
# of summer students (ADA)	80		
# of summer program days	24		
Total 21st CCLC Grant Funds	\$24,960	21st CCLC Grant Funds for Lead Agency	Lead Agency In-Kind Contributions
TOTAL CONTRACTED FUNDS		\$24,960	\$10,300
BOOKS AND SUPPLIES			
4310	Supplies (can be purchased by lead agency for summer supplemental programming)	\$500	
4310	Curriculum	\$485	
5829	Field Trips (fees, supplies)	\$1,100	
	Bus tickets for students	\$0	
	Rental bus for field trips	\$1,100	
	Snacks	\$700	
	Incentives	\$200	
	Family Night supplies	\$300	
	Total books and supplies	\$4,285	\$0
CONTRACTED SERVICES			
5825	Site Coordinator (list here if CBO staff)	\$2,875	
5825	Academic instructors (# of staff X total hours X hourly rate, including prep and training time)	\$0	
5825	Enrichment Facilitators (2 staff X total hours 224 X hourly rate \$17.00, including prep and training time)	\$7,616	
5825	Enrichment Facilitators (2 staff X total hours 224 X hourly rate \$15.00, including prep and training time)	\$6,720	
5825	Contracted OUSD Summer Teachers	\$0	
5825	Subcontractors (please list each specific subcontracting agency)	\$0	
5825	Professional Development	\$400	
5825	Employee benefits	\$2,004	
	Total services	\$19,615	\$0
IN-KIND DIRECT SERVICES			
	YMCA of the East Bay Summer Day Camp & Youth Development Training		\$4,000
	Summer Meeting & Professional Development Training Space		\$3,500
	YMCA Administrative Support: Director-Youth & Family Programs		\$2,800
	Total value of In-kind direct services		\$10,300
SUBTOTALS			
	Subtotals DIRECT SERVICE	\$24,000	\$0
	Allowable lead agency admin (at 4% of contracted funds or less)	\$960	
TOTALS			
	Total budgeted per column	\$24,960	
	BALANCE remaining to allocate	\$0	

Required Signatures for Budget Approval:

Lead Agency:	<i>2</i> <i>MU</i>	Date:	<i>5/21/18</i>
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Notes:

- 1) Lead agencies will be required to submit a summer-end expenditure report on these budget expenditures.
- 2) These contracted summer funds are based on anticipated summer program average daily attendance. Sites that fall short of 85% of the summer attendance target in the first week will be required to submit an aggressive student recruitment and retention plan for the remainder of the summer and reallocate budget funds appropriately to reflect actual attendance numbers.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SOCIAL SERVICES - GENERAL LIABILITY EXTRA ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**A. The following is added to SECTION I – COVERAGES, COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY:
SPECIAL EVENTS**

1. This endorsement includes coverage for the following:
 - a. All indoor events with less than 2,500 attendees that are less than 24 hours in duration; and
 - b. All outdoor events with less than 2,500 attendees that are less than 24 hours in duration.
2. This provision does not apply to the following events:
 - a. Any event that exceeds either the number of attendees or duration of time as set forth in Paragraph 1. above;
 - b. Any carnival, circus, fair or parade; or
 - c. Any athletic, sports or motor vehicle event including but not limited to contests, demonstrations, exhibitions, races, rallies, tournaments, or competitive activities.

B. SECTION I – COVERAGES, COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Paragraph 2. Exclusions is amended as follows:

1. EXPECTED OR INTENDED INJURY EXTENSION

Paragraph a. **Expected Or Intended Injury** is deleted and replaced by the following:

- a. "Bodily Injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

2. NON OWNED AIRCRAFT CHARTERED WITH CREW EXTENSION

Paragraph g. **Aircraft, Auto Or Watercraft** is amended to add an exception provision to the exclusion as follows:

- a. This exclusion does not apply to Aircraft chartered with crew to any insured.
- b. This exception provision does not apply if the chartered aircraft is owned by any insured.
- c. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess, or contingent.

3. NON OWNED WATERCRAFT EXTENSION

Subparagraph (2) of g. **Aircraft, Auto Or Watercraft** is deleted and replaced by the following:

(2) A watercraft you do not own that is:

- (a) Less than 60 feet long; and
- (b) Not being used to carry persons or property for a charge;

This provision applies to any person who, with your consent, either uses or is responsible for the use of a watercraft.

This insurance is excess over any other valid and collectible insurance available to the insured for aircraft, auto or watercraft whether primary, excess, or contingent.

4. PROPERTY SOLD OR ABANDONED BY YOU

Subparagraph (2) of j. **Damage To Property** is deleted and replaced by the following:

(2) Premises you sell, give away, or abandon, if the "property damage" arises out of any part of those premises, and occurred from hazards that were known by you or should have reasonably been known by you at the time the property was sold, given away or abandoned.

5. DAMAGE TO PREMISES RENTED TO YOU

- a. The last Paragraph of 2. **Exclusions** is deleted and replaced by the following:

Exclusions c. through n. do not apply to damage to premises while rented to you, or temporarily occupied by you with the permission of the owner, when the damage is caused by fire, lightning, explosion, smoke, water or leaks from automatic fire protective systems. A separate limit of insurance applies to this coverage as described in **SECTION III – LIMITS OF INSURANCE.**

COMMERCIAL GENERAL LIABILITY

- b. Paragraph 6. of **SECTION III – LIMITS OF INSURANCE**, is deleted and replaced by the following:
6. Subject to Paragraph 5. above, the Damage To Premises Rented To You limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises while rented to you, or temporarily occupied by you with permission of the owner, caused by fire, lightning, explosion, smoke, water or leaks from automatic fire protective systems. The Damage To Premises Rented To You limit will apply to all damage proximately caused by the same "occurrence", whether such damage results from fire, lightning, explosion, smoke, water or leaks from automatic fire protective systems, or any combination of any of these.
- The Damage To Premises Rented To You limit will be the higher of:
- (1) \$1,000,000; or
 - (2) The amount shown on the Declarations for Damage To Premises Rented To You.

6. INVITEE PROPERTY DAMAGE LEGAL LIABILITY

- a. The following is added to subparagraph (4) of **J. Damage To Property**:
However, this exclusion does not apply to "property damage" to your "invitee's" personal property in your care, custody or control caused by fire, lightning, explosion, smoke, water, leaks from automatic fire protective systems; or vandalism or malicious mischief:
- (a) On premises you own or rent or on ways next to premises you own or rent; and
 - (b) Arising out of your operations.
- For the purposes of this endorsement, personal property does not include any of the following:
- (a) Accounts, bills, currency, food stamps or other evidences of debt; deeds, money, notes, or securities;
 - (b) Contraband, or property in the course of illegal transportation or trade; or
 - (c) Blueprints, documents, drawings, manuscripts, records or valuable papers.
- b. The following is added to **SECTION III – LIMITS OF INSURANCE**:
Subject to Paragraph 5. above, the most we will pay under Coverage A for the sum of all damages sustained by all "invitees" because of "property damage" to personal property of such "invitees" in your care, custody or control is \$15,000.

7. Paragraph 2. **Exclusions** is amended to add the following exclusion:

Willful Violation Of A Penal Code Or Statute

"Bodily injury", "incidental medical malpractice liability" or "property damage" arising out of the willful violation of a penal code, statute or regulation relating to the sale or distribution of pharmaceuticals by or with the knowledge or consent of the insured.

C. SECTION I – COVERAGES, COVERAGE B – PERSONAL AND ADVERTISING INJURY LIABILITY, Paragraph 2. Exclusions is amended as follows:

1. Subparagraph a. **Knowing Violation Of Rights Of Another** is amended to add the following:
This exclusion does not apply to "personal and advertising injury" caused by malicious prosecution.
2. Subparagraph e. **Contractual Liability** is deleted and replaced by the following:
 - e. Advertising injury for which the insured has assumed liability in a contract or agreement. This exclusion does not apply to liability for damages that the insured would have in the absence of the contract or agreement.

This provision does not apply if **COVERAGE B - PERSONAL AND ADVERTISING INJURY LIABILITY** is excluded by endorsement.

D. SUPPLEMENTARY PAYMENTS – COVERAGES A AND B, Paragraph 1. is amended as follows:

1. The limit in subparagraph b. is increased to \$2,500.
2. The limit in subparagraph d. is increased to \$500 a day.

E. ADDITIONAL INSURED

1. **SECTION II - WHO IS AN INSURED** is amended to include, as an additional insured, any person(s) or organization(s) for whom a written contract or written agreement between you and such person(s) or organization(s) exists and requires such person(s) or organizations(s) to be added as an additional insured to your Policy, but only for liability arising out of "bodily injury," "property damage," or "personal and advertising injury".
 - a. This endorsement applies only if the written contract or written agreement is:
 - (1) Currently in effect or becomes effective during the term of this Policy; and
 - (2) Executed prior to the "bodily injury", "property damage", or "personal and advertising injury".

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- b. The insurance afforded to such additional insured only:
 - (1) Applies to the extent permitted by law; and
 - (2) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured.
- 2. The insurance provided to the additional insured by this endorsement applies as follows:
 - a. The person(s) or organization(s) is an additional insured but only for liability caused in whole or in part by your acts or omissions or the acts or omissions of those acting on your behalf:
 - (1) In connection with your premises owned by or rented to you; or
 - (2) In the performance of your ongoing operations.
 - b. If the additional insured is an architect, engineer, or surveyor, this insurance does not apply to "bodily injury," "property damage," or "personal and advertising injury" arising out of the rendering of or failure to render any professional services including:
 - (1) The preparing, approving, or failing to prepare or approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications; or
 - (2) Supervisory, inspection, or engineering services.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured if the "occurrence" which caused the "bodily injury" or "property damage" or the offense which caused the "personal and advertising injury" involved the rendering of or the failure to render any professional services by or for you.
 - c. If the additional insured is a lessor of equipment, this insurance only applies to liability caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such additional insured and does not apply to any "occurrence" which takes place after the equipment lease expires.
 - d. If the additional insured is a state or governmental agency or political subdivision and has issued a permit in connection with premises you own, rent, or control, this insurance applies only with respect to the following hazards for which the state or political subdivision has issued such permit:
 - (1) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners, or decoration and similar exposures;
 - (2) The construction, erection, or removal of elevators; or
 - (3) The ownership, maintenance, or use of any elevators covered by this insurance.
 - e. If the additional insured is a state or governmental agency or political subdivision that has issued a permit or authorization with respect to operations performed by you or on your behalf, then this insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality.
 - f. If the additional insured is a manager or lessor of insured premises, that person or organization is an additional insured only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you.

This insurance does not apply to:

 - (1) Any "occurrence" that takes place after you cease to be a tenant in that premises; or
 - (2) Structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor of insured premises.
 - g. If the additional insured is grantor of franchise, that person(s) or organization(s) is only an additional insured with respect to liability as grantor of a franchise to you.
 - h. If the additional insured is an owner or other interest from whom land has been leased, that person(s) or organization(s) is only an additional insured with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you.

This insurance does not apply to:

 - (1) Any "occurrence" that takes place after you cease to lease that land; or
 - (2) Structural alterations, new construction or demolition operations performed by or on behalf of the owner or other interest from whom land has been leased.
 - i. If the additional insured is a mortgagee, assignee, or receiver, that person(s) or organization(s) is only an additional insured with respect to their liability as such and arising out of the ownership, maintenance or use of the premises by you.

This insurance does not apply to structural alterations, new construction or demolition operations performed by or for that mortgagee, assignee, or receiver.

COMMERCIAL GENERAL LIABILITY

- j. If the additional insured is a controlling interest, that person(s) or organization(s) is an additional insured but only for their liability arising out of:
 - (1) Their financial control of you; or
 - (2) Premises they own, maintain or control while you lease or occupy those premises.
 - (3) Their requirements for certain performance placed upon you, as a non-profit organization, in consideration for funding or financial contributions you receive from them; orAs respects Paragraph j.(2) above, this insurance does not apply to:
 - (1) Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization; or
 - (2) Any "occurrence" which takes place after you cease to be a tenant in that premises.
- k. If the additional insured is a vendor, that person(s) or organization(s) is only an additional insured with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, but only if this Policy provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
 - (1) This insurance afforded to the vendor does not apply to:
 - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (b) Any express warranty unauthorized by you;
 - (c) Any physical or chemical change in the product made intentionally by the vendor;
 - (d) Repackaging, except when unpacked under the instructions of the manufacturer for the sole purpose of inspection, demonstration, testing or the substitution of parts and then repackaged in the original container;
 - (e) Any failure by the vendor to make inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of "your products";
 - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of "your products";
 - (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
 - (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in subparagraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of "your products".
 - (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.
 - l. If the additional insured is a member or volunteer this insurance only applies with respect to their liability for your activities or activities they perform on your behalf;
 - m. If the additional insured is a trustee or member of the Board of Governors this insurance only applies with respect to their duties as such;
 - 3. With respect to the insurance afforded to an additional insured as provided in Paragraphs E.1. and E.2. above, the most we will pay on behalf of the additional insured is the amount of insurance:
 - a. Required by the contract or agreement; or
 - b. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.
 - 4. With respect to the insurance afforded to an additional insured as provided in Paragraphs E.1. and E.2. above, this insurance shall not increase the applicable Limits of Insurance shown in the Declarations.
 - 5. If an Additional Insured endorsement is attached to this Policy that specifically names a person or organization as an insured, then the above Subsection E. **ADDITIONAL INSUREDS** does not apply to such person(s) or organization(s).

6. Paragraph 4. **Other Insurance SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended to include:

As respects the coverage provided by this endorsement, regardless of whether other insurance is available to an additional insured on a primary basis, this insurance will be primary and noncontributory if a written contract between you and the additional insured specifically requires that this insurance be primary and noncontributory.

- F. **SECTION II - WHO IS AN INSURED** is amended as follows:

1. **BROADENED NAMED INSURED**

Paragraph 3. is deleted and replaced by the following:

3. Any business entity organized under the laws of the United States of America (including any state thereof, its territories or possessions), or Canada (including any province thereof) will qualify as a Named Insured if there is no similar insurance available to that business entity, provided that one or more Named Insureds shown in the Declarations have, at the inception of the policy period, an ownership interest in such business entity of more than 50%. However, if a Named Insured has an ownership interest in a business entity of more than 50%, the business entity will not be a Named Insured if such business entity is an insured under any other liability policy or would be an insured under such policy but for its termination or the exhaustion of its Limit of Insurance.

2. **CO-EMPLOYEE COVERAGE AND CO-VOLUNTEER WORKERS**

Subparagraphs (a), (b), and (c) under Paragraph 2.a.(1) do not apply to "bodily injury" for which insurance is provided as follows:

- a. Your "employees" are insureds with respect to "bodily injury" to a co-"employee" in the course of the co-"employee's" employment by you, or to your "volunteer workers" while performing duties related to the conduct of your business, provided that this coverage for your "employees" does not apply to acts outside the scope of their employment by you or while performing duties unrelated to the conduct of your business.
- b. Your "volunteer workers" are insureds with respect to "bodily injury" to a co-"volunteer worker" while performing duties related to the conduct of your business, or to your "employees" in the course of the "employees" employment by you, provided that this coverage for your "volunteer workers" does not apply while performing duties unrelated to the conduct of your business.

3. **INCIDENTAL MEDICAL MALPRACTICE – EMPLOYED NURSES, EMT'S AND PARAMEDICS**

- a. Paragraph 2.a.(1)(d) does not apply to any registered nurse, licensed practical nurse, emergency medical technician, or paramedic employed by you, but only:
- (1) While performing the services described in the definition of "incidental medical malpractice injury"; and
- (2) When acting within the scope of their employment by you.
- Any "employees" rendering "Good Samaritan Services" will be deemed to be acting within the scope of their employment by you.

- b. For the purposes of determining the applicable Limits of Insurance, any act or omission, together with all related acts or omissions in the furnishing of services for an "incidental medical malpractice injury" to any one person, will be considered one "occurrence".

- c. This provision as provided in Paragraph 3.a. and 3.b. does not apply if:

- (1) You are in the business or occupation of providing any of the services described in "incidental medical malpractice injury"; or
- (2) An endorsement is attached to this Policy that specifically provides liability coverage for registered or licensed practical nurses.

- d. The insurance provided by Paragraph 3.a. and 3.b. shall be excess over any other valid and collectible insurance available to the insured, whether primary, excess, contingent or on any other basis, except for insurance purchased specifically by you to be excess of this Policy.

4. **LIABILITY FOR CONDUCT OF UNNAMED PARTNERSHIP OR JOINT VENTURE**

- a. The last Paragraph of **SECTION II – WHO IS AN INSURED** is deleted and replaced by the following: No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture, limited liability company or trust that is not shown as a Named Insured in the Declarations. This subparagraph does not apply to your liability with respect to your conduct of the business of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations.

- b. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 4.b. **Excess Insurance** is amended to add the following:

COMMERCIAL GENERAL LIABILITY

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, which is available to you for your liability with respect to your conduct of the business of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations and which is issued to such partnership or joint venture.

G. SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS are amended as follows:

1. KNOWLEDGE AND NOTICE OF OCCURRENCE, OFFENSE, CLAIM OR SUIT

The notification requirements of Paragraphs 2.a. and 2.b. **Duties In The Event Of Occurrence, Offense, Claim Or Suit** apply only when the "occurrence", offense, claim or "suit" is known to:

- a. You, if you are an individual;
- b. A partner or member, if you are a partnership or joint venture;
- c. An officer or director, if you are an entity other than a partnership, joint venture or limited liability company;
- d. A member or manager, if you are a limited liability company; or
- e. An insurance manager, risk manager or other "employee" you designate prior to loss to give notice to us.

Knowledge of an "occurrence," offense, claim, or "suit" by your agent, servant or "employee" shall not in and of itself constitute knowledge by you unless an individual in one of the positions listed above has actual knowledge.

2. FAILURE TO DISCLOSE HAZARDS

The following is added to Paragraph 6. **Representations**:

If you unintentionally failed to disclose all hazards or prior "occurrences" existing at the inception of this Policy, but reported such error or omission to us as soon as practicable after discovery, we will not deny coverage under this Coverage Part because of such failure.

This provision does not affect our right to collect any additional premium or exercise our right of cancellation or non-renewal.

3. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

The following is added to Paragraph 8. **Transfer Of Rights of Recovery Against Others To Us**:

We waive any right of recovery we may have against any person or organization when such waiver is required by a written contract that you have agreed to prior to any "occurrence", "suit" or the offense which caused the "bodily injury", "property damage" or "personal and advertising injury", provided that the "occurrence", "suit" or the offense which caused the "bodily injury", "property damage" or "personal and advertising injury" arises out of operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

H. SECTION V – DEFINITIONS is amended as follows:

1. BODILY INJURY

The definition of "bodily injury" in Paragraph 3. is deleted and replaced by the following:

"Bodily injury" means bodily injury, "incidental medical malpractice injury", mental anguish, mental injury, shock, fright, disability, humiliation, sickness or disease sustained by a person, including death resulting from any of these at any time.

2. PERSONAL AND ADVERTISING INJURY

If **COVERAGE B – PERSONAL AND ADVERTISING INJURY LIABILITY** is not otherwise excluded from this Policy, the definition of "personal and advertising injury" in Paragraph 14.b. is amended to:

- b. Malicious prosecution or abuse of process;

The following is added:

"Personal and advertising injury" also means "discrimination" or humiliation that results in injury to a natural person or their reputation, but only if such discrimination or humiliation is:

- (a) Not done intentionally by or at the direction of, or with the knowledge or consent of:
 - i. Any insured; or
 - ii. Any executive officer, director, stockholder, partner or member of any insured organization;
- (b) Not directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment, of any person or persons by any insured;
- (c) Not prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling;
- (d) Not arising out of any "advertisement" by the insured.

3. INSURED CONTRACT

a. Subparagraph a. of the definition of "insured contract" is deleted and replaced by the following:

a. A contract for a lease of premises.

b. Subparagraph f. of the definition of "insured contract" is deleted and replaced by the following:

f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury," "property damage" or "personal and advertising injury" to a third party or organization. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

4. PRODUCTS-COMPLETED OPERATIONS HAZARD

The definition of "products-completed operations hazard" in Paragraph 16. is amended to add the following: Includes all "bodily injury" and "property damage" arising out of your "designated products" on premises you own or rent; on premises used by you for a special event related to your business; or on connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad, next to any such premises you own or rent, or use for a special event.

