

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	25-0972
Introduction Date	5/14/25
Enactment Number	25-0642
Enactment Date	5/14/2025 CJH



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

# Board Cover Memorandum

**To** Board of Education

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

**Meeting Date** May 14, 2025

**Subject** Summer Programming Addendum No. 3, Expanded Learning Programs After School Program Master Contract 2022-2025 with Oakland Kids First

**Ask of the Board** ☒ Approve Summer Programming Addendum  
☐ Ratify Amendment

**Description of the Changes**

(What are the changes? Why are they needed?)

On June 29, 2022, the District and Oakland Kids First entered into an Expanded Learning Programs After School Program Master Contract 2022-2025 for vendor to serve as lead agency for program coordination, academic intervention, homework support, student supervision and a variety of enrichment services for Castlemont High School. That Master Contract requires that, if summer services are to be added, a separate Scope of Work be submitted reflecting the summer scope, summer budget, and any changes in location as to summer services.

This Summer Programming Addendum is being submitted to name the one school site where vendor will provide summer services for the summer of 2025 (Castlemont High School), as well as to increase the Master Contract not-to-exceed amount by \$27,486.00 to cover the cost of summer services as this location.

**Change to Not-To-Exceed Amount & Funding Source(s), If Any**

Increasing not-to-exceed amount by \$27,486.00 to a new not-to-exceed amount of \$1,554,069.60.

Resource 4124 – 21<sup>st</sup> Century Program in the amount of \$790,986.00; Resource 2600 – Expanded Learning Opportunities Program in the amount of \$600,000.00; Resource 3225 – Elementary and Secondary School

Emergency Relief III Program in the amount of \$163,083.60

**Attachment(s)**

- Summer Programming Addendum No. 3, Expanded Learning Programs After School Program Master Contract 2022-2025
- Summer Programming Addendum No. 2, Expanded Learning Programs After School Program Master Contract 2022-2025, Enactment 24-0956
- Summer Programming Addendum No. 1, Expanded Learning Programs After School Program Master Contract 2022-2025, Enactment No. 23-0978
- Expanded Learning Programs After School Program Master Contract 2022-2025, Enactment No. 22-1293
- Request for Proposal 21-104ASP and Vendor Bid Materials

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

**SUMMER PROGRAMMING ADDENDUM  
TO EXPANDED LEARNING PROGRAMS  
AFTER SCHOOL PROGRAM MASTER CONTRACT 2022-2025  
BETWEEN OAKLAND UNIFIED SCHOOL DISTRICT AND  
\_\_\_\_\_Oakland Kids First\_\_\_\_\_**

**ADDENDUM NO. 3, FOR SUMMER 2025**

This Addendum No. 3, for Summer 2025 supplements the Master Contract 2022-2025 (Contract) between Oakland Unified School District (OUSD) and Oakland Kids First (Contractor) entered into on June 29, 2022 (OUSD Enactment No. 22-1293). All terms in the aforementioned Contract remain unchanged, and Contractor remains obligated to provide all services described therein. The parties agree to supplement that Contract as follows:

**1. Summer Program Sites, Days, Hours, Grades Served**

Contractor shall offer programming during Summer 2025, Monday through Friday, every regular summer school day, at the sites, dates, hours, and grade levels provided here:

Site Name	Date Range	No. Days	Hours of Operation	Grade Levels Served
Castlemont High School	6/9/25-7/3/25	18	8:30 am -2:30 pm	8-12

**2. Summer Program Components/Scope of Work**

The services to be provided during the above-referenced time period are described in the scopes of work attached as Exhibit A. There shall be a scope of work for each site. These services will be performed in accordance with any COVID-19-related federal, state, and/or local orders, and Contractor shall immediately follow all OUSD directives regarding health and safety protocols. In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.

**3. Compensation**

Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education summer programming grant funds, and subject to grant funding levels, the award amount (21st Century Supplemental grant, Summer ESSERS, and/or ELOP - Expanded Learning Opportunities Program grants) for Contractor are as follows:

Site Name	Award Amount
Castlemont High School	\$27,486.00
<b>Total Award Amount</b>	<b>\$27,486.00</b>

- 4. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** Contractor certifies to the best of his/her/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, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

- 5. Approval:** Approval requires signature by the Board of Education and/or the Superintendent as its designee. This Addendum shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

This Addendum and all future addendums, amendments and supplements to the Contract may be executed in one or more counterparts, all of which shall constitute one and the same Contract. Any counterpart may be executed and delivered by facsimile or other electronic signature (including portable document format) by either of the parties and, notwithstanding any statute or regulations to the contrary (including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom), the counterpart shall legally bind the signing party and the receiving party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received. This section constitutes a waiver by each party of the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom.

**OAKLAND UNIFIED SCHOOL DISTRICT**

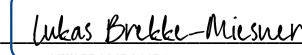

5/15/2025

X President, Board of Education

Date

☐ Superintendent☐ Chief or Deputy Chief**CONTRACTOR**

Signed by:



4/7/2025

Contractor Signature

Date

Lukas Brekke-Miesner, Executive Director

Print Name, Title





Secretary, Board of Education

5/15/2025

Date

Form approved by OUSD General Counsel's Office for 2024-2025 FY

FOR OUSD PURPOSES ONLY – The following information is not part of the Addendum.

**Alignment with Single Plan for Student Achievement – SPSA (required if using State or Federal Funds)**

Please select:

- ☐ **Action Item included in Board Approved SPSA** (no additional documentation required)—Item Number: \_\_\_\_\_
- ☐ **Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
- Relevant page of SPSA 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.
  - Meeting announcement for meeting in which the SPSA modification was approved.
  - Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
  - Sign-in sheet for meeting in which the SPSA modification was approved.

## **EXHIBIT "A" SCOPE OF WORK**

[ATTACH BUDGET TOOL AND EXPANDED LEARNING OPPORTUNITY PROGRAM PLANNING TOOL FOR EACH SITE]

# OUSD Expanded Learning Summer Program Plan

## Full Document - 2025

Section 1: Summer Program Snapshot							
<b>Campus Site:</b>	Castlemont High	<b>Summer Principal:</b>	Samantha Odom	<b>Model</b>	Independent	<b>Grades Served:</b>	8-12
<b>Lead Agency Name:</b>	Oakland Kids First	<b>Site Coordinator:</b>	Rosario Diaz	<b>Target Summer (ADA) Average Daily Attendance:</b>	50	<b>Student Start Date</b>	6/9/2025
<b>Official Summer Learning Program Name</b>	Castlemont 2025 Summer					<b>Student End Date</b>	7/3/2025

Section 2: Lead Agency Assurances:	
	<b>Please review and initial each item and sign below.</b>
<input checked="" type="checkbox"/>	I understand that my agency's contracted summer funds are based on the above-average daily attendance target number. I understand that my program should strive for 85% of this attendance target by the end of the first week of the 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.
<input checked="" type="checkbox"/>	I understand that I am required to input my actual attendance numbers into the attendance system <i>daily</i> during the summer program. I will cross-check signatures on my daily sign-in/out sheets with numbers inputted to ensure that the numbers match up and are accurately report my summer attendance data. I understand that the OUSD Expanded Learning Office will carefully review my daily attendance numbers over the summer program.
<input checked="" type="checkbox"/>	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 30 <sup>th</sup> 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.
<input checked="" type="checkbox"/>	I understand that OUSD's state and 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.
<input checked="" type="checkbox"/>	I understand that the summer program supported by ELO-P must operate for 9 hours total daily. Your program hours will depend on your collaboration with the school. All students must be off-site by 5:30 pm. We also understand that this may shift due to current county health and safety guidelines.
<input checked="" type="checkbox"/>	I understand OUSD Summer Programs are intended to be free programs for unduplicated students.
<input checked="" type="checkbox"/>	I understand that I am required to turn in my program schedule, field trip schedule, program calendar and staff directory on May 9th, 2025
<input checked="" type="checkbox"/>	<b>Name and Signature of Summer Lead Agency Director: Sabaa Shoraka</b>

### Section 3: Summer Program Description

Please describe your program in 275 word or less. Include what makes your program unique, any themes, examples of activities and anything else that gives a full picture of a student's experience. *(This should be similar or the same as what you submit for enrollment to families.)*

Students will have the opportunity to get to know the campus via scavenger hunt, the Knight Way, teachers, staff and supportive services.. Students will have the opportunity to build community with their peers.

### Section 4: Summer Program Recruitment and Retention Strategies and Timeline

Briefly describe your anticipated summer program student recruitment and retention activities for January - April.

We will be working with the recruitment team to attend feeder school presentations, We will be hosting school tours with feeder schools.

I have completed the recruitment one-pager and disseminated it to the feeder schools. (Or focal schools if you are independent)



Have you set up a recruitment and enrollment discussion with the Summer Recruitment manager at your site?



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

The **proposed** date of my parent orientation is:

6/6/2025

**Section 5: Summer Staff Information (As much as is known at this time)**

To promote continuity between OUSD after-school and summer programs and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs. Please list the name(s) of line staff you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a minimum 1:20 adult-to-student ratio 1-12th grade 10:1 for TK-1st grade).

Summer staff must meet the minimum staff qualifications according to the grant 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 integrated 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**. You will be required to give our office a directory of staff in May.

Site coordinator	Email	Phone Number
Rosario Diaz	rosario@kidsfirstoakland.org	510255-1795
Agency Director	Email	Phone Number
Sabaa Shoraka	Sabaa@kidsfirstoakland.org	510-224-4089

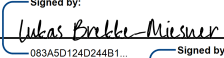

**Section 6: Facilities**

Plan with your site administrator which rooms and outside spaces your summer program will use Monday - Friday from 8:30 - 5:30.

All summer facility requests must be completed by **March 17th**, through [Facilitron](#). Rooms not reserved by the 17th, may not be available for summer programming.

Indoors		Outdoors
Number of classrooms		Common Spaces
4		Farm/Fablab
		Media Center
		Cafeteria

**For off-site programs**, please add the address where the summer program will be held.

Signature of Summer Lead Agency Director	Signed by:  083A5D124D244B1...	4/7/2025
Signature of Summer Hub Site Principal	Signed by:  82D5D36628E9465...	4/8/2025

# GRANT FUNDED SUMMER BUDGET PLANNING SPREADSHEET


TK-12 2025

<b>Site Name:</b> Castlemont High <b>Site #:</b> 679 <b>Lead Agency:</b> Oakland Kids First <b># of summer students (ADA):</b> 50 <b># of summer program days:</b> 18 <b>Total Grant Funds:</b> 27486.0			
<b>TOTAL CONTRACTED FUNDS</b>		<b>Grant Funds for Lead Agency</b>	<b>Lead Agency In-Kind Contributions</b>
		<b>27486.0</b>	<b>109119.53</b>
4310	Supplies (can be purchased by lead agency for summer supplemental programming)		
4310	Curriculum		
5829	Field Trips (fees, supplies)		
	Transportation		\$3,000.00
	Entry fees for field trips	\$2,800.00	
	Snacks	\$1,300.40	
	Incentives		
	Culminating Event supplies		
	<b>Total books and supplies</b>	<b>\$4,100.40</b>	<b>\$3,000.00</b>
5825	Site Coordinator (Rosario		\$8,076.00
	Program Assistant (# of staff X total hours X hourly rate, including prep and training		
5825	Program Staff (1 of staff X 240 total hours X 39.42)		\$9,460.80
5825	Enrichment Facilitators (1 of staff X 55 total hours X 35)	\$1,925.00	
	Subcontractors (please list each specific subcontracting		\$9,900.00
5825	Professional Development		
5825	Employee benefits	\$212.00	\$3,682.73

5825	Youth Intern Stipends (13.2 x \$1400)	\$18,500.00	\$75,000.00
5825			
	Total services	\$20,637.00	\$106,119.53
	Total value of in-kind direct services	\$0.00	\$0.00
	<b>Subtotals DIRECT SERVICE</b>	<b>\$24,737.40</b>	<b>\$109,119.53</b>
	<b>Allowable lead agency admin (at 10% of contracted funds or</b>	<b>\$2,748.60</b>	
	Total budgeted per column	\$27,486.00	\$109,119.53
	<b>BALANCE remaining to</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Required Signatures for Budget Approval:**

Lead Agency:

Signed by:  
  
 083A5D124D244B1...

Date: 4/7/2025

Board Office Use: Legislative File Info.	
File ID Number	24-1127
Introduction Date	5/22/24
Enactment Number	24-0956
Enactment Date	5/22/2024 os



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

# Board Cover Memorandum

**To** Board of Education

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

**Meeting Date** May 22, 2024

**Subject** Summer Programming Addendum No 2, Expanded Learning Programs After School Program Master Contract with Oakland Kids First

**Ask of the Board** ☒ Approve Summer Programming Addendum  
☐ Ratify Amendment

**Description of the Changes**  
(What are the changes? Why are they needed?)

On June 29, 2022, the District and Oakland Kids First entered into an Expanded Learning Programs After School Program Master Contract 2022-2025 for vendor to serve as lead agency for program coordination, academic intervention, homework support, student supervision and a variety of enrichment services at Castlemont High School. That Master Contract requires that, if summer services are to be added, a separate Scope of Work be submitted reflecting the summer scope, summer budget, and any changes in location as to summer services.

This Summer Programming Addendum is being submitted to name the school site where vendor will provide summer services for the summer of 2024 (Castlemont High School) and to increase the not-to-exceed amount by \$100,782.00 to cover the cost of summer services as this location

**Change to Not-To-Exceed Amount & Funding Source(s), If Any**

Increasing not-to-exceed amount by \$100,782.00 to a new not-to-exceed amount of \$1,526,583.60

Resource 4124 – 21st Century Program in the amount of \$763,500.00, Resource 2600 – Expanded Learning Opportunities Program in the amount of \$600,000.00, Resource 3225 – Elementary and Secondary School Emergency Relief III Program in the amount \$163,083.60



**Attachment(s)**

- Summer Programming Addendum No. 2, Expanded Learning Programs After School Program Master Contract 2022-2025
- Summer Programming Addendum No. 1, Expanded Learning Programs After School Program Master Contract 2022-2025, Enactment No. 23-0978
- Expanded Learning Programs After School Program Master Contract 2022-2025, Enactment No. 22-1293
- Request for Proposal 21-104ASP with Vendor Bid Materials

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**SUMMER PROGRAMMING ADDENDUM  
TO EXPANDED LEARNING PROGRAMS  
AFTER SCHOOL PROGRAM MASTER CONTRACT 2022-2025  
BETWEEN OAKLAND UNIFIED SCHOOL DISTRICT AND  
Oakland Kids First**

**ADDENDUM NO. 2, FOR SUMMER 2024**

This Addendum No. 2, for Summer 2024 supplements the Master Contract 2022-2025 (Contract) between Oakland Unified School District (OUSD) and Oakland Kids First (Contractor) entered into on June 29, 2022 (OUSD Enactment No. 22-1293). All terms in the aforementioned Contract remain unchanged, and Contractor remains obligated to provide all services described therein. The parties agree to supplement that Contract as follows:

**1. Summer Program Sites, Days, Hours, Grades Served**

Contractor shall offer programming during Summer 2024, Monday through Friday, every regular summer school day, at the sites, dates, hours, and grade levels provided here:

Site Name	Date Range	No. Days	Hours of Operation	Grade Levels Served
Castlemont High School	6/3/24 – 7/12/24	33	8:30 am – 2:30 pm	9-12

**2. Summer Program Components/Scope of Work**

The services to be provided during the above-referenced time period are described in the scopes of work attached as Exhibit A. There shall be a scope of work for each site. These services will be performed in accordance with any COVID-19-related federal, state, and/or local orders, and Contractor shall immediately follow all OUSD directives regarding health and safety protocols. In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.

**3. Compensation**

Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education summer programming grant funds, and subject to grant funding levels, the award amount (21st Century Supplemental grant, Summer ESSERS, and/or ELOP - Expanded Learning Opportunities Program grants) for Contractor are as follows:

Site Name	Award Amount
Castlemont High School	\$100,782.00
<b>Total Award Amount</b>	\$100,782.00

- 4. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** Contractor certifies to the best of his/her/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, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

- 5. Approval:** Approval requires signature by the Board of Education and/or the Superintendent as its designee. This Addendum shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

This Addendum and all future addendums, amendments and supplements to the Contract may be executed in one or more counterparts, all of which shall constitute one and the same Contract. Any counterpart may be executed and delivered by facsimile or other electronic signature (including portable document format) by either of the parties and, notwithstanding any statute or regulations to the contrary (including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom), the counterpart shall legally bind the signing party and the receiving party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received. This section constitutes a waiver by each party of the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom.

**OAKLAND UNIFIED SCHOOL DISTRICT**


X President, Board of Education

☐ Superintendent

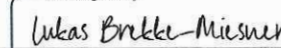
☐ Chief or Deputy Chief

5/23/2024

Date

**CONTRACTOR**

DocuSigned by:



Contractor Signature

4/22/2024

Date

Lukas Brekke Miesner, Executive Director

Print Name, Title



5/23/2024

Secretary, Board of Education

Date

Form approved by OUSD General Counsel's Office for 2023-2024 FY

FOR OUSD PURPOSES ONLY – The following information is not part of the Addendum.

**Alignment with Single Plan for Student Achievement – SPSA (required if using State or Federal Funds)**

Please select:

- ☐ **Action Item included in Board Approved SPSA** (no additional documentation required)–Item Number: \_\_\_\_\_
- ☐ **Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
- Relevant page of SPSA 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.
  - Meeting announcement for meeting in which the SPSA modification was approved.
  - Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
  - Sign-in sheet for meeting in which the SPSA modification was approved.

## **EXHIBIT "A" SCOPE OF WORK**

[ATTACH BUDGET TOOL AND EXPANDED LEARNING OPPORTUNITY PROGRAM PLANNING TOOL FOR EACH SITE]

# OUSD Expanded Learning Summer Program Plan

## Full Document - 2024

Section 1: Summer Program Snapshot							
<b>Campus Site:</b>	Castlemont High	<b>Summer Principal:</b>	Samantha Odom	<b>What model are you supporting?</b>	Collaborative	<b>Grades Served:</b>	9-12
<b>Lead Agency Name:</b>	Oakland Kids First	<b>Site Coordinator:</b>	Duke Ward	<b>Target Summer (ADA) Average Daily Attendance:</b>	100	<b>Student Start Date</b>	6/3/2024
<b>Official Summer Learning Program Name</b>	Castlemont 2024 Summer					<b>Student End Date</b>	7/12/2024

Section 2: Lead Agency Assurances:	
	<b>Please review and initial each item and sign below.</b>
<input checked="" type="checkbox"/>	I understand that my agency's contracted summer funds are based on the above-average daily attendance target number. I understand that my program should strive for 85% of this attendance target by the end of the first week of the 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.
<input checked="" type="checkbox"/>	I understand that I am required to input my actual attendance numbers into the attendance system <b>daily</b> during the summer program. I will cross-check signatures on my daily sign-in/out sheets with numbers inputted to ensure that the numbers match up and are accurately report my summer attendance data. I understand that the OUSD Expanded Learning Office will carefully review my daily attendance numbers over the summer program.
<input checked="" type="checkbox"/>	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 30 <sup>th</sup> 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.
<input checked="" type="checkbox"/>	I understand that OUSD's state and 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.
<input checked="" type="checkbox"/>	I understand that the summer program supported by ELO-P must operate for 9 hours total daily. Your program hours will depend on your collaboration with the school. All students must be off-site by 5:30 pm. We also understand that this may shift due to current county health and safety guidelines.
<input checked="" type="checkbox"/>	I understand OUSD Summer Programs are intended to be free programs for unduplicated students.
<input checked="" type="checkbox"/>	<b>Name and Signature of Summer Lead Agency Director: Sabaa Shoraka</b>

### 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 17th.

b. Please turn in a copy of your daily schedule detailing your full 9 hour program (Note: sites that are using the district led integrated model must include the morning academic program in the daily schedule you submit) by May 17th.

\* Please note that all programs will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), throughout the 9 hour day.

\* Please include staff prep and meeting times, and clean up/debrief times on your daily schedule.

### Section 4: Summer Program Recruitment and Retention Strategies and Timeline

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

We will be holding a summer internship fair on Wednesday March 20th, program manager and assisitant will make advisory presentations, we are will also be recruiting during the Fresh Friday events. . We will work with Worked Based Liaison and Pathway Director to also do targeted recruitment for students that can benefit from the program. To support with retention during the summer staff will do 1:1 checks with students who are absent and follow up with phone calls.

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

The date of my parent orientation is:

5/29/24 at 6-7:30pm

## Section 5: Summer Staff Information (As much as is known at this time)

To promote continuity between OUSD after-school and summer programs and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs. Please list the name(s) of line staff you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a minimum 1:20 adult-to-student ratio 1-12th grade 10:1 for TK-1st grade).

Summer staff must meet the minimum staff qualifications according to the grant 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 integrated 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	Email	Current Site:	Summer Teaching assignment(s) (Grade & subject, if known)	
Duke Ward	naderris@kidsfirstoakland.org	Castlemont		
Program Staff	Email	Current Site:	Summer Teaching assignment(s) (Grade & subject, if known)	
Arthur McDade IV	Arthur@kidsfirstoakland.org	Castlemont		
Rosario Diaz	Rosario@kidsfirstoakland.org	Castlemont		
Alejandra Astorga	Alejandra@kidsfirstoakland.org	Castlemont		
Esther Dixon	ester.dixon@ousd.org	Castlemont		
Cherry Arellano (partner)	cherryanne.arellano@gmail.com	Castlemont		
Greg Duggan (partner)	greg@mocha.org	Castlemont		



**Section 6: Facilities**

Plan with your site administrator which rooms and outside spaces your summer program will use Monday - Friday from 8:30 - 5:30.

All summer facility requests must be completed by **March 17th**, through **Facilitron**. Rooms not reserved by the 17th, may not be available for summer programming.

**Indoors (specify room numbers and spaces name)****Outdoors**

Room Number & Name of Space	# of students	Hours to be used		Room Number & Name of Space	# of students	Hours to be used
Farm	100	M-F 8:30-3:30pm				
Fablab	100	M-F 8:30-3:30pm				
Media Center	100	M-F 8:30-3:30pm				
Room 220	100	M-F 8:30-3:30pm				
Choir	100	M-F 8:30-3:30pm				
Bathrooms (courtyard, field bathroom)	100	M-F 8:30-3:30pm				

**For off-site programs**, please add the address where the summer program will be held.

YU - Culinary

**Signature of Summer Lead  
Agency Director**

DocuSigned by:

*Lukas Balle-Misner*

4/22/2024

**Signature of Summer Hub  
Site Principal**

DocuSigned by:

*Julie McAlmont*

4/22/2024

## GRANT FUNDED SUMMER BUDGET PLANNING SPREADSHEET

TK-12 2023

<b>Site Name:</b>	Castlemont 2024 Summer		
<b>Site #:</b>	600		
<b>Lead Agency</b>	Oakland Kids First		
<b># of summer students (ADA)</b>	100		
<b># of summer program days</b>	33		
<b>Total Grant Funds</b>	<b>100782.0</b>	<b>Grant Funds for Lead Agency</b>	<b>Lead Agency In-Kind Contributions</b>
<b>TOTAL CONTRACTED FUNDS</b>		<b>100782.0</b>	<b>\$0.00</b>
4310	Supplies (can be purchased by lead agency for summer supplemental programming)	\$7,000.00	
4310	Curriculum		
5829	Field Trips (fees, supplies)	\$13,000.00	
	Transportation		
	Entry fees for field trips		
	Snacks	\$4,800.00	
	Incentives		
	Culminating Event supplies	\$3,260.20	
Total books and supplies		<b>\$28,060.20</b>	<b>\$0.00</b>
5825	Site Coordinator: Na'Derris Ward (\$34.92*40*7 weeks)	\$11,231.00	
5825	Program Assistant (Rosario Diaz) (\$24.30*40hrs*7 weeks)		\$6,804.00
5825	Farm Manager, Arthur McDade IV, (\$32.50*40hrs*7 weeks)	\$9,100.00	
5825	Enrichment, Culinary Facilitator (80hr *\$35)	\$2,800.00	
5825	Enrichment Facilitator (62hrs*\$30) 1860		
5825	Subcontractors (Social Good Fund)	\$9,655.00	
5825	Professional Development	\$1,350.00	
5825	Employee benefits	\$978.60	\$5,698.00
5825	Youth Intern Stipends (\$1,400 per student*100 students)	\$46,000.00	\$94,000.00
Total services		<b>\$62,643.60</b>	<b>\$126,833.00</b>

Total value of in-kind direct services

\$0.00

\$0.00

**Subtotals DIRECT SERVICE**

**\$90,703.80**

**\$126,833.00**

**Allowable lead agency admin (at 10% of contracted funds or less)**

**\$10,078.20**

Total budgeted per column

**\$100,782.00**

**\$126,833.00**

**BALANCE remaining to allocate**

**\$0.00**

**-\$126,833.00**

Lead Agency:

DocuSigned by:  
*Lukas Bräke-Miesner*  
083A5D124D244B1

Date: 4/22/2024

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.



### **Mission Statement:**

Oakland Kids First (OKF) is a nonprofit in Oakland, CA with a mission to increase youth voice, leadership and power to create engaging and equitable public schools where all students learn and lead. OKF believes youth are the experts of their own experience, and are therefore equipped to evaluate, innovate and govern the institutions that are designed to serve them.

### **Background and History of the Organization:**

OKF has supported youth leadership development, student success in high school, and youth organizing for over 27 years. OKF programs have successfully built youth power; created school cultures that promote safety, belonging and engagement; and increased educational equity through policies, programs, and coalition partnerships that center the voices and priorities of low-income BIPOC Oakland students.

OKF was originally founded as a community coalition that organized and passed the Kids First! Initiative between 1995-96, which secured a percent of the city budget to fund services for children and youth in what is now the Oakland Fund for Children and Youth (OFCY). OKF evolved from a coalition into a nonprofit in 2002. Since then, we've trained and partnered with thousands of low-income BIPOC students, who have led successful educational equity and racial justice campaigns aimed at improving schools. OKF continues to amplify youth voice and activate youth power so that students in Oakland public high schools can identify and address challenges impacting their experiences in school. We remain committed to building student leadership skills, supporting positive youth development and healing through restorative justice practices, and amplifying youth messages or solutions to improve educational equity in Oakland.

### **Service Description:**

Oakland Kids First (OKF) works to ensure that OUSD high schools are places where youth and adults work in partnership to improve student learning, leadership, success in high school, and equity. Based on the challenges, needs, and opportunities in Oakland high schools, OKF works with youth organizers to come up with innovative solutions to improve school culture and academic resilience. Examples include organizing to save and sustain the district's free supper program that provides over 10,000 low-income students of color with access to free, hot, nutritious meals after school. OKF also partnered with youth leaders and an Oakland Youth Vote coalition to successfully pass the historic Measure QQ in November 2020, securing the right to vote for 16 and 17-year-olds in Oakland school board elections.

### **Programs:**

**1. Representing Educated Active Leaders Having A Righteous Dream (referred to as REAL HARD)** is an after school youth leadership and organizing program that engages 100 9th–12th grade leaders each year across five schools in positive school culture & climate formation. The REAL HARD program improves students' sense of belonging, connection to peers and caring adults, educational equity, engagement in learning, and skills related to campaign development and implementation.



REAL HARD is OKF's longest running youth program, and participants have successfully planned and implemented campaign wins that reach over 3,000 students at their campuses in efforts that improve school culture and climate. REAL HARD has ensured students feel a greater sense of safety and belonging on campus, while also inserting themselves into adult decision-making spaces to advocate for student needs. Across campuses in the past eight years, REAL HARD youth leaders developed strategies to uphold and institutionalize codes of respect, and integrate currency systems connected to school stores to incentivize and lift up positive school culture.

Going into the 2022-23 school year, REAL HARD will expand to five public high schools including Castlemont, Fremont, Oakland High, Oakland Tech and Skyline.

**2. Oakland Kids First serves as the Lead Agency for Castlemont High School's Knight Success and Knight Time Extended Day Programs** that serve over 400 youth annually and engage 120 students per day on average. Lead agency programs offer comprehensive college, career, and community readiness activities, work-based stipended learning opportunities, academic support, credit recovery, health and fitness, social-emotional learning and mental health support, after school enrichment, positive youth development, family engagement and literacy activities, as well as targeted programming for International and Newcomer students. OKF works with the school community and outside partners to ensure students are engaged in an extended day culture that meets their various academic, postsecondary readiness, health/wellness and enrichment needs.

**3. Youth Organizing Council (YOC)** is a cross-campus youth leadership and youth organizing training program that was established by OKF in 2018. YOC convenes 15 student leaders with previous program experience from each program site during the summer and each week during the school year. YOC offers intensive leadership development and youth organizing support to champion justice and educational equity for low-income, marginalized students in Oakland.

**4. OKF leads citywide efforts to build youth voting power** in Oakland by providing strategic leadership, capacity building, and fundraising for implementation of Measure QQ, while anchoring the Oakland Youth Vote (OYV) coalition and supporting the OYV Youth Core Leaders Committee.

Across programs and activities, OKF provides meaningful stipended opportunities for youth skill development, community-building, restorative justice, shared decision-making, youth participatory action research, and transformative civic engagement activities that improve culture and climate in Oakland schools.



Subcontractor Employee Name	Fingerprint Scan ATI #	Current TB Clearance Documentation on File and Date	IA Requirement Documentation on File	Sexual Harassment and Mandated Reporter
Alejandra Astorga	G338ASA845  12/4/19	X Yes <input type="checkbox"/> No 12/4/19	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No Mandated Reporter 10/22/22 Sexual Harassment 12/19/21
Rosario Diaz	B294DIR095  10/21/22	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No Mandated Reporter 10/25/22 Sexual Harassment 10/25/22
Arthur McDade	B025MCA781	X Yes <input type="checkbox"/> No  1/25/22	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No Mandated Reporter 2/16/22 Sexual Harassment 2/6/22
Hadiyah Owen	B247OWH728	09/03/2020	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No Mandated Reporter 12/22/22 Sexual Harassment
Sabaa Shoraka	B116SHS593	X Yes <input type="checkbox"/> No 9/11/21	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No Mandated Reporter <b>12/20/21</b> Sexual Harassment <b>12/22/21</b>
Clarence Thomas	B047THX287	X Yes <input type="checkbox"/> 02/19/23	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No
Na Derris Ward	F315WHN378	X Yes <input type="checkbox"/> No 04/28/22	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No Mandated Reporter 1/5/22 Sexual Harassment 1/4/22



*A - All of our employees that work at OUSD have passed fingerprint review by Department of Justice (DOJ) and FBI and TB Testing requirements.*

*B - ATI Numbers (from fingerprinting) will appear on all invoices submitted to OUSD.I.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/13/2023

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

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

<b>PRODUCER</b> Cook, Disharoon & Greathouse, Inc. 16 Bryson Drive  Sutter Creek CA 95685	<b>CONTACT NAME:</b> Lynda Reynolds-Brown <b>PHONE (A/C, No, Ext):</b> (510)437-1900 <b>FAX (A/C, No):</b> (510)437-1979 <b>E-MAIL ADDRESS:</b> lbrown@cdginsurance.com
<b>INSURED</b> Oakland Kids First 3700 E 12th Street Unit 3 Oakland CA 94601	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nonprofits Insurance Alliance <b>INSURER B:</b> State Compensation Ins. Fund <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** CL237316974**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		202313909	7/30/2023	7/30/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Liquor Liability Aggregate \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			202313909	7/30/2023	7/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		202313909UMB	7/30/2023	7/30/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	17475972023	8/15/2023	8/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Social Services Prof Liab			202313909	7/30/2023	7/30/2024	\$1,000,000 Each Claim \$2,000,000 AGG
A	Sexual Misconduct/Abuse Liab			202313909	7/30/2023	7/30/2024	\$1,000,000 Each Claim \$2,000,000 AGG

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

Per Acord guidelines, refer to 2nd page COMMENTS/REMARKS section for Additional Insured information.

Re: Vendor Service Agreement

**CERTIFICATE HOLDER**

ousdlegal@ousd.org

Oakland Unified School District  
Office of General Counsel  
1000 Broadway, Suite 440  
Oakland, CA 94607

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

L Reynolds-Brown/LB

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## COMMENTS/REMARKS

Oakland Unified School District is Additional Insured under General Liability per attached endorsement #CG2026 1219, when required in a written contract between the Named Insured and Additional Insured.

Insurance is Primary & Non-Contributory per attached endorsement NIAC E61 0219.

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED  
PRIMARY AND NON-CONTRIBUTORY  
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

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**SCHEDULE**

**Name of Person or Organization:**

**A. Section II – WHO IS AN INSURED** is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

**B. Section III – LIMITS OF INSURANCE** is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

**C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

**4. Other Insurance**

**a. Primary Insurance**

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

**b. Excess Insurance**

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
  - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
  - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
  - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
  - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
  - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
  - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
  - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

**c. Methods of Sharing**

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.