For the purpose of this definition, "designated products" means apparel, buttons, CD's, DVD's, posters, stickers, tapes and other similar products used to promote a special event related to your business.

The following definitions are added:

5. "Discrimination" means:

a. Unfair treatment of a natural person or organization including but not limited to discrimination based upon race, color, ethnic or national origin, religion, age, gender, marital status, sexual orientation or preference, pregnancy, physical disability or impairment, or mental disability or impairment; or

b. Any act or conduct that would be considered "discrimination" under any applicable federal, state, or local statute, ordinance or law.

6. "Good Samaritan services" means those medical services rendered or provided in an emergency and for which no remuneration is requested or paid.

7. "Incidental medical malpractice injury" means "bodily injury", mental anguish, sickness or disease sustained by a person, including death resulting from any of these at any time, arising out of the rendering of, or failure to render, the following services:

a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages;

b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances; or

c. First aid.

8. "Invitee" means any of your clients, customers, guests, members, patrons, supporters, and "volunteer workers"; however, it does not include any person who is your "employee", "temporary worker" or independent contractor.

All other terms and conditions of the policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Oakland Unified School District Attention: Risk Management 1000 Broadway, Suite 440 Oakland CA 94607
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

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



The Y. So Much More™

OUR CAUSE

The Y is an association of people of all ages and from all walks of life who are joined together by a shared passion: to strengthen the foundations of community. With a commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow and thrive.

Anchored in neighborhoods throughout the East Bay, the Y believes that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our community. The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities.

ABOUT THE YMCA OF THE EAST BAY

Since 1879, the YMCA of the East Bay ("the Y") has delivered innovative programs and services that address pressing social needs in Alameda and West Contra Costa Counties. Building on over a century of youth development work, we deliver specialized programs designed to help children and teens learn positive values and behaviors, explore their unique talents and interests, foster connections and strengthen bonds with family, and realize their potential.

The YMCA of the East Bay supports over 40,000 children, teens, adults and seniors, addressing a range of complex, contemporary family and community needs through its many service sites, including 9 membership and program centers, 45 child care sites, 3 resident camps, and more than 30 extension sites.

M. Robinson Baker YMCA (West Oakland)	Hilltop Family YMCA (Richmond)
E. M. Downer Community YMCA (Richmond)	Tri Valley YMCA (Dublin)
Downtown Oakland YMCA	YMCA Camp Arroyo (Livermore)
Eastlake Community YMCA (East Oakland)	YMCA Camp Loma Mar (San Mateo County)
Eden Area YMCA (Hayward)	YMCA Camp Ravencliff (Mendocino County)
Fremont Newark Family YMCA	

YOUTH DEVELOPMENT AT THE Y

Youth Development is the social-emotional, cognitive, and physical processes that all youth uniquely experience from birth to career. At the Y, we know that a successful development process fulfills children and teens' innate need to be loved, spiritually grounded, educated, competent, and healthy.

YMCA youth development programs offer a variety of unique learning opportunities that are designed to help kids and teens reach their fullest potential. Whether it's through youth sports, resident camp, swim lessons, preschool or afterschool, YMCA programs are structured to build self-esteem and bolster inner-resiliency, promote critical-thinking and creative problem-solving, teach team work and communication, and to develop leadership qualities within all youth.



The Y. So Much More

FISCAL RESPONSIBILITY, MANAGEMENT, & INFRASTRUCTURE

The Y's fiscal management system is directed by cause-driven leaders who embrace their roles as stewards charged with ensuring the Y has the financial resources required to accomplish its mission.

Financial Reserves

The Y has an annual operating budget of \$32 million and maintains significant cash reserves, \$2.1 million, allowing us to provide continuous operation of programs at multiple sites if there are delays in receivable. We have a credit line of \$1.9 million and a \$2.1 million balance available from our endowment. We have successfully operated through government shutdowns and extended delays due to budget impasses at the state or city level.

Fiscal Management

The Y's central fiscal infrastructure consists of a Senior Controller, Senior Accountant, and two full-time Staff Accountants dedicated to accounts payable, receivable and expenditure reporting. Our Payroll Coordinator ensures payroll is processed and staff paid by the deadline each period. The Y's internal-control environment includes staff training and supervision; segregation of duties; defined and clear controls over vendors, cash, capital assets, business-related expenses, corporate credit cards, investments; and monthly reconciliation of all bank accounts and balance-sheet accounts. Data systems accurately track and report transactions and are secured to avoid risk of loss or breach of privacy.

The board's audit and finance committees support fiduciary responsibility and promote fiscal stewardship. Financial status is accurately portrayed to the board, staff, donors, financial institutions, YMCA of the USA, and the public at all times. Staff provide accurate documentation and timely reports on fiscal activities, including reports to the board. Board members and committees review and approve all formal reports prior to submission/disclosure, including the IRS Form 990, annual reports, and audit. An annual independent audit is conducted to obtain an "unqualified opinion" on the accuracy of our financial statements.



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

March 23, 2018

Attention to:

**Oakland Unified School District
Attention: Risk Management
[1000 Broadway, Suite 440](#)
[Oakland, CA 94607](#)**

This letter verifies that all YMCA of the East Bay employees, volunteers, and agents working in OUSD after school summer programs have a fingerprint clearance through the Department of Justice and FBI, and have a TB clearance prior to working on OUSD school sites.

Sincerely,

Fran Gallati

**President & CEO
YMCA of the East Bay**



MEMORANDUM OF UNDERSTANDING 2017-2018 AMENDMENT ROUTING FORM

Basic Directions

Services beyond the original MOU cannot be provided until the amendment has been fully approved and the Purchase Order amount, if applicable, has been increased by Procurement.

1. Agency and OUSD contract originator reach agreement on modification to original MOU.
2. Agency and OUSD contract originator complete an MOU amendment together.
3. If the MOU total amount has increased, OUSD contract originator creates new requisition.
4. OUSD contract originator submits amendment packet for approval within two weeks of creating the requisition.

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

The Legal Department must review and approve all amendments that do not use the OUSD template MOU Amendment form.

Agency Information

Agency Name		YMCA of the East Bay		Agency's Contact Person		Fran Gallati	
Street Address		2330 Broadway		Title		Chief Executive Officer	
City	Oakland	State	CA	Telephone		510-533-1092	
Zip Code	94612	OUSD Vendor Number		V018151	Email	fgallati@ymcaeastbay.org	

- Attachments**
- MOU amendment – (Includes Routing Form and Board Memo)
 - Amended Scope of work (Not Required if Amendment is only for a change in the funding source)
 - If additional consultants will be working on site, attach agency letter verifying additional consultants have met the Fingerprinting/Background Investigation and have a negative tuberculosis status.

Compensation – Must be within OUSD Billing Guidelines

Original MOU Amount	\$ 95,445.00	Original PO Number	P1801870
Amended MOU Amount	\$ 24,960.00	New Requisition Number	
New Total MOU Amount	\$ 120,405.00		

Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount
4124	21st CCLC		5825	\$ 24,960.00
			5825	
			5825	
			5825	

OUSD Contract Originator Information

Name of OUSD Contact	Julie McCalmont	Email	julie.mccalmont@ousd.org
Telephone	510-879-2709	Fax	510-879-4605
Site/Dept. Name	922/Community Schools Student Services Dept		

Approval and Routing (in order of approval steps)

Additional services above original MOU amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement. Signing this document affirms that to your knowledge additional services were not provided before the amendment was approved.

- OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List <https://www.sam.gov>

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			5/21/18
2. Resource Manager, if applicable			5-21-18
3. Network or Regional Executive Officer			5-21-18
4. Cabinet (Chief / Deputy Chief)			
5. Superintendent or Board of Education			
Legal – Required if not standard MOU Amendment			
Procurement	Date Received		

SAM Search Results
List of records matching your search for :

Search Term : ymca* of the* east* bay*
Record Status: Active

No Search Results

Board Office Use: Legislative File Info.	
File ID Number	17-1556
Introduction Date	8/23/17
Enactment Number	17-1224
Enactment Date	8/23/17 EC



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

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent

Board Meeting Date August 23, 2017

Subject Memorandum of Understanding - YMCA of the East Bay (contractor) - 204/West Oakland Middle School (site)

Action Requested Approval of a Memorandum of Understanding (MOU) between District and YMCA of the East Bay, for services to be provided primarily to West Oakland Middle School.

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

The After School Education and Safety (ASES) Program is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California Education Code 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe, constructive alternatives for students in kindergarten through ninth grade. The ASES program is defined within the language of SB 638 and Education Code (EC) sections 8482 through 8484.6.

Discussion
One paragraph summary of the scope of work.

Approval by the Board of Education of a Memorandum of Understanding 2017-2018 between the District and YMCA of the East Bay, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services for West Oakland Middle School's comprehensive After School Program for the period of July 1, 2017 through August 17, 2018, in the amount of \$87,119.00.

Recommendation

Approval by the Board of Education of a Memorandum of Understanding (MOU) between the District and YMCA of the East Bay for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at West Oakland Middle School for the period July 1, 2017 through August 17, 2018.

Fiscal Impact

Funding Resource: 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$87,119.00.

Attachments

- Memorandum of Understanding
- Certificate of Insurance
- Program Plan and Budget
- Statement of Qualifications



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office
With Every Consent Agenda Contract.

Legislative File ID No. 17-1556

Department: After School Program, West Oakland Middle School

Vendor Name: YMCA of the East Bay, Oakland, CA

Contract Term: Start Date: 7/1/2017 End Date: 8/17/2018

Annual Cost: \$ 87,118.00

Approved by: Julia Ma/Julie McCalmont

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

This organization has demonstrated experience and capacity serving in the after school lead agency role. This organization successfully met all requirements of OUSD's Lead Agency Request for Qualifications process and has been approved as a qualified lead agency partner by the OUSD Expanded Learning Office.

Summarize the services this Vendor will be providing.

This organization will provide comprehensive after school services for Oakland students, following the requirements set forth by OUSD and by the California Department of Education's ASES and/or 21st Century Community Learning Center grant programs. Daily after school services will include academic support, enrichment, and physical activity for students, as well as family engagement activities. This organization will work in close partnership with the host school site to align after school programming with the goals and priorities of the school's SPSA. This organization will also work in close partnership with the OUSD Expanded Learning Office to ensure the program meets attendance targets, fulfill compliance requirements, and achieves youth development quality standards.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

The California Department of Education allocates site-specific grant funding to OUSD schools. The lead agency partner works in collaboration with the school site administrator to complete an after school budget plan specifying the requested after school services and agreed upon cost of services. The final contract amount for the agency is approved by the school site administrator and by the OUSD Expanded Learning Office, once budget plans are approved for compliance and program plans meet CDE requirements. The lead agency leverages additional funding and in-kind resources to augment the contracted amount from OUSD to support high quality program implementation.

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$87,800 (Increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

**After School Template for Elementary and Middle Schools
Memorandum of Understanding 2017-2018
Between Oakland Unified School District and
YMCA of the East Bay**

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent, contingent upon OUSD's receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with YMCA of the East Bay ("AGENCY") to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at 204/West Oakland Middle School under the following grants:
 - After School Education and Safety Program ("ASESP")
 - California Department of Education ("CDE") 21st Century Community Learning Center (21st CCLC)
 - Oakland Fund for Children and Youth - This MOU will also outline services provided on OUSD school grounds through the Oakland Fund for Children and Youth ("OFCY") After-School Initiative funds that shall be utilized as matching funds to CDE ASEP and 21st CCLC funds.
 - Private grants
2. **Term of MOU.** The term of this MOU shall be July 1, 2017 through June 30, 2018 if AGENCY services do not include summer educational programs, and July 1, 2017 through August 17, 2018 if AGENCY services include providing summer educational programs. The term may be extended by written agreement of both parties.
3. **Termination by OUSD.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
 - a) **No Premature Termination by AGENCY** AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change and/or unless OUSD deems immediate removal of AGENCY is necessary for cause. In the event AGENCY ceases to provide required services prior to the end of the MOU term, or is terminated for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.
 - b) **Advance Notice by AGENCY for Coming School Year.** AGENCY must provide advance notice to Principal and OUSD After School Programs Office by the end of the first semester if AGENCY cannot continue providing after school lead agency services for the succeeding school year. This date allows the school site to have sufficient time to find a new lead agency partner, and enables OUSD to work to preserve after school grant funding (including OFCY city funding) for the school.
4. **Compensation.** The ASEP and 21st CCLC grant award amount for YMCA of the East Bay is \$87,119.00. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:

- 4.1. Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee and subject to AGENCY compliance with MOU requirements, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY. Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and trainings and in continuous quality improvement efforts.
- 4.2. Positive Attendance.** Payment for services rendered related to the ASEP and 21st CCLC grants shall be based on actual student attendance rates (\$7.50 a day per student), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$7.50 a day per student. Documentation of attendance must be submitted through the OUSD/OCY attendance systems in order for invoices for payment of services for the ASEP and 21st CCLC grants to be processed. Exhibit A (Attendance Reporting Schedule 2017-2018")
- 4.2.1. Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASEP, 21ST CCLC (Core Grant) for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.
- 4.2.2. Administrative Charges and Reconciliation.** Reconciliation process for positive attendance based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 4.3. OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall ASEP and 21st Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.
- 4.4. AGENCY Administrative Fees.** AGENCY understands and agrees that it may not charge more than 4% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the ASEP and 21st Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASEP and 21st CCLC grants must be used for direct administrative costs and cannot be used for agency indirect costs. Direct administrative costs consist of expenditures for administrative activities that provide a direct benefit to the ASEP and 21st CCLC programs. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the ASEP and 21st CCLC programs.
- 4.5. Program Budget.** The grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2017-2018 and will not exceed \$87,119.00 in accordance with Exhibit B. Exhibit B ("ASEP/21st CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2017-2018").
- 4.6. Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY to correct

unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by AGENCY without delay.

4.7. **Program Fees.** The intent of the ASESP and 21st CCLC programs is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance.

5. **Scope of Work.** AGENCY will serve as lead agency at 204 West Oakland Middle School, will be responsible for operations and management of the ASESP, 21st CCLC, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2017-2018. This shall include the following required activities:

5.1. **Student Outcomes.** AGENCY shall achieve the student outcomes as described in the grant application narrative and articulated in documents from the program evaluation team. AGENCY agrees to develop school specific outcomes, as defined in partnership with the principal. AGENCY recognizes that the principal is the chief decision maker for after school and summer programs, and ensures that school site objectives are met.

5.1.1. **Alignment with Single Plan for Student Achievement ("Site Plan").** AGENCY will ensure the after school program aligns with OUSD and 204 West Oakland Middle School and objectives to ensure the success of students as articulated in the Site Plan. AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

5.1.2. **Continuous Quality Improvement (CQI).** AGENCY must fully engage in continuous quality improvement (CQI) processes and complete the following steps of the CQI cycle each year, and submit corresponding CQI deliverables to the After School Programs Office on a timely basis:

- beginning of year self-assessment using YPQA/SAPQA tool
- planning with data (using self assessment and external assessment PQA data, and other program data as available)
- development of quality action plan (QAP) with SMART goals for program improvement
- year-end self-assessment and QAP progress check

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

Agency staff are also required to participate in corresponding CQI trainings provided by the OUSD After School Programs Office.

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASEP and 21st CCLC funding guideline requirements and follow OUSD after school policies and procedures. This includes compliance with OUSD staffing requirements and policies including No Child Left Behind and other legislative mandates.

5.3. **Enrollment.** AGENCY will enroll 6th through 8th grade students at 204/West Oakland Middle School, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

5.4. **Program Requirements**

5.4.1. **Program Hours.** The program shall be offered Monday through Friday, every regular school day annually, commencing immediately upon the conclusion of the regular school day, operating a minimum of 15 hours/week, and until 6:00 pm daily. Instructional activities must include a balance of both academic and enrichment/recreation components.

5.4.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2017 – 2018 school year. AGENCY will close the ASEP and 21st CCLC program no more than a maximum of 3 days in the 2017-2018 school year for staff professional development, as permitted by Education Code. Programs that receive 21st CCLC Supplemental grant funds or private funding for summer shall additionally operate a sufficient number of days and hours in the summer, on weekends, and during intercession in the manner prescribed by the grant legislation and/or funder, in order to meet attendance goals required by the CA Department of Education and/or the funder.

5.4.3. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASEP and 21st CCLC grants for students at 204/West Oakland Middle School. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines including, but not limited to:

- **Educational and Literacy.** An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.
- **Enrichment.** The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports, music, career awareness, college interest, service learning and other youth development activities based upon student needs and interests. All programs must offer both enrichment and recreation/physical fitness activities as core components of the after school program and summer program.
- **Family Literacy Services.** In all programs receiving 21st CCLC grant funds, AGENCY shall assess the need for family literacy services among adult family members of the students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- **Equitable Access Programming.** AGENCY shall include a component for students at 204/West Oakland Middle School to support full access to program components.
- **Supplemental and Summer Services.** In all programs receiving 21st CCLC Supplemental grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of activities may be implemented based on local student needs and interests, and district guidelines for summer programming.
- **Middle School Sports League Activities.**

All programs participating in the Middle School Sports League must include those activities in their Program Planning tool and Program Schedule. Middle School Sports League activities, including but not limited to on and off site practices and games, are subject to the field trip policy high risk field trip activities requirements provided in this agreement. All sports participants and volunteers must have on file a completed Middle School Sports Release of Liability and Assumption of Risk prior to participation (attached hereto as Exhibit E (1)).

5.4.3.1. **Snacks/Supper/Beverages:** AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:

5.4.3.1.1. Provide meals and beverages that meet State and Federal standards;

5.4.3.1.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;

5.4.3.1.3. Provide all supplies including utensils, napkins, forks, required;

5.4.3.1.4. Support compliance by AGENCY with required State and Federal administrative requirements;

5.4.3.1.5. Provide annual training to AGENCY.

5.4.3.2. Each AGENCY participating in the Nutrition Services snack/meal/beverage program shall:

5.4.3.2.1. Attend annual training. In the event that the person responsible for snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;

5.4.3.2.2. Complete After School Snack and Supper Menu Production Worksheets (MPW) on a daily basis;

5.4.3.2.3. Ensure meal count is accurate;

5.4.3.2.4. Submit completed MPW to cafeteria staff by the next business day;

5.4.3.2.5. Return leftovers to cafeteria;

5.4.3.2.6. Ensure that only students are served and receive food from the program;

5.4.3.2.7. Ensure that meals are not removed from campus

5.4.3.2.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination

5.4.3.3. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.

5.4.3.3.1. MPW not completed and submitted by the next business day;

5.4.3.3.2. Snacks are ordered and not picked up

5.4.3.4. In addition to any applicable liability associated with audit findings, AGENCY will be charged the following for each meal that OUSD is unable to claim due to AGENCY's failure to comply with program requirements:

5.4.3.4.1. Snack: \$1.00

5.4.3.4.2. Supper: \$3.50

5.4.3.5. AGENCY will be liable for audit findings and/or assessments (See Section 12 below) that are attributable to AGENCY's failure to comply with the rules and regulations of the Nutrition Services program, including liability if reimbursement is denied Nutrition Services because of AGENCY's failure to comply with program requirements.

5.4.4. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20, with no more than 20 youth for each qualified, adult staff supervisor.

5.5. **Data Collection.** AGENCY will work with OUSD to collect and analyze data on student enrollment, student attendance, student academic performance, student satisfaction, and parent satisfaction. This includes, but is not limited to:

5.5.1. **Accountability Reports.** AGENCY will provide OUSD with the following set of program accountability reports:

- Financial reports
- Activity reports
- Outcomes reports: behavioral and academic

5.5.2. **Attendance Reports.** AGENCY will provide OUSD with attendance reports using the OUSD/OFCY attendance systems and maintaining required attendance records utilizing the OUSD/OFCY attendance systems, including completion of mandatory monthly reports. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by Agency for 5 years for auditing purposes.

5.5.3. **Use of Enrollment Packet.** AGENCY will use OUSD After School Program Parent Permission and Student Information enrollment packet, including early release waiver, for all after school participants. (Exhibit C) AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD enrollment packet, in advance of distribution.