Board Office Use: <b>Legislative File Info.</b>	
File ID Number	23-1166
Introduction Date	5/24/23
Enactment Number	23-0978
Enactment Date	5/24/2023 os

## Board Cover Memorandum

**To** Board of Education

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

**Meeting Date** May 24, 2023

**Subject** Summer Programming Addendum to Expanded Learning Programs  
After School Program Master Contract 2022-2025 with Oakland Kids  
First

---

**Ask of the Board** ☒ Approve Summer Programming Addendum  
☐ Ratify Summer Programming Addendum

**Background and Recommendation** *On June 29, 2022, the District and Vendor entered into an Expanded Learning Programs After School Program Master Contract 2022-2025 for vendor to serve as lead agency for program coordination, academic intervention, homework support, student supervision and a variety of enrichment services at Castlemont High School. That Master Contract requires that, if summer services are to be added, a separate Scope of Work be submitted reflecting the summer scope, summer budget, and any changes in location as to summer services.*

*This Summer Programming Addendum is being submitted to name the school site where vendor will provide summer services for the summer of 2023 (Castlemont High School), as well as to increase the Master Contract not-to-exceed amount by \$62,301.60 to cover the cost of summer services as this location.*

**Term** Start Date: 7/1/2022 End Date: 7/31/2025

**Not-To-Exceed Amount** \$1,425,801.60

**Competitively  
Bid**

Yes

If the Service Agreement/Contract was not competitively bid and the not-to-exceed amount is more than \$99,100, list the exception(s) that applies (requires Legal review/approval and may require a resolution):  
Exception: Specialized services

**In-Kind  
Contributions**

*District staff monitor budgets and grant compliance requirements. District provides space for programs and Custodial Services.*

**Funding  
Source(s)**

*Resource 4124 – 21<sup>st</sup> Century Program in the amount of \$763,500.00, Resource 2600 – Expanded Learning Opportunities Program in the amount of \$600,000.00, Resource 3225 – Elementary and Secondary School Emergency Relief III Program in the amount \$62,301.60*

**Attachment(s)**

- Summer Programming Addendum No. 1 to Expanded Learning Programs After School Program Master Contract 2022-2025
- Summer Program Plan and Budget
- Original Master Contract, Enactment No. 22-1293
- Request for Proposal 21-104ASP and Vendor Bid Materials

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	23-1166
Introduction Date	5/24/23
Enactment Number	23-0978
Enactment Date	5/24/2023 os



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

**SUMMER PROGRAMMING ADDENDUM  
TO EXPANDED LEARNING PROGRAMS  
AFTER SCHOOL PROGRAM MASTER CONTRACT 2022-2025  
BETWEEN OAKLAND UNIFIED SCHOOL DISTRICT AND  
\_\_\_\_\_Oakland Kids First\_\_\_\_\_**

**ADDENDUM NO. 1, FOR SUMMER 2023**

This Addendum No. 1, for Summer 2023 supplements the Master Contract 2022-2025 (Contract) between Oakland Unified School District (OUSD) and \_\_\_\_\_Oakland Kids First\_\_\_\_\_ (Contractor) entered into on June 29, 2022 (OUSD Enactment No. 22-1293). All terms in the aforementioned Contract remain unchanged, and Contractor remains obligated to provide all services described therein. The parties agree to supplement that Contract as follows:

**1. Summer Program Sites, Days, Hours, Grades Served**

Contractor shall offer programming during Summer 2023, Monday through Friday, every regular summer school day, at the sites, dates, hours, and grade levels provided here:

Site Name	Date Range	No. Days	Hours of Operation	Grade Levels Served
Castlemont High	6/5/23 – 7/28/23	34	8:30 am – 2:30 pm	9-12

**2. Summer Program Components/Scope of Work**

The services to be provided during the above-referenced time period are described in the scopes of work attached as Exhibit A. There shall be a scope of work for each site. These services will be performed in accordance with any COVID-19-related federal, state, and/or local orders, and Contractor shall immediately follow all OUSD directives regarding health and safety protocols. In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.

**3. Compensation**

Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education summer programming grant funds, and subject to grant funding levels, the award amount (21st Century Supplemental grant, Summer ESSERS, and/or ELOP - Expanded Learning Opportunities Program grants) for Contractor are as follows:

Site Name	Award Amount
Castlemont High School	\$62,301.60
<b>Total Award Amount</b>	<b>\$62,301.60</b>

- 4. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** Contractor certifies to the best of his/her/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, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

- 5. Approval:** Approval requires signature by the Board of Education and/or the Superintendent as its designee. This Addendum shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

This Addendum and all future addendums, amendments and supplements to the Contract may be executed in one or more counterparts, all of which shall constitute one and the same Contract. Any counterpart may be executed and delivered by facsimile or other electronic signature (including portable document format) by either of the parties and, notwithstanding any statute or regulations to the contrary (including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom), the counterpart shall legally bind the signing party and the receiving party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received. This section constitutes a waiver by each party of the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom.

**OAKLAND UNIFIED SCHOOL DISTRICT**

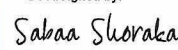

X President, Board of Education

5/25/2023

Date

☐ Superintendent☐ Chief or Deputy Chief**CONTRACTOR**

DocuSigned by:



84868866039F44E...

Contractor Signature

4/28/2023

Date

Sabaa Shoraka, Associate Director  
Print Name, Title





5/25/2023

Secretary, Board of Education

Date

Form approved by OUSD General Counsel's Office for 2022-2023 FY

FOR OUSD PURPOSES ONLY – The following information is not part of the Addendum.

**Alignment with Single Plan for Student Achievement – SPSA (required if using State or Federal Funds)**

Please select:

- ☐ **Action Item included in Board Approved SPSA** (no additional documentation required)–Item Number: \_\_\_\_\_
- ☐ **Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
- Relevant page of SPSA 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.
  - Meeting announcement for meeting in which the SPSA modification was approved.
  - Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
  - Sign-in sheet for meeting in which the SPSA modification was approved.

## **EXHIBIT "A" SCOPE OF WORK**

[ATTACH BUDGET TOOL AND EXPANDED LEARNING OPPORTUNITY PROGRAM PLANNING TOOL FOR EACH SITE]

# OUSD Expanded Learning Program Full Document

## - 2023

Section 1: Summer Program Snapshot							
Campus Site:	📍 Castlemont HS Summer Learning Program	Nikki Washington	Sabaa HSoraka	What model are you supporting?	📍 Collaborative	Grades Served:	📍 9-12
Lead Agency Name:	📍 Oakland Kids First	Site Coordinator:	Duke Ward	Target Summer (ADA) Average Daily Attendance:	📍 60	Student Start Date	📍 6/5/2023
Official Summer Learning Name	CastleWorks Summer Program					Student End Date	7/28/2023

Section 2: Lead Agency Assurances:	
<b>Please review and initial each item and sign below.</b>	
<input checked="" type="checkbox"/>	___ I understand that my agency's contracted summer funds are based on the above-average daily attendance target number. I understand that my program should strive for 85% of this attendance target by the end of the first week of the 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.
<input checked="" type="checkbox"/>	___ I understand that I am required to input my actual attendance numbers into the AERIES attendance system <i>daily</i> during the summer program. I will cross check signatures on my daily sign in/out sheets with numbers inputted into AERIES to ensure that the numbers match up and that AERIES 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.
<input checked="" type="checkbox"/>	___ 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 30 <sup>th</sup> 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.
<input checked="" type="checkbox"/>	___ I understand that OUSD's state and 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.
<input checked="" type="checkbox"/>	___ I understand that the summer program must operate for 9 hours total daily. Your program hours will depend on your collaboration with the school. All students must be off-site by 5:30 pm. We also understand that this may shift due to current county health and safety guidelines.
<input checked="" type="checkbox"/>	___ I understand OUSD Summer Programs are intended to be free programs.
<input checked="" type="checkbox"/>	<b>Name and Signature of Summer Lead Agency Director:</b>

### 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 17th.

b. Please turn in a copy of your daily schedule detailing your full 9 hour program (Note: sites that are using the district led integrated model must include the morning academic program in the daily schedule you submit) by May 17th.

\* Please note that all programs will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), throughout the 9 hour day.

\* Please include staff prep and meeting times, and clean up/debrief times on your daily schedule.

### Section 4: Summer Program Recruitment and Retention Strategies and Timeline

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

To support with recruitment, during April and May we will be hosting summer program fairs at Fridays during lunch, and presenting to advisories and pathway classes. We will work with Worked Based Liaison and Pathway Director to also do targeted recruitment for students that can benefit from the program. To support with retention during the summer staff will do 1:1 checks with students who are absent and follow up with phone calls.

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

The date of my parent orientation is:

6/9/2023

### Section 5: Summer Staff Information (As much as is known at this time)

To promote continuity between OUSD after school and summer programs, and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs. Please list the name(s) of line staff whom you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a maximum 1:20 adult to student ratio for 1st - 8th; 1:10 for TK-K

Summer staff must meet the minimum staff qualifications according to the grant 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.				
<b>Important Note:</b> Summer program staff in integrated 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 <b>no later than May 4th</b>				
<b>Site coordinator</b>	<b>Email</b>	<b>Current Site:</b>	<b>Summer Teaching assignment(s) (Grade &amp; subject, if known)</b>	
Na'Derris Ward	naderris@kidsfirstoakland.org	Castlemont	N/A	
<b>Line Staff</b>	<b>Email</b>	<b>Current Site:</b>	<b>Summer Teaching assignment(s) (Grade &amp; subject, if known)</b>	
Rosario Diaz	rosario@kidsfirstoakland.org	Castlemont		
Alejandra Astorga	reyna.montellano@ousd.org	Castlemont		
Juan Bucio	Juan.Bucio@ousd.org	Castlemont		

Section 6: Facilities						
Plan with your site administrator which rooms and outside spaces your summer program will use Monday - Friday from 8:30 - 5:30.						
All summer facility requests must be completed by <b>March 17th</b> , through <a href="#">Facilitron</a> . Rooms not reserved by the 17th, may not be available for summer programming.						
Indoors (specify room numbers and spaces name)			Outdoors			
Room Number & Name of Space	# of students	Hours to be used		Room Number & Name of Space	# of students	Hours to be used
FabLab	20	9:30-3pm		Garden and Farm	20	9:30-3pm
Piano Lab	20	9:30-3pm				
Media Center	20	9:30-3pm				

For off-site programs, please add the address where the summer program will be held.

# Section 7: Distance Learning Addendum

In the event schools must close for in-person instruction, describe how the program will adjust the curriculum to accommodate distance learning.

We are able to modify our curriculum to continue to hold program during shelter in place. We will need to purchase individual students material to support them to continue participating in program during distance learning.

Describe how the program will engage students virtually if in-person instruction is halted.

Students will engage by having own material at during distance learning, students will also engage in two-days a week of virtual programming.

Does the agency have the capacity to enroll students online?

Yes

How would the program recruit students with the shelter in place requirement?

We will recruit students through classroom presentations, social media and additional online resources.

Signature of Summer Lead Agency Director

DocuSigned by:

Sabaa Shoraka

4/28/2023

Signature of Summer Hub Site Principal

DocuSigned by:

Julie McAlmont

4/28/2023

# SUMMER 2023 BUDGET PLANNING SPREADSHEET

Site Name: Castlemont High			
Site #: 301			
Lead Agency Oakland Kids First			
# Of Summer Students 60			
# Of Summer Program Days 34			
Total Summer Funds 62301.6		Summer Funds for Lead Agency	Lead Agency In-Kind Contributions
TOTAL CONTRACTED FUNDS			
		62,301.60	0.00
BOOKS AND SUPPLIES			
4310	Supplies (can be purchased by lead agency for summer	1,500.00	4,100.00
4310	Curriculum		
5829	Field Trips (fees, supplies)	3,000.00	2,000.00
	Bus tickets for students		
	Rental bus for field trips	10,000.00	
	Snacks	1,500.00	3,000.00
	Incentives- Youth Stipends	40,071.44	39,928.56
	Family Night Supplies		
TOTAL BOOKS AND SUPPLIES		56,071.44	49,028.56
CONTRACTED SERVICES			
5825	Site Coordinator (list here if CBO staff)		11,166.67
5825	Program Assistant, Rosardio Diaz		7,040.00
5825			1,944.00
5825			1,800.00
5825	Contracted OUSD Summer Teachers		6,930.00
5825			4,440.00
5825	Professional Development		
5825	Employee benefits		4,429.64
Total Services		0.00	37,750.31
IN-KIND DIRECT SERVICES			

Total value of in-kind direct services

0.00

0.00

**SUBTOTALS**

**Subtotals DIRECT SERVICE**

**56,071.44**

**86,778.87**

**Allowable lead agency admin costs (at 4% of contracted**

**6,230.16**

**13,016.83**

**TOTALS**

**Total BUDGETED**

**62,301.60**

**99,795.70**

**BALANCE remaining to allocate**

**0.00**

**Required Signatures for Budget Approval:**

Principal:

DocuSigned by:  
*Julie McAlmont*  
393F68892CE0405...

4/28/2023

Lead Agency:

DocuSigned by:  
*Sabaa Shoraka*  
04DCBB6C399F44E...

4/28/2023





Board Office Use: <b>Legislative File Info.</b>	
File ID Number	22-1493
Introduction Date	6/29/22
Enactment Number	22-1293
Enactment Date	6/20/2022 er

## Board Cover Memorandum

**To** Board of Education

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

**Meeting Date** June 29, 2022

**Subject** Expanded Learning Programs After School Program Master Contract 2022-2025 with Oakland Kids First

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**Ask of the Board** XXApprove Services Agreement  
☐ Ratify Services Agreement

**Services** *Vendor will serve as lead agency for program coordination, academic intervention, homework support, student supervision and a variety of enrichment services, as described in the Master Contract, for one OUSD school site listed in Exhibit A.*

**Term** Start Date: 7/1/22 End Date: 7/31/25

**Not-To-Exceed Amount** \$1,363,500.00

**Competitively Bid** Yes

If the Service Agreement was not competitively bid and the not-to-exceed amount is more than \$96,700, list the exception(s) that applies (requires Legal review/approval and may require a resolution): [Exception]

**In-Kind Contributions** *District staff monitor budgets and grant compliance requirements. District provides space and Custodial Services for after school programs.*

**Funding Source(s)** *Resource 4124 – 21<sup>st</sup> Century Program in the amount of \$763,500.00; Resource 2600 – Expanded Learning Opportunities Program (ELO-P) in the amount of \$600,000.00*

**Background** *The general purpose of the 21st Century Community Learning Centers (21st*

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

*The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade. "Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.*

*This agency has demonstrated experience and capacity in serving in the after school lead agency role. This organization successfully met all of the requirements of OUSD's Request for Qualifications process for after school programs and has been approved as a qualified lead agency partner by the OUSD Expanded Learning Office. The school Principal and their team have selected this agency from a list of approved lead agency partners.*

**Attachment(s)**

- Expanded Learning Programs After School Program Master Contract 2022-2025 with Oakland Kids First
- Request for Proposal 21-104ASP and Vendor Bid Materials

**Expanded Learning Programs  
After School Program Master Contract 2022-2025  
Between Oakland Unified School District and  
Oakland Kids First**

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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 Oakland Kids First ("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 the OUSD school sites identified in the Scope of Work(s) to be incorporated into this MOU by reference. A summary of Agency after school programs to be offered during the school year ("SUMMARY") is attached hereto as Exhibit A. Summer programs will be selected through a Scope of Work at a later date, based on OUSD needs and site availability, and subject to Board approval. Identification of summer programs is anticipated in February of each year and after-school providers will be assigned to OUSD schools to facilitate summer programming.
2. **Scope of Work.** The Scope of Work consists of the approved Annual Budget Tool and Annual Expanded Learning Opportunity Program Planning Tool, templates of which are attached hereto as Exhibit B. There shall be a Scope of Work for each separate school site served by AGENCY. The term of the Scope of Work shall not exceed one year. OUSD and AGENCY shall ensure that a Scope of Work is executed for each identified school site no later than 30 days prior to the date on which services under that Scope of Work are scheduled to begin. By approving this Master Contract, and the Scope of Work templates and Summary attached hereto as Exhibits A and B, the OUSD Board of Education ("BOARD") delegates to the Executive Director of Community Schools and Student Services ("CSSS Executive Director") the authority to approve and amend individual Scopes of Work for after school programs during the school year without further Board action required. Any Scopes of Work or amendments that will exceed the approved amounts in the SUMMARY require Board approval.
3. These services will be funded by one or more of the following grants:
  - California Department of Education ("CDE") After School Education and Safety Program ("ASES")
  - US Department of Education 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)
  - US Department of Education 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens ("ASSETS")
  - Expanded Learning Opportunities - Programs ("ELO-P")
  - 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 ASES and 21<sup>st</sup> CCLC funds.
  - Private grants
4. **Term of MOU.** The term of this MOU shall be July 1, 2022, through July 31, 2025.
5. **Termination and Suspension.**
  - 5.1. **Termination for convenience by OUSD.** The BOARD may at any time terminate this MOU or any Scope of Work entered into pursuant to Section 2 of 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. The OUSD After Schools Program shall also annually review the AGENCY'S performance and bring recommendations to terminate the AGENCY to the Board.

- 5.2. **Termination for cause by OUSD.** In addition, OUSD may terminate this MOU or any Scope of Work entered for cause should AGENCY fail to perform any part of this MOU. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief or Deputy may issue the termination notice without approval by the BOARD, in which case this Agreement would terminate upon ratification of the termination by the BOARD or three (3) days after the notice was provided, whichever is later, unless the condition or violation ceases or satisfactory arrangements for the correction are made. 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 for the services through the end of the Term identified in Section 3.
- 5.3. In the event of termination or suspension, AGENCY must, upon request, follow all transition protocols and actively participate in the transition process, attend all transition meetings, promptly turn in all keys and key fobs, transfer custody of all records, and inventory of all after-school supplies.
- 5.4. **Suspension.** If OUSD, at its sole discretion, develops health and/or safety concerns related to the AGENCY's provision of services, then the CSSS Executive Director may, upon approval by OUSD legal counsel, issue a notice to AGENCY to suspend the Agreement or Scope of Work, in which case AGENCY shall stop providing services under the Agreement until further notice from OUSD. OUSD shall compensate AGENCY for services satisfactorily provided through the date of suspension. During the period of suspension, OUSD may procure services from another agency.
- 5.5. **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. In the event AGENCY ceases to provide required services prior to the end of the MOU term, 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 through the end of the Term identified in Section 4. 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.
6. **Compensation.** Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education after school grant funds and subject to grant funding levels, the ASSES, and 21st CCLC, and ELO-P grant award amount for the school sites listed above, funding projection is based on three year grant totals for each school site identified in Exhibit A. The three year not-to-exceed amount for this MOU is \$ 1,363,500.00. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:
- 6.1. **Total Compensation.** Subject to the provisions of 6.2 Positive Attendance and the provisions of 6.3 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. Funding will be contingent on CDE grant allocations. 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 training and in continuous quality improvement efforts.
- 6.2. **Positive Attendance.** Payment for services rendered related to the ASSES, 21st CCLC, ASSETS, and ELO-P grants shall be based on actual student attendance rates (\$10.18 a day per student through ASSES, 21st CCLC, ASSETS and ELO-P.), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$10.18

a day for ASES, 21st CCLC, ASSETS, and ELO-P per student. Documentation of attendance must be submitted through the OUSD's Aeries student information system in order for invoices for payment of services for the ASES, 21st CCLC, ASSETS, and ELO-P grants to be processed. Attendance is due by the 10th day of the following month. In the event that any school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), and AGENCY provides programming remotely pursuant to Section 7.4.5 of this MOU, AGENCY shall calculate attendance based on student participation in AGENCY's remote programming.

- 6.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on a quarterly review of monthly invoices and attendance for services rendered related to the ASES, 21ST CCLC (Core Grant), ASSETS, and ELO-P 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 an 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.
- 6.2.2. **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 6.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 6.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall ASEP and 21<sup>st</sup> Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.
- 6.4. **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 ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASES and 21<sup>st</sup> 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 ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P 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 ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P programs.
- 6.5. **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 each school year during the Term of this Agreement and will not exceed the budget reflected in Exhibit B for each Scope of Work.
- 6.6. **Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD and AGENCY, 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.

**6.7. Program Fees.** The intent of the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P 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. The fee structure must be identified within the Scope of Work approved by both parties prior to charging any program fees. AGENCY shall provide the OUSD After School Programs Office with additional documentation upon request, to ensure grant compliance. Programs that charge program fees will waive or reduce these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge fees if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care. Any site receiving 21<sup>st</sup> Century Community Learning Center (CCLC) and ASSETS must report all fees collected (i.e.- registration fees, family fees, application fees, etc.) to OUSD After-School Program Office for CDE reporting.

7. **Services.** AGENCY will serve as lead agency at the OUSD school sites identified in the annual Scope of Work , will be responsible for operations and management of the ASES, 21<sup>st</sup> CCLC, ASSETS, ELO-P, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2022-2023 through 2024-2025. This shall include the following required activities:

7.1. **Student Outcomes.** AGENCY shall achieve the student outcomes as described in the grant application narrative and articulated in documents from the program evaluation team, both of which are incorporated herein. 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.

7.1.1. **Alignment with Single Plan for Student Achievement (“Site Plan”).** AGENCY will ensure the after school program aligns with objectives of OUSD and OUSD school sites identified in the “School Site List and Annual Grant Amounts” attached hereto as Exhibit A which are designed to ensure the success of students as articulated in the Site Plan(s). AGENCY will work in partnership with the school principal(s) to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

7.1.2. **Alignment with LCAP.** AGENCY will ensure the after-school program aligns with objectives LCAP Goal 2: Focal student groups demonstrate accelerated growth to close our equity gap and should be supportive of other LCAP goals, as identified in the Annual Expanded Learning Opportunity Program Planning Tool within the Scope of Work.

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

- beginning of year self-assessment using Truth, Hope, Change, Curiosity tool
- planning with data (using self-assessment and other program data as available)

- development of quality action plan with SMART goals for program improvement
- progress check for program quality e.g. quality coaching

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

Agency staff (Site Coordinators and other agency staff) are also required to participate in any OUSD sponsored CQI training provided by the OUSD After School Programs Office.

- 7.2.**Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASES and 21<sup>st</sup> CCLC and ASSETS, and ELO-P 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.
- 7.3.**Enrollment.** At each OUSD school site identified in the “School Site List and Annual Grant Amounts” attached hereto as Exhibit A, and for which there is a Scope of Work, AGENCY will enroll sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

#### 7.4.**Program Requirements**

- 7.4.1. **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. ELO-P funding can be used to support intercession programming and before-school care.
- 7.4.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2022–2023 through the 2024-2025 school years. AGENCY will close the ASES, 21<sup>st</sup> CCLC and ASSETS, and ELO-P program(s) no more than a maximum of 3 days in each of the 2022-2023 through the 2024-2025 school years for staff professional development, as permitted by Education Code. Programs that receive 21<sup>st</sup> CCLC Supplemental or ELO-P 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.
- 7.4.3. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P grants for students identified at each of the schools listed in the “School Site List and Annual Grant Amounts” attached hereto Exhibit A. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines understanding that:
- **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 if summer program is provided.

- **Family Literacy Services.** 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 all schools site receiving Equitable Access funding to support full access to program components.
- **Supplemental and Summer Services.** In all programs receiving 21<sup>st</sup> CCLC Supplemental and/or ELO-P 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. If summer services will be added, a separate Scope of Work will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.
- **Elementary and 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 Elementary and Middle School Sports Release of Liability and Assumption of Risk prior to participation. The Elementary and Middle School Sports Release of Liability and Assumption of Risk template will be provided to the AGENCY by OUSD prior to the beginning of each school year.

7.4.3.1. Super Snacks/Snack/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:

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

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

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

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

7.4.3.1.5. Provide annual training to AGENCY.

7.4.3.2. Each AGENCY participating in the Nutrition Services super snack/snacks/supper/beverage program shall:

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

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

7.4.3.2.3. Ensure meal count is accurate;



- 7.4.3.2.4. Submit completed MPW to cafeteria staff by the next business day;
- 7.4.3.2.5. Return leftovers to the cafeteria;
- 7.4.3.2.6. Ensure that only students are served and receive food from the program;
- 7.4.3.2.7. Ensure that meals are not removed from campus
- 7.4.3.2.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination
- 7.4.3.3. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.
  - 7.4.3.3.1. MPW not completed and submitted by the next business day;
  - 7.4.3.3.2. Super Snacks and Snacks are ordered and not picked up
- 7.4.3.4. In addition to any applicable liability associated with audit findings. AGENCY will be charged OUSD's current meal costs that OUSD is unable to claim due to AGENCY's failure to comply with program requirements: The current costs for the 2021-2022 school year are below; these amounts may change throughout the life of the agreement.
  - 7.4.3.4.1. Super Snack: \$3.66
  - 7.4.3.4.2. Supper: \$3.66
- 7.4.3.5. 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.
- 7.4.3.6. In accordance with guidance provided by the California Department of Education, in the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), OUSD may fulfill its above-described obligations to provide after-school meals, snacks, and/or beverages through a "grab-and-go" meal distribution program, in which case AGENCY shall not be responsible for distributing after-school meals, snacks, and/or beverages.
- 7.4.4. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20 for elementary, middle, and high school programs, with no more than 20 youth for each qualified, adult staff supervisor. TK-K programs must operate on a 1:10 staff to youth ratio.
- 7.4.5. **Remote Provision of Services.** In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.
- 7.5.**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:
  - 7.5.1. **Accountability Reports.** AGENCY will provide OUSD with the following set of program accountability reports:
    - Financial reports
    - Activity reports
    - Outcomes reports: behavioral and academic

- Staff Qualifications

7.5.2. **Attendance Reports.** AGENCY will provide OUSD with attendance reports using the OUSD/OFCY attendance systems and maintain 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 following the termination of this Agreement for auditing purposes.

7.5.3. **Use of Enrollment Process.** AGENCY will use OUSD online and paper After School Program Parent Permission packet, including early release waiver, for all after-school participants. Forms will be provided to AGENCY by OUSD prior to the beginning of each school year. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUS enrollment packet, in advance of distribution.

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

7.6. **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(s) to complete and/or update and submit an annual after school safety plan(s) by mid-October each year which aligns with and is part of each 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.

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

7.7.1. 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 OUSD's incident reporting email address identified in the Incident and Injury Reporting and Crisis Response Protocols 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.

7.8. **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.

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

- Administration, faculty, and staff of each school site covered by this MOU (Exhibit A)
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth

- Community organizations and public agencies

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

7.11. **Loss of Standing as Qualified Organization:** Failure to ensure MOU requirements are fulfilled may result in loss of good standing as a qualified organization and/or termination of the partnership.

## 8. **Field Trip Policy. FIELD TRIPS, OFF-SITE EVENTS, AND OFF-SITE ACTIVITIES:**

8.1. AGENCY shall provide each Site Administrator and the OUSD Expanded Learning Office with a schedule of all after-school program field trips and/or off-site events and/or off-site activities, on a template to be provided by OUSD, 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.

8.2. All field trips and off-site events/activities must be approved in advance by OUSD; AGENCY representatives, including staff and subcontractors, may not take students off-site for events, activities, and field trips without OUSD's approval. AGENCY shall submit OUSD's Field Trip request form to the after school site coordinator, agency director, and site administrator to seek approval. AGENCY shall comply with OUSD policy and regulations regarding Field Trips.

If AGENCY becomes aware of an unauthorized field trip or off-site activity/event prior to the trip taking place, AGENCY shall cancel the trip/activity and notify the family, site leader, and OUSD Expanded Learning Office. Nothing in the preceding sentence shall be construed as requiring reporting to families, site leaders, or OUSD Expanded Learning Office when it is prohibited by law.

If AGENCY becomes aware of an unauthorized field trip or off-site activity/event after the trip/activity has taken place, AGENCY shall immediately terminate the AGENCY staff or subcontractor organizing the trip, and notify the family, site leader, and OUSD Expanded Learning Office. Nothing in the preceding sentence shall be construed as requiring reporting to families, site leaders, or OUSD Expanded Learning Office when it is prohibited by law.

8.3. AGENCY hereby certifies that after-school and any summer program staff and/or subcontractors will comply with OUSD board policy and regulations, and the procedures in Sections 8.3, 8.4, 8.5, and 8.6, for all field trips, off-site events and off-site activities.

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

8.3.1.1. a full description of the trip and scheduled activities

8.3.1.2. student/adult participant health information

8.3.2. **"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.”

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

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

8.3.5. After school and summer program staff or subcontractors leading the trip shall have a sufficient first aid kit in their 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.

8.3.6. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of the trip and any needed revisions to the 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 the physician’s instructions.

8.3.7. **Supervision**

8.3.7.1. AGENCY Executive Director must review and approve the supervision plan.

8.3.7.2. Trip as structured is appropriate to age, grade level, and course of study.

8.3.7.3. 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 the 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.

8.3.7.4. 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.

8.3.7.5. 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.

8.3.7.6. 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).

8.3.8. **Transportation Requirements:** The AGENCY after-school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY’s own equipment, contract to provide transportation, or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians’ written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation

arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 per occurrence/\$2,000,000 aggregate 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.

8.3.9. 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.

8.3.10. Vendor is licensed to provide all proposed activities.

8.3.11. 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.)

#### **8.4. Additional Requirements for High Risk, Overnight, or Out of State Trips:**

##### **8.4.1. Definition of High-Risk Activities**

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

- Amusement Parks
- Interscholastic Athletic Activities
- Bicycle riding
- Circus Arts
- Hiking (Moderate to rigorous terrain or length) vs short nature "walks"
- Hang gliding
- Horseback riding
- Ice Skating
- In-line or Roller Skating
- Rock climbing, climbing walls
- Skateboarding or use of non-motorized scooters
- Snow sports of any kind
- Trampoline; Jumpers
- Motorcycling

- Rodeo
- Target Shooting
- Water Activities including but not limited to: swimming, snorkeling, scuba diving, sailing, boating, kayaking, river rafting, water slides, water skiing etc.
- Outdoor active, experiential programs (Ropes course, pulley, etc.)
- Other activities determined by the school principal to have a high risk to student safety

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

8.4.1.3. 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.

8.4.2. 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.

8.4.3. 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 is negative shall thereafter be required to take a tuberculosis test every four years or sooner if deemed necessary by AGENCY.

8.4.4. 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 the trip to discuss trip and safety-related procedures, itinerary and questions.

8.4.5. Sleeping arrangements and night supervision are safe and appropriate.

8.4.6. **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

#### **8.5.Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading**

8.5.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.

8.5.2. 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 ratios and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

#### **8.5.3. Swimming Activities**

8.5.3.1. 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 the trip and a tracking system is designed to ensure they do not enter the pool or swim area.

8.5.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after-school program staff before the trip is scheduled.

8.5.3.3. 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.

8.5.3.4. 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.

8.5.3.5. 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.

8.5.3.6. 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.

8.5.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.

8.5.3.8. Staff and chaperones assigned to supervise students must wear swimsuits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.

8.5.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.

8.5.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

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

8.6.1. 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 OUSD Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver, on a form to be provided by the OUSD to AGENCY prior to the beginning of each school year, 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

8.6.2. 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.

8.7. In the event that a field trip cannot proceed as planned for any reason (including but not limited to the closure of the field trip destination in response to COVID-19), AGENCY shall provide alternative programming to students (including remote programming, in the event that the school site at which AGENCY has agreed to provide programming is closed).

9. **Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASES, 21st CCLC, ASSETS, & ELO-P grant funds contracted to AGENCY by OUSD for the fiscal year 2021-2022. AGENCY will function as a sub-recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub-recipient guidelines for the federal 21<sup>st</sup> Century Community Learning

Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

9.1.**Accounting Records.** AGENCY will maintain its accounting records based upon the principles of fund accounting.

9.2.**Disputes.** AGENCY shall make all records related to ASES, 21ST CCLC, ASSETS, and ELO-P 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.

## 10. Invoicing

10.1. **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.

10.2. **Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using ASES, 21<sup>st</sup> Century Core Grant, 21<sup>st</sup> Century Direct Access, or 21<sup>st</sup> Century Family Literacy funds.

10.3. **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, to be provided by OUSD to AGENCY prior to the beginning of each school year, for regular invoice submission.

10.4. **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 C)**

10.5. **Submission of Invoices for ASES, 21<sup>st</sup> Century, and ELO-P Grants.** For services rendered related to the ASES, 21<sup>st</sup> CCLC, ASSETS, ELO-P grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASES, 21<sup>ST</sup> CCLC, ASSETS, and ELO-P grants, with a cumulative total for 2022-2025 not to exceed the amount identified in Section 6, and in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10<sup>th</sup> of each month to the OUSD Expanded Learning Office via Salesforce Community invoicing tool. AGENCY will also submit the required OUSD invoicing and staff qualifications form via the Salesforce Community. 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.

11. **Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASES, 21<sup>st</sup> CCLC, ASSETS, and ELO-P 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.

## 12. Changes

- 12.1. **Agency Changes.** AGENCY may, at any time, request in writing changes to the Scope of Work. . 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 request 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 an amended Scope of Work and signed by OUSD prior to AGENCY's implementation of such changes; changes that increase the proposed budget may require prior approval by the BOARD.
- 12.2. **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 2022-2023 through the 2024-2025 fiscal years to reflect additional changes resulting from such legislation.

## 13. Conduct of Consultant

- 13.1. **Staff Requirements.** AGENCY must comply with all Federal and State employment and labor laws. AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:
- 13.1.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense Mandated Reporter training equivalent to that set forth in California Education Code section 44691(b) to all AGENCY agents at least annually within their first month working with OUSD students and comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.
- 13.1.2. **Tuberculosis Screening.** AGENCY agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within the prior 60 days. If tuberculosis risk factors are identified, AGENCY agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the AGENCY agent shall obtain an x-ray of the lungs. At his/her discretion, AGENCY agent may choose to submit to the examination instead of the risk assessment.
- 13.1.3. **Fingerprinting of Agents.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.

- 13.1.4. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalent and one of the following: (a) an AA degree; or completion of 48-semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on-site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching, and preparation time to enable staff and agent performance to meet the goals of the ASES/21<sup>st</sup> Century after-school grant program and provide a safe and secure program.
- 13.2. **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests, the removal of any AGENCY related persons, employees, representatives, or agents from the 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.
- 13.3. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit F 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 a 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.
- 13.4. **Drug-Free / Smoke-Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees, and or subcontractors.
- 13.5. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).

**13.6. Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance, and participation in after-school programs. In order to have 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. AGENCY employees shall undergo training around appropriate interactions with students in child development setting.

**13.7. Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after-school programs that support a positive school climate.

**14. 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 or 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.

**15. Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance and shall require each subcontractor to do the same:

**15.1. 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 / \$2,000,000 aggregate.

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

**15.3. 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 ensured 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 commences under this MOU. If at any time said policies of insurance lapse or become canceled, OUSD may immediately terminate this agreement. 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 D).

16. **Legal Notices.** All legal notices provided for under this MOU shall be sent via email to the email address set forth below, or personally delivered during normal business hours, or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other PARTY at the address set forth below.

**OUSD**

Name: Martha Pena  
Site/Dept: 922/Community Schools & Student Services  
Address: 1000 Broadway, Suite 150  
City, ST Zip: Oakland, CA 94607  
Phone: 510-879-2457  
Email: martha.pena@ousd.org

**AGENCY**

Name: Lukas Brekke-Miesner  
Title: Executive Director  
Address: 3700 E. 12th Street, Ste 3  
City, ST Zip: Oakland, CA 94601  
Phone: 510-418-2070  
Email: lukas@kidsfirstoakland.org

Notice shall be effective when received if personally served or emailed or, if mailed, three days after mailing. Either PARTY must give written notice of a change of mailing address or email.

17. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
18. **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.
19. **Program Books and Supplies.** Supplies can be purchased by OUSD and by the Lead Agency. A Lead Agency cannot exceed \$2,500 in supply purchases. Supplies to be used in both the school day and after-school program must be jointly funded, with a maximum of 50% applied to ASES/21st. All supplies purchased with grant funding are and remain the property of OUSD and must remain at the site.
20. **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, verifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/>

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

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

**OAKLAND UNIFIED SCHOOL DISTRICT**

850.44 6/30/2022  
\_\_\_\_\_  
☒ President, Board of Education Date

☐ State Administrator

☐ Superintendent

*[Signature]* 6/30/2022  
\_\_\_\_\_  
Secretary, Date  
Board of Education

DocuSigned by:  
Sandra Aguilera 6/3/2022  
\_\_\_\_\_  
Executive Director Date  
Community Schools and Student Services Dept.

DocuSigned by:  
Sandra Aguilera 6/3/2022  
\_\_\_\_\_  
Chief Academic Officer Date  
Continuous School Improvement

**AGENCY**

DocuSigned by:  
Lukas Brekke-Miesner E.D. 6/3/2022  
\_\_\_\_\_  
Agency Signature Date

Lukas Brekke-Miesner, Executive Director  
Print Name, Title

**Attachments:**

- **Exhibit A.** School Site List and Annual Grant Amounts
- **Exhibit B.** Scope of Work Template and Budget Tool Template
- **Exhibit C.** Procedure for Invoicing & Attendance
- **Exhibit D.** Certificates of Insurance
- **Exhibit E.** Statement of Qualifications
- **Exhibit F.** Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY

Legislative File ID: 22-1493

*MOU template approved by OUSD Office of the General Counsel May 2022*

Exhibit A  
Schools Sites Supported Under this Agreement and Annual Grant Amounts  
After School Programs (Not Summer School)

After-School Sites:

School Site Name:	Projected After-School Enrollment Numbers:	Projected Three Year Grant:
Castlemont High	178	\$1,363,500.00
	Total:	\$1,363,500.00

## Exhibit B

### Blank Template of PPT and Budget Tool

# INSERT HERE



## 22-23 OUSD Expanded Learning Programs -After-School Program

### ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2022-2023

#### ASES, 21st Century, and ELO-P After-School Program Plan

@

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION			
School Site Name:	<input type="text"/>	School Type:	<input type="checkbox"/> Elementary (TK-5) <input type="checkbox"/> Elementary/Middle (TK-8) <input type="checkbox"/> Middle (6-8) <input type="checkbox"/> High School (9-12) <input type="checkbox"/> - Alternative High School <input type="checkbox"/> - Continuation High School <input type="checkbox"/> - Comprehensive High School
CDS Code: (This is a 14-digit code, search <a href="#">here</a> )	<input type="text"/>	Expanded Learning Lead Agency:	<input type="text"/>
Principal Name:	<input type="text"/>	Principal Signature and date:	<input type="text"/>
Lead Agency Signatory Name:	<input type="text"/>	Lead Agency Signature and date:	<input type="text"/>
Executive Director, Community Schools & Student Services:	<input type="text"/>	Executive Director, CSSS Signature and date:	<input type="text"/>

SECTION 2: PROGRAM OPERATIONS Average Daily Attendance, Program Dates, Minimum Days & Enrollment	
To be compliant with grant requirements, the after-school program must commence immediately upon the conclusion of the regular day, operate a minimum of 15 hours/week, and be open until at least 6:00 pm on every school day for elementary and middle schools (EC 8483). Programs are required to operate all 180 days of the school year. Programs must begin to operate on the first day of school and run until the last day of school.	
Projected daily attendance for 2022-2023 school year program.	<input type="text"/>
Program Operations for the 2022-2023 school year. First Day: August 8, 2022 Last Day: May 25, 2023	
UPDATED ED CODE:	Per CDE Education Code Section 8483.7(c) allows programs to closed for a <b>maximum of 3 days during a calendar year (not a school year)</b> for staff development. Families and school site personnel must be notified of these program closure dates in advance, and the lead agency must maintain and upload documentation of professional development activities offered on these dates, including training agenda and staff sign-in sheets. <b>This should be uploaded no later than 5 business days after the closure day.</b>
Identify the three days (if any) your program plans to close this year for PD. The program must be open all other days of the school year. (Updates for any date changes are due September 2022). 1st: <input type="text"/> 2nd: <input type="text"/> 3rd: <input type="text"/>	
<b>Minimum Days.</b> When a school holds minimum days, the after-school program is required to begin as soon as the school day ends, and execute programming until 6:00 pm. Minimum days have a significant impact on after-school staff and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming. <b>There is an expectation already established for the 36 weekly minimum days, however, if the school is planning on more than these and 10 extra days for report card conferencing you should discuss how the staffing fees for these extra days will be funded in partnership with the school day.</b>	
Projected Number of Minimum Days for School Year 2022-2023: <input type="text"/>	
Please note that the grants from CDE do not increase funding for minimum days. If the school adds additional minimum days beyond the projected number above, the school-site should help identify additional funds to support these additional hours of programs?	



SECTION 3a: PROGRAM MODEL. Average Daily Attendance, Program Dates, Minimum Days & Enrollment		
Which of the following program models will your site operate as for 2022-2023? <a href="#">(If you choose Extended Day, please explain why using this link.)</a>		
Program Model:	Please only select <b>ONE</b> of the options below	
	<input type="checkbox"/> Traditional After-school	<input type="checkbox"/> Extended Program
	<input type="checkbox"/> Blended/Hybrid	
<u><b>Traditional After-School:</b></u> Voluntary program, open to all students, with enrollment priorities targeting certain students. <u><b>Extended Day Program:</b></u> After-school-program classes offered to an entire group of students from targeted grades and/or for all students of the school after the end of the regular bell schedule. (Note: extended day classes must not appear on the school bell schedule) <u><b>Blended/Hybrid:</b></u> A combination of some extended day and some traditional after-school programming. (If you are conducting a blended/hybrid program, please use the section below to explain your program model type.)	Which grade levels will be served by this program?	
	TK	<input type="checkbox"/>
	K	<input type="checkbox"/>
	1	<input type="checkbox"/>
	2	<input type="checkbox"/>
	3	<input type="checkbox"/>
	4	<input type="checkbox"/>
	5	<input type="checkbox"/>
	6	<input type="checkbox"/>
	7	<input type="checkbox"/>
	8	<input type="checkbox"/>
	9	<input type="checkbox"/>
	10	<input type="checkbox"/>
	11	<input type="checkbox"/>
	12	<input type="checkbox"/>

## ENROLLMENT PROCESS & TIMELINE

### Instructions:

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

### Please check the box below after completing the above instructions

☐ Enrollment Timeline has been uploaded to the Program Plan folder

Important dates to include in your timeline

**April - June:** Spring enrollment for 2022-2023 programs.

Families will be notified of 2022-2023 after-school enrollment before the **last day of school**, May 27, 2022.

After-school programs begin on the **first day of school** when enrollment is at a minimum 75% capacity.

**August - September:** new school year enrollment of families for remaining program slots.

The remaining program slots will be filled by **September 30, 2022**, except for slots reserved for transitional students (i.e., Homeless, foster youth; Newcomers) entering the program for the first time and/or mid-year

All programs must maintain **waitlists** for grades 7-12 after program slots are filled. There should be no waitlists for grades

TK-6 as funding is provided through ELO-P to eliminate waitlists for those grades.

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

**\*\*This may look different for High School and Continuation schools based on alternative schedules and intercession. Please include the items above that are applicable to your schedule and recruitment process. Describe how your school will identify and recruit students beginning of Spring 2022. Indicate how families will be notified of 2022-2023 enrollment before the last day of school.**

#### SECTION 3b: GOLDEN TICKET

##### Who can receive the Golden Ticket?

Per federal statute, California Education Code and Oakland Unified School District policy, any students identified by the OUSD Transitional Student and Family Unit can receive a *Golden Ticket*. Transitional students are by definition:

- Any OUSD student who is a homeless youth, as defined by the federal ***\*McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 1143a)***, who is in foster care, or is designated as an unaccompanied minor.
  
- Any OUSD student who identifies as a newcomer, refugee or as an asylee. ***\*Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.)***
  - Establishes the definition of homeless used by schools
  - Ensures that children and youth experiencing homelessness have immediate and equal access to public education
  - Provides for educational access, stability, and support to promote school success
  - Needed to address the unique barriers faced by many homeless students

#### SECTION 4: PROGRAM COMPONENTS (The descriptions below should reflect site's specific needs)

CDE requires that programs must provide a safe environment and include an **educational component** that provides tutoring and/or homework assistance; and an **educational enrichment** component, which may include, but not limited to STEAM, recreation, prevention and other Social Emotional Learning (SEL) activities (EC Section 8482.6); and provide opportunities for **physical activity**. (EC Section 8483.3[c][7]) The description below should reflect site-specific needs.

☐ I am aware of and will implement the required educational component listed above.

**Educational and Literacy Component** that includes tutoring/homework assistance in the core subject (language arts, math, history/social science etc) Make sure to include how you will integrate SIPPS (k-5) and/or Reading with Relevance (6-12).

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

**Respond Below:**

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

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

**Respond Below:**

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

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

**Respond Below:**

Physical Activity is other than recess that is structured and supervised with a warm-up, structured physical activities, and a cool down. (This should happen for all students in the program.)

☐

Please check here if you want to partner with Oakland Athletic League to provide organized sports in the **elementary** program.

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

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

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

**Respond Below:**

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

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

**Respond Below:**

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

a. **Make sure your program schedule includes:**

- i. **Any before care offered for TK- 6th grade**
- ii. **Class/Activity title i.e. African Dance, not just enrichment**
- iii. **Day and time offered**

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

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

#### Academic Alignment with School Day and [District Priorities](#)

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

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

#### [OUSD Student Learning Goals:](#)

- 1- All students build **relationships** to feel connected and engaged in learning
- 2- All students continuously grow towards meeting or exceeding standards in **English Language Arts**
- 3- All students continuously grow towards meeting or exceeding standards in **Math**
- 4- English Learner students continuously develop their language, reaching **English Fluency** in 6 years or less
- 5- All students grow a year or more in **Reading** each year
- 6- All Students graduate college-, career-, and community-ready

**How will the expanded learning program further these OUSD Learning Goals?** (Choose 2-3 to focus on for the 2022-23 School Year)

#### **Respond Below:**

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

To increase the effectiveness of a program, it is critical to engage in an ongoing continuous cycle of assessment, planning, and improvement. While the process should be carried out at the site level, documentation of this process should be submitted by the grantee.

This cycle of improvement revolves around twelve critical standards—the [Quality Standards for Expanded Learning in California](#)—which were developed in partnership between the California Department of Education's (CDE) After School Division and the California Afterschool Network (CAN) Quality Committee.

#### POINTS OF SERVICE Quality Standards & PROGRAMMATIC Quality Standards

Fill out this [Google Form](#) to identify where your program is with's quality standards. [Google Form](#)

#### **Resources:**

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

**PROGRAM SELF-ASSESSMENT TRUTH \* HOPE \* CHANGE \* CURIOSITY (TH3C)**

Indicate which stakeholders who participated in the Program Self-Assessment in 2021-2022

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

**TRUTH**

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

[Please use this template to help you identify your truth.](#)

**Respond Below:**

**HOPE**

Given what was shared in the **Truth** section, what is the vision for the program as identified by students, families, parents, staff, and site support team?

**Respond Below:**

**CHANGE**

What shifts are needed to realize the **Hope** identified above and what steps are needed to make those shifts happen? (ie: Program components, leadership, organizational management, or fiscal)

**Respond Below:**

**CURIOSITY**

What questions or inquiries need consideration when exploring the "shifts"? What supports or resources are needed to make the "shifts" happen?

**Respond Below:**

**CELEBRATE**

In terms of the current school year, what are some grows or glows (ie. small or big wins) that happened for the program?

**Respond Below:**

**Section 6: The Expanded Learning Opportunities Program (ELO-P)** provides funding for after-school and summer school enrichment programs for transitional kindergarten through sixth grade.

**\*\*\*High school programs do not need to complete this section.\*\*\***

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. The Legislature intends that expanded learning programs are pupil-centered, results-driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

**ELO-Program Elements:**

- Offer 9 Hours of Programming (School day hours count toward the 9 hours)
- Support TK-6th
- 175 school days & 30 days intersessions
- TK/K staff ratio 10:1
- Must offer the program to all students
- Parallel ASES Compliance Reporting
- Support [LCAP Goals](#)
- Support Unduplicated Students (UDS) - [CDE Definition](#) of UDS.
  - 2021-2022 School [Site UDS numbers](#)
- ELO-P funding **can not** be used to provide school day supports

**Expanded Learning Priorities**

- Offer Expanded Learning Programming to TK-K students
- Offer Expanded Learning Programming to **ALL** students (Prioritize targeted students - foster youth, unhoused, newcomer, etc)
- Integrated Academic and Enrichment based Summer Learning programming

**TK - Kinder Programming (10:1 student to Staff Ratio) - \$3,500/per student/per year****Please Indicate below which partner will support TK-K After-School Care:**☐ Expanded Learning Provider☐ OUSD School Staff☐ Early Childhood Staff**Program Information:**

	# Students Served by ExLO Provider (Minimum of 10 students)	X	\$3,500	Total:	\$0.00
	# Students Served by OUSD/ ECE staff	(OUSD staff paid based upon the current ET/OT contracted amount)			
	# Additional Staff				
	If a staff has been identified, please add their name(s):				
	# Additional Facilities (classrooms)				
Expanded Learning Program Hours:		Start Time:			
		End Time:			

List Activities Below:

*Please briefly describe which LCAP Goal(s) this program will support: [LCAP Metrics](#).***Provide Expanded Learning Opportunities for ALL unduplicated students - (20:1 student to Staff Ratio) - \$10.18/per child/per day****Please Indicate below which staff or partner will support increasing student enrollment:**☐ Expanded Learning Provider☐ OUSD School Staff**Program Information:**

	# Students on the waitlist (not funded through ASES or 21st CCLC)	x (\$10.18) x (180/days)	Total:	\$0.00
List Activities Below:				
<input type="checkbox"/>	Before School Care	<input type="checkbox"/> Other:		
<input type="checkbox"/>	OAL Sports			
<input type="checkbox"/>	RJ Program			
<input type="checkbox"/>				

*Please briefly describe which LCAP Goal(s) this program will support: [LCAP Metrics](#).*

Total Additional students (non ASES/21st)	
	Total TK-K
	Total Additional Students
0	Total Additional Students

(a) Plan with the school site administrator which rooms and outside spaces the expanded learning program will use Monday - Friday from the start of the program to 6. Make sure to include bathrooms and snack areas.

(b) Lead Agency Director, will go into [Facilitron website to complete facilities usage requests](#) no later than May 15, 2022. Visit Facilitron website at: [www.facilitron.com/dashboard/login](#)

\*NOTE: If using the school kitchen during the program, there needs to be an **additional approved Facilitron request**. A Nutritional Services (NS) staff member must supervise the proper use of the kitchen equipment and clean up afterward. Program using the kitchen will need to pay for the NS staff member's time during the kitchen use, similar to custodian services. The staff's hourly rate will determine the rate of pay.

[illegible]

In addition, choose up to 5 other dates the program will use space outside of normal program hours. This includes any Saturdays or intercession activities. Please specify which space will be needed (IE: showcases, events and family engagement). Be advised any additional dates/spaces used outside of these dates, the lead agency will be responsible for facilities cost.

Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	
Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	
Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	
Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	
Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	



## SECTION 8a: PROGRAM FEES

Will this expanded learning program charge program fees for 2022-2023

☐ Yes

☐ No

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

Principal	Lead Agency	ASSURANCES
		Our program <b>will not turn away</b> any eligible students from program participation due to the inability to pay program fees. We understand that the California Education Code prohibits program fees from being a barrier to program participation
		Our program will <b>communicate</b> in writing and verbally to parents/guardians that an eligible child will not be turned away from program participation due to the inability to pay.  Per CDE, our programs will communicate in writing and publically to parents/guardians program fee expectations in language parents can understand. <b>This should be included in your enrollment applications, posted in your school (publicly accessible), parent handbooks and any marketing materials. Ensure that all documentation is accessible to families. This means they should be translated into the major languages used by the families in your school.</b>
		Our program will publicize the <b>program fee structure</b> in written program materials for school leaders, parents/guardians, and/or community members (i.e. communication letter, meetings agenda, etc.).
		Our program shall not charge a fee to a family for a child if the program once notified that the child is a <b>homeless youth</b> , as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 1143.a), <b>or for a child who the program knows is in foster care</b> . Fees can not be charged to any unduplicated student.
		Our program will provide <b>receipts</b> to parents/guardians for each payment made.
		The lead agency will <b>manage funds</b> raised by program fees according to standard accounting practices and will provide quarterly Income Statements to the Principal and OUSD Expanded Learning Office detailing the amount collected from program fees and expenditures. This will be turned in quarterly.
		<b>The Use of Fees:</b> Any fees collected by programs shall be used for program activities, services for students, and program administrative costs. CDE guidance calls for all programs to "keep accurate records of fees collected, and fees should be tracked separately from the grant funds received." Keep documents in the event of an annual financial audit and/or Federal Program Monitoring (FPM). Families who receive free and reduced lunch should be prioritized for no cost program admission.

**SECTION 8b: PROGRAM FEES (Continued)**

<p>Describe how the school/program plans to collect program fees and who will be exempt from paying fees or receiving a reduced fee?</p>	
<p>Describe how all fees collected will be used for expanded learning programming.</p>	
<p>Describe how fees will be communicated to school leaders/school community.</p>	

**Instructions:**

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

Please check the box below after completing the above instructions

☐ **A copy of written evidence of the program fee materials/process (i.e. parent letters, parent handbook, etc. meeting with agenda/minutes) has been uploaded into the Program Plans folder**

# OUSD EXPANDED LEARNING PROGRAMS

## Partner Assurances & Agreements 2022–2023

<u>School Site</u>	
<u>Lead Agency</u>	<u>Date</u>
<u>Name of Expanded Learning Program</u>	<u>Expanded Learning Site Coordinator Name (if known at this time)</u>

Expanded Learning Safety and Emergency Planning

1. The 2022-2023 Comprehensive School Site Safety Plan includes the **Expanded Learning Emergency Plan**. The Site Administrator and the Expanded Learning Program (ExLO) Site Coordinator will update the Expanded Learning Emergency Plan annually by discussing and aligning plans and procedures for after school and school day safety, including emergency preparedness and crisis response.

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

<input type="checkbox"/>	The Site Administrator and ExLO Site Coordinator will meet at beginning of the school year to update the Expanded Learning Emergency Plan collaboratively.
<input type="checkbox"/>	Site will share the Comprehensive School Site Safety Plan with an expanded learning partner.
<input type="checkbox"/>	School day and expanded learning programs will coordinate emergency drill schedules & procedures (ie. earthquake, fire, and lockdown drills).
<input type="checkbox"/>	Expanded learning staff will participate in site-level faculty safety trainings.
<input type="checkbox"/>	School will provide expanded learning staff with access to disaster supplies and other resources in case there is an emergency after school.
<input type="checkbox"/>	Site Administrator and ExLO Site Coordinator will meet regularly to review expanded learning incidences and update safety plans as needed.
<input type="checkbox"/>	The completed Expanded Learning Emergency Plan will be submitted to the Expanded Learning Programs Office by 10/1/22.
<input type="checkbox"/>	Other:

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

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

Yes ☐  
No ☐

#### Facility Keys

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

Yes ☐ No ☐

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

#### Culture Keeper Staffing

Check One:

- ☐ Site will utilize expanded learning and/or school day funds to pay Extra-time/Over-time (ET/OT) for an ExLO Culture Keeper.
- ☐ Site does not need a Culture Keeper,
- ☐ Site does not have the resources to fund an ExLO Culture Keeper.

## 2022-23 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

Site Name:			ASES			21CCLC Core			21CCLC Equitable Access			ELOP		OFCY Match Funds	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds
Site #:			Resource 6010, Program 1553			Resource 4214, Program			Resource 4124, Program			Resource 2600, Program 1553					
Average # of students to be served daily (ADA):	0	%	OUSD	Lead Agency	%	OUSD	Lead Agency	%	OUSD	Lead Agency	%	OUSD	Lead Agency	Lead Agency	Lead Agency	OUSD	Lead Agency
<b>TOTAL GRANT AWARD</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>				<b>0.00</b>	<b>0.00</b>
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL,</b>																	
	OUSD Indirect (5.00%)		0.00			0.00			0.00			0.00					
	OUSD ASPO admin, evaluation, and training/technical assistance costs		0.00			0.00			0.00			0.00					
	Custodial Staffing and Supplies at 3.5%		0.00			0.00			0.00			0.00					
<b>TOTAL SITE ALLOCATION</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>					
<b>CERTIFICATED PERSONNEL</b>																	
1120	Quality Support Coach/Academic Liaison		0.00			0.00			0.00			0.00				0.00	
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)		0.00			0.00			0.00			0.00				0.00	
1120	Certificated Teacher Extended Contracts- ELL supports																
1120	Certificated Teacher Extended Contracts- math or ELA academic															0.00	
	Total certificated		<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>		0.00	0.00	0.00	<b>0.00</b>
<b>CLASSIFIED PERSONNEL</b>																	
2205	Site Coordinator (list here, if district employee)		0.00	0.00												0.00	0.00
2220	SSO (optional)		0.00			0.00			0.00							0.00	
			0.00														
			0.00														
	Total classified		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BENEFITS</b>																	
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24.5%)		0.00			0.00			0.00			0.00					
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 28%)		0.00			0.00			0.00			0.00					

3000's	Employee Benefits for Salaried Employees (benefits at 42%)		0.00		0.00		0.00		0.00		0.00					
3000's	Lead Agency benefits (rate: 25%)			0.00												
	Total benefits		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00

## BOOKS AND SUPPLIES

4310	Supplies (OUSD only, except for Summer Supplemental)		0.00											0.00	0.00
4310	Curriculum (OUSD only)		0.00											0.00	0.00
5829	Field Trips		0.00											0.00	0.00
4420	Equipment (OUSD only)		0.00											0.00	0.00
	Bus tickets for students														
	Professional Development for Site Staff			500.00											
	Total books and supplies		0.00	500.00		0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00

## CONTRACTED SERVICES

CONTINGENCY SERVICES																
5825	Site Coordinator (list here if CBO staff)		0.00	0.00												
5825	Academic instructors (List each staff position individually)															
5825	Enrichment Facilitators (List each staff position individually)															
5825	Subcontractors (please list each specific subcontracting agency)			0.00												
5825	STEM instructors															
5825	College/career readiness facilitator (recommended for MS)															
5825	Other Staff			0.00												
5825	Family Liaison (recommended for 21st Century sites)															
5825																
5825	Mental Health consultant (optional)		0.00													
5825	Staff time to participate in Continuous Quality Improvement process															
5825																
5825																
5825																
	Total services		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00

### IN-KIND DIRECT SERVICES

[illegible]





Exhibit C (1)



**PROCEDURE FOR INVOICING & ATTENDANCE**  
**Oakland Unified School District**  
**Comprehensive After School Programs**

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The following procedures are required in submitting invoices that utilize ELO-P, 21<sup>st</sup> Century and/or ASES funding:

- ◆ All ELO-P, 21<sup>st</sup> Century and/or ASES attendances and invoices must be submitted via the OUSD/Expanded Learning Salesforce Community.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency and individual contractors.
- ◆ All attendance must be entered into Aeries Student Information System and all copies of sign-in/sign-out sheets must be uploaded into the site's deliverable Google folder.
- ◆ 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 a number of hours worked and the 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 1<sup>st</sup> through the 30<sup>th</sup> or 31<sup>st</sup>.
- ◆ 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 and attendance for the month are due in the After School Programs Office no later than 5:00 p.m. on the 10<sup>th</sup> of the following month.
- ◆ **Invoices should be accompanied by one Invoicing and Staff Qualifications form per school site.**

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

## PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS OUSD CERTIFICATED TEACHERS

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

### Paying OUSD Certificated Employees (Teachers)

- ◆ Extended Contract teachers should submit a “Request for Extended Contract” form to After School Programs Office IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign Extended Contract & ALL Time Sheets
- ◆ Please be sure to submit ORIGINALS of all documents
- ◆ Please use only ONE SIDED Time Sheets
- ◆ Deliver to OUSD After School Programs Office — All ELO-P, 21<sup>st</sup> Century and/or ASES Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ **Union Contract rate for teachers on extended contracts is \$38.50/hr.**
- ◆ Once the Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.
- ◆ Timesheets should be submitted to the After School Programs Office no later than the last working day of any month for payment at the end of the following month.

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



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

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**The following procedures are required in submitting fiscal forms for Extended Time and/or Overtime (ET/OT) for OUSD classified employees utilizing ELO-P, 21<sup>st</sup> Century and/or ASES funding:**

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

- ◆ Complete Informed K-12 OUSD ET/OT Form
- ◆ All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- ◆ All Culture Keeper ET/OT forms must be submitted electronically to Culture Keeper Coordinator
- ◆ Any other ET/OT forms for 21<sup>st</sup> Century and ASES classified staff must be routed to school Principal, who should then route to After School Program Office. ET/OT forms must be delivered to the After School Programs Office no later than each classified payday for payment on the following payday.
- ◆ Rate varies depending on employee's hourly rate

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

Exhibit D

Certificates of Insurance and Additional Insured Endorsement

**INSERT HERE**



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/22/2021

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

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

<b>PRODUCER</b> Cook, Disharoon & Greathouse, Inc. 1942 Embarcadero  Oakland CA 94606		<b>CONTACT</b> NAME: Lynda Reynolds-Brown PHONE (A/C No. Ext): (510) 437-1900 FAX (A/C No.): (510) 437-1979 E-MAIL ADDRESS: lbrown@cdginsurance.com	
<b>INSURED</b> Oakland Kids First 2744 E. 11th Street Unit H08 Oakland CA 94601		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Nonprofits Insurance Alliance INSURER B: State Compensation Ins. Fund INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 35076	

**COVERAGES** **CERTIFICATE NUMBER:** CL2163014866 **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.

INS LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		202113909	7/30/2021	7/30/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPIOPAGG \$ 3,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			202113909	7/30/2021	7/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			202113909UMB	7/30/2021	7/30/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		17475972021	8/15/2021	8/15/2022	<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
A	<b>Improper Sexual Conduct Liab</b> <b>Liquor Liability</b>			202113909	7/30/2021	7/30/2022	Each Claim & Aggregate \$1,000,000 Each Claim & Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Per Acord guidelines, refer to 2nd page COMMENTS/REMARKS section for Additional Insured information.

<b>CERTIFICATE HOLDER</b>  Oakland Unified School District Attention: Risk Management 1000 Broadway, Suite 440 Oakland, CA 94607	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> L Reynolds-Brown/LB <i>Lynda Reynolds-Brown</i>
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### COMMENTS/REMARKS

Oakland Unified School District is Additional Insured under General Liability per attached endorsement #CG2026 1219, when required in a written contract between the Named Insured and Additional Insured.

POLICY NUMBER: 2021-13909  
Named Insured: Oakland Kids First

COMMERCIAL GENERAL LIABILITY  
CG 20 26 12 19

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**

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>
Oakland Unified School District
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Exhibit E

Statement of Qualifications

**INSERT HERE**





**Mission Statement:**

Oakland Kids First (OKF) is a nonprofit in Oakland, CA with a mission to increase youth voice, leadership and power to create engaging and equitable public schools where all students learn and lead. OKF believes youth are the experts of their own experience, and are therefore equipped to evaluate, innovate and govern the institutions that are designed to serve them.

**Background and History of the Organization:**

OKF has supported youth leadership development, student success in high school, and youth organizing for over 27 years. OKF programs have successfully built youth power; created school cultures that promote safety, belonging and engagement; and increased educational equity through policies, programs, and coalition partnerships that center the voices and priorities of low-income BIPOC Oakland students.

OKF was originally founded as a community coalition that organized and passed the Kids First! Initiative between 1995-96, which secured a percent of the city budget to fund services for children and youth in what is now the Oakland Fund for Children and Youth (OFCY). OKF evolved from a coalition into a nonprofit in 2002. Since then, we've trained and partnered with thousands of low-income BIPOC students, who have led successful educational equity and racial justice campaigns aimed at improving schools. OKF continues to amplify youth voice and activate youth power so that students in Oakland public high schools can identify and address challenges impacting their experiences in school. We remain committed to building student leadership skills, supporting positive youth development and healing through restorative justice practices, and amplifying youth messages or solutions to improve educational equity in Oakland.

**Service Description:**

Oakland Kids First (OKF) works to ensure that OUSD high schools are places where youth and adults work in partnership to improve student learning, leadership, success in high school, and equity. Based on the challenges, needs, and opportunities in Oakland high schools, OKF works with youth organizers to come up with innovative solutions to improve school culture and academic resilience. Examples include organizing to save and sustain the district's free supper program that provides over 10,000 low-income students of color with access to free, hot, nutritious meals after school. OKF also partnered with youth leaders and an Oakland Youth Vote coalition to successfully pass the historic Measure QQ in November 2020, securing the right to vote for 16 and 17-year-olds in Oakland school board elections.

**Programs:**

**1. Representing Educated Active Leaders Having A Righteous Dream (referred to as REAL HARD)** is an after school youth leadership and organizing program that engages 100 9th–12th grade leaders each year across five schools in positive school culture & climate formation. The REAL HARD program improves students' sense of belonging, connection to peers and caring adults, educational equity, engagement in learning, and skills related to campaign development and implementation.

3700 E. 12<sup>th</sup> St. STE 3. Oakland, CA 94601  
p: 510.452.2043 f: 510.452.2075  
[www.oaklandkidsfirst.org](http://www.oaklandkidsfirst.org)



REAL HARD is OKF's longest running youth program, and participants have successfully planned and implemented campaign wins that reach over 3,000 students at their campuses in efforts that improve school culture and climate. REAL HARD has ensured students feel a greater sense of safety and belonging on campus, while also inserting themselves into adult decision-making spaces to advocate for student needs. Across campuses in the past eight years, REAL HARD youth leaders developed strategies to uphold and institutionalize codes of respect, and integrate currency systems connected to school stores to incentivize and lift up positive school culture.

Going into the 2022-23 school year, REAL HARD will expand to five public high schools including Castlemont, Fremont, Oakland High, Oakland Tech and Skyline.

**2. Oakland Kids First serves as the Lead Agency for Castlemont High School's Knight Success and Knight Time Extended Day Programs** that serve over 400 youth annually and engage 120 students per day on average. Lead agency programs offer comprehensive college, career, and community readiness activities, work-based stipended learning opportunities, academic support, credit recovery, health and fitness, social-emotional learning and mental health support, after school enrichment, positive youth development, family engagement and literacy activities, as well as targeted programming for International and Newcomer students. OKF works with the school community and outside partners to ensure students are engaged in an extended day culture that meets their various academic, postsecondary readiness, health/wellness and enrichment needs.

**3. Youth Organizing Council (YOC)** is a cross-campus youth leadership and youth organizing training program that was established by OKF in 2018. YOC convenes 15 student leaders with previous program experience from each program site during the summer and each week during the school year. YOC offers intensive leadership development and youth organizing support to champion justice and educational equity for low-income, marginalized students in Oakland.

**4. OKF leads citywide efforts to build youth voting power** in Oakland by providing strategic leadership, capacity building, and fundraising for implementation of Measure QQ, while anchoring the Oakland Youth Vote (OYV) coalition and supporting the OYV Youth Core Leaders Committee.

Across programs and activities, OKF provides meaningful stipended opportunities for youth skill development, community-building, restorative justice, shared decision-making, youth participatory action research, and transformative civic engagement activities that improve culture and climate in Oakland schools.

3700 E. 12<sup>th</sup> St. STE 3. Oakland, CA 94601  
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### **Organizational Requirements, Trainings, and Professional Development**

In order to ensure that Oakland Kids First (OKF):

- 1) Meets standards for all Federal and State employment and labor laws
- 2) Prepares all employees to uphold specified job responsibilities
- 3) Complies with all contract-based requirements specified by Oakland Unified School District (OUSD) and/or other government funders

OKF ensures all employees and/or agents working on behalf of the organization meet the below requirements and receive training or professional development so that they are successful in their work with OUSD students:

- Fingerprinting of agents/employees, particularly those who engage directly with minors and at schools, which includes current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance. OKF does not permit its agents/employees to come into contact with students until CDOJ and FBI clearance is ascertained, and prevents any individual(s) from coming into contact with pupils if they have been convicted of a violent or a serious felony. OKF also verifies that subcontracting agencies have received and reviewed fingerprint results for each of its employees/agents, or reviewed subsequent arrest records for all agents who may come into contact with OUSD pupils.
- Evidence of a negative Tuberculosis (TB) Screening within the past 60 days that is documented prior to staff working with students or at school sites. If tuberculosis risk factors are identified, OKF employees/agents must submit to an intradermal or other approved tuberculosis examination to determine that person is free of infectious tuberculosis. If the results of the examination are positive, OKF will ensure that the employee/agent obtains an x-ray of the lungs and/or appropriate examination to ensure that they are cleared of infection prior to working with youth or at schools.
- Required Mandated Reporter Training that complies with the Child Abuse and Neglect Reporting Act (CANRA) is provided at least annually, and within the first month employees/agents begin working with OUSD students. All OKF personnel sign forms documenting that they acknowledge that they must 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.
- Sexual harassment prevention, professional boundaries, and anti-bullying training and policies are provided to all OKF employees and incorporated into the handbook.

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- OKF provides First Aid and CPR Training for all staff, and ensures all staff have access to and have been trained on incident reporting as well as emergency response protocols that follow both OUSD and school specific guidelines.
- Each employee receives a job description with minimum qualifications specified, and applicants are vetted to determine if they meet requirements to fill the role. OKF ensures staff and agents who directly supervise students and are included in the 1:20 staff to student ratio of after school programming meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalent, 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.
- All OKF employees are supervised and coached using processes and tools that encourage ongoing performance improvement, and that support both personal and professional growth for each individual as specified in annual work plans. Individuals have access to additional organizational resources and funds to be able to access training, purchase books/articles/or resources, participate in relevant learning communities or committees, and attend conferences that align to their goals for growth.
- Additional professional development and trainings provided by OKF for employees who directly engage with youth include: restorative justice and healing practices; positive youth development; trauma informed care; political education; conducting annual cycles of youth participatory action research; Bridging the Bay after school programming; and this list evolves year to year depending on employee priorities and programmatic needs.
- OKF employees/agents must comply with attendance record keeping, data inputting, financial accounting procedures, and HR practices that align with OUSD contracts for programming at high school sites. Records are kept at the Oakland Kids First (OKF) main office for access when needed.