5.5.4. **Maintain Clean, Safe and Secure Environment.** AGENCY shall maintaining clean, safe, and secure program environments for staff and students in conjunction with OUSD guidelines. AGENCY, as they view necessary, will initiate and establish additional cleanliness, safety, supervision, training and security policies and protocols sufficient to ensure staff, student and family member safety.

5.6. **Alignment of After School Safety Plan with School Site Comprehensive Safety Plan.** AGENCY will use the OUSD After School Program Emergency Plan template and work collaboratively with school site administrator to complete and/or update and submit an annual after school safety plan by mid October which aligns with and is part of the school site's comprehensive safety plan. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD template, in advance of distribution.

5.7. **Incident and Injury Reporting, Crisis Response and Training; Accident Insurance**

5.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after school program participants, visitors or staff must be reported via email to ousdincidents@ccmsi.com by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians due to OUSD student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

5.8. **Meeting Participation.** AGENCY will participate in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by OUSD and collaborative partners in conducting program planning, implementation, and evaluation. These include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. AGENCY staff will participate in meetings facilitated by the OUSD After School Programs Office to address program quality, program improvement and general troubleshooting.

5.9. **Relationships.** AGENCY will maintain six essential collaborative relationships to ensure partnerships towards effective program implementation:

- Administration, faculty, and staff of 204/West Oakland Middle School
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

5.10. **Licenses.** AGENCY shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

5.11. **Loss of Standing as Qualified Organization:** AGENCY shall insure MOU requirements are met. Failure to do so may result in loss of standing as a qualified organization and/or termination of partnership.

6. Field Trip Policy. FIELD TRIPS, OFF SITE EVENTS AND OFF SITE ACTIVITIES:

- AGENCY shall provide each Site Administrator and the OUSD After School Programs Office with a schedule of all after school program field trips and/or off site events and/or off site activities by the first day of each semester, and a schedule of all summer field trips and/or off site events and activities by the first day of the summer program, if AGENCY is providing summer services (Exhibit D)
- AGENCY hereby certifies that after school and summer program staff and/or subcontractors will comply with the following procedures for all field trips, off site events and off site activities:

6.1. **Licenses Permission Slips/Acknowledgement.** Field trip/excursion permission slip must be signed by parent(s)/guardian(s) of all student participants and an acknowledgement must be signed by all adult chaperones both of which shall include the following information:

6.1.1. a full description of the trip and scheduled activities

6.1.2. student/adult participant health information

6.1.3. "Notice of Waiver of All Claims: Education Code § 35330 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against any school district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion, regardless of who holds the claims. If the field trip or excursion to which this permission slip applies is out-of-state, I hereby knowingly waive all of my and my daughter's/son's/ward's claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion."

6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.

6.3. No student shall be prevented from making a trip due to lack of sufficient funds.

6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.

- 6.5. Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (eg food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.
- 6.6. Supervision**
- 6.6.1. AGENCY Executive Director must review and approve supervision plan.
- 6.6.2. Trip as structured is appropriate to age, grade level and course of study.
- 6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
- 6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
- 6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
- 6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).
- 6.7. Transportation Requirements:** The after school and summer program or subcontractors shall ensure compliance with all state laws and may transport by the use of its own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil

Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

6.8. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.

6.9. Vendor is licensed to provide all proposed activities.

6.10. All after school program student participants on field trips, off site events or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)

6.11. ADDITIONAL REQUIREMENTS FOR HIGH RISK, OVERNIGHT, OUT OF STATE TRIPS:

6.11.1. Definition of High Risk Activities

6.11.1.1. Because of concerns about the risk to student safety, the after school program coordinator shall not permit the following activities on campus or during AGENCY sponsored after school or summer program trips, events and activities unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has medical or accident insurance coverage:

- Amusement Parks
- Interscholastic Athletic Activities
- Bicycle riding
- Circus Arts
- Hiking (Moderate to rigorous terrain or length) vs short nature "walks"
- Hang gliding
- Horseback riding
- Ice Skating
- In-line or Roller Skating
- Rock climbing, climbing walls
- Skateboarding or use of non-motorized scooters
- Snow sports of any kind
- Trampoline; Jumpers
- Motorcycling
- Rodeo
- Target Shooting
- Water Activities including but not limited to: swimming, snorkelling, scuba diving, sailing, boating, kayaking, river rafting, water slides, water skiing etc.
- Outdoor active, experiential programs (Ropes course, pulley, etc.)
- Other activities determined by the school principal to have a high risk to student safety

6.11.1.2. The cost of limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.

6.11.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.

- 6.11.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.
- 6.11.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test negative shall thereafter be required to take tuberculosis test every four years or sooner if deemed necessary by AGENCY.
- 6.11.4. Letter must be sent to parent(s)/guardian(s) and if it is an overnight trip, a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.
- 6.11.5. Sleeping arrangements and night supervision are safe and appropriate.
- 6.11.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:
- Facility
 - Program
- 6.12. **Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading**
- 6.12.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
- 6.12.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
- 6.12.3. **Swimming Activities**
- 6.12.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.
- 6.12.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.
- 6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.
- 6.12.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.

- 6.12.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- 6.12.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- 6.12.3.8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.
- 6.12.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.
- 6.12.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

6.13. Additional Requirements for trips to East Bay Regional Park District Bodies of Water (swimming pools, lagoons, shoreline parks and lakes) and Related Facilities

- 6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (attached as Exhibit E), executed by either the participant if he or she is 18 years of age or older, or the participant's parent or legal guardian if the participant is under 18 years of age
- 6.13.2. Should AGENCY fail to provide an original, properly completed, signed and dated East Bay Regional Park District Waiver for each trip participant as defined in Section 6.13.1 above, AGENCY agrees to hold harmless, defend and indemnify OUSD, its officers, employees, volunteers and agents from all claims and actions resulting therefrom.

7. Financial Records. AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASEP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2017-2018. AGENCY will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines for the federal 21st Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

- 7.1. **Accounting Records.** AGENCY will maintain its accounting records based upon the principles of fund accounting.
- 7.2. **Disputes.** AGENCY shall make all records related to ASEP, 21ST CCLC available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

8. Invoicing

- 8.1. **Billing Structure.** AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.
- 8.2. **Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using ASES, 21st Century Core Grant, 21st Century Direct Access, or 21st Century Family Literacy funds.

- 8.3. Invoice Requirements.** AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (Exhibit F) for regular invoice submission.
- 8.4. Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (Exhibit G)
- 8.5. Submission of Invoices for ASEP and 21st Century Grants.** For services rendered related to the ASEP and 21st CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASEP and 21st CCLC grants, with a cumulative total for 2017-2018 not to exceed \$87,119.00 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10th of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (Exhibit F). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.
- 9. Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASEP and 21st CCLC programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.
- 10. Changes**
- 10.1. Agency Changes.** AGENCY may, at any time, by written order, make changes consistent with Section 5 Scope of Work of this MOU. If such changes cause an increase or decrease in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 5.4, or both. In the event that AGENCY encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, AGENCY shall so advise OUSD immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given to OUSD prior to the time that AGENCY performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written amendment to this MOU and signed by OUSD prior to AGENCY's implementation of such changes.
- 10.2. Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during an academic school year. This MOU may be amended during the 2017-2018 fiscal year to reflect additional changes resulting from such legislation.

11. Conduct of Consultant

- 11.1. Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense sufficient Mandated Reporter training to all AGENCY staff, agents and volunteers at least annually within their first month working with OUSD students and comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.
- 11.2. Staff Requirements.** AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:
- 11.2.1. Tuberculosis Screening.** Current documentation of negative TB Test (PPD) on file for each AGENCY agent working with students.
- 11.2.2. Fingerprinting of Agents.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.
- 11.2.3. Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching and preparation time to enable staff and agent performance to meet the goals of the ASES/21st Century after school grant program and provide a safe and secure program.
- 11.3. Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.
- 11.4. Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either

private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

- 11.5. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.6. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 11.7. **Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents.
- 11.8. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.
12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, audit fines, assessments, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.
13. **Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance:
 - 13.1. **Commercial General Liability insurance** which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury

and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.

13.2. **Worker's Compensation insurance**, as required by the California Labor Code, with not less than the statutory limits.

13.3. **Property and Fire insurance** shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before work commence under this MOU. If at any time said policies of insurance lapse or become canceled, this MOU shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or AGENCY to OUSD. Exhibit H ("Certificates of Insurance").


14. **Litigation.** [This section is intentionally deleted by the parties].

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

16. **Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

17. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, verifies that this vendor does not appear on the Excluded Parties List.

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

OAKLAND UNIFIED SCHOOL DISTRICT



 President, Board of Education
 State Administrator
 Superintendent
8/24/17
Date



Secretary,
Board of Education
8/24/17
Date



Deputy Chief
Community Schools and Student Services Dept.
7/31/17
Date

AGENCY


Agency Director Signature
6.22.17
Date
Don Lau CEO

Print Name, Title

- Attachments:
- Exhibit A. Attendance Reporting Schedule
 - Exhibit B. Planning Tool/Comprehensive After School Program Budget
 - Exhibit C. Enrollment Packet, including Early Release Waiver
 - Exhibit D. List of Anticipated Field Trips, Off Site Events and Off Site Activities
 - Exhibit E. Waiver for use of East Bay Regional Park District Bodies of Water (Swimming Pools,

Exhibit A

Attendance Reporting Schedule


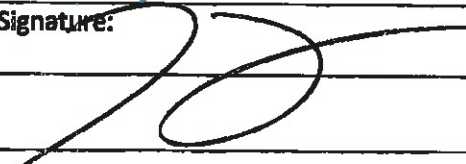
Oakland Unified School District After School Programs Attendance Reporting Schedule	
Monthly Attendance Period	Deadline to Input Attendance Data into Cityspan
July 1 – July 31, 2017	August 10, 2017
August 1 - August 30, 2017	September 8, 2017
September 1-30, 2017	October 10, 2017
October 1-30, 2017	November 9, 2017
November 1-30, 2017	December 8, 2017
December 1-31, 2017	January 10, 2018
January 1-31, 2018	February 9, 2018
February 1-28, 2018	March 9, 2018
March 1-31, 2018	April 10, 2018
April 1-30, 2018	May 10, 2018
May 1-31, 2018	June 8, 2018
June 1-30, 2018	June 15, 2018

Exhibit B

**ASES and 21st CCLC After School Program Plan
and After School Budget Planning Spreadsheet**

(Template distributed separately)

INSERT HERE

OUSD After School Programs ASES and 21st Century Community Learning Center (21st CCLC) After School Program Plan Middle Schools 2017 - 2018	
SECTION 1: School Site Information	
School Site: West Oakland Middle School	Lead Agency: YMCA of the East Bay
Principal Signature: 	Lead Agency Signature: 
Afterschool Site Coordinator Name (If known at this time): Destiny Walker	Date: 4/11/2017
Name of After School Program: West Oakland Middle After School Program (D.R.E.A.M)	D.R.E.A.M (Developing, Refining and Empowering All Minds)
SECTION 2: PROGRAM OPERATIONS: Average Daily Attendance, Program Dates, Minimum Days To be compliant with grant requirements, the after school program must commence immediately upon the conclusion of the regular day, operate a minimum of 3 hours/day, and be open until at least 6pm <i>on every school day</i> for elementary and middle schools. (EC 8483) Programs are required to operate all 180 days of the school year. <i>* CDE allows programs to close for a maximum of 3 days during the school year for professional development. Families must be notified of these program closure dates in advance, and the lead agency must maintain documentation of professional development activities offered on these dates, including training agenda and staff sign in sheets.</i>	
Projected Daily Attendance during School Year 2017-2018	78
First Day of Program Operations for the 2017-18 school year	8/21/17
Last Day of Program Operations for the 2017-18 school year	6/7/18
List the three days (if any) your program plans to close this year for PD. The program must be open every other day of the school year.	January 5th, June 6th and June 7th

Minimum Days When a school holds minimum days, the after school program is required to begin as soon as the school day ends, and run a long day until 6pm. Minimum days have significant impact on after school staffing and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming.	
Projected Number of Minimum Days for School Year 2017-2018 <i>*School should provide lead agency with a calendar of minimum days before the 1st day of school.</i>	37 Minimum Wednesdays 7 Minimum SBAC Testing Days (DW) 4 Minimum parent-teacher conference days
Describe funding plan to operate program on the minimum days indicated above, including additional school resources (if any).	The YMCA will cover the cost of additional program hours on these minimum days.
Please note that the ASES and 21st Century grant from CDE does not increase funding for minimum days. If the school adds additional minimum days beyond the projected number above, what school funds will be utilized to fund these additional hours of programming	Administrator has to review budget but has mentioned that they have limited funding resources.
SECTION 3: Program Model and Lead Agency Selection	
For 2017-2018, my site will operate the following program model:	
<input type="checkbox"/> Traditional After School: <i>voluntary program open to all students, with enrollment priorities targeting certain students</i>	
<input type="checkbox"/> Extended Day Program: <i>additional class periods offered to students after the end of the regular bell schedule, for targeted grades and/or for all students of the school (Note: extended day classes must not appear on the school bell schedule)</i>	
<input checked="" type="checkbox"/> Blended/Hybrid: <i>combination of some extended day and some traditional after school programming</i>	

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.

YMCA afterschool programs are designed to help youth achieve full academic potential, learn new skills, foster connections and strengthen bonds with their family and school community. These values and skills align with OUSD's targets, as outlined in the pathway from cradle to career in the Strategic Plan, making the YMCA of the East Bay a well-positioned partner. The Y's focus on youth development, healthy living, and social responsibility ensures that staff, families, and students have access to support and partnerships that strengthen the foundations of their school and neighborhood communities. With a specific focus on nurturing the potential of every child and teen, improving health and well-being, and providing opportunities to give back and support neighbors, the YMCA enables youth, families and communities to be healthy, confident, and connected. Since 1879, the YMCA of the East Bay (the Y) has delivered innovative programs and services that address pressing social needs in Alameda and West Contra Costa Counties. Building on over a century of youth development work, we deliver specialized programs designed to help children and teens learn positive values and behaviors, explore their unique talents and interests and realize their potential.

YMCA after school programs are supported by a well-trained management staff which includes 1 Regional Director, 1 Executive Director, 1 Youth Development Coordinator, and 2 Site Directors with over 25 years of youth development, staff training, program design, and program implementation experience collectively. All YMCA program staff have youth development and academic backgrounds and have exhibited competency and a strong desire to work and excel in the youth development and after school fields. The YMCA embraces the concept of 'Life Long Learning' and promotes this concept by participating in various learning communities and engaging in opportunities for continued program quality improvement.

SECTION 4: SCHOOL PRIORITIES AND GOALS IN SPSA

In collaboration with school leadership, review the school's priorities and goals listed in its 2017-18 SPSA school site plan. All after school programs are expected to support the school's goals for: 1) Conditions for Student Learning and 2) Family and Student Engagement

Additionally, identify at least 1 other priority area from the list below that your afterschool program will intentionally support. For each of the priority area marked below, fill in the specific priority and multi-year goal from the school's SPSA plan.

(Select at least 1 additional priority)	Priority Area	Specific Priority (as written in SPSA)	Multi-Year Goal (as written in SPSA)
X	Language and Literacy	Literacy	All students will show 150 points or more growth in their reading Lexile as measured by the Scholastic Reading inventory and the percent of students reading at or above grade level will rise 5% annually.
	Mathematics	Mathematics	Students will increase their proficiency on the SMI, SBAC, math proficiency and District assessments such as math tasks in the district benchmark and by June 2018 10% of students will be proficient or above as measured by SBAC math tasks
X	Conditions for Student Learning/Culture & Climate	Climate & Culture	Increase the number of students who report feeling safe at school while also reducing suspensions by 7% by June 2018. Using our Tier 1 PBIS structure led by our CSM and AP we plan to reduce referrals to the office by 10% Creating a safer and more orderly

			environment combined with higher-quality instruction will also lead us to the decrease chronic absenteeism. Our Target is to show a 5% drop in chronic absenteeism.
X	Family and Student Engagement	Family Engagement	Our goal is to increase parent participation on the CHKS survey to 60% as well as parent attendance to report card night and parent conferences to 60%. We will continue our monthly coffee chats and include data presentations about SPF indicators such as literacy math and discipline data to parents on a quarterly basis.
X	Arts/Music/World Languages/Electives	Innovation	Instituting more Art electives will enrich our student experiences and increase engagement in the overall school day. We expect to see office referrals decrease and attendance increase. We hope to incorporate Arts into our core classes as well which complement the project based learning lessons that we are working towards as a professional Learning Community. By June 2018 our attendance rates will rise to 96%

PROGRAM ACTIVITIES ALIGNED TO SPSA GOALS				
Fill out the following matrix for the school priority areas marked above. Describe the activities your program will offer to support the school priority areas selected above.				
Priority Area	Describe the after school activities that will support this school priority/goal	Target Population	Measurable Outcomes	Frequency & Schedule (hrs/wk)
Language and Literacy	Family Literacy Night	ASP Students & Families	80% of parents will learn how to support students with achievement of literacy goals by participating in the following: Book Fair, Family Journal, Information Tables, Young Writers Corner, oratorical contest, Parent	1 second semester
	Spelling Bee	ASP Students & Families	ASP students will expand their vocabulary through participation in a Spelling Bee based on weekly vocabulary provided/studied during academic hour	1 per year
	Reading Buddies	ASP Students	ASP students will partner with local elementary ASP programs to read and discuss literature	2 times/month

	Read-a-Thon	ASP	Students will read at least one grade level chapter book during the course of SBAC testing.	1 per year
Mathematics				
Conditions for Learning (Culture & Climate) (required)			Literacy Coaching Workshops.	
	Leadership Club	20 students	Students will lead weekly community activities such as Wild'n Out Wednesday and BIC. Students will also be responsible for ASP fundraisers and volunteer projects. Students will learn leadership concepts and how to support positive school climate. Students will act as Mediators that support peers in self or peer conflicts through RJ practices	2 hrs/week 35 weeks

Family & Student Engagement (required)	College & Career Workshop	ASP Students & Families	Parents will learn more about what Students are and will experience; academically, and socially as well as learn how they can prepare their student to be academically successful.	1 per year
	Family Fun Night	ASP Students & Families	Families will be introduced to healthy food choices and learn new ways to support their children's social emotional development by participating in fun activities. Family Cooking Night, Family Carnival Night, Family Yoga Night	1 per semester
	Homecoming Week	ASP Students & Families	80% of parents and students will attend and participate in the following: Homecoming Game Homecoming Dance Spirit Week Harvest Fest	

	ASP Theatre Production	ASP Students & Families	80% of parents will learn about historical figures in black history and participate in Black History Month Production and Spring Production.	1 per semester
Arts/Music/ Languages/ Elective OR Additional Priority (specify: _____)				

SECTION 5: OUSD STRATEGIC TARGETS - MIDDLE SCHOOL

In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to prepare all students to be college, career, and community ready. To meet this strategic goal, middle schools must prepare their students to be *high school ready* by the time they graduate from the 8th grade.

High School Readiness: OUSD measures high school readiness by the percentage of 8th graders who meet the following criteria at the end of the 8th grade: a 2.5 or better GPA; no Ds or Fs in Math or English; no suspensions; and at least a 96% attendance rate for their 8th grade year.

Preparing for high school and being "high school ready" begins well before the 8th grade year. Starting with 6th graders, middle school after school programs can play an important role, collaboration with the school day, to support students to be *high school ready*.

Examples of activities middle school after school programs can do in partnership with the school day to support high school readiness may include:

- Host parent education nights to learn about high school requirements and discuss high school readiness indicators
- Work with students to monitor their grades on AERIES and provide targeted academic mentoring and/or tutoring to students falling behind in their classes
- Help communicate attendance or behavior concerns to parents
- Hold celebrations to acknowledge students' progress on grades, attendance, good behavior, etc.
- Hire teachers on extended contract to provide targeted intervention to students struggling in Math or English
- Begin high school readiness discussions early with 6th and 7th graders
- etc.

Discuss with your Site Administrator possible ways your after school program can support high school readiness. Complete the following matrix to indicate how your after school program will work in partnership with your school to support students to meet any of the indicators above that relate to the high school readiness target.

District Strategic Target	Describe the ASP activities that will support this district strategic target	Target Population	Measurable Outcomes	Frequency/Schedule (hrs/wk)
High School Readiness	<p>STEP UP Program Provide students with an opportunity to build awareness of college and college requirements.</p> <p>Ensure students are aware of their progress towards promotion, high school graduation and college enrollment.</p> <p>Provides students with curriculum that is meaningful and challenging introduces students to a host of college and career opportunities by way of guest speakers and presentations.</p>	All Students	<p>Students will be able to articulate and explain the A-G requirements necessary for successful college admittance.</p> <p>Students will be able to create an academic roadmap identifying strategies towards successful transition to high School (8th only).</p> <p>Students will complete college admissions and career pathway project demonstrating their ability to navigate the admissions and career readiness process.</p>	45 min/week Sept-June
	High School Readiness Tour	8th Grade Students	Students will familiarize themselves with local high school communities, their bridge programs, and other high school support networks within those school communities to make an informed decision about their secondary educational	10 hrs/ Semester Sept- June

			experience.	
	Makeup School	6th-8th	Students will be attend make school to complete missing assignments and receive small group support in order to boost their academic GPA	3 days/ week 1 hr/ day November- June

SECTION 6: ADDITIONAL ACADEMICS
 Use this section to list any other academic program activities *not already listed in Sections 4 and 5 above* that will be offered.

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.

Please include the following OUSD After School requirements, if not already listed above:
Recommended Middle School Academic Programming:

- Teachers on extended contract to provide after school intervention in math, language/literacy, or English language development

Your program can offer a range of academic supports including:
 1) Homework Support 2) Tutoring 3) Academic skill building 4) Targeted Intervention or direct instruction by credentialed teacher
 5) Language development for English Language Learners

Description of program/activity	Target Population	Academic Support (choose one)	SPSA goal(s) or school need supported by activity	Measurable Outcomes	Frequency (hrs/week; # of weeks)
Students will receive subject based tutoring to assist them in the understanding	BB FBB	<input checked="" type="checkbox"/> Academic Skill Building <input type="checkbox"/> ELL Language develop. <input type="checkbox"/> Homework Support <input type="checkbox"/> Targeted Intervention or Instruction by Cred. Teacher	Extending Learning Time Accelerating Students through Targeted	Students will display an increase level of understanding and competence with subject matter as demonstrated on classroom test and	30-45 min/day

<p>of specific concepts and school day learning targets.</p>		<p>✘ Tutoring</p>	<p>Approaches</p> <p>Conditions for student learning</p> <p>Mathematics</p> <p>Language and literacy</p>	<p>quizzes and state standardized test. Additional school wide assessments will also be used to measure gains including embedded assessments and SRA.</p>	
<p>Students will work on strategic academic areas to support understanding and achievement.</p>	<p>General</p>	<p>x Academic Skill Building <input type="checkbox"/> ELL Language develop. ✘ Homework Support <input type="checkbox"/> Targeted Intervention or Instruction by Cred. Teacher <input type="checkbox"/> Tutoring</p>	<p>Extending Learning Time</p> <p>Accelerating Students through Targeted Approaches</p>	<p>Students will display an increase level of understanding and competence with subject matter as demonstrated on classroom test and quizzes and state standardized test.</p> <p>Students will achieve gains in identified and prescribed academic benchmarks.</p>	<p>1hr/day</p>
		<p><input type="checkbox"/> Academic Skill Building <input type="checkbox"/> ELL Language develop. <input type="checkbox"/> Homework Support <input type="checkbox"/> Targeted Intervention or Instruction by Cred. Teacher <input type="checkbox"/> Tutoring</p>			
		<p><input type="checkbox"/> Academic Skill Building <input type="checkbox"/> ELL Language develop. <input type="checkbox"/> Homework Support <input type="checkbox"/> Targeted Intervention or Instruction by Cred. Teacher <input type="checkbox"/> Tutoring</p>			

SECTION 7: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Please list any additional enrichment activities your program will offer, that are not already listed in Sections 4, 5, and 6 above.

OUSD Middle School After School Programs will receive curriculum and professional development to implement the following new enrichment requirements, which should be included in your matrix below and in your program schedule.

Required Middle School Enrichment components:

- MESA programming one hour/week (sites will receive support with MESA implementation)
- STEM programming one hour/week (coding and/or other STEM curriculum and professional development will be provided)
- Career exploration programming

Enrichment activities and physical activity/recreation are required components of the ASES and 21st Century grants. Enrichment activities can 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, STEM, arts learning, and student engagement.

Description of Program/ Activity	Rationale	SPSA goal(s) or school need supported by activity	Target Population & Frequency (hrs/week; # of weeks)	Targeted Skills	Measurable Outcome
<p>Model United Nations</p>	<p><input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Literacy Strong School Culture Student Engagement</p>	<p>20 students Meetings 1.0 hr /week 2 conferences/ school year</p>	<p><input checked="" type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input checked="" type="checkbox"/> College/Career Readiness <input type="checkbox"/> Health and Wellness <input checked="" type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input checked="" type="checkbox"/> Youth Leadership</p>	<p>Students will demonstrate knowledge of issues that are impacting our international community.</p> <p>Students will learn to engage in healthy debate and consensus making.</p> <p>Students will learn how to leading meetings, maintain</p>

					<p>decorum, and understand the importance of civic engagement.</p> <p>Students will develop reading writing, research, public speaking and social skills.</p>
<p>STEP UP Program Provide students with an opportunity to build awareness of college and college requirements.</p> <p>Ensure students are aware of their progress towards promotion, high school graduation and college enrollment.</p> <p>Provides students with curriculum that is meaningful and challenging introduces students to a host of college and career opportunities by way of guest speakers and presentations.</p>	<p><input type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Strong School Climate</p> <p>Common Core Instruction</p> <p>Student Engagement</p> <p>Positive School Climate</p>	<p>All Students 45 min/week Sept-June</p>	<p><input checked="" type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input checked="" type="checkbox"/> College/Career Readiness <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input checked="" type="checkbox"/> Youth Leadership</p>	<p>Students will be able to articulate and explain the A-G requirements necessary for successful college admittance.</p> <p>Students will be able to create an academic roadmap identifying strategies towards successful transition to high School (8th only).</p> <p>Students will complete college admissions and career pathway project demonstrating their learned knowledge around college admittance or a career of their</p>

<p>Flag Football</p>	<p><input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Strong School Culture</p> <p>Student Engagement</p>	<p>20 students 3hrs/week 16 weeks</p>	<p><input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Health and Wellness <input checked="" type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input checked="" type="checkbox"/> Youth Leadership</p>	<p>choice.</p> <p>Students will build skill sets as needed to play/compete in sport.</p> <p>Students will demonstrate physical fitness and knowledge about healthy lifestyles.</p> <p>Students will learn the dynamics and responsibilities of a student-athlete.</p>
<p>Boys Basketball</p>	<p><input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Strong School Culture</p> <p>Student Engagement</p>	<p>20 students 3hrs/week 16 weeks</p>	<p><input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Health and Wellness <input checked="" type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input checked="" type="checkbox"/> Youth Leadership</p>	<p>Students will build skill sets as needed to play/compete in sport.</p> <p>Students will demonstrate physical fitness and knowledge about healthy lifestyles.</p> <p>Students will learn the dynamics and responsibilities of a student-athlete.</p>
<p>Girls Basketball</p>	<p><input checked="" type="checkbox"/> Student Identified</p>	<p>Strong School</p>	<p>20 students 3hrs/week</p>	<p><input type="checkbox"/> Academic skill develop.</p>	<p>Students will build skill sets as needed</p>

	<input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Culture Student Engagement	18 weeks	<input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Health and Wellness <input checked="" type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input checked="" type="checkbox"/> Youth Leadership	to play/compete in sport. Students will demonstrate physical fitness and knowledge about healthy lifestyles. Students will learn the dynamics and responsibilities of a student-athlete.
Cheerleading	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Strong School Culture Student Engagement	15 students 3hrs/week 25 weeks	<input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input type="checkbox"/> Youth Leadership	Students will build skill sets as needed to play/compete in sport. Students will demonstrate physical fitness and knowledge about healthy lifestyles. Students will learn the dynamics and responsibilities of a student-athlete.

<p>Art</p>	<p><input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Strong School Culture</p> <p>Student Engagement</p> <p>Arts Learning</p>	<p>20 students 2hrs/week 25 weeks</p>	<p><input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Health and Wellness <input checked="" type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input checked="" type="checkbox"/> Youth Leadership</p>	<p>Students will host an art gallery as well as provide artistic direction for ASP events and performances.</p>
<p>Theatre</p>	<p><input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Strong School Culture</p> <p>Literacy</p> <p>Common Core Instruction</p> <p>Student Engagement</p> <p>Art Learning</p>	<p>15 students 2-3hrs/week 35 weeks</p>	<p><input checked="" type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Health and Wellness <input checked="" type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input checked="" type="checkbox"/> Youth Leadership</p>	<p>Students will learn how to write scripts, produce and perform two major productions.</p> <p>Students will also demonstrate an appreciation for the arts and humanities</p>
<p>MESA (math Engineering and science Achievement)</p>	<p><input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Common Core Instructional Practice and STEM Education</p> <p>Student Engagement</p>	<p>20 students 1 hr/week 35 weeks</p>	<p><input checked="" type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Social/Emotional Learning <input checked="" type="checkbox"/> STEM/Technology <input type="checkbox"/> Youth Leadership</p>	<p>Hands-on engineering and design activities Study skills classes College information (essay workshops, financial aid workshops) College Visit Guest speakers Participation in the Northern California MESA Day which</p>

					will take place at San Jose State University
STEM X	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Common Core Instructional Practice and STEM Education Student Engagement	20 students 1 hr/week 35 weeks	<input checked="" type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Social/Emotional Learning <input checked="" type="checkbox"/> STEM/Technology <input type="checkbox"/> Youth Leadership	Students will produce several STEM projects for the WOMS annual science fair.
Leadership	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Student Engagement Positive School Climate	20 students 2 hrs/week 25 weeks	<input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Health and Wellness <input checked="" type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input checked="" type="checkbox"/> Youth Leadership	Students will lead weekly community activities such as Wild'n Out Wednesday and BIC. Students will also be responsible for ASP fundraisers and volunteer projects. Students will learn leadership concepts and how to support positive school climate.

Dance	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Strong School Culture Student Engagement Arts Learning	15 students 2hrs/week 25 weeks	<input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology Youth Leadership	Students will build skill sets in multiple dance disciplines jazz, hip hop, etc.. Students will demonstrate physical fitness and knowledge about healthy lifestyles. Students will learn the dynamics and responsibilities of a student-athlete.
Community Club	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Strong School Culture Student Engagement	15 Students 5 days/ week 10 weeks	<input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Health and Wellness <input checked="" type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology * Youth Leadership	Students will build leadership skills by working together to develop solutions to for community challenges

<p>General Sports</p>	<p><input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Strong School Culture Student Engagement</p>	<p>20 students 2 days/week 10 weeks</p>	<p><input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input type="checkbox"/> Youth Leadership</p>	<p>Students will build skill sets as needed to play/compete in sport.</p> <p>Students will demonstrate physical fitness and knowledge about healthy lifestyles.</p> <p>Students will learn the dynamics and responsibilities of a student-athlete.</p>
<p>Track and Field</p>	<p><input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)</p>	<p>Strong School Culture Student Engagement</p>	<p>15 students 2 days/ week 10 weeks</p>	<p><input type="checkbox"/> Academic skill develop. <input type="checkbox"/> Arts learning <input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Social/Emotional Learning <input type="checkbox"/> STEM/Technology <input type="checkbox"/> Youth Leadership</p>	<p>Students will build skill sets as needed to play/compete in sport.</p> <p>Students will demonstrate physical fitness and knowledge about healthy lifestyles.</p> <p>Students will learn the dynamics and responsibilities of a student-athlete.</p>

SECTION 8: FAMILY ENGAGEMENT / FAMILY LITERACY

Please list any additional family engagement activities your program will offer, that are not already listed in Sections 4 above.

After school programs can help foster parent involvement, connect families to the larger school community, and communicate important information related to the 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 21st Century afterschool programs. Family literacy services support the educational goals of adult family members, connect them to resources and services in the community, and increase their ability to support their student's learning and development. For 21st Century grantees who receive Family Literacy funding: *The activities listed below must align to your 21st Century Family Literacy budget plan.*

Type of Activity and Frequency	SPSA goal(s) or school need supported by activity	Describe how this activity is connected to student achievement	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Homecoming Week	Strong School Culture Positive School Climate Student Engagement	Parent will be invited to volunteer, spectate and participate in activities which can have a strong impact on student academic achievement, student's social skills development, and student attendance.	80% of parents and students will attend and participate in the following: Homecoming Game Homecoming Dance Spirit Week Harvest Fest Parents will learn more about what Students experience academically, and socially and learn how	This event will run in conjunction with the school Harvest Fest. ASP will partner with school to determine direction of Homecoming week.

			they can support student achievement goals.	
ASP Theatre Productions 1 per semester	Strong School Culture Positive School Climate Student Engagement	Parent will be invited to volunteer, spectate and participate in activities which can have a strong impact on student academic achievement, student's social skills development, and student attendance.	80% of parents will learn about historical figures in black history and participate in Black History Month Production and Spring Production.	Events will run in conjunction with the school literacy week. ASP will partner with school to determine direction of the literacy event.
Family Literacy Night 1 second semester	Strong School Culture Positive School Climate Student Engagement Literacy	Parent will be invited to volunteer, spectate and participate in activities which can have a strong impact on student academic achievement, student's social skills development, and student attendance.	80% of parents will learn how to support students with achievement of literacy goals by participating in the following: Book Fair, Family Journal, Information Tables, Young Writers Corner, oratorical contest, Parent Literacy Coaching Workshops.	This event will run in conjunction with the school literacy week. ASP will partner with school to determine direction of the literacy event.

<p>Family Fun Night 1 per semester</p>	<p>Strong School Culture Positive School Climate</p>	<p>Parent will be invited to volunteer, spectate and participate in activities which can have a strong impact on student academic achievement, student's social skills development, and student attendance.</p>	<p>Families will be introduced to healthy food choices and learn new ways to support their children's social emotional development by participating in fun activities. Family Cooking Night, Family Carnival Night</p>	<p>ASP will partner with school to determine direction of the family fun event.</p>
<p>Read-A-Thon</p>	<p>Strong School culture Positive School climate Student engagement Literacy</p>	<p>Parent will be invited to volunteer, spectate and participate in activities which can have a strong impact on student academic achievement, student's social skills development, and student attendance.</p>	<p>Students will read at least one grade level chapter book during the sbac testing period.</p>	<p>This this event will run in conjunction to the sbac testing schedule.</p>
<p>Spelling Bee</p>	<p>Strong School culture Positive School climate Student engagement Literacy</p>	<p>Parent will be invited to volunteer, spectate and participate in activities which can have a strong impact on student academic achievement, student's social skills development, and student attendance.</p>	<p>Students will expand vocabulary through weekly vocabulary building during academic hour as well as compete in a grade baste spelling bee challenge</p>	<p>After school will partner with the school to determine direction of event.</p>

SECTION 9: PROGRAM SCHEDULE

- a) Submit your program schedule as an attachment, using the standard [program schedule template](#). The after school schedule must indicate the school name, program name, and the program year. Please note that programs will be asked to submit updated program schedules at the beginning of both the Fall and Spring semesters.
- b) The Program Schedule must clearly show when all after school activities listed in the Sections 4 - 7 will be taking place.
- c) Make sure program schedule clearly shows when the following middle school program requirements will take place:
 - MESA programming one hour/week (sites will receive support with MESA implementation)
 - STEM programming one hour/week (coding and/or other STEM curriculum and professional development will be provided)
 - Career exploration programming
- d) Submit a copy of the school bell schedule for the 2017-18 school year.

Important Notes: The after school schedule must commence immediately the minute the school day bell schedule ends on all program days. Before submitting, compare the school bell schedule with the after school schedule to ensure that the times are aligned. (i.e. If the school bell schedule ends at 2:55 pm, then the after school schedule must begin at 2:55 pm. The same is true on minimum days.)

Additionally, programs must operate at least until 6pm daily AND must operate at least 3 hours per day. (i.e. If the school bell schedule ends at 3:10 pm, then the after school program must begin at 3:10 pm and run until 6:10 pm)

SECTION 10: SATISFACTORY SCHOOL DAY ATTENDANCE AND 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
<p>a) Recruit and address the needs of students who are at risk of chronic absenteeism.</p>	<p>Y Staff attend COST meeting and monthly partners meeting to monitor needs of students in this area and receive additional ASP referrals from partners and school administrators.</p> <p>ASP Site Coordinator and Community Schools Director meet weekly and discuss SARB referrals.</p>
<p>b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.</p>	<p>Hold monthly parent meeting.</p> <p>Host parent engagement workshops and opportunities at WOMS.</p> <p>Create a monthly parent newsletter highlighting the keys to success. Stress attendance and active participation.</p>
<p>c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.</p>	<p>After the third absence, a phone goes home to parents and letter sent.</p> <p>Site Coordinator pulls student during the school day to inquire about chronic</p>

	<p>absence and to gauge interest in the ASP.</p> <p>Parent meeting held, if necessary, seeking solutions to promote continued participation and reduce absenteeism.</p>
<p>d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.</p>	<p>Conduct weekly recognition ceremony honoring students who have demonstrated desired behaviors and who have maintained excellent participation and attendance.</p> <p>In conjunction with the school's monthly assembly, provide certificates and incentives to those who have attained attendance of 90% or better. Include names of star students and students of the month in the monthly newsletter for families and surrounding community.</p> <p>Create a display in the hall showcasing students of the month highlighting their achievements.</p>

SECTION 11: TRANSFORMING SCHOOL CULTURE AND CLIMATE

After school programs can play a critical role in support the school's efforts to transform school culture and climate, helping to make schools positive, supportive places for all students to stay engaged, be successful, and thrive.

The following are strategies that OUSD schools are taking to create positive school culture and climate:

- Positive Behavioral Intervention and Supports (PBIS)
- Restorative Justice/Restorative Practices (RJ)
- Social and Emotional Learning (SEL)

After school and school day partners can collaborate and intentionally align their efforts around these strategies, in order to create seamless, positive culture and climate from 8am - 6pm for students.

a) Discuss with your Site Administrator which strategies your school is using to support positive school culture and climate. Complete the following matrix by selecting *at least one strategy* that the school day and after school programs will work intentionally to align. Detail what the after school program will do to align with school day efforts for each selected strategy. This may including any of the following action steps for alignment:

- Participate in site-level professional development (PD) together with school day staff
- Participate in district-sponsored PD, including PD offered by the Expanded Learning Office
- Participate in relevant school committees (i.e. Culture and Climate Committee, COST, ILT, etc.)
- Align with school day curriculum and practices
- Align with school day routines and structures
- Observe school day classrooms to align expectations and practices
- Other ways to align (please specify)

Select at least 1 strategy:	Strategy	What will the after school program do to align with school day efforts in this area?
X	Positive Behavioral Intervention and Supports (PBIS)	Afterschool will participate in PBIS PDs as well as align with school day expectations and practices (i.e. Tier Behavior system)
X	Restorative Justice/Restorative Practices (RJ)	Afterschool will partner with restorative justice coordinator to train staff and student leadership team on RJ and peer mediation techniques

<p>X</p>	<p>Social and Emotional Learning (SEL)</p>	<p>Afterschool will participate in District sponsored PDs.</p>
<p>b) Reducing the disproportionate suspension rates of African American students is a key priority for OUSD. Please describe any special efforts your after school program is taking to support the school engagement, social-emotional well-being, and/or academic success of African American students at your school (i.e. Manhood Development, Ethnic Studies curriculum, recognition ceremonies for student accomplishments, Black professionals as role models or mentors, etc.).</p>		
<p>The WOMS after school program will incorporate manhood development clubs where young African American men will have the opportunity to learn about self-awareness, peaceful problem solving, healthy living, making healthy choices and goal setting. Guest speakers and business professionals will be incorporate to motivate and inspire students and provide mentorship opportunities. Efforts will be made to collaborate with the African American Male Achievement and the Mindful Life Project to complement our afterschool efforts to lower suspension rates for African American males and provide them with opportunities to achieve academically, address social and community issues and set personal and academic goals.</p>		
<p>SECTION 12: Coordination with Other Service Providers 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.</p>		
<p>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?</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> COST team (Coordination of Services Team) <input type="checkbox"/> SST (Student Study Team) <input checked="" type="checkbox"/> SSC (School Site Council) <input type="checkbox"/> ILT (Instructional Leadership Team) <input type="checkbox"/> PTA <input type="checkbox"/> Attendance Team/Workgroup <input checked="" type="checkbox"/> SPSA Site Planning team <input checked="" type="checkbox"/> School Culture/Climate Committee <input type="checkbox"/> School Safety Committee <input type="checkbox"/> Other (specify) 	

<p>List key community partners whom you will actively collaborate with to accomplish the goals of your program.</p>	<ul style="list-style-type: none"> ● Safe Passages ELEV8 Project ● Tech Bridge ● Oakland Athletics ● Girls Inc. ● Future Sound's Beat ● Alameda County Food Bank ● East Bay Regional Parks District ● Be the Change ● Oakland Museum of California ● YMCA of the USA ● Oakland Public Libraries ● St. Anthony's Foundation ● Dress for Success
<p>List all subcontractors who will be paid to deliver after school services.</p>	<ul style="list-style-type: none"> ● Be the Change
<p>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.</p>	<ul style="list-style-type: none"> ● Safe Passages ELEV8 Project Manager ● Safe Passages Parent Advocate ● Lifelong Medical Parent Outreach Coordinator ● OUSD Outreach Coordinator ● ASPIRE Clinical Staff ● STARS Clinical Staff

Section 13: 2017-18 After School Enrollment Policy for: West Oakland Middle School

OUSD has established district-wide guidelines for Target Population and Enrollment in ASES and 21st 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.