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	A	B	C	D
1	<b>Agency Information</b>			
2	Agency Name	Oakland Kids First	Agency's Contact Person	Sabaa Shoraka Associate Director
3	School Site/s Providing Services At	Castlemont High School	Contact Phone #	510-244-4089

	Subcontractor Employee Name	Fingerprint Scan ATI #	Current TB Clearance Documentation on File and Date	IA Requirement Documentation on File	Mandated Reporter	Sexual Harassment
1	Sabaa Shoraka	G302SHS681	Yes Date: 10/29/18	Yes	11/22/2021	11/22/2021
2	Cory Aguilar	G236AGC120	Yes Date: 8/25/2014	Yes	12/21/2021	12/10/2021
3	Alejandra Astorga	G338ASA845	Yes Date: 1/9/2020	Yes	12/7/2021	12/9/2021
4	Rickey Bartley	G310BAR234	Yes Date: 12/17/19	Yes	2/9/2022	2/4/2022
5	Dymond Garrett	F005GAD042	Yes Date: 6/21/21	TBD	1/18/2022	1/18/2022
6	Arthur McDade	B025MCA181	Yes Date: 1/25/21	Yes	2/18/2022	2/6/2022
7	Hadiyah Owens	B247OWH728	Yes Date: 2/19/21	Yes	12/22/2021	12/3/2021

Agency Letter 2022-23

*B - ATI Numbers (from fingerprinting) will appear on all invoices submitted to OUSD.*

*C- All of our employees will complete Mandated Reporter Training, Sexual Harassment Training and a Professional Boundaries training prior to interacting with students.*

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

As set forth in Paragraph 13.3 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

---



# OAKLAND UNIFIED SCHOOL DISTRICT

*Community Schools, Thriving Students*

**Request for Proposal (RFP) 21-104ASP**

**EXPANDED LEARNING  
FOR AFTER SCHOOL PROGRAMS**

\* Submit proposals and all questions/inquiries to:

**OAKLAND UNIFIED SCHOOL DISTRICT**

**Attention: Martha Pena**

**1000 Broadway, Suite 150**

**OAKLAND, CA 94607**

**\*\* Organizations will need to Pre-Register with the OUSD Expanded Learning Office to receive access to an assigned Google Folder for submission. \*\***

**email: [martha.pena@ousd.org](mailto:martha.pena@ousd.org)**

**phone: (510) 879-2457**

**Proposals Due:**

**6/30/2021 at 2:00 PM**

THE TERMS AND CONDITIONS OF THIS CONTRACT ARE GOVERNED BY  
THE CALIFORNIA EDUCATION AND PUBLIC CONTRACT CODES.





OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

# Expanded Learning Lead Agency Request for Qualifications

EXPANDED LEARNING OFFICE

[WWW.OUSD.ORG](http://WWW.OUSD.ORG)

## **OUSD RFQ Application Submission Instructions and Deadline**

**All applications must be completed, submitted electronically, and received by June 30, 2021 by 5:00 pm (PST)\*:**

1. Organizations will need to [Pre-Register with the OUSD Expanded Learning Office](#) to receive access to an assigned Google Folder.
2. The complete RFQ application, the signature pages and required supporting documentation in Appendix III must be uploaded into their assigned Google Folder.\*\*
3. All uploaded files must be converted to a PDF format and made accessible to OUSD. Any files missing could result in a disqualification from the current RFQ process.

*\* Applications submitted after 5:00 pm (PST) on June 30, 2021 will not be considered.*

*\*\* Applications submitted by facsimile, telephone or electronic mail will not be accepted.*

**Request for Qualifications RFQ - 2021****A. Table of Contents**

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*This RFQ document and additional materials referenced within can be accessed at the OUSD website: [www.ousd.org/afterschool](http://www.ousd.org/afterschool). Select the “2021 Lead Agency Request for Qualifications” link under “Afterschool Programs.” Any updates on the RFQ process will be posted here and you may sign up for our mailing list, so applicants are encouraged to visit the webpage.*



## B. Schedule

Event	Date	Info
<b>RFR Process 2021 Announced</b>	May 4, 2021	Save-the-Date
<b>RFQ Digital Application Released</b>	May 25, 2021	
<b>RFQ Bidders' Conference (Virtual)</b>  <b>RFQ Office Hours</b>	Session 1: June 2, 2021 @ 10am Session 2: June 2, 2021 @ 4pm	Register using link below: ■ <a href="#">Session 1: 10:00 am – 11:30 am</a> ■ <a href="#">Session 2: 4:00 pm – 5:30 pm</a>
<b>RFQ 101 for New Organizations</b>	June 9, 2021, @ 4:00 pm	■ <a href="#">Session Registration Link</a>
<b>Google Folder Registration</b>	June 15, 2021	■ <a href="#">Google Folder Registration</a>
<b>RFQ Submission Dates</b>	June 30, 2021 by 5:00 pm (PST)	Digital application date/time stamped
<b>Lead Agency Status Notifications</b>	Aug 20, 2021	
<b>Deadline to Appeal Decision</b>	Aug 27, 2021	
<b>Status Notification Publicized</b>	September 3, 2021	
<b>School Site/Lead Agency Matching Process</b>	Sept 3 - Dec 1, 2021 (tentative)	
<b>OUSD MOU Approval Season</b>	May/June 2022	
<b>Lead Agency Service Contract</b>	July 1, 2022 - June 30, 2025	



**What is an RFQ?** An RFQ (Request for Qualifications) is a qualifications-based selection process, in accordance with Public Contracts Code section 20111.5. It is a request by OUSD Dept. of Expanded Learning for non-profit organizations to submit their qualifications to be considered an OUSD approved primary contractor/expanded learning program provider for district school-site based expanded learning after-school program services, after which OUSD will determine which providers are qualified and award contracts based on that determination.

**What is a Bidders Conference?** A bidder's conference is an informational meeting open to the public that the OUSD Dept. of Expanded Learning hosts upon releasing the RFQ. The bidder's conference is designed to give interested and eligible non-profit youth-serving organizations the opportunity to receive information regarding the RFQ process for OUSD expanded learning programs. This event is designed to provide clarity to non-profit organizations who are interested in applying. Organizations will consider whether they are positioned to demonstrate the capacity to facilitate comprehensive expanded learning after-school program services with fidelity.

## C. Required Supporting Documentation

To support RFQ responses and verify organizational qualifications, the following documentation is required. The *Application Questions* in Appendix II will directly reference these documents and ask for an elaboration of the information these documents provide. These documents do not count towards the 10-page limit for the RFQ application described in Appendix II. Additionally, please label all supporting documents clearly according to this list:

- 1) One (1) sample Expanded Learning Program weekly schedule -  
Please list all activities with a short description of each activity
- 2) Program budget pertaining to the program schedule (see Application Question 2 in Appendix II for details)
- 3) Profit and loss statement and/or Copy of 2020 990 Tax Form
- 4) Copy of Monitoring Reports and/or other external evaluations of the program (maximum of 1)
- 5) Organizational chart of agency that illustrates how the OUSD Expanded Learning Program is to be supported administratively and programmatically (indicate specific names next to titles of staff whenever possible)



- 6) Copy of organization's 501(c)(3) letter
- 7) Bank Statements to show proof of operating cash reserves (see Application Question 2 in Appendix II for details)
- 8) Job description for Site Coordinator and Program Instructor
- 9) Copy of IRS Letter Certifying Tax Exempt Status
- 10) Proof of "Active" status with the office of the California Secretary of State
- 11) Board Roster and Minutes – Include the current board roster indicating officers and affiliations as well as Minutes from the 2020-2021 school year.
- 12) Signed Letter of Agreement (see Section N)
- 13) Most recent audited financial statements within 2 years and summary of the audit findings
- 14) Letters of Reference (maximum of 2)
- 15) Documents demonstrating fulfillment of minimum qualifications (see Section M)
- 16) Certificate of current insurance



## D. Introduction and Overview

The Oakland Unified School District (OUSD) Department of Expanded Learning invites interested nonprofit organizations to respond with their qualifications to serve as an Expanded Learning Program Provider in designing, planning, administering, and operating effective, high-quality expanded learning programs. Programs must support and align with the OUSD's goal of ensuring that every student graduates college, career, and community ready. Eligible providers will be committed to OUSD's strategic plan and shared citywide goals. Lead Agency partners will invest in providing expanded learning supplemental programs that complement the regular school day program and support the OUSD priorities for student achievement, health, and well-being. Oakland Unified School District's (OUSD) mission is to build a Full-Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent teachers every day. Expanded Learning supports this mission while holding our values of equity, joy, and liberation for youth and adults with the express purpose of interrupting inequity, examining biases, and creating inclusive and just conditions for all students to achieve equally high outcomes.

Select Lead Agencies will commit to working in partnership with school sites and the OUSD Expanded Learning Office (ExLO). Through the RFQ process, OUSD seeks organizations who demonstrate the capacity to work within the established OUSD model of school and community partnerships and various funding sources' parameters. Organizations must be fiscally sound with the capacity to leverage other resources to provide students with high quality expanded learning programming: after-school and summer youth development experiences that complement and support school district and city priorities for student success and well-being.

Community organizations that serve as a Lead Agency are an integral part of our OUSD Full Service Community Schools and make an impactful contribution toward strengthening our district, expanded learning system, and community.

### Term of the List of Qualified Agencies

This Request for Qualifications (RFQ) for Expanded Learning & Summer Program Lead Agency will result in a list of OUSD vetted lead agencies with which OUSD will enter three-year master contracts. From the list of contracted agencies, school site administrators may select an OUSD approved expanded learning program provider. An organization being placed on the approved Lead Agency list and entering a master contract with OUSD does not guarantee an assignment at an OUSD school site.

The selection of the expanded learnings & summer program Lead Agency is at the discretion of the school site administrator (Principal). School site administrators will select a Lead Agency from the list of approved after-school providers by assessing the quality/capacity of the current expanded learning program, identifying program goals, and considering any other factors relevant to the school site. Supplemental school programs will be chosen by the district. Yearly





program plans are created through a partnership between the Lead Agency and school site administrators to ensure both parties are meeting overall program expectations.

Once selected to serve at a given school, a Lead Agency will continue there, subject to continuing annual approval of the school site administrator and District.

## Overview of OUSD Expanded Learning Programs

OUSD Expanded Learning Programs strive to create and sustain "safe haven" environments where Oakland children and youth can access expanded learning opportunities and integrated education, health, cultural, and enrichment programs outside of school hours or the regular school year. OUSD Expanded Learning Programs operate in elementary, middle, and high schools across the city of Oakland.

When programming is conducted in-person, over 8,000 students across 73 schools participate in OUSD expanded learning programs that operate Monday - Friday until 6:00 pm. Students who participate in expanded learning programs every day receive an additional 540 hours of learning by the end of the school year, equivalent to 90 additional days of school. In these valuable after-school hours, students engage in youth development activities that foster their physical health, social-emotional learning/well-being, and support their academic achievement in school. In order to meet these goals, the quality and success of the District's expanded learning programs is critical.

These expanded learning and summer programs are aligned with efforts in Oakland to improve young people's educational outcomes, including Oakland's investment in the Kids First! Legislative initiative goal to "Help Children and Youth Succeed in School and Graduate High School" and the Oakland Unified School District's Full Service Community Schools initiative that seeks to provide health, education, and social services to youth, their families and the community.

OUSD expanded learning and summer programs offer critical support to schools, students, and their families. In addition to providing children and youth with sanctuary, quality expanded learning programs to support students academically and socially, OUSD expanded learning programs serve a large proportion of youth who typically benefit from additional learning support, including students from low-income households (75%) and English Learners (31%). Additionally, approximately 25% of OUSD after-school participants are African American and 45% are Latino.

OUSD seeks community partners whose organization mission and vision closely align and support the District's strategic plan and vision for Full Service Community Schools.

High quality expanded learning programs must satisfy the various grant funding requirements—detailed further below and in the MOU—and provide additional opportunities for youth to practice the academic and social skills they need to succeed. OUSD expanded learning programs provide youth with a mix of academic support, recreational/physical, and enrichment activities. Within these broad categories, expanded learning providers work collaboratively with school partners to develop a balance of activities that meet the unique interests and needs of the student population and support the goals and priorities of the school



community for student achievement and well-being. Below are examples of the mix of after-school activities offered in OUSD Expanded Learning Programs.

SAMPLE AFTER-SCHOOL ACTIVITIES BY CATEGORY

CATEGORY	ACTIVITIES
Academic Support	Academic Enrichment Learning, Tutoring, Expanded Library Services, Supplementary Education Services, Homework Support, Credit Recovery, Reading & Literacy, Math, Science
Recreation/ Physical Activity	Cooperative Games, Dance, Martial Arts, Yoga, Intramural Sports, Sports Leagues, Mindfulness
Enrichment	Arts and Cultural Activities, Health and Nutrition Education, Substance Abuse & Drug Prevention, Violence Prevention, Counseling & Character Education
College and Career	Career & Job Training, Entrepreneurial Education, Technology/Telecommunications Training, Community Service & Service Learning, Internships and Apprenticeships
Leadership Development	Peer Mentoring, Peer Tutoring, Youth-Led Community Service
Science Technology Engineering & Math	Gardening, Coding, Robotics, Making, Forensics, Cooking
Outdoor Education	Community Mapping, Hiking, Backcountry Camping, Kayaking, Bicycling

## E. Funding

OUSD Expanded Learning Programs are currently primarily funded through grants from the California Department of Education (CDE). CDE provides funds to school districts that collaborate with community partners to provide safe and educationally enriching alternatives for children and youth during non--school hours. The funds are awarded to specific school sites through a competitive process. The base grants that CDE awards to OUSD for after-school programs represent three funding sources:

- After-School Education & Safety (ASES) for elementary, middle, and K-8 schools are state funds. ASES grants are three-year renewable funding sources.
- 21st Century Community Learning Center (21st CCLC) grants for elementary,



middle, and K-8 schools are federal funds. 21st CCLC grants are awarded based on a highly competitive application process, and last for five years.

- 21st Century After-School Safety and Enrichment for Teens (ASSETS) grants for high schools are federal funds. 21st Century ASSETS grants are awarded based on a highly competitive application process, and last for five years.

OUSD directly applies for these grant funds from the California Department of Education, and grant funds are received and managed by the school district. OUSD contracts a portion of grant funds to Lead Agencies to operate expanded learning programs in close partnership with schools.

In addition to state grants, the City of Oakland's Oakland for Children and Youth have a long partnership with OUSD to support expanded learning programs. OUSD is looking for Lead Agencies that can competitively apply for OFCY's comprehensive after-school strategy. OFCY funding is awarded on a three-year grant cycle; therefore, schools and lead agencies are required to develop long-term partnerships that last over the course of the three-year OFCY grant cycle. 2021-2022 school year will be the third and final year of the OFCY grant cycle from 2018. As such, Lead Agencies will be able to apply for 2022 - 2025 OFCY funding. OFCY RFP is anticipated to be released in winter 2021 for programming starting in the 2022 school year.

Additionally, Lead Agency partners leverage other funding and resources to support high quality programs, including private grant dollars, AmeriCorps grants, volunteers, and other in-kind resources. Leveraging additional resources on behalf of the expanded learning programs is an essential function of the Lead Agency partner because of the reality that state and federal expanded learning grant dollars alone are often inadequate to run a high-quality program. ASES and 21<sup>st</sup> Century grant dollars are currently awarded at a rate of:

- ASES: \$8.88/student/day for K-8 students
- 21<sup>st</sup> Century: \$7.50/student/day for K-8 students
- 21<sup>st</sup> Century ASSETS: \$10/student/day for high school students

## Other considerations for the allocations of funds

- Distance/Remote/Hybrid Programming:
  - During a state or national emergency CDE could expand learning programs to have the flexibility to provide adaptive services that best meet the needs of our students and communities and are required by OUSD, Region 4 ACOE and CDE.
- Other considerations for the allocations of funds are that:
  - OUSD elementary and middle school ASES grants can only be used to provide expanded learning programming daily (180 days) immediately after the school



- day and facilitate programming for at least 15 hours a week until at least 6:00 pm.
- OUSD High School ASSETS base grants can be used to operate programs before school, after school, weekends and during summer/intersession in accordance with grant guidelines.
  - Some sites may also receive 21<sup>st</sup> Century related grants including Supplemental funding (to support summer programming).
  - ASES and 21<sup>st</sup> CCLC grant funds are intended to complement, but not supplant, other funding provided by OUSD, school sites, or community partners.
  - ASES and 21<sup>st</sup> CCLC Grant funds are inadequate to cover the true cost of running a high quality expanded learning program. OUSD and its Lead Agency community partners are committed to leveraging additional funding and resources to match grants provided by the California Department of Education.
  - ASES/21<sup>st</sup> Century grants are attendance-based grants.

***Sites that fail to meet calculated attendance will trigger California Department of Education intervention and funding levels may be reduced. Sites must earn 85% of attendance to be in good standing for full funding. Failure to achieve attendance targets may result in a Lead Agency being removed from the OUSD approved list of Lead Agencies.***

## F. OUSD Expanded Learning / Program Operation

We know in recent years, the field of education and expanded learning programs had to pivot due to global pandemic, power outage, wildfires, etc. Here in Oakland, approved Lead Agencies must be equipped and have organizational infrastructure to provide remote programs, hybrids, or any other configuration of programs mutually agreed upon in the MOUs.

In addition, in the spirit of OUSD's Full Service Community Schools vision, our approved expanded learning organizations partners work closely with schools and their principals to develop specific programmatic goals to provide holistic support and equitable learning opportunities for students. As school-day teachers focus on providing high quality instruction in the classroom, youth development workers provide high quality expanded learning opportunities to students during the after school and outside of regular school hours when youth are most vulnerable to crime, violence, and risky behavior.

**Below is an outline of operational requirements.**

*Please note that the below list of compliance requirements is not exhaustive. Lead Agencies are expected to know and comply with these and other district and state and federal requirements not listed here, including but not limited to state and federal laws and*



requirements outlined in applicable OUSD Board policies and the Memorandum of Understanding (“MOU”) with OUSD which all Lead Agencies selected to serve a school site must sign and have approved by OUSD’s Governing Board. A sample MOU is attached as Appendix III. Please note this MOU is subject to change depending on District needs. Applicants are encouraged to review it for more program requirement specifics.

## G. Base-line Expanded Learning Program Requirements

The goal of the expanded learning program is to support student success in school through academic support, social emotional development and educational enrichment. The school site administrator, working in partnership with the Expanded Learning Lead Agency, is an integral part of developing the expanded learning program components that are appropriate to support his/her school site goals articulated in the School Site Plan. All Lead Agencies are selected by Principals to collaborate on the development and implementation of the expanded learning program in compliance with State and Federal guidelines, and District requirements.

OUSD’s Expanded Learning Office goals align with grant requirements which aim to provide a comprehensive expanded learning program during the school year and/or summer program which consists of a balance of academic and enrichment activities, including daily physical activity components. The funds cannot be used to supplant school day activities.

An expanded learning program must include the following:

- To satisfy **ASES Funding**:
  - Educational and literacy component to provide tutoring and/or homework assistance,
  - Educational enrichment component and,
  - Daily physical activity/recreation component and
- To satisfy **21st CCLC E/M**:
  - Educational and literacy component to provide tutoring and/or homework assistance,
  - Educational enrichment component,
  - Physical activity/recreation component, and
- To satisfy **ASSETs**:
  - Educational and literacy component to provide tutoring and/or homework assistance,
  - Educational enrichment component,
  - Physical activity/recreation component, and

In addition, **all programs** must provide a nutritious snack or supper each day.



## Required Program Hours

- Elementary and Middle School After-School Programs must operate 5 days/week, for at least 15 hours/week, commencing immediately at the end of the regular school day and run until at least 6 p.m.
- High School After-School Programs must operate a minimum of 15 hours/week
- Summer School Programs need only comply with legislative or funder requirements
- OUSD's Expanded Learning Programs Office (ExLO) has established early release policies that must be implemented at each expanded learning and/or summer program. Further details of required hours and attendance expectations are located in the MOU.

## H. Staffing

Staff working in OUSD Expanded Learning Programs must meet the minimum requirements to be in compliance with the California Dept of Education Codes. Staff members who directly supervise students must meet the district's qualification for an instructional aide or provide documentation that confirms completing 48 college units or the equivalent of an AA college degree.

Programs must operate with a minimum staff to student ratio of 1:20. Unless otherwise advised due to the health and safety of the students. It is highly recommended that each expanded learning program have a Site Coordinator who is full-time and situated at the school site during the day. The California Education Code provides that "selection of the program site [coordinator] shall be subject to the approval of the school site principal." The Lead Agency must notify school principals of any expanded learning staff changes.

Oakland expanded learning programs share a basic staffing pattern across all sites, though specific staff duties may vary somewhat from site to site. The most common staffing plan includes a full-time Site Coordinator, a Quality Support Coach, and youth development workers. Many programs also work with additional *service providers for specific services, and some may rely on regular volunteer assistance as well*. At some sites, certificated teachers provide targeted academic assistance and academic enrichment activities for expanded learning participants through extended contracts.

## I. Enrollment, Attendance and Evaluation Documentation

Approved Lead Agencies will need to consider CDE Guidelines, OUSD Expanded Learning Office expectations, and site-level input (e.g. site administrator) when it comes to student enrollment consideration, attendance protocol, and programmatic evaluation.





- a. Enrollment: Approved Lead Agencies must be familiar with CDE guidelines of ASES, 21st CCLC, and ASSETs Programs when working with a unique population defined as foster youth, McKinney-Vento, and students qualify with free-reduced lunch status. Lead Agencies must prioritize enrollment for any child that is homeless, defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care. Lead agency will work with the school site administrator to develop a written enrollment policy. The enrollment policy needs to include, but not be limited to, enrollment priorities, application process, and acceptance notification, waitlist procedures, behavior guidelines, parental expectations, student expectations, procedure for removing students from expanded learning programs, and so on. Approved Lead Agencies are required to provide the written enrollment policy to all families who apply for the program.
- b. Attendance: Approved Lead Agency is required to be aware of all required attendance submission protocol and procedures to ensure good standing status with the Expanded Learning Office and CDE. All attendance documentation shall be closely monitored, and managed for accuracy by the Site Coordinator and/or occasional audit request by the district and CDE. This includes accurate completion and daily maintenance of student sign in/out sheets, weekly inputting of attendance data into the OUSD online system, and monthly submission of scanned electronic attendance records to OUSD ExLO. Lead Agencies are also responsible for conducting internal audits of attendance records to ensure that program sites maintain accurate, verifiable data on student attendance. All program records must be maintained for five years for auditing purposes.

## J. Contract and Payments

Agencies that are approved through the process described in this RFQ must enter a 3-year master contract with the District. They may not begin operating at a school site unless the District and agency have executed a contract on the District's template. The District's Board of Education will likely approve these master contracts during the June/August 2022 Board meeting.

Although the master contract will last for 3 years, note that agencies and sites will be matched in 1-year relationships, as they are currently.

In late winter/early Spring of each year, all Lead Agencies must initiate and engage in annual program planning with school leadership at each program site. Lead Agencies will submit a program plan and budget for the upcoming school year to the OUSD EXLO and

Board of Education for approval, at the beginning of each school year.

Invoices are processed on a cost reimbursement basis for actual expenditures incurred. Due to the timing of OUSD contracting and fiscal procedures, Lead Agency partners must operate with a 2-3 month reserve covering the full cost of the agency's OUSD expanded learning program implementation. Typically, there are delays to the initial payment of agency invoices at the beginning of each school year.

## K. Guidelines for Charging Fees

The intent of ASES and 21st CCLC grants, which aligns with OUSD values, is to establish local programs that offer academic support and enrichment to students in need of such services regardless of a families inability to pay.

Both the CDE and OUSD discourage charging fees as that could exclude students in need from attending and taking advantage of the expanded learning program. ASES and 21st Century grants do not prohibit charging fees for expanded learning programs; however, programs which choose to charge fees, will need to collaborate with a Site Administrator to create and submit the program's fee structure for approval in accordance with the terms in the MOU. In addition, all 21st Century and ASSETS grants will be required to report any fees collected (i.e.- registration fees, family fees, application fees, etc.). Fees collected could be deducted from the 21st CCLC grant amount received by the California Department of Education (CDE).

Programs that opt to charge program fees may not prohibit any family from participating due to financial circumstances. All program materials related to outreach and enrollment must state clearly that no child will be denied services due to inability to pay.

## L. RFQ Process

Any agency that is interested in serving in the OUSD Expanded Learning Lead Agency role for the 2022 - 25 school year and/or beyond must successfully complete the Lead Agency RFQ process and earn *highly recommended* or *conditionally recommended* status, detailed below. Therefore, an organization that does not successfully complete the Lead Agency RFQ process or does not earn a *highly recommended* or *conditionally recommended* status will not be contracted with OUSD to serve in the Lead Agency role in the 2022-23 school year. If the OUSD ASPO moves forward with the adoption of an annual RFQ as anticipated, organizations that are not selected during this year's RFQ process will have the opportunity to qualify as a Lead Agency for future school years beyond 2025. Additionally, any agency that participated in the 2022 RFQ and earned *highly recommended* or *conditionally recommended* status does not have to submit a new RFQ for three years.





Organizations that submit an RFQ by the deadline will be assessed based on their RFQ responses, an interview between the community organization and the RFQ Review Team, and any additional supporting materials requested by the RFQ Review Team to determine the organization's qualifications to serve in the Lead Agency role. Applications that have the potential to earn the *highly recommended* or *conditionally recommended* status and require additional information will be invited for an interview with the RFQ Review Team.

Organizations completing this 2021 RFQ process will be assessed and scored into one of the following three categories:

- 1) **Highly Recommended:** Community organization has adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill *all* Lead Agency responsibilities outlined by OUSD and listed in Section III of this RFQ. This *highly recommended* status will be valid for up to 3 years, depending on the organization's successful results in OUSD's annual Lead Agency evaluation process.
- 2) **Conditionally Recommended:** Community organization has adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill *most, though not all*, of the Lead Agency responsibilities outlined by OUSD and listed in Section III of this RFQ. Organizations receiving this *conditionally recommended* status will be provided with specific feedback from the RFQ Review Team on areas of responsibility where the organization has not adequately demonstrated effective capacity. This *conditionally recommended* status will be valid for up to one year. Within that year, the community organization will be asked to provide the OUSD EXLO with additional evidence of its ability to fulfill all Lead Agency responsibilities, including documentation of the organization's efforts to improve based on feedback from the RFQ Review Team. At the end of this first conditional year, the community partner will be re-assessed by the OUSD EXLO team and re-categorized as *highly recommended*, *conditionally recommended*, or *not recommended*. Re-assessment will include results of the annual Lead Agency evaluation process, if the organization is currently serving as a Lead Agency.
- 3) **Not Recommended:** Community organization has not adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill most of the Lead Agency responsibilities outlined by OUSD and listed in Section III of this RFQ. Organizations receiving this *not recommended* status will not be included in the list of qualified community organizations that will be shared with Principals and stakeholders. An organization receiving this *not recommended* status may submit another Lead Agency RFQ at a future date when the OUSD ASPO opens up a new RFQ cycle, if the organization has made significant improvements in strengthening its capacity to serve in the Lead Agency role. Organizations can appeal by following the instructions in the appeals process described in Appendix V.

OUSD will notify an agency of its determination by August 22, 2021 via email. If OUSD determines that an agency is Not Recommended, the agency shall have the opportunity to contest that determination. Additional details regarding this process are contained in Section L.

The school site administrator may choose a new Lead Agency, or may choose to continue to work with the same Lead Agency on an annual basis; subject to the District's annual availability of funds, satisfactory contractor performance with respect to meeting targeted attendance goals,



the contractor's ability to provide a quality program that supports school and district objectives, community partner evaluation criteria set forth by the District, and/or any other factors relevant to the school site. Beginning in 2021, OUSD will implement a new annual evaluation process to assess each community partner's effectiveness in fulfilling Lead Agency responsibilities.

## M. Minimum Qualifications

Applicants may respond to **one or more of the** following Lead Agency categories:

Lead Agency: Elementary School

Lead Agency: Middle School (including K-8)

Lead Agency: High School

OUSD is seeking applications from established community organizations that currently possess 501(c)(3) status and adequate fiscal reserves to cover at least 2 months of general operating expenses as a Lead Agency partner. Grant funds sub-contracted to Lead Agency partners do not cover the full cost of running a full comprehensive expanded learning program in Oakland; thus, organizations choosing to serve in the Lead Agency role must be financially stable and demonstrate the capacity to leverage other resources in support of youth programming.

A demonstrable experience in operating a comprehensive expanded learning program is strongly preferred, but all organizations must provide acceptable documents demonstrating two (2) years of experience in the following areas:

- Providing program services to the students in the service category (ies) being applied for. Specifically, evidence of a positive track record of the capacity to effectively coordinate the entirety of a school's afterschool and/or extended learning year-long program as well as successful collaboration with the school site administrator, faculty and staff.
- Agency administrative capacity to comply with compliance and fiscal policies of the OUSD and CDE, including: agency administration manual; fiscal and personnel policies; attendance records; cost allocation plans, etc.
- Hiring, retention, and provision of professional development of appropriately qualified staff to provide services to OUSD students in a culturally and linguistically competent and age appropriate manner with a focus on youth development strategies.
- Capacity to effectively engage a large number of diverse students on an ongoing basis who



demonstrate the desire and enthusiasm to participate in the program at a very high and consistent rate. Additionally, the agency can illustrate specific examples and strategies it has developed that actively engage parents and family members throughout the school year.

- Maintaining collaborative relationships with school site leadership in the development and implementation of a quality expanded learning program that supports the district's and the school's goals.

Organizations that apply for the Lead Agency role must be able to comply with all requirements outlined in the standard OUSD Expanded Learning Lead Agency MOU (see Appendix IV for sample of current year MOU) should it be chosen as Lead Agency. For example, while a copy of the organization's current insurance coverage is required with this application, should the organization be chosen, it will need to attain the level of insurance outlined in the MOU.

## N. Application Submission Contents

**Failure to provide any of the following information or forms may result in an application being disqualified.**

A Complete Lead Agency Application will consist of all the following required items:

- 1) **Proposal Cover Sheet** (see Appendix I for sample, a copy will also be included in the RFQ [Google Folder](#) once an organization registers)
- 2) **Letter of Agreement** (no more than one (1) page): A one-page letter signed by the person authorized to obligate the proposing agency to perform the commitments contained in the application. The letter should state that the proposing agency is willing and able to perform the commitments contained in the application.
- 3) **Written Responses to Application Questions** (no more than 10 double-spaced pages in response to the four (4) titled sections that appear in Appendix II Application Questions), signed under penalty of perjury,
- 4) **Supporting Documents**, listed in (Appendix III).
- 5) **Boilerplate Checklist**: "Expanded Learning Program and Services Agreement"  
- Submission of the Signed Boilerplate Checklist (Appendix IV) will constitute a representation by your firm that it has read all of the clauses contained in the OUSD Lead Agency Memorandum of Understanding. The sample contract for the services detailed in this RFQ (Appendix IV, version for Fiscal Year 21-22),



and that your firm is willing to comply with OUSD contracting requirements.

- 6) **Sample Program Schedule and Summary:** Based on the sample program budget in question (2), please provide a sample program schedule along with a short description of each activity. No more than (2) pages.

## O. Application Submission Details

Applications must be received by, **June, 30, 2021**

All applications will be submitted electronically:

- Organizations will need to [Pre-Register with the Expanded Learning Office](#) and receive access to a Google Folder.
- The complete RFQ application as well as signature pages and required supporting documentation will need to be uploaded into their assigned Google Folder.

*\*\* Applications submitted after 5:00 pm on June 30, 2021 will not be considered.*

*\*\* Applications submitted by facsimile, telephone or electronic mail will not be accepted.*

### FORMAT

All submissions must be on the RFQ Application Form, typed using an easy to read 12-point font such as Arial or Times New Roman and one inch margins. All submissions must be double-spaced. All submissions must answer all four (4) titled sections below in no more than 10 pages total. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III)



## P. Evaluation and Selection

For all applications, the completion of the application will be assessed first; applications that do not submit complete documentation demonstrating the capacity to meet the minimum requirements will not have the application reviewed.

Applications demonstrating the capacity to meet minimum requirements will have their qualifications evaluated and scored by an RFQ Review Team made up of individuals with expertise in the relevant subject matter for which the application is submitted.