Priority Enrollment and Transitions Support for High Need Populations of Students

According to new grant legislation, foster youth and homeless youth will receive priority enrollment in after school programs. Additionally, OUSD prioritizes English language learners and Newcomers for after school services, so that the number of ELL students in after school programs is reflective of their percentage in the school population.

These high need student populations are transitional youth who often enter the OUSD school system mid-year, and whose program attendance may be less consistent due to the transitional nature of their home environments.

Important note: The law states that program fees cannot be charged to homeless and foster youth participating in the program.

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.
- The ASES and 21st 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.)

13a) TARGET POPULATION FOR AFTER SCHOOL PROGRAM:

in the matrix below, describe targeted student populations in order of priority. Specify data that will inform student selection. Identify targeted recruitment strategies for each population.

Which grade levels will you serve in this program? 6-8th grade

Target Population(s)	Specific Data to Inform Selection of Program Participants	Targeted Recruitment Strategies
Homeless youth	Grades, teacher referrals & assessments, COST referrals, attendance reports	Conduct a series of structured meetings with school administrators, COST Team, and teachers to identify students and families of homeless youth who can benefit from the WOMS after school program.
Foster youth	Grades, teacher referrals & assessments, COST referrals, attendance reports	Conduct a series of structured meetings with school administrators, COST Team, and teachers to identify students and families of foster youth who can benefit from the WOMS after school program.
English language learners and/or Newcomers	Grades, teacher referrals & assessments, COST referrals, attendance reports	Conduct a series of structured meetings with school administrators, COST Team, and teachers to identify students and families of English language learners / newcomers who can benefit from the WOMS after school program.

7 th grade FBB, BB	Grades, teacher referrals & assessments, COST referrals, attendance reports	Conduct a series of structured meetings with school administrators, COST Team, and teachers to identify students and families who can benefit from the WOMS after school program.
8 th grade FBB, BB	Grades, teacher referrals & assessments, COST referrals, attendance reports	Conduct a series of structured meetings with school administrators, COST Team, and teachers to identify students and families who can benefit from the WOMS after school program.
6 th grade FBB, BB	Grades, teacher referrals & assessments, COST referrals, attendance reports	Conduct a series of structured meetings with school administrators, COST Team, and teachers to identify students and families who can benefit from the WOMS after school program.

13b) MODIFICATIONS FOR HIGH NEED TRANSITIONAL STUDENTS:

How will you modify your enrollment and attendance policies to make your program accessible for foster, homeless, and Newcomer students who transition into the school mid-year?

Students in the above category (foster, homeless, and newcomer) will receive priority enrollment throughout the school year and will be enrolled into the program as needed.

13c) ENROLLMENT PROCESS AND TIMELINE:

Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2017. Indicate how families will be notified of 2017-18 enrollment before the last day of school, June 9, 2017.

Timeline	After School Enrollment Steps/Process	Individual(s) responsible
April -June 2017	Table at upcoming family events including science fair, theatre production, health fair, and family fun nights.	ASP Program Staff
April- May 2017	Release enrollment forms to current ASP 6 th and 7 th graders. Provide a May 31st deadline for enrollment security.	ASP Program Staff
May 2017	Distribute program handbooks, flyers and enrollment forms to neighboring schools (MLK, Lafayette, Prescott, Hoover). With a June 5 th deadline for enrollment security	Coordinator
May 2017	Provide open house orientation for potential incoming 6 th graders and families.	ASP Program Staff
June 2017	Inform families of students that are enrolled into ASP as well as those that are on the waiting list. Mail out, send home, robo-call families to inform them of Fall school orientation.	ASP Program Staff
August 2017	Table at school enrollment days; Host an ASP parent orientation in conjunction with day school orientation.	Coordinator
October-April 2018	Connect with Admin, COST team, families to enroll youth that trickle into the school year after September.	Coordinator

Important dates to include in your timeline:

- April – June: Spring enrollment for 2017-18 programs.
- Families will be notified of 2017-18 after school enrollment before the last day of school, June 9, 2017.
- After school programs begin on 1st Day of school, with enrollment at a minimum 75% capacity.
- August – September: New school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by September 30, 2017, except for slots reserved for transitional students (ie. Foster and Homeless youth; Newcomers) entering the school mid-year.
- All programs must maintain waitlists after program slots are filled.

13d) School Support for Program Recruitment

Describe how the school will support after school program recruitment efforts. Specify how school staff will help promote the after school program, refer students, and communicate with families about program opportunities:

1. Front office of the West Oakland Middle School to assist with promotion of the WOMS after school program i.e. sharing promotional information with parents and handing out enrollment forms to interested parents.
2. Referrals of students to the WOMS after school program from schools counselors and teachers.
3. Promotion of the WOMS after school program during parent conferences, open houses, and other major family oriented events to increase and sustain enrollment.
4. Increase collaboration efforts with COST team at WOMS to establish a comprehensive referral system to the WOMS after school program.
5. Collaborate with school Admin. to host two Day and After school Parent meetings to outline the partnership, school day alignment of goals, and the importance of the WOMS after program as a key part of the school community. Continue to work with Admin. to create revise guidelines for a mandatory ASP study hall group in the event a student falls below a 2.5 GPA

Principal Signature: _____ Lead Agency Signature: _____

Section 14: 2017-18 Assurances for Grant Compliance and After School Alignment with School Day

Principal and Lead Agency representative will review and discuss each assurance below. Please note hyperlinks for the following documents

referenced below: 1) Grant Assurances signed by OUSD Superintendent and 2) Quality Support Coach Role Description.

Principal Initials	Lead Agency Initials	2017 – 18 Assurances for Grant Compliance and After School Alignment with School Day
WU	TN	1) Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education’s ASES and/or 21 st Century <u>Grant Assurances</u> , and understand mandated grant compliance elements.
MU	TN	2) Site Administrator and Site Coordinator will meet at least once monthly to ensure program is meeting identified goals. (Bi-weekly check-ins are recommended.)
MU	TN	3) Site will provide the after school program with appropriate facilities and resources in support of program goals, including office space with internet and phone access for the Site Coordinator, and safe storage for program records.
MU	TN	4) Site Administrator will share the School Site Safety Plan with the Site Coordinator and discuss appropriate policies and procedures to ensure safety during the after school hours.
MU	TN	5) Site Administrator and Site Coordinator understand the program must meet CDE attendance targets in order to retain grant funding. Site and program will work collaboratively to ensure strong student recruitment and retention.
MU	TN	6) School will share student outcome data to better refine program (Attendance data, test scores, Report Cards, IEP’s, etc). Site Coordinator will share relevant student and program data with school.
MU	TN	7) Site Administrator and lead agency partner have reviewed the <u>Quality Support Coach key responsibilities</u> , and understand this role is critical for strengthening staff practices and program quality. Site Administrator will identify a certificated, qualified individual to serve as the After School Quality Support Coach.
MU	TN	8) Site will invite Site Coordinator and appropriate staff to participate in faculty meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning, and positive school culture & climate.
MU	TN	9) Site will invite Site Coordinator to participate on school committees (ie. SSC, COST, SST, Culture Climate team, SPSA planning team, etc) to ensure coordination of services.
MU	TN	10) Site Administrator is aware that CDE does not increase after school grant funding for minimum days, and that programs are required to operate until 6pm on minimum days. If additional minimum days are added to the school schedule next year, site will allocate resources to help offset the cost of additional hours of programming.

Principal Signature: 

Lead Agency Signature: 

Section 15: After School Quality Support Coach

After school research clearly shows that high quality programs result in increased youth outcomes. The higher the program quality, the more youth outcomes are achieved. The Quality Support Coach is a required position and plays a critical role in supporting after school program quality through the following high leverage staff capacity-building activities:

- Provide classroom observations, coaching support, and trainings to improve staff practices and program quality.
- Support the after school program’s *Assess – Plan – Improve* continuous quality improvement processes by helping after school programs gather and review data on program quality, make plans for improvement, and receive training and coaching supports aligned to improvement plans.
- Bridge the after school program with school day goals, curriculum, instructional strategies, data, and strategies to ensure positive school culture and climate.
- Provide lesson planning support and lesson modeling to strengthen after school instruction.
- Help develop/design after school academic offerings and curriculum, and support alignment of after school activities with the Common Core standards.
- Provide on-site coaching to after school staff implementing literacy and math curriculum.

The Quality Support Coach can be a credentialed teacher from the school faculty or other qualified professional working with the school (for example, a Literacy Specialist, Math Coach from LCI, BTSA Coach, etc.). This individual will receive training and specific direction on the Quality Support Coach role from the OUSD After School Programs Office. The required budget allocation for this position is \$2,500 for the year, equivalent to 72 hrs/year at a Paid-In-Service contract rate of \$34.67/hour. (Note this pay rate may change if there are district pay raises next year.)

Quality Support Coaching Planning
<p>a) Please identify who will fulfill the Quality Support Coach role for 2017-18: Teacher to be Identified</p> <p><input checked="" type="checkbox"/> A credentialed teacher on staff who has effective skills and experiences in coaching and/or adult learning</p> <p><input type="checkbox"/> A qualified professional who is part of the school staff</p> <p><input type="checkbox"/> An OUSD coach connected to the school (i.e. LCI Literacy or Math coach, BTSA coach, etc.)</p> <p><input type="checkbox"/> Other individual (please specify in detail): _____</p>

If known, please specify the name of the person who will fill the Quality Support Coach role, and identify his/her role in the school:

Teachers on Extended Contract for Direct Service

In addition to a Quality Support Coach, some schools choose to have teachers on extended contract to provide direct service to students after school, such as math or literacy intervention and ELL instruction.

Please list specific after school classes/activities that will be facilitated by teachers paid on extended contract. Important note: Teachers on extended contract who are providing direct services to students after school must be paid at the negotiated rate of \$26.61/hr (per OEA contract). After school grant funds can be utilized for this direct service work. The Quality Support Coach cannot provide direct service to students. The Quality Support Coach is primarily responsible for providing coaching and training, and is paid at the negotiated Paid-In-Service rate of \$34.67 for their staff capacity-building services. Teachers doing direct service work after school must be paid with an extended contract. Note these pay rates may change if there are district pay raises next year.

List after school classes/activities that will be facilitated by teachers on extended contract	Anticipated hours/week for teacher on extended contract
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

Principal Signature: _____

N/A

Lead Agency Signature: _____

N/A

Section 16: After School Safety and Emergency Planning for 2017-18

After School Safety and Emergency Planning

A) The Comprehensive School Site Safety Plan includes the [After School Emergency Plan](#). The Site Administrator and After School Program (ASP) Site Coordinator will update the After School Emergency Plan annually by discussing and aligning plans and procedures for after school and school day safety, including emergency preparedness and crisis response.

Indicate all actions that will occur to ensure after school safety and alignment with school day procedures for emergency preparedness and emergency response:

- Site Administrator and ASP Site Coordinator will meet at beginning of school year to update After School Emergency Plan collaboratively.
- Site will share Comprehensive School Site Safety Plan with after school partner.
- School day and after school programs will coordinate emergency drill schedules & procedures (ie. earthquake, fire, and lockdown drills).
- After School staff will participate in site-level faculty safety trainings.
- School will provide after school staff with access to disaster supplies and other resources in case there is an emergency after school.
- Site Administrator and ASP Site Coordinator will meet regularly to review after school incidences and update safety plans as needed.
- Other. Specify:

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

[After school Coordinator will be part of the summer planning meetings to review and improve processes and procedures that are inclusive of both the traditional school day program and after school program. In coordination with the Site Coordinator, YMCA Regional Director, and training consultants we will conduct trainings before school starts for all ASP staff. Trainings will be designed to review OUSD, School site and YMCA safety policies and ensure that they align. Documentation reports from OUSD and the YMCA will be reviewed and questions will be answered and clarified.](#)

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

Yes No

Facility Keys

It is critical that the After School Site Coordinator has access to facility keys in order to ensure safety after school should a lockdown or lockout be needed. Will the After School Program have access to facility keys for all areas where after school programming occurs?

Yes No

If no, indicate how the school campus will be secured if crisis should occur during after school hours and if lockdown is necessary:

SSO Staffing: (check one)

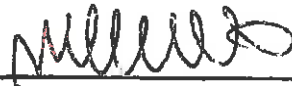
Site will utilize after school and/or school day funds to pay Extra time/Over time (ET/OT) for an after school SSO.

Site does not need an SSO

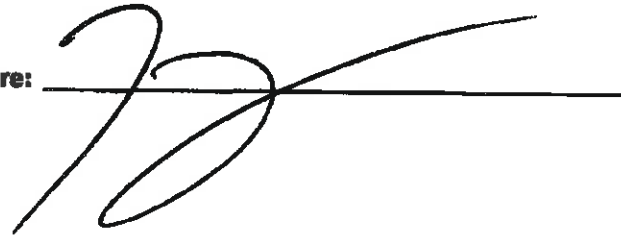
Site does not have the resources to fund an after school SSO.)

School day currently does not have the funding to pay for an SSO. ASES & OFCY budgets cannot support an SSO position. Request for additional resources if possible.

Principal Signature: _____



Lead Agency Signature: _____



Section 17: Professional Development and Staff Wellness

Professional Development Expectation

After school staff will receive adequate professional development, including coaching support and trainings, in order to grow and improve their practice. Programs will utilize data, including YPQA/SAPQA program quality data, to determine the areas of focus for professional development. Providing after school staff with meaningful professional development is a shared opportunity & responsibility for both the lead agency and host school site.

Additionally, the OUSD Expanded Learning Office will provide extensive professional development throughout the year including: mandatory After School August Institute (week of July 31 - Aug. 4); mandatory monthly site coordinator meetings (2 hrs/month); continuous quality improvement (CQI) trainings; monthly agency director meetings; various professional learning communities (time commitment varies); local conferences (ie. annual Bridging the Bay conference), and other relevant district trainings (ie. safety, PBIS, etc.).

a) What professional development, coaching, and training supports will be provided by the lead agency partner?

The Y uses a Leadership Competency Model which provides a framework for staff to build knowledge, skills and abilities. Leadership competency development is a collaboration among the employee, their supervisor(s), and Y-USA, which designs and implements accessible, affordable training resources. Professional development plans help our staff grow in advancing the Y's promise to strengthen communities; working with, understanding and developing others; ensuring relevance, effectiveness and sustainability, and developing continually to adapt to new challenges. Our professional development training offerings will also include partnerships with local organizations that have proven track records as being leaders in youth development i.e. Be the Change, Partnership for Children and Youth, Cal State East Bay Hayward STEM Institute, Mindful Life Project, and Alameda County Office of Education.

b) What professional development opportunities will be provided by the school site?

Site Directors will receive on the job training and support from the Director of Youth and Family Programs, who brings 9 years of YMCA afterschool program management experience to his role as supervisor, mentor and coach. They will also participate in all OUSD professional development opportunities in addition to mandatory monthly meetings. The Youth Development Coordinator (YDC) will provide on-site support to put trainings into action by spending time each week in program modeling strategies, observing and coaching staff and monitoring progress on smart goals and YPQA strategies. YMCA of the East Bay will also continue to provide accelerated trainings in STEM content to ensure it is a priority area of focus in all of our Afterschool Programs.

Pre-Program Trainings Site Supervisors and Group Leaders:

- Youth Development
Training Month(s): August or October 2017 & March 2018
 - SPARK Training (Sport Play & Active Recreation for Kids)
Training Months August 2017 and January 2018
 - Be the Change – Building Intentional Communities
Training Months August 2017 and January 2018
 - Behavior Management/Mindfulness (Bringing out the best in students)
Training Month(s): August 2017 & January 2018
 - Program/Lesson Planning 101
Training Month(s): August 2017 & January 2018
 - Emergency Preparedness (earthquake, fire, shelter in place, flood) September & October
Training Month(s): August 2017 & February 2018
 - Introduction to STEAM (Science Technology Engineering, Art & Math)
Training Months August 2017, January 2018, April 2018
 - Group Management & Team Building
Training Month(s): September 2017 & March 2018
 - Facilitative Leadership: Effective Communication
Training Month(s): October 2017 & March 2018
-
- CPR/First Aid (All Site Supervisor & 1 to Group Leaders per site based on funding availability)
Training Month(s): August 2014
 - Child Abuse Prevention / Mandated Reporting
Training Month(s): August 2014 & January 2015
 - Workplace Safety: Slips Trips and Falls & Safe Lifting
Training Month(s): August 2014 & March 2015
 - Risk Management
Training Month(s): September 2014 & January 2015

*Trainings in blue will be provided based on available contract funds and availability of in-kind trainers

Please review and sign off on the following:

My lead agency and school partner understand that professional development helps ensure program quality. My program is committed to providing/accessing professional development opportunities for after school staff, based on needs identified by program data. My program will adequately budget for staff time to participate in professional development over the course of the year (for key line staff, recommended at least 20 hours of PD/year). Yes No

Staff Wellness

Please describe ways your program will work to support staff wellness over the course of the year:

- All staff and their families receive free memberships to the YMCA and the staff may enroll in the Diabetes Prevention Program at no cost. Additional discounts up to 50% are provided for the other programs we offer.
- YMCA's have Healthy Eating Physical Activity Standards that help our programs make the healthy choice the easy choice for both employees and participants. We offer several educational opportunities a Healthy Holiday challenge for our staff and members every year.
- Finally, we encourage staff and participants to follow the Healthy Family Home practices so that both they and their families will play together, eat well, drink more water, get outside and get plenty of rest.
- The YMCA invites all female staff to participate in its annual Women's Wellness Retreat designed to address healthy eating, fitness, self-care, and healthy lifestyle choices.
- We will have several staff retreats that will include team building, mindfulness, healthy eating, leadership and reflection.

Social and Emotional Learning (SEL)

Developing SEL skills in students and adults who work in the Oakland school system is a key priority for OUSD. SEL includes the following skills: self-management, self-awareness, social awareness, relationship skills, and responsible decision-making.

Describe how you will work intentionally to develop SEL skills in program staff, so that they can model SEL skills to students:

Staff will undergo a series of trainings to gain a deeper understanding of SEL and ways to intentionally bring SEL into the classroom including Positive Behavior Intervention Strategies (PBIS), Building Intentional Communities (BIC), No-Nonsense Nurturing Curriculum, Restorative Justice (RJ), Mindful Life Project (MLP), and YMCA youth engagement practices. Staff will continue to develop and explore SEL language that allows them to identify and acknowledge when youth do and do not display these desired behaviors. Staff will (on a daily basis) do activities with youth that will allow youth to develop and/ or refine their SEL skills. Staff will stay informed of youth undergoing challenges through Admin, COST, IEP, and SST meetings. Students will have an opportunity to participate in several weeks of BIC and Mindfulness workshops to support after school program values, and build out expectations in our school community. Students will engage in BIC and Mindfulness 1-2 times per week.

Students will also have the opportunity to further develop the ASP student council that will lead community meetings, co-teach BIC and serve as a mediation and RJ counsel for their peers. On a weekly basis students will be acknowledged for their positive use or development of SEL skills through ASP Prop Circles. At least once a week, students will have the opportunity to lead their enrichment classes. Students will also engage in project based learning in which they will present their projects in a series of ASP showcases.

Continuous Quality Improvement (CQI)

Engaging in continuous quality improvement processes is an OUSD expectation for all schools and after school programs, and is a condition for ongoing after school grant funding from the CA Dept. of Education. The OUSD Expanded Learning Office has adopted a research-based *Assess-Plan-Improve* CQI process utilizing national quality standards for youth development. All OUSD after school programs are expected to fully engage in and complete the following steps of the CQI cycle each year, and submit corresponding CQI deliverables to the school district on a timely basis:

- beginning of year self-assessment using YPQA/SAPQA tool
- planning with data (using self assessment and external assessment PQA data, and other program data as available)
- development of quality action plan (QAP) with SMART goals for program improvement
- year-end self-assessment and QAP progress check

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (i.e. youth leaders, school partners, parents, other community partners).

Review and mark all commitments:

Our lead agency and school partner understand district expectations regarding the after school program's participation in the Continuous Quality Improvement (CQI) process summarized above. We agree to the following expectations:

- ✘ Lead agency will budget adequately to ensure program staff participate collaboratively in each step of the CQI process.
- ✘ Site coordinator will participate in CQI trainings to develop his/her leadership in leading continuous quality improvement processes.
- ✘ Lead agency director will provide coaching support and monitoring to Site Coordinator to ensure completion of a meaningful CQI process, and thoughtfully completed CQI deliverables.
- ✘ Site coordinator will share CQI data with Site Administrator and school staff.
- ✘ Lead agency and school partner will work collaboratively to support the implementation of the program's Quality Action Plan, including providing staff with adequate training and resources to improve the quality of their practices.

Principal Signature: _____



Lead Agency Signature: _____



**Section 18: Addendum for 21st Century Community Learning Center Grantees Only
21st Century Equitable Access and Supplemental Programming**

<p>Equitable Access: (must be completed by all programs that receive 21st Century Equitable Access funding) Some 21st Century programs receive extra Equitable Access funding. The intent of Equitable Access funding is to provide targeted supports for special populations of students who may face challenges and barriers to program participation. Examples of allowable use of Equitable Access funds include:</p> <ul style="list-style-type: none"> - additional academic interventions/supports to struggling students (ie. English Language Learners, students with special needs, etc.) - mental health support services that enable students to fully participate in the after school program - translation services, bus tickets, and other supports that make it possible for students to participate in program 	
<p>How will your 21st Century program support equitable access in your program? Which population(s) of students in your program will receive extra support through the Equitable Access supplemental grant? Please describe your planned use of Equitable Access funds. <i>Your plans must align with your Equitable Access budget.</i></p>	
<p>21st Century Supplemental Programming during 2017-18 School Year Describe your planned programming on weekends, intercession breaks, and other non-school days during the 2017-18 school year. Your supplemental program plans must match your proposed supplemental program budget. (Please do NOT include summer program plans here; there will be a separate summer planning template.)</p>	
Number of supplemental program days you plan to offer during the 2017-18 school year:	N/A
Dates of Service:	N/A
Hours of Operation: (note that supplemental programs must operate at least 3 hours/session)	N/A
Description of Supplemental program activities: (describe goals of programming, target audience, planned activities, etc.)	
N/A	


Principal Signature: _____

N/A

Lead Agency Signature: _____

N/A

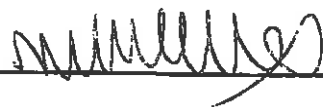
**Section 19: Addendum for Middle School After School Programs Only
Middle School Sports**

School Site: West Oakland Middle Lead Agency: 

<p>Middle School Athletics Sports are an exciting way to keep students engaged in school, and to support health & wellness and community building. OUSD encourages after school programs to participate in the OUSD middle school sports league, which consists of after school sports practices and games on the weekend. Lead agency staff, teachers on extended contract, and/or classified staff on extra time/overtime can serve as coaches for middle school athletics.</p>	
<p>Please identify the middle school sports activities that your after school program will be offering students this year in partnership with the OUSD Middle School Sports League.</p>	<p><input checked="" type="checkbox"/> Co-ed Flag Football <input type="checkbox"/> Girls Cross Country <input type="checkbox"/> Boys Cross Country <input checked="" type="checkbox"/> Girls Basketball <input checked="" type="checkbox"/> Boys Basketball <input type="checkbox"/> Girls Soccer <input checked="" type="checkbox"/> Boys Soccer <input checked="" type="checkbox"/> Girls Track and Field <input checked="" type="checkbox"/> Boys Track and Field <input checked="" type="checkbox"/> Girls Volleyball <input type="checkbox"/> Boys Volleyball <input checked="" type="checkbox"/> Other: (Please describe <u>Cheer</u>)</p>

- I understand that my middle school sports activities will be listed on my 2017-18 program schedule.
- I understand I will submit a Schedule of Field Trips and Off-Campus Activities form each semester, listing my program's after school athletic games and practices.
- I understand that all students participating in middle school sports will complete an OUSD Release of Liability and Assumption of Risk form for Middle School Sports League Activities.
- I understand that individuals providing coaching for middle school sports will need to go through the OUSD coaches hiring process.

Principal Signature:



Lead Agency Signature:



2017-18 Elementary/Middle School After School Program Budget

2017-18 AFTER SCHOOL BUDGET PLANNING SPREADSHEET


CLERKWAY & MIDDLE SCHOOLS


Site	Site Name	Site #	ASES	DRCY Match Funds	Program Funds (if applicable)	Other School Site	Other Local Agency Funds
West Oakland Middle School	170		104,853.55	86,930.09	0.00	0.00	
TOTAL GRANT AWARD			104,853.55	86,930.09	0.00	0.00	
CENTRAL OFFICE DIRECTOR FUND VALUE							
WHITE OAKS BUDGET							
	CLUSD Incent (5%)		4,983.36				
	CLUSD ASFO admin, evaluation, and training/technical assistance costs		8,520.28				
	Clusdual Staffing and Supplies at 3.25%		3,027.27				
TOTAL SITE ALLOCATION			90,118.53				
CLERKWAY BUDGET							
1120	Quality Support Coach/Academic Liaison REQUIRED		2,500.00			0.00	
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)		0.00			0.00	
	Certificated Teacher Extended Contracts- ELL support					0.00	
	Total certificated		2,500.00			0.00	
CLERKWAY BUDGET							
2205	Site Coordinator (not here, if district employee)		0.00	0.00		0.00	0.00
2220	SSO (optional)		0.00			0.00	
	Total clerical		0.00	0.00		0.00	0.00
CLERKWAY BUDGET							
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%)		500.00				
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)		0.00				
3000's	Employee Benefits for Salaries Employees (benefits at 42%)		0.00				
3000's	Lead Agency benefits (rate: 25%)			11,500.00	12,470.00		
	Total benefits		500.00	11,500.00	12,470.00	0.00	0.00
CLERKWAY BUDGET							
4310	Supplies (CLUSD only, except for Summer Supplementing)		0.00			0.00	0.00
4310	Curriculum (CLUSD only)		0.00			0.00	0.00
5825	Field Trips			1,000.00		0.00	0.00
4420	Equipment (CLUSD only)		0.00			0.00	0.00
	Building Intentional Communities curriculum (required for 21st Century middle school sites- allocate at same level as 2014-16)						
	Bus Schedules for students						
	District professional development on district PD days (bridging the Bay conference, Youth Work Methods trainings)			500.00			
	Work Cell Phone \$55.00 per month			171.85	328.15		
	Taxi/ Transportation				500.00		
	Program Supplies				2,088.43		
	Instructional Supplies				2,000.00		
	Special Events / Family Engagement				2,830.00		
	Total benefits and supplies		0.00	1,671.85	7,788.58	0.00	0.00
CLERKWAY BUDGET							
5825	Site Coordinator (not here if CBO staff)		0.00	0.00			
5825	Literacy academic instructors (required for ES)						
5825	Math academic instructors (required for ES)		0.00	0.00			
5825	Enrichment Facilitators						
5825	Be the Change BIC Workshop & Classroom Coaching 280 Per session including Classroom Coaching Using YPCA Observation Tools				1,000.00		
5825	Subcontractors (please list each specific subcontracting agency)			0.00			
5825	Building Intentional Communities/Youth Leadership Lead Instructor (required for Middle school 21st Century sites)						
5825	College/career readiness facilitator (recommended for MS)						

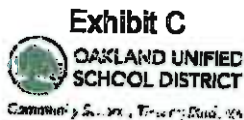
2017-18 Elementary/Middle School After School Program Budget

Site Name	Site #	ABES	DFCY/FAMILY FUNDS	Program Fees (if applicable)	Other Grants	DFCY/FAMILY FUNDS
West Oakland Middle School	178					
Average # of students to be served only (ADA)	%					
Restorative Justice Lead Facilitator (required for 21st Century sites that have a school-day RJ coordinator)		0.00				
Family Liaison (recommended for 21st Century sites)						
Stipends to Parents for Parent Safety Patrols (optional)						
		0.00				
Staff time to participate in Continuous Quality Improvement training and meetings		1,538.25				
WDCS Site Coordinator 100% 1 FTE			48,000.00			
YMCA Director of Youth & Family Programs 0% FTE			4,200.00			
Program Instructor Staff X Total Hours 782 X Hourly Rate \$14.00 (includes Trng. & Prep Time)		89,628.00				
YMCA Youth Development Coordinator (Training, Coaching & Support) 14% (FTE)		3,160.00	3,160.00			
Total services		93.00	71,218.25	52,200.00	0.00	0.00
INDIRECT SERVICES						
YMCA Meetings & Training Space					0.00	10,000.00
					0.00	
YMCA Director of Youth & Family Programs 10% FTE						7,000.00
YMCA Incentives & Camp Scholarships (Youth)						4,182.64
YMCA Staff Memberships						5,000.00
Total value of in-kind direct services					0.00	26,182.64
LEAD AGENCY/ADMINISTRATIVE COSTS						
Lead Agency admin (4% max of total contracted \$)			2,731.63	8,423.42		0.00
SUBTOTALS						
Subtotal DIRECT SERVICE	93.00	4,564.27	84,308.10	64,108.58	0.00	26,182.64
Subtotal Administrative	0.00	12,966.95	2,731.63	8,423.42	0.00	0.00
TOTALS						
Total budgeted per column		17,531.22	87,119.63	72,532.00	0.00	26,182.64
Total BUDGETED	93.00	104,850.65	72,530.00	0.00	0.00	26,182.64
BALANCE remaining to allocate		0.00	0.00			
TOTAL GRANT AWARD/ALLOCATION TO SITE		104,850.65	84,800.00			
ABES MATCH REQUIREMENT						
ABES requires a 3-1 match for every grant award dollar awarded.						
Total Match amount required for this grant:		34,853.57				
Facilities cost toward 25% of this match requirement:		8,720.85				
Remaining match amount required:		26,132.72				
Match should be met by combined DFY funds, other site funds, private dollars, and in-kind resources. This total equals:						
Total Match amount left to match:		26,132.72				

Required Signatures for Budget Approval:

Principal: 

Lead Agency: 



**OAKLAND UNIFIED SCHOOL DISTRICT
ASES AND 21ST CENTURY AFTER SCHOOL PROGRAMS**

PARENT PERMISSION AND STUDENT INFORMATION - ELEMENTARY AND MIDDLE SCHOOLS

I give my child permission to participate in the 2017-18 OUSD After School Program.

Name of School: _____ Parent Signature: _____ Date: _____

Student's Name _____ Grade _____ Date of Birth _____

Parent/Guardian Name (Please print) _____ Email Address _____

Home Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

EMERGENCY CONTACT INFORMATION

In case of emergency please contact:

Name _____ Relationship _____ Phone: work/home/cell _____

Does your child have health coverage? _____ Yes _____ No

Name of Medical Insurance _____ Policy/ Insurance # _____ Primary Insured's Name _____

Name of Child's Doctor _____ Telephone _____

I authorize After School Program Staff to furnish and/or obtain emergency medical treatment which may be necessary for my child during the After School Program.

Parent/Guardian Name _____ Signature _____ Date _____

RELEASE OF LIABILITY

I understand the nature of the after school program and that participation is voluntary. I understand that the Oakland Unified School District is not responsible for loss, damage, illness, or injury to person or property as a result of participation in the after school program. I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from any and all claims for injury, illness, death, loss or damage as a result of after school program activities.

Parent/Guardian Signature: _____ Date _____

STUDENT RELEASE/ PICK UP POLICY

As parent/guardian, I understand that the After School Program will begin immediately after school is out and will end by 6:00 p.m. Students will not be released to go home from the After School Program until they are signed out by the parent/guardian or one of the individuals listed below:

Parent/Guardian/Caretaker Signature _____ Date _____

When I am unable to pick my child up, I give After School Program staff permission to release my child to:

Name/Relationship _____ Phone Numbers: Home/Work/Cell _____

Name/Relationship _____ Phone Numbers: Home/Work/Cell _____

REMEMBER: Please pick up your child on time. The program ends by 6:00 p.m. If students are not picked up by 6:00 p.m., After School Program staff are required by law to report to Child Protective or law enforcement. Please note: Three instances of tardiness in picking up your child will result in his/her dismissal from the program.

PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS

I give permission for the After School Program Staff and any designated evaluation consultant to review my child's school data (including but not limited to test scores, report cards, attendance, other performance indices, and demographic data), and input my child's data into the after school database for the purpose of providing targeted support and academic instruction and assessing the effectiveness of the After School Program. I also give permission for After School Program staff and any designated evaluation consultant to monitor my child's progress and to require my child to complete evaluation surveys for the purpose of determining program effectiveness.

_____ Parent/Guardian Signature

PHOTO/VIDEO RELEASE

During your child's attendance in the After School Program, s/he may participate in an activity that is being photographed or videotaped; these photographs/video recordings may be used for promotional purposes.

My child ___ may ___ may not be photographed/videotaped by the After School program for promotional purposes.

I authorize the OUSD or any third party it has approved to photograph or videotape my child during After School program activities and to edit or use any photographs or recordings at the sole discretion of OUSD. I understand that I and my child shall have no legal right or interest arising from the recording, including economic interest. I also agree to release and hold harmless the OUSD and any third party it has approved from and against all claims, demands, damages, and liabilities arising out of or use of the recording.

_____ Parent/Guardian Signature

Program Policies

___ I understand that my child is expected to participate fully in the after school program:

- ❖ **Elementary School students are expected to participate every day until 6pm, for a total of 15 hours per week.**
- ❖ **Middle School students are expected to participate at least 3 days per week until 6pm, for a minimum total of 9 hours per week.**

___ I understand that eligible students who can fully participate in the program have priority enrollment. If my child cannot fully participate, my child may lose his/her spot in the program.

___ I understand that my child (in 2nd grade or higher) must sign in to program on a daily basis, and my child or a parent/guardian must sign out of program daily.

___ I understand that some OUSD after school programs may charge fees on a sliding scale in order to serve more students and provide more services. I understand that no child who is eligible for the program will be denied enrollment due to a family's inability to pay program fees.

_____ Parent/Guardian Signature

EARLY RELEASE WAIVER (OPTIONAL)- ELEMENTARY AND MIDDLE SCHOOL STUDENTS

Students who are able to participate fully in the after school program every day until 6pm have priority for enrollment.

Based on the OUSD Early Release Policy, families can request Early Release of their child from the after school program for any of the following reasons:

- Parallel Program
- Family Emergency
- Personal Family Circumstance
- Medical appointment
- Transportation
- Community safety
- Child accident
- Other conditions, as deemed appropriate

School Site: _____

Name of Program: _____

Name of Student: _____

Grade: _____

I request early release of my child from the After School Program at _____ o'clock p.m.
(please check reason)

- I am concerned for my child's safety in returning home by him/herself after dark.
- I am unavailable to pick my child up after this time.
- Other: _____

As parent/guardian, I hereby release and discharge the Oakland Unified School District and its officers, employees, agents and volunteers from all claims for injury, illness, death, loss or damage arising from my child's' early release from the After School Program.



Signature of Parent/Guardian

Date

**WAIVER OF PICK UP POLICY AND PERMISSION TO RELEASE WITHOUT SUPERVISION
(OPTIONAL)**

FOR STUDENTS AGES ____ AND OLDER ONLY

School Site: _____

Name of Student: _____

Grade: _____

Date of Birth of Student: _____

If I arrive later than the dismissal time or am unable to pick up my child at the end of the After School Program:

- I give the After School Program staff permission to release my child from the after school program without supervision.

As parent/guardian, I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from all claims for injury, illness, death, loss or damage as a result of the release of my child without supervision if I arrive later than dismissal time or am unable to pick up my child at the end of the After School Program day.

Signature of Parent/Guardian

Date

**OUSD After School Programs
2017-2018
Student Health Form**

School Site: _____

STUDENT INFORMATION

Student's Name _____ Date of Birth _____

Grade in 2017-18 _____ Language spoken in the home _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name (First, Last) _____

Student's Home Address _____

Phone (home) _____

Parent/Guardian Cell # _____ Parent/Guardian Work # _____

EMERGENCY

In case of emergency, please contact:

Name: _____ Relationship to student: _____

Phone Number: _____

HEALTH

Please check if your child has any of these Health Conditions and requires management after school:

<input type="checkbox"/> Severe Allergy to: _____	<input type="checkbox"/> Student has Epi-pen at school
<input type="checkbox"/> Asthma	<input type="checkbox"/> Student has inhaler at school
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Seizures	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Sickle Cell Anemia	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Other conditions: _____	<input type="checkbox"/> Student has medication at school

Medications needed during the school day: _____

Medications needed after school hours: _____

Medical Management Plan and Separate Emergency Medication during After School Program:
All students with asthma, diabetes, and severe allergies should have emergency medication available to after school program staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a medical management plan (Diabetes, Severe Allergy, or Asthma Action Plan) signed by you and your doctor. The after school program will need to have medication for your child that is separate from the medication you provide the regular school day program.

See your School Nurse/Health Services for more information.

Authorization to treat minor:

I give permission for the after school staff to administer medication that my child may require during the after school program.

In the event that I, or other parent/guardian, cannot be contacted, I hereby give permission to the after school program staff to secure proper treatment for my daughter/son/ward.

Date: _____ Parent or Guardian Signature: _____

Print Name: _____

Does your child have vision problems? _____

Have you ever been notified that your child has difficulty seeing? _____

Is your child supposed to wear glasses? _____

Please return this form immediately to the after school program.

Thank you!

Exhibit D

Schedule of Field Trips, Off Site Events and Off Site Activities for After School Program

This form should be completed by the 1st day of each semester, and by the 1st day of the summer program (if applicable).

Contact Information:			
Site Name		Lead Agency Name	
Name of Contact Person		Email	
Telephone		Fax	

The following Field Trips, Off Site Events and Off Site Activities for the After School Program will occur during:

- Fall Semester- August 21, 2017 to January 19, 2018
- Spring Semester- January 22, 2018 to June 7, 2018
- Summer Program (Specify dates: _____ to _____)

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

Site Coordinator Signature _____ Date _____

Lead Agency Director Signature _____ Date _____

Site Administrator Signature _____ Date _____

Exhibit E

EAST BAY REGIONAL PARK DISTRICT

WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

Waiver and Release of Liability. In consideration of being allowed to use and participate in activities at East Bay Regional Park District's facilities, including but not limited to its pools, lakes, shorelines and swimming lagoons ("Recreational Activity"), I, for myself and my spouse, my child, heirs, personal representatives, next of kin, and assigns, voluntarily agree to release, waive, discharge, and promise not to sue the East Bay Regional Park District, its officers, directors, agents, volunteers, and employees (collectively the "District") from any and all liability for any accident, illness, injury, death, wrongful death, or property damage/loss arising out of my participation in the Recreational Activity and/or use of District facilities and equipment (along with the use of transportation provided, arranged, or paid for by the District, including such transportation for medical treatment), whether occurring on or off District property, and whether caused by any negligence of the District or otherwise, excepting only to the extent caused by District's gross negligence.