### Evaluation Rubric

Performance Area	Expectations for Highly Recommended Lead Agencies
<b>Organizational Capacity and District Alignment</b>  (25 Points)	<ul style="list-style-type: none"> <li>Agency has a clear mission and vision that complements OUSD's vision for community schools and college, career, and community ready students.</li> <li>Agency can clearly articulate how expanded learning partnership with Oakland schools makes sense for their organization, and why they are well positioned to engage in partnership with OUSD.</li> <li>Agency has extensive experience serving the Oakland community and/or in communities of similar demographics, assets, and challenges.</li> <li>Agency has extensive experience working in partnership with school sites and district leaders.</li> <li>Agency has organizational experience in the hiring, retention, and provision of professional development to appropriately qualified staff to provide services to OUSD students in a culturally and linguistically competent and age appropriate manner with a focus on youth development strategies.</li> <li>Agency has the capacity to serve OUSD's diverse student demographics.</li> </ul>
<b>Fiscal Management and Resource Development</b>  (25 Points)	<ul style="list-style-type: none"> <li>Agency has accurate documentation that highlights how the Lead Agency will allocate funds to run quality expanded learning programs based on grant requirements detailed in the funding description. i.e. 1:20 ratio etc.</li> <li>Agency has a strong budget template that clearly illustrates staffing costs, a salaried full time coordinator, supplies, administrative costs and additional contributions to enhanced programming.</li> <li>Agency clearly describes how they will secure additional funding to match the contracted funds.</li> <li>Agency is able to clearly describe its systems, structures and processes to ensure sound fiscal management of grant funds and how to comply with grant-related record keeping for auditing purposes.</li> <li>Agency has audited financial statements and can produce accurate fiscal reports upon request.</li> </ul>



<b>Agency Infrastructure</b>  <b>(25 Points)</b>	<ul style="list-style-type: none"> <li>• Agency has an organizational chart that supports successful program implementation and clearly describes agency staffing systems, and processes that will ensure that all Lead Agency responsibilities will be fulfilled effectively and with fidelity.</li> <li>• Agency has designated administrative systems and procedures in place to ensure that expanded learning programs are operating in full compliance of requirements set forth by OUSD and the California Department of Education (CDE).</li> <li>• There is clearly at least one designated manager/director level staff person in the agency that is the primary point of contact for the OUSD expanded learning partnership. This individual regularly participates in all district expanded learning collaborative meetings, required professional development, and is regularly present at program sites to support the site coordinator and the school partnership.</li> <li>• Agency shows capacity to hire and support a clearly designated coordinator at each school site to facilitate and maintain active collaboration with the school site administrator and other school faculty.</li> </ul>
<b>Youth Development Expertise and District Alignment</b>  <b>(25 Points)</b>	<ul style="list-style-type: none"> <li>• Agency's program model clearly supports youth development. Agency provides descriptions of successes and challenges serving Oakland youth.</li> <li>• Agency has strong systems and processes in place to support ongoing Continuous Quality Improvement (CQI), including: structured development plans;</li> <li>• Agency utilizes district opportunities, other partners and the greater community to continuously innovate and grow their youth development practices to better serve the community.</li> </ul>

Applicants must agree to abide by all OUSD policy requirements as outlined in the Appendix IV Boilerplate MOU checklist. The list of "Approved Expanded Learning Lead Agencies" will be utilized by school site Principals for a period of up to three (3) years pending funding availability to select a Lead Agency to administer the after-school program on his/her school site.

## Q. Terms & Conditions for Receipt of Applications

### Errors and Omissions by Applicant

Applicants are responsible for reviewing all portions of this RFQ, and promptly notifying the District, in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the District promptly after discovery, but in no event later than five working days prior to the date for receipt of applications. Modifications and clarifications will be made by addenda as provided below.

### Change Notices





The District may modify the RFQ prior to the application due date by issuing Change Notices, which will be posted on the Afterschool Programs page of the OUSD website. The applicant shall be responsible for ensuring that its application reflects any and all Change Notices issued by the District prior to the application due date regardless of when the application is submitted. Therefore, the District recommends that applicants consult the website frequently, including shortly before the application due date, or sign up for our mailing list (<https://www.ousd.org/Page/12206>) for updates to ensure they have downloaded all Change Notices.

### Failure to Object to Errors and Omissions in Application

Failure by the District to object to an error, omission, or deviation in the application will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

### Financial Responsibility

The District accepts no financial responsibility for any costs incurred by applicants in responding to this RFQ. Submissions of the RFQ will become property of the District and may be used by the District in any way deemed appropriate.

### Proposer's Obligations Under the Conflict of Interest Laws and Board Policies

A proposer must be aware that if the proposer will enter into a contract with the District, proposer/contractor shall be responsible to comply with conflict of interest laws and Board policies, which are briefly summarized in Section 11.4 ("Conflict of Interest") of the attached Appendix IV ("OUSD After-School Lead Agency MOU" sample contract). It is the responsibility of a contractor to comply with the law and OUSD Board policies. Submission of an application signifies that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

### Reservations of Rights by the District

The issuance of this RFQ does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Reject any or all applications;
- Reissue a Request for Qualifications;
- Prior to submission deadline for applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the



applications;

- Procure any materials, equipment or services specified in this RFQ by any other means;
- Determine that no project will be pursued.

## No Waiver

No waiver by the District of any provision of this RFQ shall be implied from any failure by the District to recognize or take action on account of any failure by a proposer to observe any provision of this RFQ.

## R. Standard Contract Provisions

Any agency selected from the *Expanded Learning Program Lead Agency Qualified List* by a school site Principal, and which chooses to enter into contract with the District, will enter into a contract substantially in the form of the Expanded Learning Lead Agency MOU, attached hereto as Appendix IV. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another qualified agency and may proceed against the original selectee for damages.





## APPENDIX I: RFQ Application

## 2021 OUSD Request for Qualifications Application (Template)

ASES, 21st CCLC, and ASSETS After-School Programs

Cover Sheet Template:

Organization Name			
Primary Contact Person:		Secondary Contact Person:	
Email:		Email:	
Telephone #:		Telephone #:	

Service Category: Check the grade levels your organization is interested in serving.	
	Elementary (TK-5)
	Elementary/Middle (TK-8)
	Middle (6-8)
	High School (9-12)
	Alternative High School
	Continuation High School
	Comprehensive High School

Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.		Yes
		No
Are you currently an OUSD Approved Lead Agency Partner?		Yes
		No



Have you served as an OUSD Lead Agency partner before in past years?  If so, please identify the years and durations served.		Yes
		No
		# Years
Do you currently serve in the Lead Agency role for any other school districts besides OUSD?		Yes
		No
If yes, please list all school districts you have served.		
How many school sites does your organization have the capacity to serve as a lead agency?		# Sites
In the box below, please briefly explain your rationale for this number of sites?		

On behalf of \_\_\_\_\_ (Agency), I, \_\_\_\_\_ (name)  
 \_\_\_\_\_ (Position), declare under penalty of perjury under the laws  
 of the State of California that the foregoing is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX II: Application Questions

After reading the RFQ narrative, please respond to all of the questions within all four (4) titled sections below in no more than 10 double-spaced pages in 12pt Font. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III)

### 1. ORGANIZATIONAL CAPACITY (2-3 pages double space)

- OUSD's mission is to build a Full Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent educators, every day. Our vision is that all Oakland Unified School District students will find joy in their academic experience while graduating with the skills to ensure they are caring, competent, fully-informed, critical thinkers who are prepared for college, career, and community success. Please explain why your organization is uniquely positioned to engage in partnership with the OUSD Expanded Learning Office to serve students. What is your organization's mission and vision and how does it align with OUSD?
- Describe your experience and approach to serving the Oakland community and/or other communities with similar demographics, assets, challenges, etc. Discuss your background working with Oakland families and other community partners. (Reference the supporting documents required under Eligible Applicant Qualifications Appendix III to support your experience).
- OUSD Expanded Learning Office is looking for partners who can demonstrate the ability to collaborate with transparency and commit to shared decision making with Oakland students, families, site leaders and district leaders. Provide our office with clear examples of how your agency has or will approach working with stakeholders and engage in collaborative leadership.
- Describe your organization's strategy in hiring, retention, and providing professional development of appropriate qualified staff to provide services to OUSD students in a culturally appropriate manner. Please include artifacts to support your description. i.e. Job announcements.

### 2. FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT (2 pages)

- Using your organization's budget and profit and loss statement provided in the required supporting documentation, create a budget narrative showing how your agency would allocate funds to run a high-quality expanded learning program. These budgets will need to be based on the grant requirements detailed in the Funding description above (Section E.); including a required staffing ratio of 1:20 (or better). Utilize any of the following anticipated contract amounts to develop your budget.
- Your budget should also show secured leveraged funds and resources that you would



- contribute to the operational costs of running an after-school program.
    - Elementary: \$133,000 to serve 84 students for 180 days of school year
      - (approx. 17 hours/week)
    - Middle school: \$177,000 to serve 112 students for 180 days of school year
      - (approx. 17 hours/week)
    - High school: \$250,000 to serve 140 students for 180 days
      - (approximately 15 hours/week)
- Your budget must detail:
  - Staffing costs for service delivery, staff training, and prep time
  - Full time site coordinator
  - Any agency management-level staff who will be paid by grant funds for support of direct service programming
  - Supplies, materials, curriculum, books, field trips, etc.
  - Agency administrative costs not to exceed 4% of contracted amount Note:
    - Your budget does not need to include snack costs
- Describe how your organization will secure additional funding to match the contracted funds from OUSD. The CDE requires that each ASES program provide cash or in-kind local funds totaling no less than one-third of the grant amount. Facilities or space usage may fulfill no more than 25 percent of the required local contribution (EC sections 8483.7[a][5] and 8483.75[a][4]). Allowable match includes cost of services provided by the local educational agency (LEA) and/or their subcontractors, using non-ASES funds. All ASES and 21st CCLC grantees are required to allocate a minimum of 30% of the grant amount. What additional grant dollars and resources will your agency secure to help cover the costs of running an OUSD expanded learning program? Indicate sources and dollar value of contributions already secured and resources already leveraged. Describe your funding strategies and potential funding opportunities.
- Describe your organization's system, structures and processes to ensure sound fiscal management of grant funds, including expenditure reporting and payroll processes. How will your organization ensure compliant use of grant funds and proper maintenance of fiscal and other grant-related records for auditing purposes? Also discuss whether your organization has audited financial statements and the audit results secured within the last 2 years.

### 3. AGENCY INFRASTRUCTURE (2 Pages)

- Using an organizational chart, describe how the OUSD expanded learning program will be supported administratively and programmatically. Specifically, identify and describe the agency staffing, systems, and processes that will ensure each of the listed Lead Agency responsibilities will be fulfilled effectively.
- Describe the administrative systems and procedures your agency will put in place to ensure that your expanded learning program(s) is/are operating fully in compliance with



requirements set forth by OUSD and the CA Dept. of Education. (*Unless otherwise stated by CDE under extenuating circumstances all sites are required to*):

- Student ratio of 1:20 or better;
  - Staff meet OUSD Instructional Aide requirement (48 college units or Instructional Aid Certificate)
  - Full time school Site Coordinator stationed at each school site during the day
  - 85% attendance documented by daily OUSD mandated attendance protocols
  - Professional record keeping and reproduction upon request for district audits
- Describe the role of the Site Coordinator who will be the primary point(s) of contact for the OUSD expanded learning partnership, and who will maintain active collaboration with the school site leadership. Describe how this individual will ensure strong partnership with OUSD, the partnering school site(s), and other community partners working within OUSD expanded learning programs.

#### 4. YOUTH DEVELOPMENT EXPERTISE, PROGRAM QUALITY ASSESSMENT PROCESS, AND SCHOOL DISTRICT ALIGNMENT (3 Pages)

- Describe how your organization's program model supports youth development. Cite prior noteworthy successes and challenges serving Oakland youth. How do you ensure each program is aligned with OUSD priorities? How does your program demonstrate that diversity, equity and inclusion are foundational in serving OUSD students?
- Please review the CDE's quality standards which are accessible on the [CDE Website](#). These standards identify organization, staff and programmatic touchpoints used by CDE to guide program quality. Please identify and discuss your agency's strengths and key areas for improvement in providing quality youth development programming.
- How does your organization ensure that all of your expanded learning staff have baseline knowledge and understanding of youth development best practices? What tools and training does your organization utilize to build the capacity of your staff and programs to create responsive high quality youth development practices?
- What types of data does your organization use to evaluate program quality? How has your organization used this information to inform program quality growth? Please share what indicators demonstrate that your organization is making the desired impact.



## APPENDIX III. Instructions for RFQ Application Submission:

Please use [this link to register to receive access to a Google RFQ folder](#). The Google folder will house the RFQ application and supporting documents will need to be uploaded there. Access to this link will be available until June 15, 2021. Deadline for submission for a completed RFQ application and supporting documentation is June 30, 2021 by 5:00 pm.

Any documents submitted after the deadline will not be accepted or reviewed.

### Required Supporting Documentation Instructions:

All uploaded files will need to be in PDF format and accessible to OUSD. Any files missing could result in a disqualification from the RFQ process.

#### **All files will need to be clearly labeled based on the list below:**

- One (1) sample Expanded learning program schedule with activity summary
- A sample budget pertaining to the program schedule and activity summary
- Profit and loss statement and/or copy of 2020 990 Tax Form
- Copy of Monitoring Reports and/or other external evaluations of the program (maximum of 1)
- Organizational chart of agency that illustrates how the OUSD Expanded Learning Program is to be supported administratively and programmatically (indicate specific names next to titles of staff whenever possible)
- Copy of organization's 501(c)(3) letter
- Bank statements to show proof of operating cash reserves (reference application question 2 in appendix II for details)
- Job description for site coordinator and program instructor
- Copy of IRS letter certifying tax exempt status
- Proof of "active" status with the office of the California Secretary of State Board roster and minutes – Include the current board roster indicating officers and affiliations as well as Board approved minutes from the 2020-2021 school year.
- Signed letter of agreement (as elaborated upon in Section N)
- Most recent audited financial statements within 2 years and summary of the audit findings
- Letters of reference (maximum of 2)
- Documents demonstrating fulfillment of minimum qualifications (outlined in Section 13)
- Copy of certificate of current insurance



## APPENDIX IV: OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist

1. Intent
2. Term of MOU
3. Termination
4. Compensation
  - 4.1. Total Compensation
  - 4.2. Positive Attendance
    - 4.2.1. Reconciliation Process for Positive Attendance Based Grant Funds
    - 4.2.2. Administrative Charges and Reconciliation
  - 4.3. OUSD Administrative Fees
  - 4.4. Agency Administrative Fees
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  - 5.4. Program Requirements
    - 5.4.1. Program Hours
    - 5.4.2. Program Days
    - 5.4.3. Program Components
    - 5.4.4. Staff Ratio
  - 5.5 Data Collection
    - 5.5.1. Accountability Reports
    - 5.5.2. Attendance Reports
    - 5.5.3. Use of Enrollment Packet
  - 5.6. Maintain Clean, Safe and Secure Environment



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- 11.2.2. Fingerprinting of Agents
- 11.2.3. Minimum Qualifications
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- 14. Litigation
- 15. Incorporation of Recitals and Exhibits
- 16. Counterparts
- 17. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- 18. All exhibits, with required forms and timelines

## [OUSD AFTER-SCHOOL LEAD AGENCY MOU SAMPLE CONTRACT](#)

The contract template that is currently being used by lead agencies can be accessed by clicking the following link. However, please be aware that we are in the process of revising the contract template in 2 main respects: (1) the revised contract will be a master contract between OUSD and the lead agency that does not specify the school site(s) where the agency is assigned, and (2) that master contract will last for 3 years (but note that agencies and sites will continue be matched in 1-year relationships, as they are currently). The other terms will be substantially similar to those in the current contract template.

All applicants are required to review the contract template currently in use, and sign the OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist of the RFQ (Appendix IV).

*Submission of this Signed Boilerplate Checklist will constitute a representation by your firm that it has read all the clauses listed in the OUSD Expanded Learning Lead Agency MOU contract sample (Appendix IV), is willing and able to comply with OUSD contracting requirements, and understands that the standard OUSD Expanded Learning Lead Agency MOU is subject to change annually.*



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**Signature**

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**Date**

---

**Name and Title of Signatory**

---

**Name of Organization**

## APPENDIX V: Appeals Process for Applicants

Any applicant may appeal to the Oakland Unified School District Community Schools Department if the determination that it is not prequalified. An appeal must be based on one or both of two following:

- **Unfair process** (e.g., the appellant's proposal was treated differently than others, conflict of interest by OUSD Department of Expanded Learning staff, etc.)
- **Material error** (e.g., the appellant's proposal was reviewed under the wrong funding strategy, failure to consider all application materials, incorrect application of evaluation rubric or some other mistake of fact occurred), or

The appellant must submit the appeal by August 27, 2021 (i.e., 5 business days after the Lead Agency Notification Date). If the appellant fails to file an appeal prior to the applicable appeals deadline, the appellant waives any and all rights to challenge the decision of the District, whether by administrative process, judicial process, or any other legal process or proceeding.

An appeal must clearly state the facts that establish one of the above-referenced bases for appeal and how, as a result, the appellant's proposal was affected negatively. The appeal will be considered and adjudged by the Executive Director of Community Schools Student Services, whose decision will be final. Appellant should submit the appeal and any supporting documents should be sent electronically by email to:

Andrea Bustamante, Executive Director  
Community Schools Student Services  
andrea.bustamante@ousd.org

Appellants will receive written notice of the outcome of their appeal by September 3, 2021. In the event that an applicant's appeal is successful, the agency will be treated as all other prequalified agencies.



**2021 OUSD Request for Qualifications Application**  
*ASES, 21st CCLC, and ASSETS After-School Programs*

NOTE: PLEASE PRE-REGISTER TO RECEIVE TO ACCESS TO A GOOGLE FORM  
Cover Sheet:

Organization Name	Oakland Kids First		
Address, City, State	2744 E 11th St Unit H08, Oakland, CA 94601		
Lead Contact's Name:	Sabaa Shoraka	2 <sup>nd</sup> Leads Contact's Name	Lukas Brekke-Miesner
Email:	sabaa@kidsfirstoakland.org	Email:	lukas@kidsfirstoakland.org
Telephone #:	510-224-4089	Telephone #:	510-452-2043

Service Category: Check the grade levels your organization is interested in serving.	
<input type="checkbox"/>	Elementary (TK-5)
<input type="checkbox"/>	Elementary/Middle (TK-8)
<input type="checkbox"/>	Middle (6-8)
<input checked="" type="checkbox"/>	High School (9-12)
<input type="checkbox"/>	Alternative High School
<input type="checkbox"/>	Continuation High School
<input type="checkbox"/>	Comprehensive High School

Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.	X	Yes
	<input type="checkbox"/>	No
Are you currently an OUSD Lead Agency Partner?	X	Yes
	<input type="checkbox"/>	No
Have you served as an OUSD Lead Agency partner before in past years?	X	Yes
	<input type="checkbox"/>	No
If so, please identify the years and durations served.	4	# Years
Do you currently serve in the Lead Agency role for any other school districts besides OUSD?	<input type="checkbox"/>	Yes
	X	No
<b>If yes, please list all school districts you have served.</b>		
How many school sites does your organization have the capacity to serve as a lead agency?	1	# Sites
In the box below, please briefly explain your rationale for this number of sites?		
We are currently the lead agency for Castlemont High School, and currently only have the capacity for one site.		



Date: June 22, 2021

To Whom It May Concern:

Oakland Kids First (OKF), a local nonprofit that has been serving as the lead agency at Castlemont High School is willing and able to perform the commitments contained in the application.

OKF has a long history of partnership with OUSD and with several of the public high schools and we will continue to follow through on all requirements and commitments.

The letter should state that Oakland Kids First, the proposing agency, is willing and able to perform the commitments contained in the application.

If you need any additional information, please feel free to contact the Executive Director, Lukas Brekke-Miesner, at [Lukas@kidsfirstoakland.org](mailto:Lukas@kidsfirstoakland.org) or by phone at 510-418-2070.

DocuSigned by:

*Lukas Brekke Miesner*

8EB373482AF6412...

Sincerely,

Lukas Brekke-Miesner

*Executive Director Oakland Kids First*

## ORGANIZATIONAL CAPACITY (2-3 pages double space)

The mission of Oakland Kids First (OKF) is to amplify youth voice, leadership and power to create engaging and equitable public schools where all students learn and achieve. OKF offers the REAL HARD youth organizing and after school leadership program, PASS-2 peer academic mentoring, a cross-site Youth Organizing Council (YOC), and has served as the lead agency of Castlemont's Knight Time and Knight Success programs since 2017. OKF creates strategic leadership opportunities for youth to learn new skills, support their peers, and transform their schools. We develop student leaders who work to improve school culture and climate, racial justice, and educational equity in OUSD through programs and partnerships with public high schools, community organizations and the district's central office. OKF and OUSD share a common commitment to serving the whole child and eliminating inequity in Oakland public schools, and to this end we critically engage our most marginalized students to make sure public high schools can be responsive to the needs of low-income youth of color.

We have spent over two and a half decades engaging and empowering African-American and Latinx students and families, foster youth, students with disabilities or an IEP, ELL, newcomer, Pacific Islander, Arab, and other immigrant youth. OKF supports students who have been impacted by poverty, violence, trauma, unsafe school conditions, and lack of academic rigor with programs that include restorative activities, curriculum focused on social-emotional learning, and cycles of youth-led campaigns that help young people positively transform their schools. Our work with young people uses a positive youth development framework to foster safety, community, resilience, and a desire to transform schooling conditions, budgets or policies to better serve all students.

Founded in 1995, OKF has trained thousands of students in the Oakland Unified School District (OUSD) to implement school and district improvement initiatives, resulting in: a policy aligning OUSD graduation requirements with University of California A-G college requirements (2007); a successful ballot initiative that increased OFCY city funding for youth services from 2.5% to 3.0% (2008); the creation of a leadership course that qualifies as an A-G college requirement (2014); the passage of student-created Codes of Respect at four Oakland high schools (2015); the hiring of a local Superintendent committed to an equity framework (2017); \$3.6 million secured from the city council to fund free supper and to complete OUSD's central kitchen, ensuring free nutritious food remains available to students most in need (2018); Measure QQ- Oakland Youth Vote legislation passed in the November 2020 Oakland election with 67% of voters in support (2020); several OKF youth leaders joined collaborative efforts to advocate for OUSD to adopt the Reparations Resolution for Black Students (2021).

We have worked in partnership with OUSD for many years in a variety of capacities in order to help advance school and district initiatives and ensure that youth voice is centered therein. That partnership has evolved over the years, but is rooted in a common investment in a full service community schools model and commitment to the whole child. We've worked closely with the departments of Student, Family, and Parent Engagement, Postsecondary Readiness, Restorative Justice, Behavioral Health, and Office of Equity among others. At the site level, we've worked closely with administrators, counselors, culture and climate teams, and families while our students regularly run staff Professional Development, host school-wide events, workshops, and participant action research. This partnership with OUSD and many of its high schools is one built on a foundation of respect and, at Castlemont, has resulted in OKF becoming the lead agency for the 21st Century grant since 2017.

We adhere to a strict non-discrimination clause and strive to hire high-quality staff that are deeply connected to our students and the surrounding community. It is important to OKF that we maintain a diverse staff who mirror our students' varied identities and experiences, and that an organization committed to racial justice and equity adheres to those same tenets when building a team. We strive to pay our staff well because the work is demanding and requires skill and resilience. We also offer cost of living increases each year in order to be responsive to the high cost of living in Oakland and the greater Bay Area. Staff have regular one-on-ones with supervisors to ensure we are being responsive to their needs, weekly team and staff meetings to help them navigate the work, staff retreats to ground them in our larger goals and community, and access to professional development opportunities to help employees better serve our students and our team. Our program staff participate in annual cycles of program assessment, evaluation and improvement planning and ensure we follow through on agreements outlined in MOU's with partnering schools, lead agencies and coalitions.

Within our programming we utilize restorative practices. We believe staff who are trained in RJ and trauma-informed care, and who have solid relationships with their students are better able to navigate difficult situations and provide safety and healing for our young people. We also tap into our alumni network for work opportunities through a pipeline from school to career, in addition to offering a youth leadership pipeline from our school based programs to our cross-site, citywide Youth Organizing Council (YOC). For example, OKF currently employs a former REAL HARD student as a program coordinator, and has an Executive Director who was a former youth organizer and program coordinator with OKF, which is a testament to the power of our work and the magnetism of the community we've cultivated.

## FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT (2 pages)

Please see the budget for a detailed explanation of OKF's secured funding for our comprehensive work at Castlemont. OKF has garnered significant resources to supplement Castlemont's 21st Century grant and Measure N funding, with 56% of the total site budget raised by our agency, to ensure that we offer Castlemont a high quality, robust full service community school program. Our budget far exceeds the funding secured through the 21st Century grant to include additional staffing, additional youth stipends to support college and career readiness activities, and to cover the full cost of program materials and supplies. To date, OKF has secured matching funds from the following sources: \$91,200 - Oakland Fund for Children and Youth (OFCY) to fund Knight Success college, career and community readiness initiatives including internships, CastleWorks, PASS-2 and more; a portion of a \$91,200- OFCY grant to fund REAL HARD at Castlemont; \$76,951- Oakland Public Education Fund to establish a learning hub and other academic support activities for the highest need Castlemont students; \$32,403- The California Endowment (TCE) to stock the student store The Knight Armory and print/distribute Knight Bucks, invest in teacher and student buy-in, and support our other culture and climate work; \$6,500- Alameda County Office of Education (ACOE) for adult engagement stipends; and additional general operating grants for OKF that help to cover staff time and program expenses including from the San Francisco Foundation (SFF) and Stone Foundation. OKF has additional funding pending from the Walter and Elise Haas Fund to support OKF's Linked Learning pathway programs and partnership work.

OKF also solicits donations and in-kind contributions for Castlemont, including from local sports franchises who have supported our student stores, and may also be able to invest in some of our academic or enrichment activities. We have included a detailed budget justification on the full program budget document.



The resources that OKF is able to secure and match in addition to the 21st Century grant and contracts through OUSD means that we are able to go above and beyond the number of days of programming required by 21st Century at Castlemont. Specifically, 21st Century requires 180 days of programming, and OKF provides 235 days of programming through before/after school Knight Time programs and summer programming. To meet the needs of the diverse student population including a large cohort of ELL and Newcomer students and their families at Castlemont, OKF hires employees who are reflective of the local community including staff who are multilingual, who reside in Oakland, and who attended OUSD schools. To provide a living wage and attract high quality staff, OKF secures additional resources to provide a robust benefits package and competitive wages for employees.

To ensure grant compliance and to effectively manage the resources OKF allocates to serve as lead agency at Castlemont, OKF has several protocols and systems in place. Our board approves the annual budget, and is responsible for overall fiscal solvency and organizational strategy. We contract with a finance company, We Heart Finance, to support the financial oversight and systems utilized for accounting. OKF uses Quickbooks software to ensure all our expenditures are in order and that they align to specific grant requirements. Each and every expense is documented and signed off on by multiple parties within the organization and is tracked by site, program, grant, and categorical use to ensure we are in alignment and keeping fidelity with each and every grant we hold. Our payroll is done through Intuit and we do an organizational audit each year to square our books and ensure everything is above board. A copy of our most recent audit has been included in this RFQ. The audit and statement of activity demonstrates that each year OKF has been able to grow our budget, and continues to leverage new funders as well as donors to expand our lead agency work at Castlemont.

## AGENCY INFRASTRUCTURE (2 Pages)

Our team at OKF will be supporting the 21st Century Lead Agency on multiple levels. To support the administrative work for 21st Century, we have a veteran program manager with 8 years of experience managing an OUSD after school program at the middle and high school level, and a program assistant who supports data input and attendance records. To ensure our program incorporates student voice, we have developed the Knight Ambassador program that will focus on how to better establish shared culture for the after school program and better align with the school day. Additionally, the program manager will hire, supervise, and train all program staff. The program manager will develop a high quality program plan, participate in and lead the CQI process, collaborate with OUSD school site and ASPO office administrators, coordinate with program partners, and review then submit attendance.

OKF's Executive Director, finance consultant and program manager will work together to ensure that funds are managed appropriately. Additionally, OKF's Development Manager will continue to leverage additional funding opportunities to support expansion of a high quality program at Castlemont. The OKF team will work together to ensure that goals, attendance targets, and grant outcomes are coordinated and met annually. Additionally, our Castlemont site lead will provide youth-centered programs to support building of positive culture and climate throughout the school. A curriculum developer will help create youth-driven activities and lesson plans that will be shared with staff. Lastly, we will hire tutors to support the academic components of the programs at Castlemont.

OKF will ensure that the after school program is operating fully in compliance with grant requirements by implementing an attendance system and enrollment process that all program staff and partners will be trained on. Each program group will have an individual folder where they will be able to submit and pick up their attendance on a daily basis. Site coordinator and

the program assistant will input attendance on a daily basis. The site coordinator will check the attendance on a weekly basis to ensure that all sheets are completed correctly. All sign in sheets will be filed away on a monthly basis where we will be able to access the records when necessary. All staff, including the program assistant, will meet the OUSD instructional aid requirements before working with youth. The site lead will work with the Agency Director and the school site admin to review progress meeting attendance targets during 1:1 meetings.

OKF has an after school program manager that will be the primary point of contact. Their role is to provide leadership supporting program staff, partner teachers and other after school providers; complete reports and evaluation; and ensure all programs provide safe and engaging spaces for youth. The Program Manager will coordinate all the day-to-day operations to ensure compliance with OUSD 21st Century grant requirements, including spending and staffing ratios. The program manager will work closely with the school site administrative team and will have weekly check in to review program quality and alignment with the school day. Our program manager and program assistant will also be active participants in the school's academic small learning communities to support the alignment of school and after school. They will also coordinate monthly partner meetings to ensure that all stakeholders are included in program design, evaluation, and other processes. The program manager will also facilitate a group of student leaders that will support in building a culture for afterschool and help lead the CQI process. Lastly, the program manager will participate in all OUSD ASPO meetings and training. The program manager will maintain a high level of communication with OUSD ASPO, key stakeholders, school site staff, and program partners.

## YOUTH DEVELOPMENT EXPERTISE, PROGRAM QUALITY ASSESSMENT PROCESS, AND SCHOOL DISTRICT ALIGNMENT (3 Pages)

Organizationally, OKF offers lead agency programs in alignment with the OUSD Strategic Plan, and is committed to partnering with Castlemont to be a full service community school that offers a range of academic supports, health/mental health services, case management, enrichment, literacy, physical education, positive youth development and more. Additionally, OKF works in partnership with Castlemont Linked Learning Pathways to integrate the CDE point of service quality standards into our Knight Success and Knight Time programs, and to backwards plan assessment tools that align with CDE survey tools that measure program quality, curriculum and student learning.

Throughout the year, the program manager will hold monthly collaborative and individual 1:1 partner meetings where we will hold training on topics including: the positive youth development ladder, small group learning strategies, the stages of group development, positive based intervention systems (PBIS), and restorative justice. Additionally, as a part of our RFP process, we are asking all program partners to provide examples of their positive youth development best practices to learn more about their practices, and to ensure they offer high quality programming across all Knight Time and Knight Success program offerings.

OKF is committed to the ongoing growth and development of our staff and youth programs. We conduct bi-annual end of semester surveys with Castlemont students to receive their feedback, and schedule regular reflections on program quality to receive feedback from the principal, teachers, staff and partners. During our collaborative meetings, we look at school-wide data from the California Healthy Kids Survey, student GPAs, attendance reports, etc. to discuss opportunities where we need to provide additional support aligned with key school focus areas or site goals which include: literacy, attendance, linked learning pathways, social

emotional learning, and culturally responsive teaching. Additionally OKF staff are part of the Castlemont School Site Council, Pathway small learning communities, the Coordination of Services (COST) team, and the Culture and Climate Collaborative Partner Committee to ensure that we are aligned with the school day site plan, budget, policies, and processes to provide wrap around services for student and their families who are most in need of support.

OKF assesses the efficacy of our Knight Time and Knight Success programming both quantitatively and qualitatively. In addition to tracking attendance and participant engagement, OKF surveys youth to gauge the impact of programming and to measure skills they gained or content they learned through the program curriculum. We also survey the broader student body to measure the impact that programs have on the whole school community and to get youth input on the kinds of programming to offer in the future. From the data we received, OKF plans to add an anime club, a dance class and additional paid internship opportunities.

For the past twenty years, OKF has been providing high quality programming for high school aged youth in Oakland high schools that incorporates best practices for positive youth development, aligns to the CDE point of service quality standards, and integrates restorative justice. Our strengths include ensuring that youth voice is informing our programming and direction. We work to ensure that students are making key decisions in everything from how program space is run, to providing input on the school's budget, to how they want to impact systemic inequities. We have observed that because students have the opportunity to lead, they stay more engaged in the topics throughout our various program offerings. We have worked with our service providers and staff to ensure that we create an emotionally safe environment where students feel free to express themselves, learn and grow.

According to the 2020-21 Program Self-Assessment: TRUTH \* HOPE \* CHANGE \* CURIOSITY (THC<sup>2</sup>), there were two main areas that OKF will focus on this year to remove

barriers for student participation as we start the school year with in-person learning once again. Our plans include incorporating more strategies that support International, ELL and Newcomer students, while also increasing the number of paid or stipended opportunities for students who participate in Knight Time programming to support their career and work-force readiness. During distance learning this past year, to ensure that we were able to start engaging our international and ELL students, we partnered closely with the international pathway team and developed a Peer Interpreter program where students are trained to support their peers with interpretation during school day classes and after school programs. Additionally, this past year we were able to provide staff development in the practice of reflection, and offer over 50 paid internship opportunities for our students. Our goal next year is to continue and expand our programming to be able to provide more stipend leadership and career readiness opportunities.

As a long-standing partner of OUSD, and committed lead agency partner at Castlemont High School, Oakland Kids First looks forward to ongoing collaboration. Together, we can realize our shared goals of increasing youth voice, leadership and power to create engaging and equitable public schools where all students learn and lead, supporting students with academic achievement, and serving the whole child in order to eliminate inequities.

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On behalf of Oakland Kids First (agency), I, Lukas Brekke Miesner (Name)

Executive Director (position), Declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: Lukas Brekke Miesner

Date: 6/30/2021



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**EXPANDED LEARNING**

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

- 
- 11.2.2. Fingerprinting of Agents
  - 11.2.3. Minimum Qualifications
  - 11.3. Removal of Staff
  - 11.4. Conflict of Interest
  - 11.5. Drug-Free/Smoke Free Policy
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  - 17. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - 18. All exhibits, with required forms and timelines

## [OUSD AFTER-SCHOOL LEAD AGENCY MOU SAMPLE CONTRACT](#)

The contract template that is currently being used by lead agencies can be accessed by clicking the following link. However, please be aware that we are in the process of revising the contract template in 2 main respects: (1) the revised contract will be a master contract between OUSD and the lead agency that does not specify the school site(s) where the agency is assigned, and (2) that master contract will last for 3 years (but note that agencies and sites will continue be matched in 1-year relationships, as they are currently). The other terms will be substantially similar to those in the current contract template.

All applicants are required to review the contract template currently in use, and sign the OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist of the RFQ (Appendix IV).

*Submission of this Signed Boilerplate Checklist will constitute a representation by your firm that it has read all the clauses listed in the OUSD Expanded Learning Lead Agency MOU contract sample (Appendix IV), is willing and able to comply with OUSD contracting requirements, and understands that the standard OUSD Expanded Learning Lead Agency MOU is subject to change annually.*

## EXPANDED LEARNING

OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

DocuSigned by:

Lukas Brekke Miesner

6EB373462AF6412...

**Signature**

Lukas Brekke Miesner

**Name and Title of Signatory**

6/30/2021

**Date**

Oakland Kids First

**Name of Organization**

## APPENDIX V: Appeals Process for Applicants

Any applicant may appeal to the Oakland Unified School District Community Schools Department if the determination that it is not prequalified. An appeal must be based on one or both of two following:

- **Unfair process** (e.g., the appellant's proposal was treated differently than others, conflict of interest by OUSD Department of Expanded Learning staff, etc.)
- **Material error** (e.g., the appellant's proposal was reviewed under the wrong funding strategy, failure to consider all application materials, incorrect application of evaluation rubric or some other mistake of fact occurred), or

The appellant must submit the appeal by August 27, 2021 (i.e., 5 business days after the Lead Agency Notification Date). If the appellant fails to file an appeal prior to the applicable appeals deadline, the appellant waives any and all rights to challenge the decision of the District, whether by administrative process, judicial process, or any other legal process or proceeding.

An appeal must clearly state the facts that establish one of the above-referenced bases for appeal and how, as a result, the appellant's proposal was affected negatively. The appeal will be considered and adjudged by the Executive Director of Community Schools Student Services, whose decision will be final. Appellant should submit the appeal and any supporting documents should be sent electronically by email to:

Andrea Bustamante, Executive Director  
Community Schools Student Services  
andrea.bustamante@ousd.org

Appellants will receive written notice of the outcome of their appeal by September 3, 2021. In the event that an applicant's appeal is successful, the agency will be treated as all other prequalified agencies.





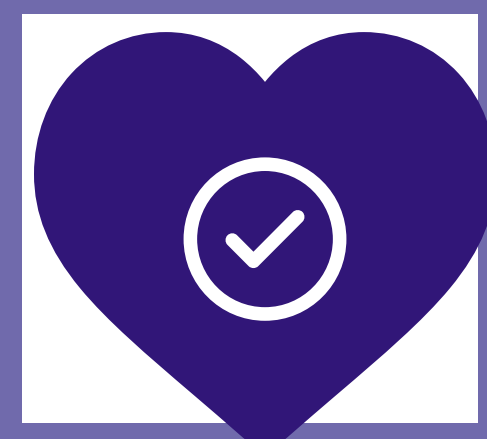
#### TUTORING

Tutoring is available Monday- Thursday to support students with their core academics. There will be teachers and tutors available to students.



#### TEENS ON TARGET

TNT is a Violence Prevention program that develops and trains youth leaders into becoming mentors to their peers and middle school students in the Oakland community. The topics we cover ranges from gun violence, relationship abuse, to peer pressure. Our youth leaders also get a stipend every month for their participation.



#### CHO YWAB

Children Hospital Oakland Youth Wellness Advisory Board is a group of paid youth leaders who support in promoting health and wellness for the Castlemont Community and provide feedback for clinic services



#### DIGITAL STORYTELLING

Students will be provided short readings, have time to reflect, and have discussionsl to stimulate conversations about the world we live in. Students will utilize the journal entries to create stories, songs, raps, or spoken word pieces. Students will then utilize images from the internet, that connect to their story, to create their personal digital story.



#### DUAL ENROLLMENT

Students have the opportunity to enroll in a college class while also earning high school credit. After students, complete series of coursework students can earn a certificate. Classes include forensic science and child development.



#### HEAL INTERNSHIP

Health Excellence & Academic Leadership (HEAL) internship program introduces high school students of color to career opportunities in the healthcare field. Students gain exposure to health careers through hands-on experiences such as shadowing doctors, nurses, and other clinicians; skills workshops; seminars; and field trips.



#### LOVE CULTIVATING SCHOOLS

Love Cultivating School is a youth leadership program through food cultivation. We maintain gardens at 6 different elementary, middle and high schools in East Oakland and teach after school garden classes at those schools. Our students explore a variety of different concepts ranging from urban ecology to health and nutrition.



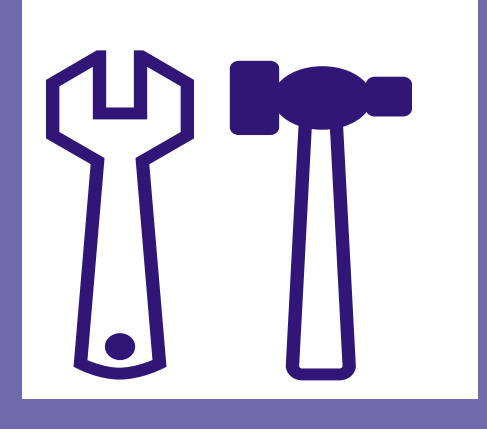
#### SOCCER WO BORDERS

Soccer Without Borders uses soccer as a vehicle for positive change, providing international and other under-served youth with a toolkit to overcome obstacles and experience growth, inclusion and personal success. They will be playing in tournaments with other schools that offer Soccer Without Border.



#### DRIVERS ED

Online drivers education is the fun and effective way to earn your first license, or prepare for a knowledge test. Each lesson is packed with interactive features that help make traffic laws and driving safety easy to understand.



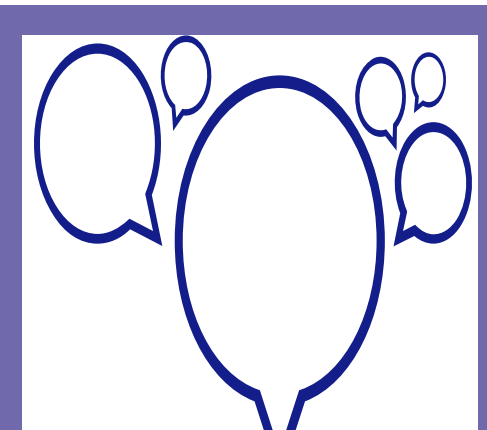
#### EAST OAKLAND MAKERS

Teach students and teachers how to use the maker space machines, including 3D printer, laser cutter, and CNC router. Students will also be able to participate in



#### KNIGHT AMBASSADOR

This position provides a valuable opportunity for youth to gain skills in leadership, program planning, public speaking, and administration through interaction with their peers and the Knight Time staff.



#### CASTLE INTERPRETERS

Castle Interpreters: So you speak two or more languages? Want to help students and teachers at Castlemont by providing language interpretation and get paid for it? As a participant in the Castlemont Interpreteryou will put your language skills to great usefor your community, learn about professional interpretation and get paid for doing it.



#### REAL HARD

REAL HARD is an after school youth leadership program that focuses on leadership skill development, political education, and participant action research so student leaders can engage their peers in campaigns to improve school culture and climate and increase equity for students furthest from opportunity.



#### FOOD AS MEDICINE

Food as Medicine is a youth food culinary program at Castlemont Get farm fresh meal kits with recipes to Reactivate Your Health and Connect with Your Village. Students will prepare recipes in their home kitchens, document their meals, and get feedback from their families program at Castlemont High School.



#### DEBATE CLUB

Urban Debate League helps students become experts in critical reading, writing, and argumentation. In a debate, a deep understanding of text and argument makes the difference between victory and defeat. Critical reading, thoughtful speaking, and original research are skills that debaters spend countless hours of their own time mastering.



# KNIGHT TIME

2020-2021

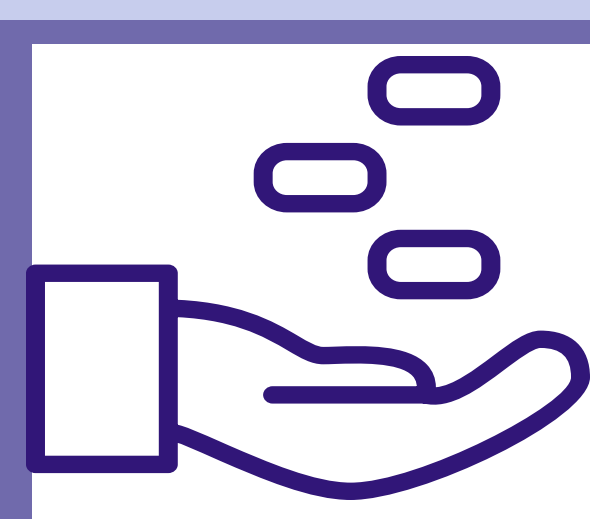
## After School Program Offerings



INTERNSHIPS \$



TUTORING \$



\$ SOCIAL  
ENTREPRENEURSHIP



DRUMMING \$



SPORTS CLUB



EAST BAY YOUNG  
SCIENTISTS \$



DUAL  
ENROLLMENT



FOOD AS  
MEDICINE \$



TEENS ON  
TARGET \$



REAL HARD \$



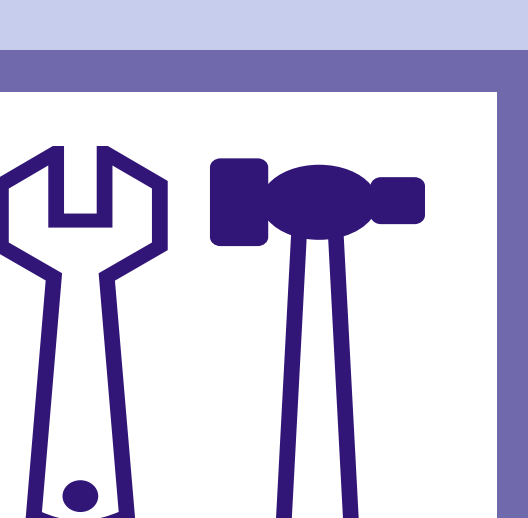
KNIGHT  
PAINTERS \$



PASS-2 \$



GIRLS  
GROUP \$



EAST OAKLAND  
MAKERS \$



LOVE CULTIVATING  
SCHOOLS \$



SOCCER W/O  
BORDERS



LEGIT MONEY  
CLUB \$



CASTLE  
INTERPRETERS \$



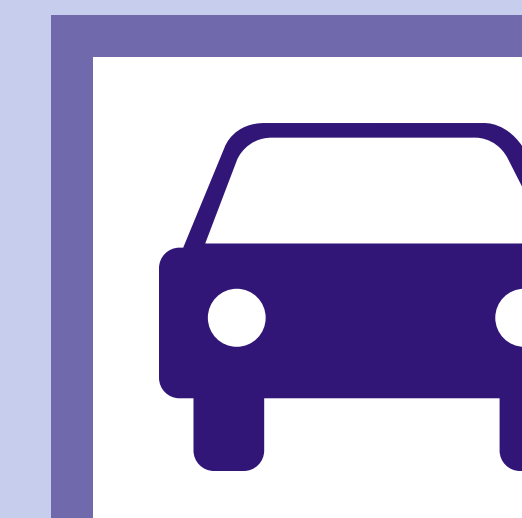
DEBATE CLUB



CASTLE FARM \$



PACIFIC BRIDGE  
CLUB \$



DRIVER'S ED



GAY STRAIGHT  
ALLIANCE \$



KNIGHT  
AMBASSADOR \$

FOOD DELIVERY  
MON & THURS in Cafeteria  
8am -12pm

Questions?

Contact Ms. Sabaa Shoraka  
sabaa@kidsfirstoakland.org  
510.224.4089

\$-PAID PROGRAM

ONLINE ONLY

GOLF AND ROWING  
COMING SOON!

Program Schedule Description					
				Which required CDE component does this activity meet?	Explain how the activity is meeting CDE requirements. How are you ensuring it is high-quality?
Items	Program Title	Description	Staff	Use drop down menu	
	FabLab	Students have opportunity to learn how to design and make things using digital manufacturing machines like a lasercutter, CNC machine, and 3D printers. There you can also make things with traditional hand tools and power tools as well as hand drawing tools.	Jeadil Vilchis	Educational Enrichment	FabLab extends school day Academies and Linked Learning educational activities and curriculum into after school hours through an enrichment program that complements the academic program and improves academic achievement for participants. FabLab aligns to Point of Service Quality Standards: Active and Engaged Learning; Skill Building; Healthy Choices and Behaviors
	Farm to Fork	It is our goal to create a continuous thread of education and learning in the after school program aiming to cultivate deeper the Sustainable Urban Design Academy (SUDA) and the Community Health Equity Academy (CHEA) at Castlemont High School. By providing a farm to fork culinary experience we will encourage mindfulness around food choices, students ability to cultivate and harvest produce, and support the after-school supper program with supplemental food and drinks that uplift the Castlemont farm.	TBD	Educational Enrichment/Phys	Farm to Fork aligns to 2 school day Academies, SUDA and CHEA through an enrichment program that complements the academic program, and aims to improve academic achievement for participants. Farm to Fork aligns to Point of Service Quality Standards: Skill development, Healthy choices, and Active and engaged learning

	Farm	Green Eatzz is a youth food entrepreneurship program. Students have the opportunity to either start their own healthy food business (with hands on support and a distribution network) or to create a project to improve the food on the Castlemont campus. In addition students learn new culinary skills, get a food handlers certificate, share stories and recipes, get support with start-up funds, and hands farm/garden experience. We are creating a healthy food culture on campus at Castlemont High School.	Red Barn	Educational Enrichment/Phys	Green Eats aligns to school day Academies through an enrichment program that complements the academic program, and aims to improve academic achievement for participants. Farm to Fork aligns to Point of Service Quality Standards: Skill development, Healthy choices, and Active and engaged learning
	REAL HARD	REAL HARD is an after school youth leadership program that focuses on leadership skill development, political education, and participant action research so student leaders can engage their peers in campaigns to improve school culture and climate, and increase equity for students furthest from opportunity.	Hadiyah Owens	Educational Enrichment	REAL HARD educational enrichment programming prepares youth leaders to improve school culture and climate by aligning a code of respect to school policies and improving the learning environment and overall academic achievement of students during the school day. REAL HARD aligns to school day Academies through an enrichment program that complements the academic program, and aims to improve academic achievement for participants. REAL HARD aligns to Point of Service Quality Standards: Youth Voice; Safe and supportive environment; and Diversity Access and Equity

	PASS-2	PASS-2 teaches A-G requirements, goal setting, transcript literacy, and strategies to increase motivation and engagement in school. Workshops are lead by peer leaders that are trained after school.	Hadiyah Owens	Educational Enrichment	PASS-2 teaches academic skills to mentors through educational enrichment programming to provide workshops to 100% of 9th graders focused on improving academic achievement and post-secondary access. This program both improves academic achievement and complements the school day academic program. PASS-2 aligns to Point of Service Quality Standards: Youth Voice; and Safe and supportive environment; and Active and Engaged Learning
	Weight Room	Weight Room: Students are supported by a physical fitness programming that encourages improved health via exercise, diet, and rest. Students will use a fitness tracker to track their progress on their personal health goals.	TBD	Physical Activity	The weight room aligns to the CDE requirements to offer age appropriate physical fitness education to students after school, and aligns to Point of Service Quality Standards: Healthy Choices and Behaviors
	Intramural Sports	Intramural Sports: Offers students the space and support to meet their physical, social and recreational needs while promoting teamwork. The intramural program includes league, tournament, individual and dual sport competition.	Rickey Bartley	Physical Activity	Our Intramural sports program aligns to the CDE requirements to offer age appropriate physical fitness education to students after school and aligns to Point of Service Quality Standards: Healthy Choices and Behaviors

	Soccer without Borders	Soccer Without Borders uses soccer as a vehicle for positive change, providing newcomer and other under-served youth with a toolkit to overcome obstacles and experience growth, inclusion and personal success. They will be playing in tournaments with other Soccer Without Border schools.	Christian Ruiz	Educational Enrichment/Phys	The Soccer Without Borders program aligns to the CDE requirements to offer age appropriate physical fitness education to students after school, while also offering educational enrichment and youth development support for Newcomer or English Language Learner students, and aligns to Point of Service Quality Standards: Healthy Choices and Behaviors; and Diversity Access and Equity
	Teens on Target	Teens on Target (TNT) trains East Oakland high school students to be violence prevention educators and leaders in the effort for a more peaceful city. These peer educators teach violence prevention workshops at middle schools, where they reach hundreds of students, changing attitudes and behaviors. TNT leaders gain valuable skills and earn stipends for their work.	Youth Alive	Educational Enrichment	TNT is an educational enrichment program for participants after school, and aligns to improved health and wellbeing for students at Castlemont as well as feeder middle schools who will be future Castlemont students. TNT aligns to Point of Service Quality Standards: Youth Voice; Safe and Supportive Environment; and Diversity Access and Equity
	Knight Armory	Knight Armory is a student run store that supports positive school culture by rewarding students with Knight Bucks that can be redeemed at the Knight Armory which is open after school.	Alejandra Astorga	Educational Enrichment	The Knight Armory directly aligns to the school day Code of Respect shared behavior and culture expectations, and is a way to reinforce positive student culture during and after school. The Knight Armory aligns to the Point of Service Quality Standard: Safe and supportive environment



	Debate Club	<p>Bay Area public school districts to make competitive policy debate available to every public high school student.</p> <p>BAUDL believes that debate increases student academic performance, enriches and expands their college and career opportunities, and provides the intellectual and networking tools for youth to thrive as active, responsible leaders in their communities.</p>	Bay Area Urban Debate League	Educational Enrichment	<p>Debate club is an after school enrichment program with a goal of improving academic achievement for participants by increasing literacy, research, and communication skills and aligns to the Point of Service Quality Standard: Skill Building</p>
	Community Urban Art	Community Urban Arts provide students to express themselves artistically, and promote community health through muraling and community building	Mr. Russel Sams	Educational Enrichment	<p>Community Urban Art is an educational enrichment program for youth after school to gain skills in arts, project planning, and community improvement in alignment with Castlemont's mission to create a safe, healthy and engaging learning experience that prepares all of our students for college, career and community. Community Urban Art aligns to the Point of Service Quality Standard: Skill building; and Safe and supportive environment</p>
	Swim Club	Instructor provides students with swim lessons, water safety instruction, and lifeguard training.	Mr. Stevann Jones	Physical Activity	<p>Swim Club aligns to the CDE requirements to offer age appropriate physical fitness education to students after school and aligns to the Point of Service Quality Standard: Healthy Choices and Behaviors</p>

	Pacific Bridge Club	Pacific Bridge Club focuses on taking 9th-12th grade students from East Oakland to developing nations to improve their life long experiences. Their goal is to have students return to America with different perspectives, more passion and more ambition to improve their lives and our communities. PBC means students have access to learning foreign languages, business strategies, management, and community engagement while building relationships with people, businesses, and our community.	Mr. Jonathan Guy	Educational and Literacy Con	Pacific Bridge Club offers educational enrichment through opportunities for cultural immersion and travel that align to the school's mission to create a safe, healthy and engaging learning experience that prepares all of our students for college, career and community. The program teaches key skills to improve academic achievement for participants. PBC aligns to the Point of Service Quality Standard: Safe and Supportive Environment
	Tutoring	Students have the opportunity to receive support for specific subjects including English Language Arts, Math, Language, Science, etc. from qualified tutors to help them gain key academic skills, improve grades in classes, or complete assignments for school-day classes	Beverly Velasco	Educational Enrichment	Tutoring both provides after school educational enrichment as students learn skills they may not have gained yet in school, and improves academic achievement by providing the supports/information/skills students need to master key curriculum and assignments from the school day. Tutoring aligns to the Point of Service Quality Standard: Skill Building

	Gametime	The goal of Gametime is to build a community and great friendships out of the love of video gaming. Students will have an opportunity to play multi and single player games, and spend time discussing gaming strategies and preferences.	Sabaa Shoraka	Educational Enrichment	Gametime provides educational enrichment after school through a medium that is already engaging and fun for students. Using games, students can learn important skills that translate to improved academic achievement - such as strategy, and communication with peers. Gametime Tutoring aligns to the Point of Service Quality Standard: Safe and Supportive Environment
	Drivers Ed	Students have the opportunity to receive their driver permit through an online platform	TBD	Educational Enrichment	Drivers education provides educational enrichment that can support students to become responsible, autonomous adults as they learn how to drive safely and lawfully, and aligns to the Point of Service Quality Standard: Skill Building
	Anime Club	An anime club is an organization that meets to discuss, show, and promote anime in a local community setting and can also focus on broadening Japanese cultural understanding.	TBD	Educational Enrichment	The Anime Club provides after school educational enrichment that further supports development of skills in fine arts and social studies, and aligns to the Point of Service Quality Standard: Skill Building
	Crafting Club	Castle Crafters is a crafting group that gathers students who are interested in working on different creative projects together. Projects include waste beads, candles, balms and etc.	TBD	Educational Enrichment	The Castle Crafter provides after school educational enrichment that further supports development of skills in crafying and social entrepreneuership and aligns to the Point of Service Quality Standard: Skill Building

	Bike Life	Bike Life: Students are taught the basic of fixing bikes and bike safety. Students will have access to bikes that will be donated.	TBD	Physical Activity	Our Bike Life aligns to the CDE requirements to offer age appropriate physical fitness education to students after school and aligns to Point of Service Quality Standards: Healthy Choices and Behaviors
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2021-2022 After School Program Schedule		*ADD description and explanation of CDE requirements, etc. on the other tab.					
School Site: Castlemont High School							
Lead Agency: Oakland Kids First							
Name of Program: Knight Time After School Program							
School Day End Time on Regular Days (according to Bell Schedule)		3:33 PM					
School Day End Time on Minimum Days (according to Bell Schedule)		1:55 PM					
Time Block	Monday	Tuesday	Wednesday	Thursday	Friday		
1:57- 2:30pm			Supper and Sign in				
2:30 - 6:00pm							
3:33 - 4:00pm	Supper and Sign in	Supper and Sign in		Supper and Sign in	Supper and Sign in		
4:00 - 6:00pm	Programs of student's choice	Programs of student's choice	Programs of student's choice	Programs of student's choice	Programs of student's choice		
6:00 PM	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure		
Important Notes:							
* Please note that the after school program must start immediately at the same time that the regular school day ends. Please check the official school bell schedule for 2020-21 for the exact ending time of the regular school program. On minimum days, the after school program must start immediately at the end of minimum day.							
Programs must submit this program schedule, along with a copy of the school's 2019-2020 bell schedule, to the ASPO office for review and approval.							
Sign-out and Program Closure cannot occur earlier than 6pm for elementary and middle school programs. Programs must operate at least 3 hours per day and at least 15							
Programs will be asked to re-submit updated program schedules at the beginning of each semester.							

Castlemont Lead Agency Budget 2021-2022							
	Total Castlemont Budget	OUSD-21st Century	21st Century	Secured Matching OKF Funding	Confirmed Pending Annual Contract	OUSD Matching	Budget Justification
<b>PROGRAM EXPENSES</b>							
<b>Program Materials and Supplies</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>		
Food	\$2,000.00			\$2,000.00			This expenditure covers the cost for food and refreshments for events, programming and meetings
Program Supplies	\$8,000.00			\$8,000.00			Covers the cost of program supplies for community events, enrichment programming, career readiness workshops, 9th grade summer bridge, and career fair.
<b>Printing and Publications</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$0.00</b>		
T-Shirt Printing							N/A
Poster	\$700.00			\$700.00			Cover the cost for printing program schedule posters and recruitment material.
Copying							N/A
Postage	\$100.00			\$100.00			Cover the cost for stamps to mail checks.
<b>Youth Retreat /Field Trips</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	Cover the cost of field trips including college, job shadowing, events and etc.
Travel	\$1,000.00			\$1,000.00			
<b>Staff Travel/ Mileage</b>	<b>\$500.00</b>			<b>\$500.00</b>			Cover the cost for staff to travel to site.
<b>Participant Incentives</b>	<b>\$1,000.00</b>			<b>\$1,000.00</b>			Cover the cost to purchase gift cards for raffles and student and adult participation incentives.
<b>Adult Stipends</b>	<b>\$6,000.00</b>			<b>\$6,000.00</b>			Cover the cost for adult stipends for participating on advisory board
Advisory Committee Adult Stipends							
<b>Youth Participant Stipends (given per semester)</b>	<b>\$117,800.00</b>	<b>\$0.00</b>	<b>\$14,156.00</b>	<b>\$30,800.00</b>	<b>\$77,000.00</b>	<b>\$0.00</b>	Students will be receiving stipends for participating in leadership development, internship and worked based learning opportunities and community engagement events. Programs include Castleworks, Internships, Pacific Bridge Club, Peer Interpreters, RelgKnight, and REAL HARD. A total of 150 students will receive approximately \$864 each.
CastleWorks	\$45,000.00		\$14,156.00	\$0.00	\$30,844.00		
Internships	\$10,000.00			\$0.00	\$10,000.00		
REAL HARD	\$10,000.00			\$10,000.00			
Pacific Bridge Club	\$4,800.00			\$4,800.00			
Re-IgKnight	\$16,000.00			\$16,000.00			
Summer Internships	\$20,000.00			\$10,000.00	\$10,000.00		
Knight Ambassador	\$12,000.00				\$12,000.00		
<b>PROGRAM SUBTOTAL</b>	<b>\$129,600.00</b>	<b>\$ -</b>	<b>\$14,156</b>	<b>\$43,600.00</b>	<b>\$77,000.00</b>	<b>\$0.00</b>	
<b>CONTRACTORS SUBTOTAL</b>							
Academic Support (TBD)				\$5,000.00			Provide study skills workshops and SAT prep services; provide small group academic tutoring.
Somastream				\$1,500.00			Online Driver's Education Platform for students to receive driver's permit; contract for seats in course.
Soccer Without Borders	\$5,000.00		\$5,000				Soccer Without Borders Soccer Without Borders uses soccer as a vehicle for positive change, providing newcomer and other under-served youth with a toolkit to overcome obstacles and experience growth, inclusion and personal success. They will be playing in tournaments with other Soccer Without Border schools. Soccer Without Borders will provide programming twice a week for 2.5 hours per session for approximately 15-20 students
Youth Alive	\$10,000.00		\$5,000				Youth Alive's Teens on Target program provides violence prevention training and leadership development to students. Students will be meeting twice a week for 2.5 hours per session. TNT will be serving 25-30 students.
<b>CONTRACTORS SUBTOTAL</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 6,500</b>	<b>\$ -</b>		
<b>PERSONNEL</b>							
Executive Director, Lukas Brekke-Miesner	\$14,115		\$10,587	\$3,528.71			Oversees strategic planning, staff and program development, fundraising, organization development, and supervision of Community Programs Manager. Requesting funding from OFCY grant.
Community Programs Manager, Sabaa Shoraka	\$73,036.08		\$54,777	\$21,910.82			Manages all Knight Time After school programming, supervise all Knight Time Staff and contractors, collaborate with school day staff for program alignment;
PASS- Manager, Peter Truong	\$6,625.79			\$6,625.79			Provide mentoring and coaching to support REAL HARD/PASS2 course.
Lead Agency - After School Program Assistant (Astorga, A	\$48,318.40		\$35,880	\$7,247.76			Provide administrative support to ensure that attendance is completed and support with supper; Co-facilitate Peer Interpreter program; Bilingual family engagement to provide Spanish speaking families with additional resources; support the international pathway.
Program Coordinator (PASS-2, REAL HARD), Hadiyah Owe	\$36,080.00		\$11,960	\$24,120.00			PASS-2/REAL HARD facilitator run two 2-day a week program for 2.5 hours a session for 40 weeks (including summer) and additional prep time; facilitator will also attend culture and climate, collaborative partners and additional professional development meetings.
Lead Agency -Enrichment Facilitator (TBD)	\$6,864.00		\$6,864	\$0.00			Enrichment Facilitator will run program twice a week for 2.5 hrs per session and additional 2 hrs of prep time per week for 33 weeks and additional hours of meetings and professional development

Castlemont Lead Agency Budget 2021-2022							
Lead Agency - Academic Mentor (TBD)	\$5,016.00			\$5,016.00			Academic Mentor will hold tutoring and academic support for 1.5 hrs a day four days a week and additional 1 hr of prep time per week for for 33 weeks; additional hr for meetings and professional development
Lead Agency - Academic Mentor	\$5,016.00		\$5,016	\$0.00			Academic Mentor will hold tutoring and academic support for 1.5 hrs a day four days a week and additional 1 hr of prep time per week for for 33 weeks; additional hr for meetings and professional development
Lead Agency - Culinary Arts Facilitator (Grace Harris)	\$11,232.00		\$7,488	\$5,616.00			Culinary Arts Facilitator will hold program for 3 days a week for 2.5 hrs a session and additional 2.5 hr of prep time for 36 weeks; facilitator will hold summer programming for 15 hrs a week and additional 3 hrs of prep for 4 weeks.
Lead Agency - CastleWorks Kokou K. (TBD)	\$560.00			\$560.00			Drumming Facilitator will hold summer program for 3 hrs per session and additional 1 hr prep for 4 weeks.
Lead Agency - CastleWorks Facilitator (TBD)	\$5,600.00		\$5,600				CastleWorks Enrichment Facilitator will run culinary and cooking program twice a week for 2 hrs per session and additional 1 hrs of prep time per week for 40 weeks including summer and additional hours of meetings and professional development
Lead Agency - Family Liaison	\$7,220.00		\$7,220				Family Liaison will support family engagement events, family literacy and connect them to resources; staff will working 10 hrs per week including hours for meetings and professional development.
Lead Agency - Culture Keeper (Bartley, Rickey)	\$6,624.00		\$6,624				Culture keeper will support to provide a safe and positive after school culture. Culture keeper will be 8 hrs a week for 36 weeks.
Quality Support Coach/Career Pathways' Liaison (REQUIRED) [1]							
Certificated Teacher - Credit Recovery [2]	\$ 2,310	\$2,310.00					Extended contract for a teacher to support with English credit recovery for 60 hrs for 5 unit course
Certificated Teacher - CTE- Art (paid by MN- via Castle) [3]	\$ 7,623					\$7,623.00	CastleWorks Knight Painter program will be taught by the Castlemont Art Teacher. Classes will be help twice a week for 2.5 hrs and a .5 hr prep time. Costs will be covered by Castlemont Measure N contract.
Certificated Teacher - Credit Recovery [4]	\$ 2,310	\$2,310.00					Extended contract for a teacher to support with English credit recovery for 60 hrs for 5 unit course
Certificated Teacher - CTE- Peer Interpreter (paid by MN- via Castle) [5]	\$ 7,623					\$7,623.00	CastleWorks Peer Interpreter program will be taught by a Castlemont Teacher. Classes will be help twice a week for 2.5 hrs and a .5 hr prep time. Costs will be covered by Castlemont Measure N contract.
OUSD Benefits (24.5%)	\$4,867.17	\$1,131.90				\$1,131.90	
Lead Agency Benefits	\$39,254.47		\$26,338	\$11,786.95	\$0.00		Covers health, dental, workers' compensation, and payroll taxes for staff at a rate of 21%. Fringe benefit rate has increased.
PERSONNEL SUBTOTAL	\$ 290,295	\$ 5,752	\$178,354	\$86,412.03	\$0.00	\$16,377.90	
GENERAL EXPENSES							
Office Supplies	\$700.00			\$700.00			This covers the cost of general office supplies, paper, folders, printer ink cartridges, envelopes, and etc.
Facility Rental	\$1,000.00			\$1,000.00			This covers the cost of our organizational office rent.
Telephone/Internet/Communications	\$700.00			\$700.00			The cost of mobile data, internet, cell phone usage, fax, and office telephone,
Equipment /Technology Purchase	\$1,000.00			\$1,000.00			
Staff development, training and retreats	\$700.00		\$500	\$200.00			Castle Staff Training/PD/Retreat
GENERAL EXPENSES SUBTOTAL	\$ 4,100	\$ -	\$500	\$3,529.00	\$0.00	\$0.00	
OUSD Indirect (5.00%) [6]	11904.76	11904.76					
OUSD ASPO admin, evaluation, and training/technical assistance costs [7]	15576.32	15576.32					
Custodial Staffing and Supplies at 3.5% [8]	7788.16	7788.16					
Lead Agency Indirect	23864.27		\$5,968	\$17,896.20		\$1,637.79	Indirect costs include administrative support, finance and accounting, IT support, office maintenance and repair, and audit costs at a rate of 15%.
INDIRECT SUBTOTAL	\$ 59,133.51	\$ 35,269.24	\$5,968	\$17,896.20	\$4,000.00	\$1,637.79	
TOTAL CASTLE LEAD AGENCY PROGRAM EXPENSES F	\$498,128	\$41,021	\$208,979	\$157,937	\$81,000	\$18,016	

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019****Open to Public Inspection****A** For the 2019 calendar year, or tax year beginning 7/01, 2019, and ending 6/30, 2020**B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** **Organization name**  
**Oakland Kids First**  
**610 16th Street #310**  
**Oakland, CA 94612**

**D** Employer identification number

01-0594835

**E** Telephone number

510-452-2043

**G** Gross receipts \$ 1,095,779.**H(a)** Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No  
If "No," attach a list. (see instructions)**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: www.kidfirstoakland.org**H(c)** Group exemption number ▶**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation:**M** State of legal domicile: CA**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b>	Briefly describe the organization's mission or most significant activities: <u>Oakland Kids First amplifies youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.</u>		
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<u>3</u>	<u>3</u>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<u>4</u>	<u>3</u>
	<b>5</b>	Total number of individuals employed in calendar year 2019 (Part V, line 2a)	<u>5</u>	<u>19</u>
	<b>6</b>	Total number of volunteers (estimate if necessary)	<u>6</u>	<u>0</u>
		<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<u>7a</u>
<b>b</b>		Net unrelated business taxable income from Form 990-T, line 39	<u>7b</u>	<u>0.</u>
<b>Revenue</b>	<b>8</b>	Contributions and grants (Part VIII, line 1h)	<u>Prior Year</u> 674,551.	<u>Current Year</u> 1,094,846.
	<b>9</b>	Program service revenue (Part VIII, line 2g)	327,353.	
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	1,690.	933.
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	3,000.	
	<b>12</b>	Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,006,594.	1,095,779.
	<b>Expenses</b>	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
<b>14</b>		Benefits paid to or for members (Part IX, column (A), line 4)		
<b>15</b>		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	664,775.	620,684.
<b>16a</b>		Professional fundraising fees (Part IX, column (A), line 11e)		
<b>b</b>		Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>65,667.</u>		
<b>17</b>		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	389,714.	346,968.
<b>18</b>		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,054,489.	967,652.
<b>Net Assets or Fund Balances</b>	<b>19</b>	Revenue less expenses. Subtract line 18 from line 12	-47,895.	128,127.
	<b>20</b>	Total assets (Part X, line 16)	<u>Beginning of Current Year</u> 364,281.	<u>End of Year</u> 604,438.
		Total liabilities (Part X, line 26)	44,896.	156,926.
		<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20	319,385.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer		Date		
	<u>Lukas Brekke-Miesner</u>		Executive Dir.		
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN
	<u>Patricia A Foley</u>	<u>Patricia A Foley</u>			<u>P00026891</u>
	Firm's name	<u>Patricia A. Foley, E.A.</u>			Firm's EIN ▶ <u>81-2440329</u>
	Firm's address	<u>1131 Comanche Drive</u> <u>Fawnskin, CA 92333</u>			Phone no. <u>510-589-6820</u>