Assumption of Risk. I understand that participation in the Recreational Activity and the use of District facilities, equipment, and transportation carry inherent risks that cannot be eliminated regardless of the care taken to avoid injury. These risks may result in injuries that include, but are not limited to, disease, cuts, eye injuries, blindness, broken bones, concussions, heart attacks, heat stroke, dehydration, joint or back injuries, slipping on uneven surfaces, brain injuries, drowning, paralysis, and death, as well as damage/loss of personal property. I also understand that these risks might arise for a variety of reasons, including but not limited to, actions, inaction or negligence of other parties, participants, or the District. I further understand that there may be other risks that are not known to me or reasonably foreseeable at this time. By signing below, I acknowledge that participation in the Recreational Activity and the use of District facilities, equipment, and transportation is voluntary and that I knowingly assume any and all risks, known and unknown.

Indemnity Agreement. In consideration for the District's permission to participate in the Recreational Activity, I voluntarily agree to indemnify and hold harmless the District from all claims, demands, and causes of action brought by me or anyone else as a result of my participation in the Recreational Activity and/or use of District facilities and equipment (along with the use of transportation provided, arranged, or paid for by the District, including such transportation for medical treatment), whether caused by any negligence of the District or otherwise, and agree to reimburse the District for any resulting costs, expenses, and attorneys' fees.

Severability. I understand and acknowledge that this Agreement is intended to be as broad and inclusive as permitted by law. If any portion of this Agreement is deemed invalid, it is agreed that the remaining portion of the Agreement shall continue in full legal force and effect.

Minor Participants. If Participant is under 18, Participant's custodial parent or legal guardian must sign below, warranting that he or she is the Participant's custodial parent or legal guardian, and is agreeing to the terms and conditions of this Agreement, on both his or her and the Participant's behalf. Parent or legal guardian acknowledges by their signature that they are giving up the same rights for the minor as they would be giving up if they signed this Agreement on their own behalf.

I have read this Agreement and understand that I am giving up substantial rights by signing it, but do so voluntarily and intend to completely release the District from the liability described above to the greatest extent allowed by law. I also understand that this Agreement is legally binding on me and my child (if applicable), spouse, heirs, personal representatives, assigns, and next of kin.

Participant's Name _____
(Print)

Name of Custodial Parent or Guardian (if Participant is under 18): _____
(Print)

Signature: _____ Date: _____
Participant Signature (if over 18) or Custodial Parent or Guardian Signature

EMPD Waiver - Swim Use
Rev. 3/09

Exhibit E (1)
Middle School Sports Release of Liability and Assumption of Risk

OAKLAND UNIFIED SCHOOL DISTRICT AND _____
20__-20__ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

In exchange for being permitted to participate or have my child/ward participate in activities and use equipment and facilities, I agree to release, indemnify and discharge Oakland Unified School District ("OUSD"), _____, and their respective agents, directors and employees on behalf of myself, my spouse/domestic partner, children, heirs, assigns, and estate as described below.

1. I am familiar with the Middle School Sports League Activities and facility rules and agree that I and my child will follow them. I understand that the recreational activities or use of the facilities or equipment carries inherent risks which cannot be eliminated regardless of the presence of coaches or other care taken to avoid injury. I understand that OUSD and _____ are not responsible for loss, damage, illness, or injury, or death, to person or property as a result of use of the facilities or equipment or participation in the Middle School Sports League activities offered after school and on designated weekend days as scheduled.
2. As parent/guardian, I certify that my child is physically fit and medically able to participate in the Middle School Sports League activities and that parent/guardians have not been advised otherwise by a qualified medical person. I authorize OUSD, _____, or Middle School Sports League staff to furnish and/or obtain emergency medical treatment which may be necessary for me or my child during Middle School Sports League activities. Participant and/or parent/guardian agree to pay all costs associated with medical care and transportation for the participant as provided by law.
3. As parent/guardian, I have reviewed the schedule(s) for Middle School Sports League activities and understand that weather permitting the Middle School Sports League activities generally run after school and on designated weekend days of each month as scheduled. Parent/Guardians understand that they are responsible for transporting their child/children and picking up their children promptly at the end of the program and that there is no OUSD or _____ supervision for children after the Middle School Sports League program ends.
4. I agree as an adult participant, or the Parent/Guardian of a minor participant, to grant the right and permission to photograph and/or record me or my child/ward in connection with Middle School Sports League and to use the photograph and/or recording for all purposes.

By signing this document (Release of Liability and Assumption of Risk), I understand that if anyone is hurt or property damaged in connection with Middle School Sports League activities, I may be found to have waived my or my child/ward's right to maintain a lawsuit against OUSD, _____, or their respective agents, directors, and employees and I am voluntarily choosing to participate.

SIGNATURE _____
(Participant or Parent/Legal Guardian if under age of 18)

Today's Date _____

Participant Name (print) _____

Grade _____

Date of Birth _____

School _____

(COMPLETE INFORMATION ON BOTH SIDES)

OAKLAND UNIFIED SCHOOL DISTRICT AND _____
20__-20__ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES

Participant Name (print) _____ Grade _____ Date of Birth _____

School _____

Home Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____ Email Address _____

In case of emergency please contact:

Name _____ Relationship _____ Phone: work/home/cell _____

If the Participant Is A Minor (under age 18):

Print name of Parent or Legal Guardian of Minor _____

Home Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____ Email Address _____

SIGNATURE _____ **Today's Date** _____
(Participant or Parent/Legal Guardian if under age of 18)

Student Participant Health Conditions

- Severe Allergy to: _____ Student has an Epi-pen at school
 Asthma Student has an Inhaler at school
 Diabetes Student has medication at school
 Seizures Student has medication at school
 Sickle Cell Anemia Student has medication at school
 Other condition(s): _____ Student has medication at school

Medications needed during the school day: _____

Medications needed after school hours: _____

Special Instructions: _____

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by you and your doctor. See your School Nurse/Health Services for more information.

Health Insurance Plan Name: _____ Subscriber/Policy No. _____
(COMPLETE INFORMATION ON BOTH SIDES)



**INVOICING AND STAFF QUALIFICATIONS FORM
2017-2018**

Basic Directions:

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

- Employee, agent or subcontractor name.
- ATI #. This is the fingerprint clearance number assigned by the Department of Justice.
- Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.
- IA Requirement. No Child Left Behind Law requires that any staff who directly supervise students and are included in the 20:1 student-to-adult ratio meet the IA requirement. This documentation should be maintained in Lead Agency files.

Agency Information			
Agency Name		Agency's Contact Person	
Billing Period		Contact Phone #	

Employee, Agent, or Subcontractor Name	ATI #	Current TB Clearance Documentation on File	IA Requirement Documentation on File
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



**PROCEDURE FOR INVOICING
Oakland Unified School District
Comprehensive After School Programs 2017-2018**

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

- ◆ All 21st Century and/or ASES invoices must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency and individual contractors.
- ◆ To maintain invoicing consistency so that all necessary information is included, please use the attached invoicing format. Simply cut and paste the format onto your organization's letterhead. Please utilize the sample invoice as a guide. All of the information in the top section of the invoice template **MUST** be completed in order to process for payment. Also, in the body of the template, a detailed breakdown of charges must be provided, including number of hours worked and hourly rate. **Failure to fully complete an invoice according to these specifications may result in a delay of payment.**
- ◆ All invoices should cover only one calendar month, i.e. the 1st through the 30th or 31st.
- ◆ Contractor, Agency, Site Coordinator, and Principal signatures must be secured prior to submission of invoices to the After School Programs Office. All of these signatures must be originals.
- ◆ Invoices for the month are generally due in the After School Programs Office by 5:00 p.m. on the 10th of the following month. This is not a steadfast rule; for example, the invoice for November 1-30th is due in our office on the 9th of December (the 10th is a Saturday). **Invoices that are submitted after the due dates listed below will be processed the following monthly invoicing period.**

The tentative schedule for OUSD payments is anticipated as follows:

Invoices due to our office by 5:00 pm on:	Accounts Payable checks to be mailed on:
August 10, 2017	August 25, 2017
September 8, 2017	September 22, 2017
October 10, 2017	October 24, 2017
November 9, 2017	November 21, 2017
December 8, 2017	December 21, 2017
January 10, 2018	January 25, 2018
February 9, 2018	February 27, 2018
March 9, 2018	March 23, 2018
April 10, 2018	April 25, 2018
May 10, 2018	May 23, 2018
June 7, 2018 for May Invoices	June 22, 2018
June 15, 2018 for Final Billing	TBD

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

Exhibit G (2)



**PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS
OUSD CERTIFICATED TEACHERS 2017-2018**

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

Paying OUSD Certificated Employees (Teachers)

- ◆ Academic Liaisons should submit a Paid Inservice form and Extended Contract teachers should submit a "Request for Extended Contract" IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ **The FIRST submission of the Paid Inservice/Extended Contract paperwork must be accompanied by a timesheet in order to be processed by OUSD Payroll. No payment will be rendered until timesheets are submitted to our office.**
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign Paid Inservice/Extended Contract & ALL Time Sheets
- ◆ Please be sure to submit ORIGINALS of all documents
- ◆ Please use only ONE SIDED Time Sheets
- ◆ Deliver to OUSD After School Programs Office — All 21st Century and/or ASES Paid Inservice/Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ **Union Contract rate for teachers is \$26.61/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$34.67/hr.**
- ◆ Once the Paid In-service form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

Paid In-service/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 5 weeks.***
September 15, 2017	October 20, 2017
October 16, 2017	November 22, 2017
November 15, 2017	December 22, 2017
December 15, 2017	January 22, 2018
January 12, 2018	February 22, 2018
February 15, 2018	March 22, 2018
March 15, 2018	April 20, 2018
April 16, 2018	May 22, 2018
May 15, 2018	June 22, 2018
June 7, 2018	June 29, 2018

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

Exhibit G (3)



**PROCEDURES for EXTENDED TIME and/or OVERTIME FORMS (ET/OT)
for OUSD CLASSIFIED EMPLOYEES 2017-2018**

The following procedures are required in submitting fiscal forms for Extended Time and/or Overtime (ET/OT) for OUSD classified employees utilizing 21st Century and/or ASES funding:

Paying OUSD Classified Employees (SSOs, Custodians, Instructional Aides, etc.)

- ◆ Complete "Combined ET/OT/CT and Move-Up/Acting Time Report", using appropriate Budget Org Key
- ◆ Have Employee Sign Form
- ◆ Have Site Coordinator Sign Form
- ◆ Have Principal Approve and Sign Form
- ◆ All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- ◆ All SSO ET/OT forms must be submitted to the SSO Office at 1011 Union St.
- ◆ Any other ET/OT forms for 21st Century and ASES classified staff must be delivered to Oakland SUCCESS After School Programs Office in order to be processed and paid. Please see payment schedule in chart below. **Forms that are submitted after the due dates listed below will be paid on the following Payroll Issue Date.** We are located at 1000 Broadway, Suite 150.
- ◆ Rate varies depending on employee's hourly rate

ET/OT Forms Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates
September 15, 2017	September 29, 2017
September 29, 2017	October 12, 2017
October 12, 2017	October 31, 2017
October 31, 2017	November 15, 2017
November 15, 2017	November 30, 2017
November 30, 2017	December 15, 2017
December 15, 2017	December 29, 2017
December 22, 2017	January 12, 2018
January 12, 2018	January 31, 2018
January 31, 2018	February 15, 2018
February 15, 2018	February 28, 2018
February 28, 2018	March 15, 2018
March 15, 2018	March 29, 2018
March 29, 2018	April 14, 2018
April 13, 2018	April 30, 2018
April 30, 2018	May 15, 2018
May 15, 2018	May 31, 2018
May 31, 2018	June 15, 2018
June 7, 2018	June 29, 2018

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

Exhibit H

Certificates of Insurance and Additional Insured Endorsement

INSERT HERE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/30/2017

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

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

PRODUCER
Arthur J. Gallagher & Co.
Insurance Brokers of California, Inc., # 0726293
1255 Battery Street #450
San Francisco CA 94111

CONTACT NAME: Veronica DeFalco	
PHONE (A/C No. Ext): 415-536-8467	FAX (A/C No.): 415-536-6743
E-MAIL ADDRESS: veronica_defalco@ajg.com	
INSURER(S) AFFORDING COVERAGE	
INSURER A: Cypress Insurance Company (CA)	NAIC #: 10855
INSURER B: NOVA Casualty Company	NAIC #: 42552
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
YMCA of the Central Bay Area
aka YMCA of the East Bay
2111 Martin Luther King Jr. Way
Berkeley CA 94704

COVERAGES **CERTIFICATE NUMBER: 481598592** **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.

INBR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	CFY-ML-10000016-00	7/1/2017	7/1/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		CFY-AU-10000013-00	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp. Deduct-\$100 \$Coll \$1000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		CFY-UM-10000013-00	7/1/2017	7/1/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	YMWC700856	10/1/2016	10/1/2017	<input checked="" type="checkbox"/> PER STATUTE <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
B	Social Services Professional		CFY-ML-10000016-00	7/1/2017	7/1/2018	\$1,000,000 Per Occurrence \$3,000,000 Aggregate

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

RE: Oakland Unified School District is additional insured as respects their interest in OUSD Summer Schools held by Oakland Unified School District for Hoover Elementary School, 890 Brockhurst St., Oakland, CA 94608 and Emerson Elementary School, 4603 Lawton Ave., Oakland, CA 94609 ongoing through the policy period for liability arising out of the operations of the insured.

CERTIFICATE HOLDER **CANCELLATION**

Oakland Unified School District
1000 Broadway, Suite 440
Oakland CA 94607

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
JM DeFalco



CERTIFICATE OF LIABILITY INSURANCE

6/30/2017

DATE (MM/DD/YYYY)
6/23/2017

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

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

PRODUCER Lockton Insurance Brokers, LLC CA License #0F15767 Three Embarcadero Center, Suite 600 San Francisco CA 94111 (415) 568-4000	CONTACT NAME: _____	
	PHONE (A/C, No. Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: United States Fire Insurance Company		21113
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES YMCEA01 **CERTIFICATE NUMBER:** 14180312 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED (IND. W/O)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EBL @ \$1M <input checked="" type="checkbox"/> Abusive Acts \$1M GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER: _____	Y	N	506-885657-4	6/30/2016	6/30/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/CP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX
	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	N/A	NOT APPLICABLE			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	Professional Liability	N	N	506-885657-4	6/30/2016	6/30/2017	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.
 RE: OUSD, West Oakland Middle School & Piedmont Elementary School are an Additional Insured with respect to liability arising out of the operations of the insured and to the extent provided by the policy language or endorsement issued or approved by the insurance carrier.


CERTIFICATE HOLDER 14180312 Oakland Unified School District Attention: Risk Management 1000 Broadway, Suite 440 Oakland CA 94607	CANCELLATION See Attachment 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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Exhibit I

Statement of Qualifications

INSERT HERE



FOR YOUTH DEVELOPMENT*
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

June 19, 2017

To all YMCA Partners,

The YMCA of the East Bay and the YMCA of the Central Bay Area are excited to announce our partnership to form a single YMCA to serve all of Alameda and Contra Costa Counties. Don Lau, the current Interim President/CEO of the YMCA of the East Bay will retire at the end of June. Fran Gallati, the current President/CEO of the YMCA of the Central Bay Area, will serve as the President/CEO for the new YMCA of the East Bay.

Both YMCAs have deep roots and a strong presence in the communities we serve. **By combining our resources, we will be able to deepen our impact and expand our services.** The new YMCA of the East Bay will focus on four core service areas: healthy living for all through membership and beyond, expanded impact with birth to five early childhood education in underserved communities, quality out of school time, outdoor enrichment and overnight camping. The demand for programs and services for children and families in the East Bay has never been greater and the new YMCA will now be in a position to harness the combined fiscal, staff and volunteer resources to better meet the needs of our community.

Your partnership with the Y continues to provide access to essential programs and services for those most in need in our community. **Effective July 1, 2017, the new organization will operate under the name Young Men's Christian Association of the East Bay (YMCA of the East Bay) using the 501(c)(3) Employer Identification Number (EIN) 94-1156635.**

We invite you to set up a time to come visit our facilities and program sites to see first-hand the impact your partnership has on our community. If you have any questions or would like to schedule a tour, please do not hesitate to reach out to your YMCA point of contact. Thank you for your continued support as we come together to improve the quality of life for all in the East Bay.

Respectfully,

Don Lau
Interim President/CEO
YMCA of the East Bay

Fran Gallati
President/CEO
YMCA of the Central Bay Area



The Y. So Much More.

OUR CAUSE

The Y is an association of people of all ages and from all walks of life who are joined together by a shared passion: to strengthen the foundations of community. With a commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow and thrive.

Anchored in neighborhoods throughout the East Bay, the Y believes that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our community. The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities.

ABOUT THE YMCA OF THE EAST BAY

Since 1879, the YMCA of the East Bay ("the Y") has delivered innovative programs and services that address pressing social needs in Alameda and West Contra Costa Counties. Building on over a century of youth development work, we deliver specialized programs designed to help children and teens learn positive values and behaviors, explore their unique talents and interests, foster connections and strengthen bonds with family, and realize their potential.

The YMCA of the East Bay supports over 40,000 children, teens, adults and seniors, addressing a range of complex, contemporary family and community needs through its many service sites, including 9 membership and program centers, 45 child care sites, 3 resident camps, and more than 30 extension sites.

M. Robinson Baker YMCA (West Oakland)	Hilltop Family YMCA (Richmond)
E. M. Downer Community YMCA (Richmond)	Tri Valley YMCA (Dublin)
Downtown Oakland YMCA	YMCA Camp Arroyo (Livermore)
Eastlake Community YMCA (East Oakland)	YMCA Camp Loma Mar (San Mateo County)
Eden Area YMCA (Hayward)	YMCA Camp Ravenscliff (Mendocino County)
Fremont Newark Family YMCA	

YOUTH DEVELOPMENT AT THE Y

Youth Development is the social-emotional, cognitive, and physical processes that all youth uniquely experience from birth to career. At the Y, we know that a successful development process fulfills children and teens' innate need to be loved, spiritually grounded, educated, competent, and healthy.

YMCA youth development programs offer a variety of unique learning opportunities that are designed to help kids and teens reach their fullest potential. Whether it's through youth sports, resident camp, swim lessons, preschool or afterschool, YMCA programs are structured to build self-esteem and bolster inner-resilience, promote critical-thinking and creative problem-solving, teach team work and communication, and to develop leadership qualities within all youth.



The Y. So Much More.

FISCAL RESPONSIBILITY, MANAGEMENT, & INFRASTRUCTURE

The Y's fiscal management system is directed by cause-driven leaders who embrace their roles as stewards charged with ensuring the Y has the financial resources required to accomplish its mission.

Financial Reserves

The Y has an annual operating budget of \$32 million and maintains significant cash reserves, \$2.1 million, allowing us to provide continuous operation of programs at multiple sites if there are delays in receivable. We have a credit line of \$1.9 million and a \$2.1 million balance available from our endowment. We have successfully operated through government shutdowns and extended delays due to budget impasses at the state or city level.

Fiscal Management

The Y's central fiscal infrastructure consists of a Senior Controller, Senior Accountant, and two full-time Staff Accountants dedicated to accounts payable, receivable and expenditure reporting. Our Payroll Coordinator ensures payroll is processed and staff paid by the deadline each period. The Y's internal-control environment includes staff training and supervision; segregation of duties; defined and clear controls over vendors, cash, capital assets, business-related expenses, corporate credit cards, investments; and monthly reconciliation of all bank accounts and balance-sheet accounts. Data systems accurately track and report transactions and are secured to avoid risk of loss or breach of privacy.

The board's audit and finance committees support fiduciary responsibility and promote fiscal stewardship. Financial status is accurately portrayed to the board, staff, donors, financial institutions, YMCA of the USA, and the public at all times. Staff provide accurate documentation and timely reports on fiscal activities, including reports to the board. Board members and committees review and approve all formal reports prior to submission/disclosure, including the IRS Form 990, annual reports, and audit. An annual independent audit is conducted to obtain an "unqualified opinion" on the accuracy of our financial statements.

EXHIBIT J
Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY

As set forth in Paragraph 11.4 of the Memorandum of Understanding between AGENCY and Oakland Unified School District ("OUSD"), this Agreement ("Agreement") allows for the employment of the EMPLOYEE, _____, for distinct and separate employment roles with OUSD and with AGENCY. These two employment positions do not overlap in duties, hours, or control by the respective employers, OUSD or AGENCY. As used in this Agreement, "Parties" means Employee, OUSD, and AGENCY.

1. **Employment Position.** OUSD shall provide Employee with a written document describing the position that Employee shall perform for OUSD. AGENCY shall provide Employee with a written document describing the position that Employee shall perform for AGENCY. None of the duties performed for either employer shall interfere or conflict with their responsibilities for the other employer.
2. **Hours of Work.** OUSD shall inform Employee of the hours of work for the OUSD employment position. AGENCY shall inform Employee of the hours of work for the AGENCY position. None of the work hours shall be overlapping. Employee shall not work any hours beyond the regular working hours for either OUSD or AGENCY unless express written approval is given by the Employer for whom the extra hours are being worked.
3. **Control & Supervision – OUSD Employment.** During the employment position and working hours performed for OUSD, EMPLOYEE will devote their full services to OUSD and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to OUSD. EMPLOYEE shall be supervised by designated OUSD personnel and OUSD will provide the information, tools, and equipment necessary for such employment. OUSD shall control all aspects of the employment relationship for the work performed for OUSD. EMPLOYEE shall not use the information, tools, or equipment of OUSD in performing the work for AGENCY, without OUSD's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. AGENCY shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's OUSD work hours.
4. **Control & Supervision – AGENCY Employment.** During the employment position and working hours performed for AGENCY, EMPLOYEE will devote their full services to AGENCY and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to AGENCY. EMPLOYEE shall be supervised by designated AGENCY personnel and AGENCY will provide the information, tools, and equipment necessary for such employment. AGENCY shall control all aspects of the employment relationship for the work performed for AGENCY. EMPLOYEE shall not use the information, tools, or equipment of AGENCY in performing the work for OUSD, without AGENCY's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. OUSD shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's AGENCY work hours.
5. **Workers Compensation Liability Insurance.** As required by California and federal law, each employer shall maintain workers compensation liability insurance for Employee's behalf for the employment position for which EMPLOYEE is employed by each of them.
6. **Wages.** OUSD is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the OUSD employment position. OUSD shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position, and AGENCY agrees to indemnify, defend, and hold harmless OUSD from any such claim. Similarly, AGENCY is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position. AGENCY shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the OUSD employment position, and OUSD agrees to indemnify, defend, and hold harmless OUSD from any such claim.
7. **No Joint Employer Relationship.** The Parties acknowledge and agree that it is not their intent to create any joint employer relationship and, instead, each employment relationship is separate and distinct as set forth in this Agreement. Notwithstanding, EMPLOYEE understands and agrees personnel information may be exchanged between OUSD and AGENCY.
8. **Termination.** Subject to any applicable employment laws, any Party may terminate this Agreement or any employment relationship created under this Agreement with two weeks written notice to the other Parties.

9. **Litigation.** This Agreement shall be performed in Oakland, California and is governed by the Laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
10. **Integration/Entire Agreement of Parties:** This Agreement and the Memorandum of Understanding between AGENCY and OUSD from which this Agreement stems, constitute the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by all Parties.
11. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
12. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
13. **Employment Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement or employment of EMPLOYEE until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to EMPLOYEE absent formal approval. This Agreement shall be deemed to be approved when it has been signed all Parties and employment of EMPLOYEE has been approved by the Governing Board.

OAKLAND UNIFIED SCHOOL DISTRICT

-
- President, Board of Education
 - Superintendent or Designee

Secretary, Board of Education

AGENCY

EMPLOYEE



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVES
FOR SOCIAL RESPONSIBILITY

(Revised)

June 29, 2017

Attention: Oakland Unified School District

This letter verifies that all YMCA of the East Bay employees, volunteers, and agents working in OUSD after school programs have fingerprint clearance through the Department of Justice and FBI, and also have TB clearance prior to working on OUSD school sites.

Sincerely,

Don Lau

Interim CEO YMCA of the East Bay



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2017-2018

Basic Directions

- Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.**
1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
 2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
 3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
 4. OUSD contract originator creates the requisition on IFAS.
 5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

Agency Information

Agency Name	YMCA of the East Bay			Agency's Contact Person	Don Lau
Street Address	2330 Broadway			Title	Interim Chief Executive Officer
City	Oakland			Telephone	(510) 813-5170
State	CA	Zip Code	94612	Email	DLau@ymcaeastbay.org
OUSD Vendor Number	V018151				
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input checked="" type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. (www.sam.gov/portal/public/Sam/)				

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	July 1, 2017	Date work will end	August 17, 2018	Total Contract Amount	\$ 87,119.00
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Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
6010	ASES	2041553401	5825	\$ 87,119.00	R0180330
			5825	\$	
			5825	\$	
			5825	\$	

OUSD Contract Originator Information

Name of OUSD Contact	Neha Ummat	Email	Neha.Ummat @ousd.org		
Telephone	510-874-6788	Fax	510-874-6790		
Site/Dept. Name	204/West Oakland Middle School	Enrollment Grades	6th	through	8th

Approval and Routing (in order of approval steps)

Services cannot be provided before the MOU is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			6/16/17
2. Resource Manager			6/28/17
3. Network Superintendent / Executive Director			7/1/17
4. Cabinet (SBO, CFO, CSO, Deputy Chief)			7/1/17
5. Board of Education or Superintendent			
Procurement	Date Received		

SAM Search Results
List of records matching your search for :

Search Term : ymca* of the* east* bay*
Record Status: Active

ENTITY YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE EAST BAY Status:Active

DUNS: 079073938 +4: CAGE Code: 4STB6 DoDAAC:

Expiration Date: Mar 20, 2018 Has Active Exclusion?: No Debt Subject to Offset?: No

Address: 2330 BROADWAY

City: OAKLAND

ZIP Code: 94612-2415

State/Province: CALIFORNIA

Country: UNITED STATES

Board Office Use: Legislative File Info.	
File ID Number	18-0730
Introduction Date	4/25/18
Enactment Number	
Enactment Date	



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Memo

To The Board of Education
From Kyla Johnson-Trammell, Superintendent

Board Meeting Date
(To be completed by Procurement)

Subject Memorandum of Understanding Amendment - 1
YMCA of the East Bay Oakland CA (contractor, City State)
204/West Oakland Middle School (site/department)

Action Requested Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and YMCA of the East Bay Services to be primarily provided to 204/West Oakland Middle School for the period of July 1, 2017 through August 17, 2018.

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

The After School Education and Safety (ASES) Program Grant funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe, constructive alternatives for students in kindergarten through ninth grade. An amendment is needed to provide additional hours of service for training to focus on Continuous Quality Improvement and Management TOT training to support training and expand Continuous Quality Improvement goals. To increase the training sessions for Building Intentional Communities training, adding new program offerings with My Other Brother to target high school/college/career readiness, leadership and civic responsibility, and to increase transportation to support visits to local colleges for My Other Brother program and Destination Promotion program.

Discussion
One paragraph summary of the amended scope of work.

Approval by the Board of Education of Amendment No. 1 to the Memorandum of Understanding between the District and YMCA of the East Bay, Oakland, CA, for the latter to provide additional hours of service for trainings focusing on Continuous Quality Improvement and Management TOT training to support training and expand Continuous Quality Improvement goals; increase the training sessions for Building Intentional Communities training, adding new program offerings with My Other Brother to target high school, college, career readiness, leadership and civic responsibility; and increase transportation to support visits to local colleges for My Other Brother program and Destination Promotion program for the After School Program at West Oakland Middle School for the period of July 1, 2017 through August 17, 2018, in the amount of \$8,326.00, increasing the agreement from \$87,119.00 to an amount not to exceed \$95,445.00. All other terms and conditions of the agreement remain in full force and effect.

Recommendation Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and YMCA of the East Bay Services to be primarily provided to 204/West Oakland Middle School for the period of July 1, 2017 through August 17, 2018.

Fiscal Impact Funding resource name (please spell out) 6010/After School Education and Safety (ASES) Grant not to exceed \$ 8,326.00

Attachments

- MOU Amendment
- Copy of original MOU



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.

Legislative File ID No. 18-0730

Department: 204/West Oakland Middle School

Vendor Name: YMCA of the East Bay

Contract Term: Start Date: 07/01/2017 End Date: 08/17/2018

Annual Cost: \$ 8,326.00

Approved by: Martha Pena

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

This organization has demonstrated experience and capacity serving in the after school lead agency role. This organization successfully met all requirements of OUSD's Lead Agency Request for Qualifications process and has been approved as a qualified lead agency partner by the OUSD Expanded Learning Office.

Summarize the services this Vendor will be providing.

This organization will provide comprehensive after school services for Oakland students, following the requirements set forth by OUSD and by the California Department of Education's ASES and/or 21st Century Community Learning Center grant programs. Daily after school services will include academic support, enrichment, and physical activity for students, as well as family engagement activities. This organization will work in close partnership with the host school site to align after school programming with the goals and priorities of the school's SPSA. This organization will also work in close partnership with the OUSD Expanded Learning Office to ensure the program meets attendance targets, fulfills compliance requirements, and achieves youth development quality standards.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

The California Department of Education allocates site-specific grant funding to OUSD schools. The lead agency partner works in collaboration with the school site administrator to complete an after school budget plan specifying the requested after school services and agreed upon cost of services. The final contract amount for the agency is approved by the school site administrator and by the OUSD Expanded Learning Office, once budget plans are approved for compliance and program plans meet CDE requirements. The lead agency leverages additional funding and in-kind resources to augment the contracted amount from OUSD to support high quality program implementation.

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

Board Office Use: Legislative File Info.	
File ID Number	18-0730
Introduction Date	
Enactment Number	
Enactment Date	



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

**AMENDMENT NO. 1 TO
MEMORANDUM OF UNDERSTANDING**

The Oakland Unified School District (OUSD) and YMCA of the East Bay (Agency) entered into a Memorandum of Understanding (MOU) on July 1, 2017. The parties agree to amend that Agreement as follows:

1. **Services:** The Funding Source has changed. The scope of work has changed. Additional Scope of Work Attached
If scope of work changed: Provide the revised scope of work including description of expected final results, such as services, materials, additional sites to receive services, additional duties, and/or reports; attach additional pages as necessary.
Agency agrees to provide the following amended services:

YMCA of the East Bay will provide additional hours of service for trainings focusing on Continuous Quality Improvement and Management TOT training to support training and expand Continuous Quality Improvement goals; increase the training sessions for Building Intentional Communities training, adding new program offerings with My Other Brother to target high school, college, career readiness, leadership and civic responsibility; and increase transportation to support visits to local colleges for My Other Brother program and Destination Promotion program for the After School Program at West Oakland Middle School.

2. **Terms (duration):** The term of the MOU is unchanged. The term of the MOU has changed.
If term is changed: The term of the MOU is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

3. **Compensation:** The compensation is unchanged. The compensation has changed.
If the compensation is changed: The MOU price is amended by:
 Increase of \$ 8,326.00 to original MOU amount – Funding Source: After School Education and Safety (ASES) Grant
 Decrease of \$ _____ to original MOU amount– Funding Source: _____

The New Cumulative Amount of ISA(s) is not to exceed: Ninety Five Thousand, Four Hundred Forty Five dollars (\$95,445.00).

4. **Remaining Provisions:** All other provisions of the MOU, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:** There are no prior amendments to this MOU. This MOU has previously been amended as follows:

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

6. **Approval:** This MOU is not effective and no payment shall be made to Agency until it is approved. Approval requires signature by the Board of Education, and/or the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

AGENCY

President, Board of Education _____ Date _____
 Superintendent _____

[Signature] _____ 7/27/18 _____
 Contractor Signature Date
President - CEO
 Print Name, Title

Secretary, Board of Education _____ Date _____

**OUSD After School Programs 2017-18
Scope of Work for ASES Grant Increase**

School Site: West Oakland Middle School Lead Agency Partner: YMCA of the East Bay

Additional ASES grant dollars are intended to be used for the following primary purposes:

- Increase after school staff pay rates
- Provide additional hours of Professional Development and prep time to after school program staff
- Pay for additional critical after school staff

Please complete the table below to describe how the additional ASES grant dollars will be utilized to support your after school program staff. This summary should match additional allocations added to your revised after school budget. Only complete the rows relevant for your program site.

Purpose	Description <i>(Describe how pay rates will be increased; indicate change in pay rate)</i>
Increase after school staff pay rates	
Provide additional hours of Professional Development and prep time to after school program staff	<i>(Describe additional hours and type of PD that will be provided to staff; and/or describe additional hours of prep time that will be given to staff)</i> <ul style="list-style-type: none"> • Increase of training hours to focus on Continuous Quality Improvement goals. • Management ToT training to support training and expand Continuous Quality Improvement goals.
Pay for additional critical after school staff	<i>(List additional positions that will be supported)</i>
Other	<i>(Describe; must be relevant direct service expenses)</i> <ul style="list-style-type: none"> • Increase in the number of training sessions for Building Intentional Communities training. • Contract Services with My Other Brother to target high school/college/career readiness, leadership and civic responsibility • Increase in transportation to support visits to local colleges for My Other Brother program and Destination Promotion program.

Principal Signature: MUNA Date: 9/13/17

Lead Agency Signature: [Signature] Date: 9/8/2017

2017-18 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 02.2017

Site Name:	West Oakland Middle School				
Site #:	*170				
Average # of students to be served daily (ADA):		%	ASES	OFCY Match Funds	Other Lead Agency Funds
TOTAL GRANT AWARD			114,615.51	85,000.00	0.00

CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL SUPPLIES

OUSD Indirect (5%)			5,457.88		
OUSD ASPO admin, evaluation, and training/technical assistance costs			7,141.15		
Custodial Staffing and Supplies at 3.5%			3,570.58		

TOTAL SITE ALLOCATION			98,445.90		
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CERTIFICATED PERSONNEL

1120	Quality Support Coach/Academic Liaison REQUIRED		2,500.00		
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)		0.00		
1120	Certificated Teacher Extended Contracts- ELL supports or ELA academic intervention (recommended for MS)				
	Total certificated		2,500.00		

CLASSIFIED PERSONNEL

2205	Site Coordinator (list here, if district employee)		0.00	0.00	0.00
2220	SSO (optional)		0.00		
			0.00		
	Total classified		0.00	0.00	0.00

BENEFITS

3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%)		500.00		
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)		0.00		
3000's	Employee Benefits for Salaried Employees (benefits at 42%)		0.00		
3000's	Lead Agency benefits (rate: 25%)			11,500.00	12,470.00

	Total benefits		500.00	11,500.00	12,470.00	0.00
BOOKS AND SUPPLIES						
4310	Supplies (OUSD only, except for Summer Supplemental)		0.00			0.00
4310	Curriculum (OUSD only)		0.00			0.00
5829	Field Trips			1,000.00		0.00
4420	Equipment (OUSD only)		0.00			0.00
	Bus tickets for students			600.00		
	District professional development on district PD days (Bridging the Bay conference, Youth Work Methods trainings)			500.00		
	Work Cell Phone			171.85	328.15	
	Travel/Transportation			977.46	500.00	
	Program Supplies				2,098.43	
	Instructional Supplies			500.00	2,000.00	
	Special Events/Family Engagement				2,830.00	
	Total books and supplies		0.00	3,749.31	7,756.58	0.00

CONTRACTED SERVICES

5825	Site Coordinator (list here if CBO staff)		0.00	0.00		
5825	Literacy academic instructors (required for ES)					
5825	Math academic instructors (required for ES)		0.00	0.00		
5825	Enrichment Facilitators			0.00		
5825	Be the Change BIC Workshop & Classroom Coaching 250 per session x 8 sessions Including classroom coaching using YPQA observation tool			1,000.00	1,000.00	
5825	College/career readiness facilitator (recommended for MS)- Cal State East Bay- My Other Brother & Destination Promotion program to support high school/college readiness, leadership and civic responsibility			2,000.00		
5825	Management ToT training to support training of staff and expand Continuous Quality Improvement goals.			1,500.00		
5825	Mental Health consultant (optional)		0.00			
5825	Staff time to participate in Continuous Quality Improvement trainings and meetings (required) 5 staff X 15 per hour x 30 hours			3,282.00		
5825	WOMS Site Coordinator 100% 1 (FTE)				48,000.00	
5825	YMCA Director of Youth & Family Programs 6% FTE				4,200.00	
5825	6 Program Instructor staff X Total Hours 792 X Hourly Rate \$14.00 (Includes Prep Time)			66,528.00		
5825	YMCA Youth Development Coordinator (Training, Coaching & Support) 14% (FTE)			3,150.00	3,150.00	
	Total services		0.00	77,460.00	56,350.00	0.00

IN-KIND DIRECT SERVICES

YMCA Meetings & Training Space					10,000.00
YMCA Director of Youth & Family Programs 10% FTE					7,000.00
YMCA Incentives & Camp Scholarships (Youth)					4,162.64
YMCA Staff Memberships					5,000.00
Total value of in-kind direct services					26,162.64

LEAD AGENCY ADMINISTRATIVE COSTS

Lead Agency admin (4% max of total contracted \$)			2,736.59		0.00
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SUBTOTALS

Subtotals DIRECT SERVICE	###	4,713.88	92,709.31	76,576.58	26,162.64
Subtotals Admin/Indirect	###	14,455.73	2,736.59	8,423.42	0.00

LS



Total budgeted per column		19,169.61	95,445.90	85,000.00	26,162.64
Total BUDGETED	###	114,615.51		85,000.00	26,162.64
BALANCE remaining to allocate		0.00		0.00	
TOTAL GRANT AWARD/ALLOCATION TO SITE		114,615.51		85,000.00	

ASES MATCH REQUIREMENT:

ASES requires a 3:1 match for every grant award dollar awarded.

Total Match amount required for this grant:	38,205.17
Facilities count toward 25% of this match requirement:	9,551.29
Remaining match amount required:	28,653.88
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	0.00
Total Match amount left to meet:	28,653.88

Required Signatures for Budget Approval:

Principal:	
Lead Agency:	



MEMORANDUM OF UNDERSTANDING 2017-2018
AMENDMENT ROUTING FORM

Basic Directions

Services beyond the original MOU cannot be provided until the amendment has been fully approved and the Purchase Order amount, if applicable, has been increased by Procurement.

1. Agency and OUSD contract originator reach agreement on modification to original MOU.
2. Agency and OUSD contract originator complete an MOU amendment together.
3. If the MOU total amount has increased, OUSD contract originator creates new requisition.
4. OUSD contract originator submits amendment packet for approval within two weeks of creating the requisition.

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

The Legal Department must review and approve all amendments that do not use the OUSD template MOU Amendment form.

Agency Information

Agency Name	YMCA of the East Bay		Agency's Contact Person	Don Lau	
Street Address	2330 Broadway		Title	Interim CEO	
City	Oakland	State	CA	Telephone	510-813-5170
Zip Code	94612	OUSD Vendor Number	V018151	Email	DLau@ymcaeastbay.org

- Attachments**
- MOU amendment – (Includes Routing Form and Board Memo)
 - Amended Scope of work (Not Required if Amendment is only for a change in the funding source)
 - If additional consultants will be working on site, attach agency letter verifying additional consultants have met the Fingerprinting/Background Investigation and have a negative tuberculosis status.

Compensation - Must be within OUSD Billing Guidelines

Original MOU Amount	\$ 87,119.00	Original PO Number	P1801870
Amended MOU Amount	\$ 8,326.00	New Requisition Number	R0183584
New Total MOU Amount	\$ 95,445.00		

Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount
6010	ASES Grant	2041553401	5825	\$ 8,326.00
			5825	
			5825	
			5825	

OUSD Contract Originator Information

Name of OUSD Contact	Neha Ummat	Email	Neha.Ummat@ousd.org	
Telephone	510-874-6788	Fax	510-874-6790	
Site/Dept. Name	204/West Oakland Middle School			

Approval and Routing (in order of approval steps)

Additional services above original MOU amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement. Signing this document affirms that to your knowledge additional services were not provided before the amendment was approved.

- OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List <https://www.sam.gov>

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			
2. Resource Manager, if applicable			3-28-18
3. Network or Regional Executive Officer			3-29-18
4. Cabinet (Chief / Deputy Chief)			
5. Superintendent or Board of Education			
Legal – Required if not standard MOU Amendment			
Procurement	Date Received		