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No



**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☒ **X****1** Briefly describe the organization's mission:Oakland Kids First amplifies youth voice, leadership, and power to create engaging  
and equitable public schools where all students learn and achieve.**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code: ) (Expenses \$ 703,407. including grants of \$ ) (Revenue \$ )See Schedule O**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**4d** Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses **703,407.**

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If 'Yes,' complete Schedule A.</i>	<b>1</b> X	
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	<b>2</b> X	
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If 'Yes,' complete Schedule C, Part I.</i>	<b>3</b>	X
<b>4</b> <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If 'Yes,' complete Schedule C, Part II.</i>	<b>4</b> X	
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If 'Yes,' complete Schedule C, Part III.</i>	<b>5</b>	X
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If 'Yes,' complete Schedule D, Part I.</i>	<b>6</b>	X
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If 'Yes,' complete Schedule D, Part II.</i>	<b>7</b>	X
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If 'Yes,' complete Schedule D, Part III.</i>	<b>8</b>	X
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If 'Yes,' complete Schedule D, Part IV.</i>	<b>9</b>	X
<b>10</b> Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If 'Yes,' complete Schedule D, Part V.</i>	<b>10</b>	X
<b>11</b> If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If 'Yes,' complete Schedule D, Part VI.</i>	<b>11 a</b> X	
<b>b</b> Did the organization report an amount for investments – other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part VII.</i>	<b>11 b</b>	X
<b>c</b> Did the organization report an amount for investments – program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part VIII.</i>	<b>11 c</b>	X
<b>d</b> Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part IX.</i>	<b>11 d</b>	X
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If 'Yes,' complete Schedule D, Part X.</i>	<b>11 e</b> X	
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If 'Yes,' complete Schedule D, Part X.</i>	<b>11 f</b>	X
<b>12 a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If 'Yes,' complete Schedule D, Parts XI and XII.</i>	<b>12 a</b>	X
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional.</i>	<b>12 b</b>	X
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If 'Yes,' complete Schedule E.</i>	<b>13</b>	X
<b>14 a</b> Did the organization maintain an office, employees, or agents outside of the United States?	<b>14 a</b>	X
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If 'Yes,' complete Schedule F, Parts I and IV.</i>	<b>14 b</b>	X
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If 'Yes,' complete Schedule F, Parts II and IV.</i>	<b>15</b>	X
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If 'Yes,' complete Schedule F, Parts III and IV.</i>	<b>16</b>	X
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If 'Yes,' complete Schedule G, Part I (see instructions).</i>	<b>17</b>	X
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If 'Yes,' complete Schedule G, Part II.</i>	<b>18</b>	X
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If 'Yes,' complete Schedule G, Part III.</i>	<b>19</b>	X
<b>20 a</b> Did the organization operate one or more hospital facilities? <i>If 'Yes,' complete Schedule H.</i>	<b>20 a</b>	X
<b>b</b> If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?	<b>20 b</b>	
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If 'Yes,' complete Schedule I, Parts I and II.</i>	<b>21</b>	X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If 'Yes,' complete Schedule I, Parts I and III.</i>		X
<b>23</b> Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If 'Yes,' complete Schedule J.</i>		X
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.</i>		X
<b>24b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>24c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>24d</b> Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
<b>25b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part II.</i>		X
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part III.</i>		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>b</b> A family member of any individual described in line 28a? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>c</b> A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M.</i>		X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If 'Yes,' complete Schedule M.</i>		X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I.</i>		X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If 'Yes,' complete Schedule N, Part II.</i>		X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If 'Yes,' complete Schedule R, Part I.</i>		X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>		X
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
<b>b</b> If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If 'Yes,' complete Schedule R, Part VI.</i>		X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O.	X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V. ☐

	Yes	No
<b>1 a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.		
<b>1 b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.		
<b>1 c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

**Part V** **Statements Regarding Other IRS Filings and Tax Compliance** (continued)

	Yes	No
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. .... <b>2a</b> 19		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? .....	<b>2b</b> X	
<b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year? .....	<b>3a</b>	X
<b>b</b> If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation on Schedule O. ....	<b>3b</b>	
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? .....	<b>4a</b>	X
<b>b</b> If 'Yes,' enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? .....	<b>5a</b>	X
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? .....	<b>5b</b>	X
<b>c</b> If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? .....	<b>5c</b>	
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? .....	<b>6a</b>	X
<b>b</b> If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? .....	<b>6b</b>	
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? .....	<b>7a</b>	X
<b>b</b> If 'Yes,' did the organization notify the donor of the value of the goods or services provided? .....	<b>7b</b>	
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? .....	<b>7c</b>	X
<b>d</b> If 'Yes,' indicate the number of Forms 8282 filed during the year. .... <b>7d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? .....	<b>7e</b>	X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? .....	<b>7f</b>	X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? .....	<b>7g</b>	
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? .....	<b>7h</b>	
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? .....	<b>8</b>	
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966? .....	<b>9a</b>	
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? .....	<b>9b</b>	
<b>10 Section 501(c)(7) organizations.</b> Enter:		
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12. .... <b>10a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. .... <b>10b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders. .... <b>11a</b>		
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) .... <b>11b</b>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? .....	<b>12a</b>	
<b>b</b> If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. .... <b>12b</b>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? .....	<b>13a</b>	
<b>Note:</b> See the instructions for additional information the organization must report on Schedule O.		
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. .... <b>13b</b>		
<b>c</b> Enter the amount of reserves on hand .... <b>13c</b>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year? .....	<b>14a</b>	X
<b>b</b> If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation on Schedule O. ....	<b>14b</b>	
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? .....	<b>15</b>	X
If 'Yes,' see instructions and file Form 4720, Schedule N.		
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? .....	<b>16</b>	X
If 'Yes,' complete Form 4720, Schedule O.		

**Part VI Governance, Management, and Disclosure** For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒**Section A. Governing Body and Management**

	Yes	No
<b>1 a</b> Enter the number of voting members of the governing body at the end of the tax year. . . . . <b>1 a</b> 3		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
<b>b</b> Enter the number of voting members included on line 1a, above, who are independent. . . . . <b>1 b</b> 3		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . . <b>2</b>		X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? . . . . . <b>3</b>		X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . . <b>4</b>		X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . . <b>5</b>		X
<b>6</b> Did the organization have members or stockholders? . . . . . <b>6</b>		X
<b>7 a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . . <b>7 a</b>		X
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . . <b>7 b</b>		X
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>a</b> The governing body? . . . . . <b>8 a</b>	X	
<b>b</b> Each committee with authority to act on behalf of the governing body? . . . . . <b>8 b</b>	X	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses on Schedule O. . . . . <b>9</b>		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
<b>10 a</b> Did the organization have local chapters, branches, or affiliates? . . . . . <b>10 a</b>		X
<b>b</b> If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . . <b>10 b</b>		
<b>11 a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . . <b>11 a</b>	X	
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990. See Schedule O		
<b>12 a</b> Did the organization have a written conflict of interest policy? If 'No,' go to line 13. . . . . <b>12 a</b>		X
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . . <b>12 b</b>		
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done. . . . . <b>12 c</b>		
<b>13</b> Did the organization have a written whistleblower policy? . . . . . <b>13</b>		X
<b>14</b> Did the organization have a written document retention and destruction policy? . . . . . <b>14</b>		X
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official. . . . . <b>15 a</b>	X	
<b>b</b> Other officers or key employees of the organization. . . . . <b>15 b</b>		X
If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16 a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . . <b>16 a</b>		X
<b>b</b> If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? . . . . . <b>16 b</b>		

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed ▶ CA

**18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☒ Other (explain on Schedule O) See Sch. O

**19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. See Schedule O

**20** State the name, address, and telephone number of the person who possesses the organization's books and records ▶  
The Organization 610 16th Street Oakland CA 94612 510-452-2043

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII. ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1 a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Lukas Brekke-Miesner Executive Dir.	40 0			X				88,570.	0.	0.
(2) Bill Heiser Chairman	0.5 0			X				0.	0.	0.
(3) Phoumy Sayavong Treasurer	0.5 0			X				0.	0.	0.
(4) Niema Jordan Secretary	0.5 0			X				0.	0.	0.
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) -----	-----									
(16) -----	-----									
(17) -----	-----									
(18) -----	-----									
(19) -----	-----									
(20) -----	-----									
(21) -----	-----									
(22) -----	-----									
(23) -----	-----									
(24) -----	-----									
(25) -----	-----									
<b>1 b Subtotal</b> .....								88,570.	0.	0.
<b>c Total from continuation sheets to Part VII, Section A</b> .....								0.	0.	0.
<b>d Total (add lines 1b and 1c)</b> .....								88,570.	0.	0.

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

**3** Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If 'Yes,' complete Schedule J for such individual.*

	Yes	No
<b>3</b>		X
<b>4</b>		X
<b>5</b>		X

**4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If 'Yes,' complete Schedule J for such individual.*

**5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If 'Yes,' complete Schedule J for such person.*

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1 a</b>					
	<b>b</b> Membership dues .....	<b>1 b</b>					
	<b>c</b> Fundraising events .....	<b>1 c</b>					
	<b>d</b> Related organizations .....	<b>1 d</b>					
	<b>e</b> Government grants (contributions) ....	<b>1 e</b> 449,858.					
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above ...	<b>1 f</b> 644,988.					
	<b>g</b> Noncash contributions included in lines 1a-1f. ....	<b>1 g</b>					
	<b>h Total.</b> Add lines 1a-1f .....		1,094,846.				
<b>Program Service Revenue</b>	<b>Business Code</b>						
	<b>2 a</b> -----						
	<b>b</b> -----						
	<b>c</b> -----						
	<b>d</b> -----						
	<b>e</b> -----						
	<b>f</b> All other program service revenue. ....						
	<b>g Total.</b> Add lines 2a-2f .....						
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts) .....		933.			933.	
	<b>4</b> Income from investment of tax-exempt bond proceeds. ....						
	<b>5</b> Royalties .....						
	<b>6 a</b> Gross rents .....	(i) Real	(ii) Personal				
		<b>6 b</b> Less: rental expenses .....					
		<b>6 c</b> Rental income or (loss) .....					
	<b>d</b> Net rental income or (loss) .....						
	<b>7 a</b> Gross amount from sales of assets other than inventory .....	(i) Securities	(ii) Other				
		<b>7 b</b> Less: cost or other basis and sales expenses .....					
		<b>7 c</b> Gain or (loss) .....					
	<b>d</b> Net gain or (loss) .....						
	<b>8 a</b> Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....	<b>8 a</b>					
		<b>b</b> Less: direct expenses .....	<b>8 b</b>				
		<b>c</b> Net income or (loss) from fundraising events .....					
	<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....	<b>9 a</b>					
		<b>b</b> Less: direct expenses .....	<b>9 b</b>				
		<b>c</b> Net income or (loss) from gaming activities .....					
	<b>10 a</b> Gross sales of inventory, less .....	<b>10 a</b>					
<b>b</b> Less: cost of goods sold. ....		<b>10 b</b>					
<b>c</b> Net income or (loss) from sales of inventory .....							
<b>Miscellaneous Revenue</b>	<b>Business Code</b>						
	<b>11 a</b> -----						
	<b>b</b> -----						
	<b>c</b> -----						
	<b>d</b> All other revenue .....						
	<b>e Total.</b> Add lines 11a-11d .....						
<b>12 Total revenue.</b> See instructions .....		1,095,779.	0.	0.	933.		



**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. ☒ **X**

<b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>	<b>(A)</b> Total expenses	<b>(B)</b> Program service expenses	<b>(C)</b> Management and general expenses	<b>(D)</b> Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22.				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
<b>4</b> Benefits paid to or for members.				
<b>5</b> Compensation of current officers, directors, trustees, and key employees.	91,150.	1,823.	79,301.	10,026.
<b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
<b>7</b> Other salaries and wages.	443,219.	381,383.	32,618.	29,218.
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
<b>9</b> Other employee benefits.	39,670.	27,034.	9,859.	2,777.
<b>10</b> Payroll taxes.	46,645.	33,118.	10,262.	3,265.
<b>11</b> Fees for services (nonemployees):				
<b>a</b> Management.				
<b>b</b> Legal.				
<b>c</b> Accounting.	25,614.		25,614.	
<b>d</b> Lobbying.				
<b>e</b> Professional fundraising services. See Part IV, line 17.				
<b>f</b> Investment management fees.				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	105,503.	79,877.	11,926.	13,700.
<b>12</b> Advertising and promotion.				
<b>13</b> Office expenses.	60,420.	54,574.	4,171.	1,675.
<b>14</b> Information technology.				
<b>15</b> Royalties.				
<b>16</b> Occupancy.	48,714.	22,895.	21,240.	4,579.
<b>17</b> Travel.	3,470.	3,201.	269.	
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials.				
<b>19</b> Conferences, conventions, and meetings.	6,338.	6,338.		
<b>20</b> Interest.				
<b>21</b> Payments to affiliates.				
<b>22</b> Depreciation, depletion, and amortization.	1,619.	1,619.		
<b>23</b> Insurance.	6,095.	4,327.	1,341.	427.
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> Youth Stipends	89,195.	87,218.	1,977.	
<b>b</b>				
<b>c</b>				
<b>d</b>				
<b>e</b> All other expenses.				
<b>25</b> Total functional expenses. Add lines 1 through 24e.	967,652.	703,407.	198,578.	65,667.
<b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X. ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash — non-interest-bearing .....	239,741.	<b>1</b>	72,038.
	<b>2</b> Savings and temporary cash investments .....		<b>2</b>	360,190.
	<b>3</b> Pledges and grants receivable, net .....	111,436.	<b>3</b>	
	<b>4</b> Accounts receivable, net .....		<b>4</b>	163,582.
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>	
	<b>8</b> Inventories for sale or use .....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges .....	9,098.	<b>9</b>	2,947.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 32,564.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 32,564.	1,619.	<b>10c</b>
	<b>11</b> Investments — publicly traded securities .....		<b>11</b>	
	<b>12</b> Investments — other securities. See Part IV, line 11 .....		<b>12</b>	
	<b>13</b> Investments — program-related. See Part IV, line 11 .....		<b>13</b>	
	<b>14</b> Intangible assets .....		<b>14</b>	
	<b>15</b> Other assets. See Part IV, line 11 .....	2,387.	<b>15</b>	5,681.
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) .....	364,281.	<b>16</b>	604,438.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	12,832.	<b>17</b>	62,926.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....		<b>19</b>	
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>	
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....	32,064.	<b>25</b>	94,000.
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....	44,896.	<b>26</b>	156,926.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow FASB ASC 958, check here ▶</b> <input checked="" type="checkbox"/>			
	<b>and complete lines 27, 28, 32, and 33.</b>			
	<b>27</b> Net assets without donor restrictions .....	319,385.	<b>27</b>	189,533.
	<b>28</b> Net assets with donor restrictions .....		<b>28</b>	257,979.
	<b>Organizations that do not follow FASB ASC 958, check here ▶</b> <input type="checkbox"/>			
	<b>and complete lines 29 through 33.</b>			
	<b>29</b> Capital stock or trust principal, or current funds .....		<b>29</b>	
	<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....		<b>30</b>	
	<b>31</b> Retained earnings, endowment, accumulated income, or other funds .....		<b>31</b>	
<b>32</b> Total net assets or fund balances .....	319,385.	<b>32</b>	447,512.	
<b>33</b> Total liabilities and net assets/fund balances .....	364,281.	<b>33</b>	604,438.	

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI. ☐

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12).....	<b>1</b>	1,095,779.
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25).....	<b>2</b>	967,652.
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1.....	<b>3</b>	128,127.
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A)).....	<b>4</b>	319,385.
<b>5</b>	Net unrealized gains (losses) on investments.....	<b>5</b>	
<b>6</b>	Donated services and use of facilities.....	<b>6</b>	
<b>7</b>	Investment expenses.....	<b>7</b>	
<b>8</b>	Prior period adjustments.....	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O).....	<b>9</b>	0.
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)).....	<b>10</b>	447,512.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII. ☐

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? .....		X
If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
<b>b</b> Were the organization's financial statements audited by an independent accountant? .....	X	
If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
<b>c</b> If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? .....	X	
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? .....		X
<b>b</b> If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits .....		

BAA

TEEA0112L 01/21/20

Form **990** (2019)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019**

**Open to Public  
Inspection**

Name of the organization

Oakland Kids First

Employer identification number

01-0594835

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives: (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations: \_\_\_\_\_
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.) . . . . .	540,673.	830,853.	411,529.	674,551.	1,094,846.	3,552,452.
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf. . . . .						0.
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						0.
<b>4 Total.</b> Add lines 1 through 3 . . . . .	540,673.	830,853.	411,529.	674,551.	1,094,846.	3,552,452.
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) . . . . .						1,080,238.
<b>6 Public support.</b> Subtract line 5 from line 4 . . . . .						2,472,214.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>7</b> Amounts from line 4 . . . . .	540,673.	830,853.	411,529.	674,551.	1,094,846.	3,552,452.
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . . .	679.	589.	754.	1,690.	933.	4,645.
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on . . . . .						0.
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) <i>See Part VI</i> . . . . .	5,355.	28,577.		3,000.		36,932.
<b>11 Total support.</b> Add lines 7 through 10 . . . . .						3,594,029.
<b>12</b> Gross receipts from related activities, etc. (see instructions) . . . . .					<b>12</b>	0.
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . . ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f)). . . . .	<b>14</b>	68.79 %
<b>15</b> Public support percentage from 2018 Schedule A, Part II, line 14 . . . . .	<b>15</b>	98.70 %
<b>16a 33-1/3% support test—2019.</b> If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and <b>stop here</b> . The organization qualifies as a publicly supported organization. . . . . ▶ <input checked="" type="checkbox"/>		
<b>b 33-1/3% support test—2018.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and <b>stop here</b> . The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
<b>17a 10%-facts-and-circumstances test—2019.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and <b>stop here</b> . Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. . . . . ▶ <input type="checkbox"/>		
<b>b 10%-facts-and-circumstances test—2018.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and <b>stop here</b> . Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. . . . . ▶ <input type="checkbox"/>		
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ▶ <input type="checkbox"/>		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.) .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose. ....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513. ....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf. ....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge. ....						
<b>6 Total.</b> Add lines 1 through 5. ....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons. ....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year. ....						
<b>c</b> Add lines 7a and 7b. ....						
<b>8 Public support.</b> (Subtract line 7c from line 6.) .....						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>9</b> Amounts from line 6. ....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources. ....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975. ....						
<b>c</b> Add lines 10a and 10b. ....						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on. ....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.) .....						

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**. ☐ ►**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f)).	<b>15</b>	%
<b>16</b> Public support percentage from 2018 Schedule A, Part III, line 15.	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for <b>2019</b> (line 10c, column (f), divided by line 13, column (f)).	<b>17</b>	%
<b>18</b> Investment income percentage from <b>2018</b> Schedule A, Part III, line 17.	<b>18</b>	%

**19a 33-1/3% support tests—2019.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ☐ ►**b 33-1/3% support tests—2018.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ☐ ►**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ☐ ►

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If 'No,' describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If 'Yes,' explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If 'Yes,' answer (b) and (c) below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If 'Yes,' describe in <b>Part VI</b> when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If 'Yes,' explain in <b>Part VI</b> what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ('foreign supported organization')? If 'Yes' and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If 'Yes,' describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If 'Yes,' explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If 'Yes,' answer (b) and (c) below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If 'Yes,' provide detail in <b>Part VI</b> .		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If 'Yes,' provide detail in <b>Part VI</b> .		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If 'Yes,' provide detail in <b>Part VI</b> .		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If 'Yes,' provide detail in <b>Part VI</b> .		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If 'Yes,' answer 10b below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	<b>11a</b>	
<b>b</b> A family member of a person described in (a) above?	<b>11b</b>	
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If 'Yes' to a, b, or c, provide detail in <b>Part VI</b> .	<b>11c</b>	

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If 'No,' describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.	<b>1</b>	
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If 'Yes,' explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.	<b>2</b>	

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If 'No,' describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).	<b>1</b>	

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	<b>1</b>	
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If 'No,' explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).	<b>2</b>	
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If 'Yes,' describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.	<b>3</b>	

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.			
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.			
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a government entity (see instructions).			
<b>2</b> Activities Test. <b>Answer (a) and (b) below.</b>		Yes	No
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If 'Yes,' then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	<b>2a</b>		
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If 'Yes,' explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.	<b>2b</b>		
<b>3</b> Parent of Supported Organizations. <b>Answer (a) and (b) below.</b>			
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in <b>Part VI</b> .	<b>3a</b>		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If 'Yes,' describe in <b>Part VI</b> the role played by the organization in this regard.	<b>3b</b>		



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

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Schedule A (Form 990 or 990-EZ) 2019

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**Section D – Distributions**

	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in <b>Part VI</b> ). See instructions.	
7 <b>Total annual distributions.</b> Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

**Section E – Distribution Allocations (see instructions)**

	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required – explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014 .....			
b From 2015 .....			
c From 2016 .....			
d From 2017 .....			
e From 2018 .....			
f <b>Total</b> of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 <b>Excess distributions carryover to 2020.</b> Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015 .....			
b Excess from 2016 .....			
c Excess from 2017 .....			
d Excess from 2018 .....			
e Excess from 2019 .....			

BAA

Schedule A (Form 990 or 990-EZ) 2019

**Part VI Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

### Part II, Line 10 - Other Income

Nature and Source	2019	2018	2017	2016	2015
Total	\$ 0.	\$ 3,000.	\$ 0.	\$ 28,577.	\$ 5,355.

**Schedule B****(Form 990, 990-EZ,  
or 990-PF)**Department of the Treasury  
Internal Revenue Service**PUBLIC DISCLOSURE COPY  
Schedule of Contributors****► Attach to Form 990, Form 990-EZ, or Form 990-PF.  
► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2019**

Name of the organization

Oakland Kids First

Employer identification number

01-0594835

**Organization type** (check one):**Filers of:****Section:**

Form 990 or 990-EZ

☒ 501(c)( 3 ) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

Form 990-PF

☐ 527 political organization☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- ☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. ► \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

Oakland Kids First

Employer identification number

01-0594835

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1		\$ 30,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2		\$ 110,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3		\$ 279,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4		\$ 75,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5		\$ 100,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6		\$ 202,417.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)





Name of organization

Oakland Kids First

Employer identification number

01-0594835

**Part III** **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.) ..... \$ N/A

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee



**SCHEDULE C**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Political Campaign and Lobbying Activities**

**For Organizations Exempt From Income Tax Under section 501(c) and section 527**

- **Complete if the organization is described below. ► Attach to Form 990 or Form 990-EZ.**  
► **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2019**

**Open to Public  
Inspection**

**If the organization answered 'Yes,' on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then**

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

**If the organization answered 'Yes,' on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then**

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

**If the organization answered 'Yes,' on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then**

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization

Oakland Kids First

Employer identification number

01-0594835

**Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.**

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.  
(see instructions for definition of 'political campaign activities') See Part IV
- 2 Political campaign activity expenditures (see instructions) ..... ► \$ 7,647.
- 3 Volunteer hours for political campaign activities (see instructions) .....

**Part I-B Complete if the organization is exempt under section 501(c)(3).**

- 1 Enter the amount of any excise tax incurred by the organization under section 4955 ..... ► \$ 0.
- 2 Enter the amount of any excise tax incurred by organization managers under section 4955 ..... ► \$ 0.
- 3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ..... ☐ Yes ☐ No
- 4 a Was a correction made? ..... ☐ Yes ☐ No
- b If 'Yes,' describe in Part IV.

**Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).**

- 1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ..... ► \$
- 2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ..... ► \$
- 3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ..... ► \$
- 4 Did the filing organization file **Form 1120-POL** for this year? ..... ☐ Yes ☐ No
- 5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-.	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

**BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.**

**Schedule C (Form 990 or 990-EZ) 2019**

**Part II-A** Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

**A** Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

**B** Check ☐ if the filing organization checked box A and 'limited control' provisions apply.

<b>Limits on Lobbying Expenditures</b> (The term 'expenditures' means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals												
<b>1 a</b> Total lobbying expenditures to influence public opinion (grassroots lobbying) .....															
<b>b</b> Total lobbying expenditures to influence a legislative body (direct lobbying) .....															
<b>c</b> Total lobbying expenditures (add lines 1a and 1b) .....															
<b>d</b> Other exempt purpose expenditures .....															
<b>e</b> Total exempt purpose expenditures (add lines 1c and 1d) .....															
<b>f</b> Lobbying nontaxable amount. Enter the amount from the following table in both columns. ....															
<table border="1"> <thead> <tr> <th>If the amount on line 1e, column (a) or (b) is:</th> <th>The lobbying nontaxable amount is:</th> </tr> </thead> <tbody> <tr> <td>Not over \$500,000</td> <td>20% of the amount on line 1e.</td> </tr> <tr> <td>Over \$500,000 but not over \$1,000,000</td> <td>\$100,000 plus 15% of the excess over \$500,000.</td> </tr> <tr> <td>Over \$1,000,000 but not over \$1,500,000</td> <td>\$175,000 plus 10% of the excess over \$1,000,000.</td> </tr> <tr> <td>Over \$1,500,000 but not over \$17,000,000</td> <td>\$225,000 plus 5% of the excess over \$1,500,000.</td> </tr> <tr> <td>Over \$17,000,000</td> <td>\$1,000,000.</td> </tr> </tbody> </table>	If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:	Not over \$500,000	20% of the amount on line 1e.	Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.	Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.	Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.	Over \$17,000,000	\$1,000,000.			
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:														
Not over \$500,000	20% of the amount on line 1e.														
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.														
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.														
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.														
Over \$17,000,000	\$1,000,000.														
<b>g</b> Grassroots nontaxable amount (enter 25% of line 1f) .....															
<b>h</b> Subtract line 1g from line 1a. If zero or less, enter -0- .....															
<b>i</b> Subtract line 1f from line 1c. If zero or less, enter -0- .....															
<b>j</b> If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year? .....		<input type="checkbox"/> Yes	<input type="checkbox"/> No												

**4-Year Averaging Period Under Section 501(h)**  
(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) Total
<b>2 a</b> Lobbying nontaxable amount					
<b>b</b> Lobbying ceiling amount (150% of line 2a, column (e))					
<b>c</b> Total lobbying expenditures					
<b>d</b> Grassroots nontaxable amount					
<b>e</b> Grassroots ceiling amount (150% of line 2d, column (e))					
<b>f</b> Grassroots lobbying expenditures					

BAA

Schedule C (Form 990 or 990-EZ) 2019

**Part II-B** Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each 'Yes' response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

	(a)		(b)
	Yes	No	Amount
<b>1</b> During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
<b>a</b> Volunteers?		X	
<b>b</b> Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?	X		
<b>c</b> Media advertisements?		X	
<b>d</b> Mailings to members, legislators, or the public?		X	
<b>e</b> Publications, or published or broadcast statements?		X	
<b>f</b> Grants to other organizations for lobbying purposes?		X	
<b>g</b> Direct contact with legislators, their staffs, government officials, or a legislative body?	X		7,647.
<b>h</b> Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?		X	
<b>i</b> Other activities?		X	
<b>j</b> Total. Add lines 1c through 1i.			7,647.
<b>2a</b> Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?		X	
<b>b</b> If 'Yes,' enter the amount of any tax incurred under section 4912.			
<b>c</b> If 'Yes,' enter the amount of any tax incurred by organization managers under section 4912.			
<b>d</b> If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

**Part III-A** Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
<b>1</b> Were substantially all (90% or more) dues received nondeductible by members?	1	
<b>2</b> Did the organization make only in-house lobbying expenditures of \$2,000 or less?	2	
<b>3</b> Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?	3	

**Part III-B** Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered 'No,' OR (b) Part III-A, line 3, is answered 'Yes.'

<b>1</b> Dues, assessments and similar amounts from members.	1	
<b>2</b> Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
<b>a</b> Current year.	2a	
<b>b</b> Carryover from last year.	2b	
<b>c</b> Total.	2c	
<b>3</b> Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues.	3	
<b>4</b> If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
<b>5</b> Taxable amount of lobbying and political expenditures (see instructions).	5	

**Part IV** Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

**Part I-A, Line 1 - Direct and Indirect Political Campaign Activities**

Staff were nominally engaged in getting Oakland Youth Vote on the ballot through Oakland City Council. The Council voted to place the resolution on the ballot as Measure QQ.

**SCHEDULE D  
(Form 990)**Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Financial Statements**

► Complete if the organization answered 'Yes' on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
► Attach to Form 990.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019****Open to Public  
Inspection**

Employer identification number

Oakland Kids First

01-0594835

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

**Part II Conservation Easements.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2 a
b Total acreage restricted by conservation easements .....	2 b
c Number of conservation easements on a certified historic structure included in (a) .....	2 c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ► .....

4 Number of states where property subject to conservation easement is located ► .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1. .... ► \$ .....

(ii) Assets included in Form 990, Part X. .... ► \$ .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1. .... ► \$ .....

b Assets included in Form 990, Part X. .... ► \$ .....

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

**3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

**a** ☐ Public exhibition

**d** ☐ Loan or exchange program

**b** ☐ Scholarly research

**e** ☐ Other \_\_\_\_\_

**c** ☐ Preservation for future generations

**4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

**5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ **Yes** ☐ **No**

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

**1 a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ **Yes** ☐ **No**

**b** If 'Yes,' explain the arrangement in Part XIII and complete the following table:

	Amount
<b>c</b> Beginning balance.....	<b>1 c</b>
<b>d</b> Additions during the year.....	<b>1 d</b>
<b>e</b> Distributions during the year.....	<b>1 e</b>
<b>f</b> Ending balance.....	<b>1 f</b>

**2 a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ **Yes** ☐ **No**

**b** If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII. ☐

**Part V Endowment Funds.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
<b>1 a</b> Beginning of year balance.....					
<b>b</b> Contributions.....					
<b>c</b> Net investment earnings, gains, and losses.....					
<b>d</b> Grants or scholarships.....					
<b>e</b> Other expenditures for facilities and programs.....					
<b>f</b> Administrative expenses.....					
<b>g</b> End of year balance.....					

**2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

**a** Board designated or quasi-endowment ▶ \_\_\_\_\_ %

**b** Permanent endowment ▶ \_\_\_\_\_ %

**c** Term endowment ▶ \_\_\_\_\_ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

**3 a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations..... **3a(i)** ☐ **Yes** ☐ **No**

(ii) Related organizations..... **3a(ii)** ☐ **Yes** ☐ **No**

**b** If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R? **3b** ☐ **Yes** ☐ **No**

**4** Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
<b>1 a</b> Land.....				
<b>b</b> Buildings.....				
<b>c</b> Leasehold improvements.....				
<b>d</b> Equipment.....		32,564.	32,564.	0.
<b>e</b> Other.....				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.).....				0.

BAA

Schedule D (Form 990) 2019

**Part VII Investments – Other Securities.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives.....		
(2) Closely held equity interests.....		
(3) Other		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
(I) -----		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 12.) .. ▶		

**Part VIII Investments – Program Related.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 13.) .. ▶		

**Part IX Other Assets.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 15.) .. ▶	

**Part X Other Liabilities.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	94,000.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 25.) .. ▶	94,000.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII. ☐

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.** N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements .....	<b>1</b>	
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
<b>a</b>	Net unrealized gains (losses) on investments .....	<b>2 a</b>	
<b>b</b>	Donated services and use of facilities .....	<b>2 b</b>	
<b>c</b>	Recoveries of prior year grants .....	<b>2 c</b>	
<b>d</b>	Other (Describe in Part XIII.) .....	<b>2 d</b>	
<b>e</b>	Add lines <b>2 a</b> through <b>2 d</b> .....	<b>2 e</b>	
<b>3</b>	Subtract line <b>2 e</b> from line <b>1</b> .....	<b>3</b>	
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b. ....	<b>4 a</b>	
<b>b</b>	Other (Describe in Part XIII.) .....	<b>4 b</b>	
<b>c</b>	Add lines <b>4 a</b> and <b>4 b</b> .....	<b>4 c</b>	
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4 c</b> . (This must equal Form 990, Part I, line 12.) .....	<b>5</b>	

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.** N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements .....	<b>1</b>	
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b>	Donated services and use of facilities .....	<b>2 a</b>	
<b>b</b>	Prior year adjustments .....	<b>2 b</b>	
<b>c</b>	Other losses .....	<b>2 c</b>	
<b>d</b>	Other (Describe in Part XIII.) .....	<b>2 d</b>	
<b>e</b>	Add lines <b>2 a</b> through <b>2 d</b> .....	<b>2 e</b>	
<b>3</b>	Subtract line <b>2 e</b> from line <b>1</b> .....	<b>3</b>	
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b. ....	<b>4 a</b>	
<b>b</b>	Other (Describe in Part XIII.) .....	<b>4 b</b>	
<b>c</b>	Add lines <b>4 a</b> and <b>4 b</b> .....	<b>4 c</b>	
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4 c</b> . (This must equal Form 990, Part I, line 18.) .....	<b>5</b>	

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2019**

**Open to Public  
Inspection**

Oakland Kids First

Employer identification number

01-0594835

**Form 990, Part III, Line 4a - Program Service Accomplishments**

Oakland Kids First (OKF) works with 120 core youth leaders, 3,400 students across four high schools, and 100 teachers or administrators annually. OKF programs cultivate belonging and build power for young people to advance racial and educational equity.

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Program Descriptions:

Representing Educated Active Leaders Having a Righteous Dream (REAL HARD) Youth Leadership Program is a stipended after school leadership development and youth organizing program that engages 60 student leaders, grades 9-12, at four high schools annually. Youth participate in leadership development and community building activities after school, and then engage thousands of their peers and teachers in community organizing and school culture change efforts designed to increase educational equity. REAL HARD meets twice weekly at Castlemont, Fremont, Oakland High, and Oakland Technical High Schools. The program focuses on shifting school culture from punitive to restorative by expanding leadership roles for students to become culture drivers, by implementing shared Code of Respect values, and creating respectful learning spaces. REAL HARD is Oakland Kids First's longest running program.

Peers Advising Students to Succeed (PASS-2) creates a peer-to-peer model of relationship building and information sharing at Castlemont and Fremont high schools. PASS-2 provides an engaging space for 9th grade students to access the resources, requirements and support that they need to succeed, thrive in school, and prepare for post-secondary opportunities. PASS-2 engages 30 student mentors annually to

facilitate community building circles and academic workshops for 100% of 9th graders



Name of the organization

Oakland Kids First

Employer identification number

01-0594835

**Form 990, Part III, Line 4a - Program Service Accomplishments**

at their schools, and offers additional one-on-one peer mentoring support. PASS-2 is currently offered at Castlemont and Fremont high schools. In the past mentors facilitated workshops at Skyline, McClymonds, Oakland High, Street Academy, Oakland Tech, and at several middle schools.

OKF serves as the Lead Agency for Castlemont High School's Knight Success and Knight Time Programs that serve over 400 youth after school annually with 120 students participating in programming per day. OKF's Castlemont programs offer comprehensive college, career, and community readiness programming, as well as academic support, credit recovery, support for International and Newcomer students and their families, health and fitness, after school enrichment, positive youth development, and family engagement activities.

Youth Organizing Council (YOC) was established in 2018. YOC convenes 15 student leaders with previous program experience from each of our program sites during the summer and each week during the school year. YOC offers intensive leadership development and youth organizing support to champion justice and educational equity for low-income, marginalized students in Oakland. YOC participants conduct community needs assessments, research issues or policies impacting low-income, students of color, develop campaign plans, and advocate for citywide or district-wide changes in educational policy and practice to increase equity. During the 2019-2020 year, YOC researched and co-authored Oakland Youth Vote legislation to lower the voting age for Oakland School Board Elections to include 16 and 17 year olds, and spent a majority of program time implementing this campaign both during in-person programming and once YOC pivoted to virtual programming.

Name of the organization

Oakland Kids First

Employer identification number

01-0594835

**Form 990, Part III, Line 4a - Program Service Accomplishments**

Justice For Oakland Students (J4OS) Coalition was founded by OKF in 2017, and OKF continued to serve as the fiscal sponsor and lead organization between 2019-2020. The J4OS coalition is made up of students, parents/families of Oakland youth, teacher allies, and staff from community-based organizations working to center the experience of Black, Latinx, Special Education, Newcomer or International, and other marginalized student identities in city-wide or district policies and campaigns. J4OS serves as a convening, coordinating entity so member groups can work collaboratively towards shared goals that will improve racial justice and educational equity in Oakland Unified School District.

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**2019-2020 Program Outcomes and Accomplishments:**

During the 2019-2020 year, Oakland Kids First programs were implemented on-campus at high schools between July 1, 2019- March 13, 2020. Between March 16 - June 30, 2020, all OKF programs were offered virtually due to school closures that resulted from the Coronavirus pandemic to prevent the spread of COVID-19.

REAL HARD engaged 76 youth in positive youth development and leadership skill building after school programming. REAL HARD youth leaders then conducted research on school culture issues and launched campaigns to improve teacher quality. REAL HARD also continued to uphold positive school culture and climate at Castlemont, Fremont, Oakland High, and Oakland Tech through shared Codes of Respect, school-wide events, peer surveys and workshops for the broader student population. REAL HARD youth facilitated training for teachers and connected positive incentive systems to each

Name of the organization

Oakland Kids First

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01-0594835

**Form 990, Part III, Line 4a - Program Service Accomplishments**

school's store and cultural currency. As a result, 86% of REAL HARD youth believe that all students can do well in school, thrive and succeed in the right conditions; 85% indicated that the Code of Respect improved relationships between students/adults; and 80% gained understanding of power building.

PASS-2 engaged 20 mentors at Fremont and 6 mentors at Castlemont. At Fremont, the mentors facilitated peer academic mentoring and restorative justice workshops for 90 9th graders in person, which improved their knowledge of campus resources, graduation/college requirements, and transcript literacy. Due to campus closures, PASS-2 offered virtual workshops only at Castlemont, and prepared 6 mentors to create pre-recorded workshops that were distributed through a 9th grade teacher's Google Classroom to all 9th grade students.

OKF served as lead agency of the Knight Success and Knight Time programs at Castlemont High School, and engaged an average of 100 students per day, serving 441 total students throughout the year. Programming occurred on-campus between August 2019- March, 2020, then OKF provided online programs from March 16-June 30, 2020 that included stipended internships, dual enrollment in community colleges, enrichment activities during out of school time such as the CastleWorks Farm, Culinary Arts, Drivers Education and more. OKF provided International and Newcomer students with support through a Peer Interpreters program, offered Academic Support through online tutoring with teachers, and provided SAT prep for 49 juniors, college visits, and resume writing support. During the pandemic, OKF staff supported distribution of technology to students as well as free meals and healthy/nutritious food made available through OUSD and the Alameda County Food Bank for students and their families.

Name of the organization

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**Form 990, Part III, Line 4a - Program Service Accomplishments**

The Youth Organizing Council empowered 15 student leaders to lead the Oakland Youth Vote (OYV) campaign in partnership with the OUSD's All City Council and J4OS Coalition. Youth worked with Council President Kaplan to co-author the OYV resolution to expand voting rights in school board elections to include 16 and 17-year olds. As an outcome of the months YOC leadership spent organizing with peers, council members, and community organizations, the Oakland Youth Vote resolution was unanimously approved by the Oakland City Council in May 2020, advancing it to a public vote in the November 2020 election as ballot measure QQ. As a result of participating in YOC, 78% of YOC participants believe that collaboration with other organizations/groups/or youth are important to building authentic youth power, and 78% think that they can change things when they aren't fair by speaking up or taking action or organizing.

OKF successfully transitioned J4OS from a program within the organization to a fiscally sponsored project. J4OS convened a coalition of multi-racial, intergenerational members and led coordination of the Reparations Resolution for Black Students campaign and support for the Oakland Youth Vote.

In March 2020, OKF established a Student Relief Fund to provide students in our programs with essential connections to resources, social services, and financial support.

**Form 990, Part VI, Line 11b - Form 990 Review Process**

Form 990 is reviewed before being filed.

**Form 990, Part VI, Line 18 - Explanation of Other Means Forms Available For Public Inspection**

Documents are available upon request.

Name of the organization

Oakland Kids First

Employer identification number

01-0594835

**Form 990, Part VI, Line 19 - Other Organization Documents Publicly Available**

No other documents available to the public.

**Form 990, Part IX, Line 11g  
Other Fees For Services**

	(A) Total	(B) Program Services	(C) Management & General	(D) Fund- raising
Fees for service	105,503.	79,877.	11,926.	13,700.
Total	<u>\$ 105,503.</u>	<u>\$ 79,877.</u>	<u>\$ 11,926.</u>	<u>\$ 13,700.</u>

**Progress Report - Stats (2019-20)**

Creation Date: 6/25/2021, 3:22:21 PM (PT)

**Agency:** Oakland Kids First  
**Program:** Knight Success: College Ready, Career Ready and Community Ready  
**From:** 07 - Jul 2019  
**To:** 06 - Jun 2020

Group

Deliverables by Service Category	Projected Units of Service	Actual Units of Service
Academics	950.00	886.50
Arts, Dance, Music and Culture	2,270.00	236.00
College and Career Readiness	8,468.50	12,307.50
Leadership and Civic Engagement	1,120.00	1,905.75

Group Activity	Location	Category	Proj Sessions	Actual Sessions	Proj Avg Session Youth Participants	Actual Avg Session Youth Participants	Actual Undup. # of served	Proj Avg Session Hrs	Actual Avg Session Hrs	Proj Units of Service	Actual Units of Service
Career Ready: CASTLE Works Farm [19-20]	Castlemont High School	College and Career Readiness	58	31	10.00	7.26	37	1.50	2.50	870.00	562.50
Career Ready: CASTLE Works FabLab [19-20]	Castlemont High School	College and Career Readiness	29	18	5.00	4.61	6	1.50	3.00	217.50	249.00
Career Ready: CASTLE Works Farm to Fork Culinary [19-20]	Castlemont High School	College and Career Readiness	32	13	10.00	4.77	16	3.00	3.00	960.00	186.00
Career Ready: Fair [19-20]	Castlemont High School	College and Career Readiness	1	1	75.00	83.00	83	2.00	4.00	150.00	332.00
Career Ready: Internship East Oakland Boxing Association [19-20]	Castlemont High School	College and Career Readiness	12	58	6.00	2.91	3	2.00	2.00	144.00	338.00
Career Ready: Internship Site 4 [19-20]		College and Career Readiness	11	18	6.00	1.00	1	2.00	4.50	132.00	81.00
Career Ready: Internship Site 5 [19-20]		College and Career Readiness	11	30	6.00	19.40	48	6.00	2.00	396.00	1,164.00
Career Ready: Internship Site Children Hospital Oakland [19-20]	Castlemont High School	College and Career Readiness	12	47	6.00	6.45	17	2.00	2.00	144.00	606.00
Career Ready: Meet the Professional speaker to campus [19-20]		College and Career Readiness	1	1	75.00	63.00	63	1.00	1.50	75.00	94.50
Career Ready: Peer Newcomer Tutoring Program [19-20]	Castlemont High School	Leadership and Civic Engagement	29	10	5.00	3.90	19	1.00	1.42	145.00	55.25
Career Ready: Summer Internships [19-20]	Castlemont High School	College and Career Readiness	20	19	30.00	45.68	63	5.00	6.00	3,000.00	5,208.00
Castlemont Ready: 9th Grade Knight Commencement [19-20]	Castlemont High School	Academics	8	8	50.00	65.25	123	2.00	1.61	800.00	842.50
Castlemont Ready: 9th Grade Orientation/Registration [19-20]	Castlemont High School	Academics	1	1	75.00	22.00	22	2.00	2.00	150.00	44.00
Castlemont Ready: PASS-2 Training [20-21]	Castlemont High School	Leadership and Civic Engagement	18	--	5.00	--	--	2.00	--	180.00	--
College Ready: Dual Enrollment Course Carpentry [19-20]	Castlemont High School	College and Career Readiness	25	46	10.00	9.48	30	1.50	1.63	375.00	711.25
College Ready: Dual Enrollment Fall Course Child Development [19-20]	Castlemont High School	College and Career Readiness	35	34	10.00	15.74	22	1.50	1.50	525.00	802.50
College Ready: Dual Enrollment Fall Course Urban Agriculture [19-20]	Castlemont High School	College and Career Readiness	40	48	10.00	10.60	18	1.50	1.48	600.00	751.75
College Ready: Study Smart SAT Prep for Juniors [19-20]		College and Career Readiness	4	3	20.00	23.00	49	2.00	2.00	160.00	138.00
College Ready: Visit 1 [19-20]	Castlemont High School	College and Career Readiness	1	1	30.00	10.00	10	8.00	8.50	240.00	85.00

College Ready: Visit 2 [19-20]		College and Career Readiness	1	4	30.00	15.00	43	8.00	7.70	240.00	462.00
College Ready: Visit 3 [19-20]		College and Career Readiness	1	2	30.00	33.50	51	8.00	8.00	240.00	536.00
Community Ready: Community Arts After School Program [19-20]		Arts, Dance, Music and Culture	34	30	10.00	3.93	33	1.50	2.00	510.00	236.00
Community Ready: Food pantry/farmers market [19-20]	Castlemont High School	Leadership and Civic Engagement	9	4	20.00	21.00	70	1.00	2.50	180.00	209.75
Community Ready: MLK Day of Service [19-20]		Leadership and Civic Engagement	1	1	20.00	37.00	37	4.00	7.00	80.00	259.00
Community Ready: Pacific Bridge Club events and fundraisers [19-20]		Leadership and Civic Engagement	7	76	20.00	13.03	27	2.00	1.31	280.00	1,300.50
Community Ready: Pacific Bridge Club International Immersion [19-20]	Castlemont High School	Arts, Dance, Music and Culture	11	0	20.00	--	0	8.00	--	1,760.00	0.00
Community Ready: Student Government-Senior Committee [19-20]	Castlemont High School	Leadership and Civic Engagement	34	14	10.00	8.79	14	0.75	0.66	255.00	81.25
<b>Totals</b>			<b>446</b>	<b>518</b>	<b>--</b>	<b>11.73</b>	<b>385</b>	<b>--</b>	<b>2.52</b>	<b>12,808.50</b>	<b>15,335.75</b>

## Individual

Deliverables by Service Category	Projected Units of Service	Actual Units of Service
Academics	0.00	4,376.50
College and Career Readiness	0.00	63.00

Individual Activity	Location	Category	Proj Sessions	Actual Sessions	Actual Undup. # of served	Proj Avg Session Hrs	Actual Avg Session Hrs	Proj Units of Service	Actual Units of Service
Career Ready: Resume building support [19-20]		College and Career Readiness	150	63	63	1.00	1.00	0.00	63.00
Castlemont Ready: Support for Newcomer Students [19-20]		Academics	212	89	47	1.50	1.01	0.00	90.00
College Ready: After School Credit Recovery [19-20]		Academics	600	201	32	1.00	2.00	0.00	402.00
College Ready: After School Tutoring [19-20]		Academics	1,100	3,523	165	1.00	1.10	0.00	3,884.50
College Ready: Financial Literacy and Career Readiness Workshops [19-20]		College and Career Readiness	20	--	--	1.00	--	0.00	--
<b>Totals</b>			<b>2,082</b>	<b>3,876</b>	<b>237</b>	<b>--</b>	<b>1.15</b>	<b>0.00</b>	<b>4,439.50</b>

## ECMHC

Site Location Name	Projected Hours	Actual Hours
<b>Totals</b>	<b>--</b>	<b>--</b>

## Internships &amp; Subsidized Employment

Internship Activity	Location	Projected Participants	Actual Participants	Projected Hours Worked	Actual Hours Worked
<b>Totals</b>		<b>--</b>	<b>--</b>	<b>--</b>	<b>0.00</b>

## Overall

Projected Unduplicated # Youth Served	Actual Unduplicated # Youth Served	Youth Served Service Integrity (Actuals/Projections)	Projected Units of Service	Actual Units of Service	UoS Service Integrity (Actuals/Projections)
527	441	84%	12,808.50	19,775.25	154%

**Progress Report - Stats (2020-21)**  
 Creation Date: 6/25/2021, 3:23:45 PM (PT)

**Agency:** **Oakland Kids First**  
**Program:** **Knight Success: College Ready, Career Ready and Community Ready**  
**From:** **07 - Jul 2020**  
**To:** **06 - Jun 2021**

Group

Deliverables by Service Category	Projected Units of Service	Actual Units of Service
Academics	4,180.00	8,168.00
Arts, Dance, Music and Culture	712.00	726.00
College and Career Readiness	6,794.00	8,256.00
Community Building	960.00	1,041.67
Health Education & Wellness	1,025.00	746.00
Leadership and Civic Engagement	1,494.00	1,284.00
Supportive Services	40.00	82.00

Group Activity	Location	Category	Proj Sessions	Actual Sessions	Proj Avg Session Youth Participants	Actual Avg Session Youth Participants	Actual Undup. # of served	Proj Avg Session Hrs	Actual Avg Session Hrs	Proj Units of Service	Actual Units of Service
Career Ready: CastleWorks [2020-21]	Castlemont High School	College and Career Readiness	32	42	15.00	13.38	50	2.00	2.00	960.00	1,124.00
Career Ready: CastleWorks Castle Interpreters [2020-21]	Castlemont High School	Leadership and Civic Engagement	25	30	7.00	8.13	13	2.00	2.00	350.00	488.00
Career Ready: CastleWorks Drumming [2020-21]	Castlemont High School	Arts, Dance, Music and Culture	13	--	4.00	--	--	2.00	--	104.00	--
Career Ready: CastleWorks East Bay Academy for Young Scientists [2020-21]	Castlemont High School	College and Career Readiness	13	18	4.00	3.17	4	2.00	2.00	104.00	114.00
Career Ready: CastleWorks Farm [2020-21]	Castlemont High School	Health Education & Wellness	25	18	5.00	3.11	11	2.00	2.00	250.00	112.00
Career Ready: CastleWorks Food as Medicine [2020-21]	Castlemont High School	Health Education & Wellness	25	39	9.00	7.21	12	3.00	2.00	675.00	562.00
Career Ready: CastleWorks Social Entrepreneurship [2020-21]	Castlemont High School	Leadership and Civic Engagement	12	--	4.00	--	--	2.00	--	96.00	--
Career Ready: Internship Fall [2020-21]	Castlemont High School	College and Career Readiness	32	17	13.00	8.65	14	2.00	1.97	832.00	290.00
Career Ready: Internship Spring [2020-21]	Castlemont High School	College and Career Readiness	25	38	7.00	4.95	12	2.00	2.00	350.00	376.00
Career Ready: Summer 2020 Internships [2020-21]	Castlemont High School	College and Career Readiness	12	19	40.00	45.05	48	2.00	2.00	960.00	1,712.00
Career Ready: Summer 2021 Internship [2020-21]	Castlemont High School	College and Career Readiness	10	--	40.00	--	--	5.00	--	2,000.00	--
Career Ready: CastleWorks FabLab [2020-21]	Castlemont High School	College and Career Readiness	25	30	8.00	5.17	7	2.00	2.00	400.00	310.00
College Ready: Academic Tutoring [2020-21]	Oakland Kids First	Academics	14	86	10.00	8.57	106	1.00	1.00	140.00	737.00
College Ready: Advisory Support [2020-21]	Castlemont High School	Community Building	80	89	5.00	8.31	9	1.00	0.83	400.00	616.67
College Ready: Credit Recovery [2020-21]	Oakland Kids First	Academics	2	2	90.00	58.00	58	2.00	2.00	360.00	232.00
College Ready: Credit Recovery Spring [2020-21]	Castlemont High School	Academics	30	51	10.00	17.73	59	1.00	1.00	300.00	904.00
College Ready: Dual Enrollment Fall [2020-21]	Castlemont High School	College and Career Readiness	12	61	17.00	26.62	37	2.00	1.75	408.00	2,842.00
College Ready: Dual Enrollment Spring [2020-21]	Castlemont High School	College and Career Readiness	26	31	15.00	24.00	24	2.00	2.00	780.00	1,488.00
College Ready:	Castlemont High	Academics	55	73	10.00	17.25	62	6.00	5.00	3,300.00	6,295.00



Learning Hub [2020-21]	School											
College Ready: PASS-2 9th Grade Workshop [2020-21]	Castlemont High School	Leadership and Civic Engagement	2	--	30.00	--	--	1.00	--	60.00	--	
College Ready: SAT Prep [2020-21]	Castlemont High School	Academics	4	--	20.00	--	--	1.00	--	80.00	--	
Community Ready: 9th grade Orientation [2020-21]	Castlemont High School	Supportive Services	1	1	20.00	41.00	41	2.00	2.00	40.00	82.00	
Community Ready: Community Art [2020-21]	Oakland Kids First	Arts, Dance, Music and Culture	38	59	8.00	6.15	16	2.00	2.00	608.00	726.00	
Community Ready: Community Food Distribution Events [2020-21]	Castlemont High School	Health Education & Wellness	5	2	10.00	18.00	20	2.00	2.00	100.00	72.00	
Community Ready: Knight Commencement 9th Grade Bridge [2020-21]	Castlemont High School	Community Building	8	4	30.00	62.50	94	1.50	1.00	360.00	250.00	
Community Ready: Knight Round Table [2020-21]	Castlemont High School	Community Building	5	4	40.00	52.50	97	1.00	0.83	200.00	175.00	
Community Ready: Pacific Bridge Club Fall [2020-21]	Castlemont High School	Leadership and Civic Engagement	30	28	15.00	6.00	6	2.00	2.00	900.00	336.00	
Community Ready: Pacific Bridge Club Spring [2020-21]	Castlemont High School	Leadership and Civic Engagement	18	38	2.00	6.00	6	2.00	2.00	72.00	456.00	
Community Ready: School Site Governance [2020-21]	Castlemont High School	Leadership and Civic Engagement	4	2	2.00	1.00	1	2.00	2.00	16.00	4.00	
<b>Totals</b>			<b>583</b>	<b>782</b>	<b>--</b>	<b>12.75</b>	<b>421</b>	<b>--</b>	<b>2.04</b>	<b>15,205.00</b>	<b>20,303.67</b>	

## Individual

Deliverables by Service Category	Projected Units of Service	Actual Units of Service
Academics	100.00	73.00
College and Career Readiness	140.00	116.00

Individual Activity	Location	Category	Proj Sessions	Actual Sessions	Actual Undup. # of served	Proj Avg Session Hrs	Actual Avg Session Hrs	Proj Units of Service	Actual Units of Service
Career Ready: Financial Literacy Workshop [2020-21]	Castlemont High School	College and Career Readiness	60	36	34	1.00	1.00	60.00	36.00
Career Ready: Resume Building [2020-21]	Castlemont High School	College and Career Readiness	80	80	69	1.00	1.00	80.00	80.00
College Ready: Academic Tutoring [2020-21]	Castlemont High School	Academics	100	73	11	1.00	1.00	100.00	73.00
<b>Totals</b>			<b>240</b>	<b>189</b>	<b>86</b>	<b>--</b>	<b>1.00</b>	<b>240.00</b>	<b>189.00</b>

## ECMHC

Site Location Name	Projected Hours	Actual Hours
<b>Totals</b>	<b>--</b>	<b>--</b>

## Internships &amp; Subsidized Employment

Internship Activity	Location	Projected Participants	Actual Participants	Projected Hours Worked	Actual Hours Worked
<b>Totals</b>		<b>--</b>	<b>--</b>	<b>--</b>	<b>0.00</b>

## Overall

Projected Unduplicated # Youth Served	Actual Unduplicated # Youth Served	Youth Served Service Integrity (Actuals/Projections)	Projected Units of Service	Actual Units of Service	UoS Service Integrity (Actuals/Projections)
417	428	103%	15,445.00	20,492.67	133%

Program Castlemont High



OAKLAND UNIFIED  
SCHOOL DISTRICT  
Community Schools, Thriving Students

Agency Oakland Kids First

End of Year Program  
Profile  
FY2019-2020

## Program Score Card

These select performance measures were identified by program staff, OUSD and the evaluation team as indicative of programs' quality and success in serving OUSD students.

### Program Achievements: How much did we do?

Number of students served: **1,155**

Average Daily Attendance **125**

Total hours of service provided: **40,821**

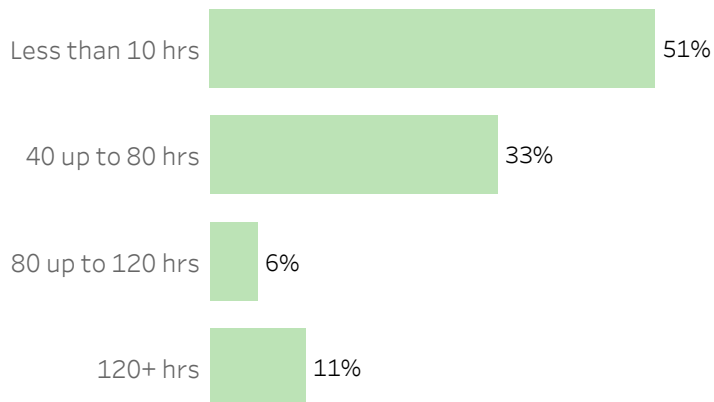
Average Hours of Participation **40**

\* In addition to these performance measures, the OUSD's afterschool programs have indicators that draw on participant survey to assess youth perceptions of program quality and progress toward desired participant outcomes. Because of the shelter-in-place order, programs were not required to administer the participant survey in FY2019-2020. Additional quality and outcome indicators will be included in future years of this evaluation.

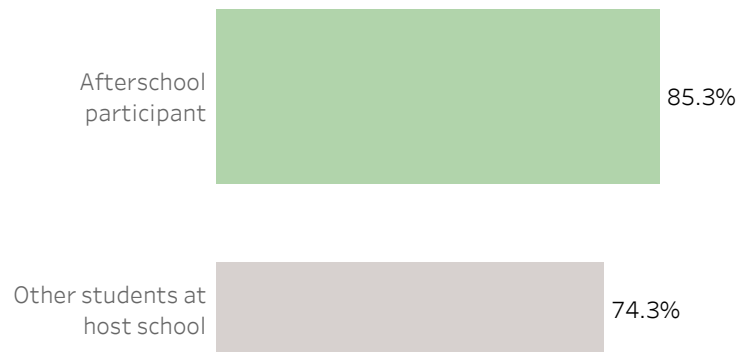
## Program Attendance

## School-Day Attendance

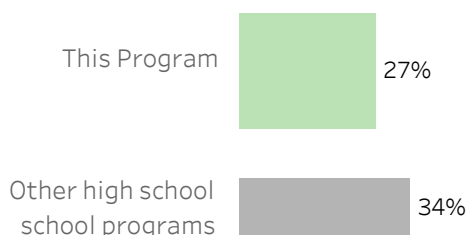
### Hours of Program Attendance



### School-Day Attendance Rate



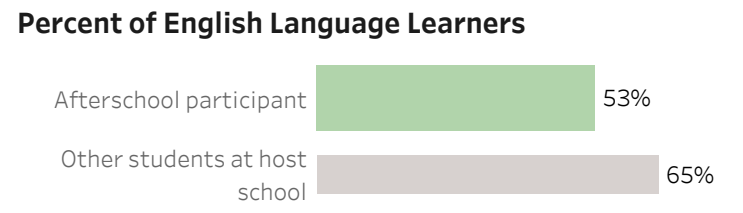
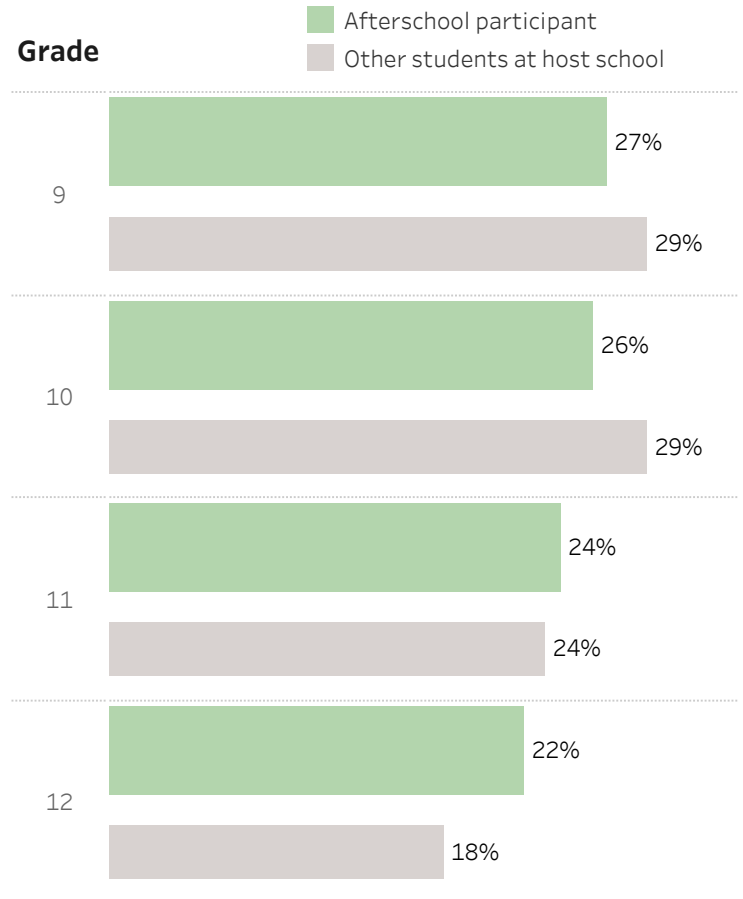
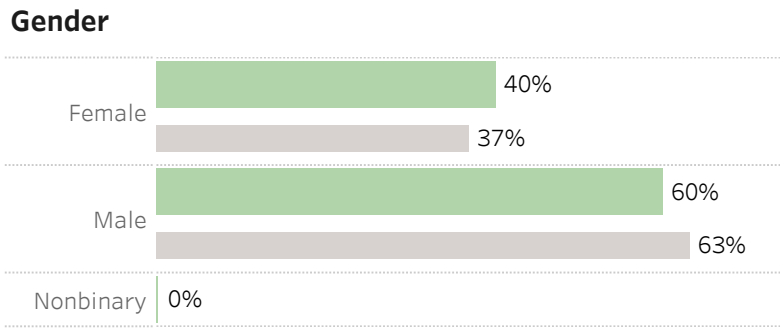
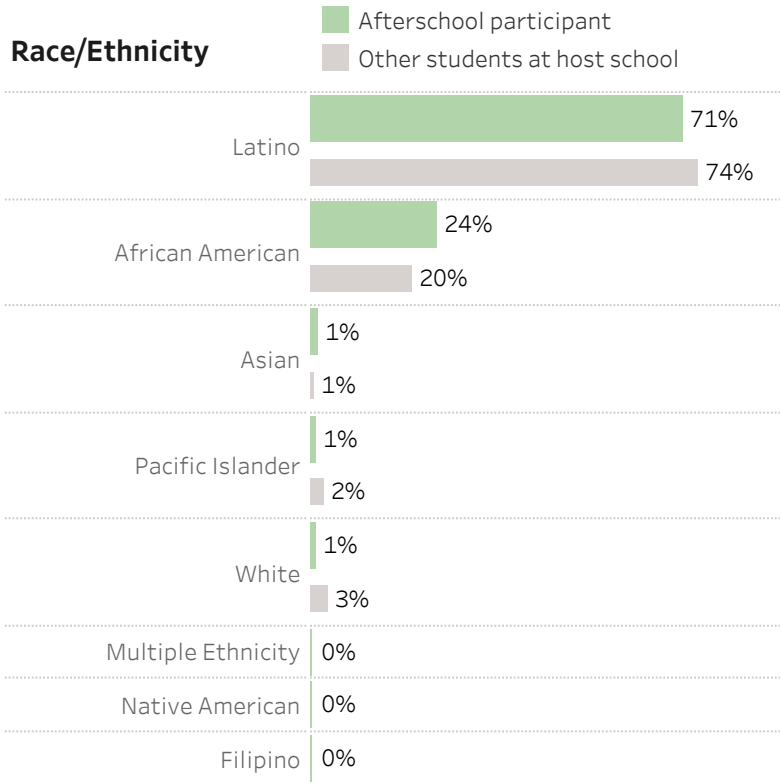
### Percent of Days Attended (days attended/days enrolled)



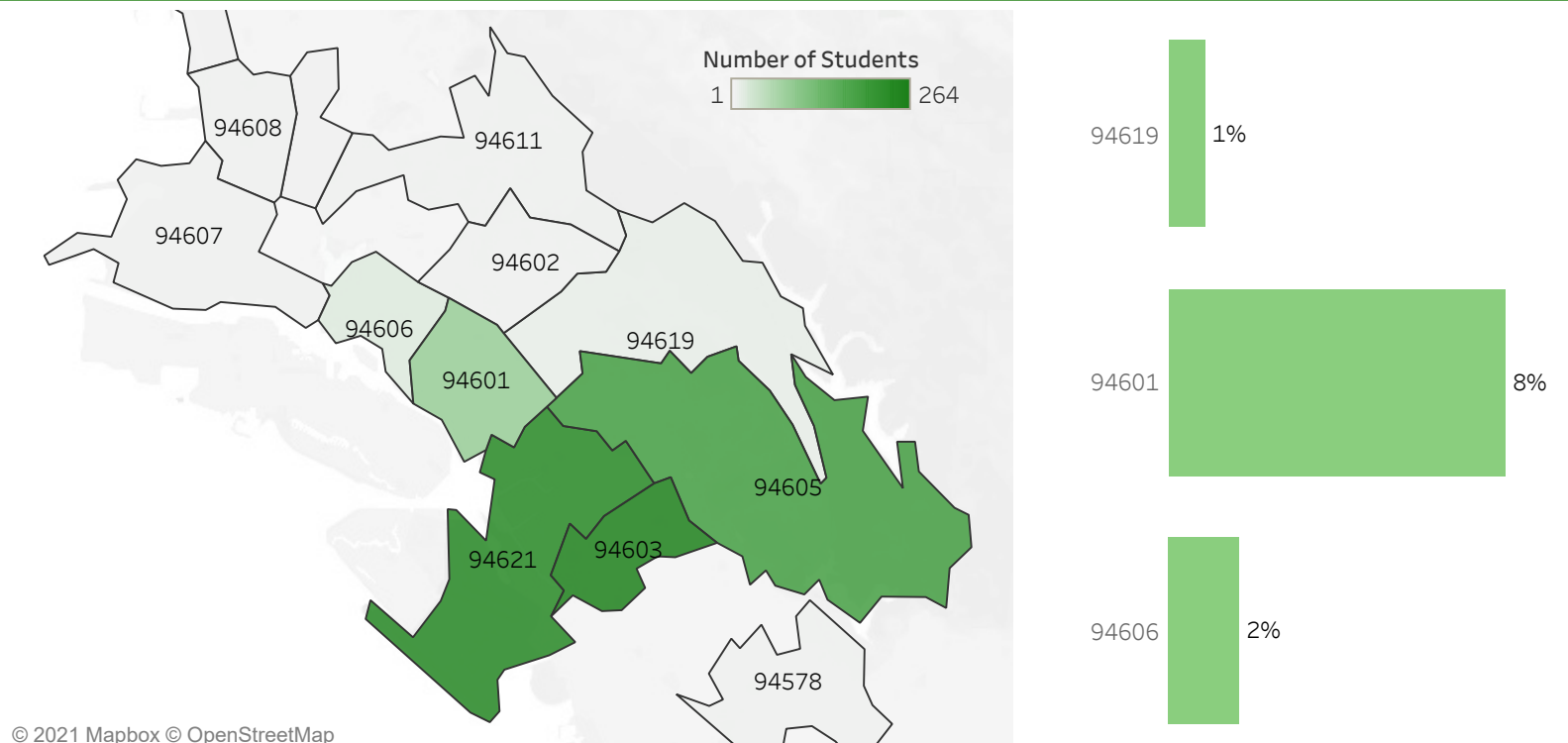
### % of Students Who Are Chronically Absent



Youth Demographics Total Enrollment: 1,155

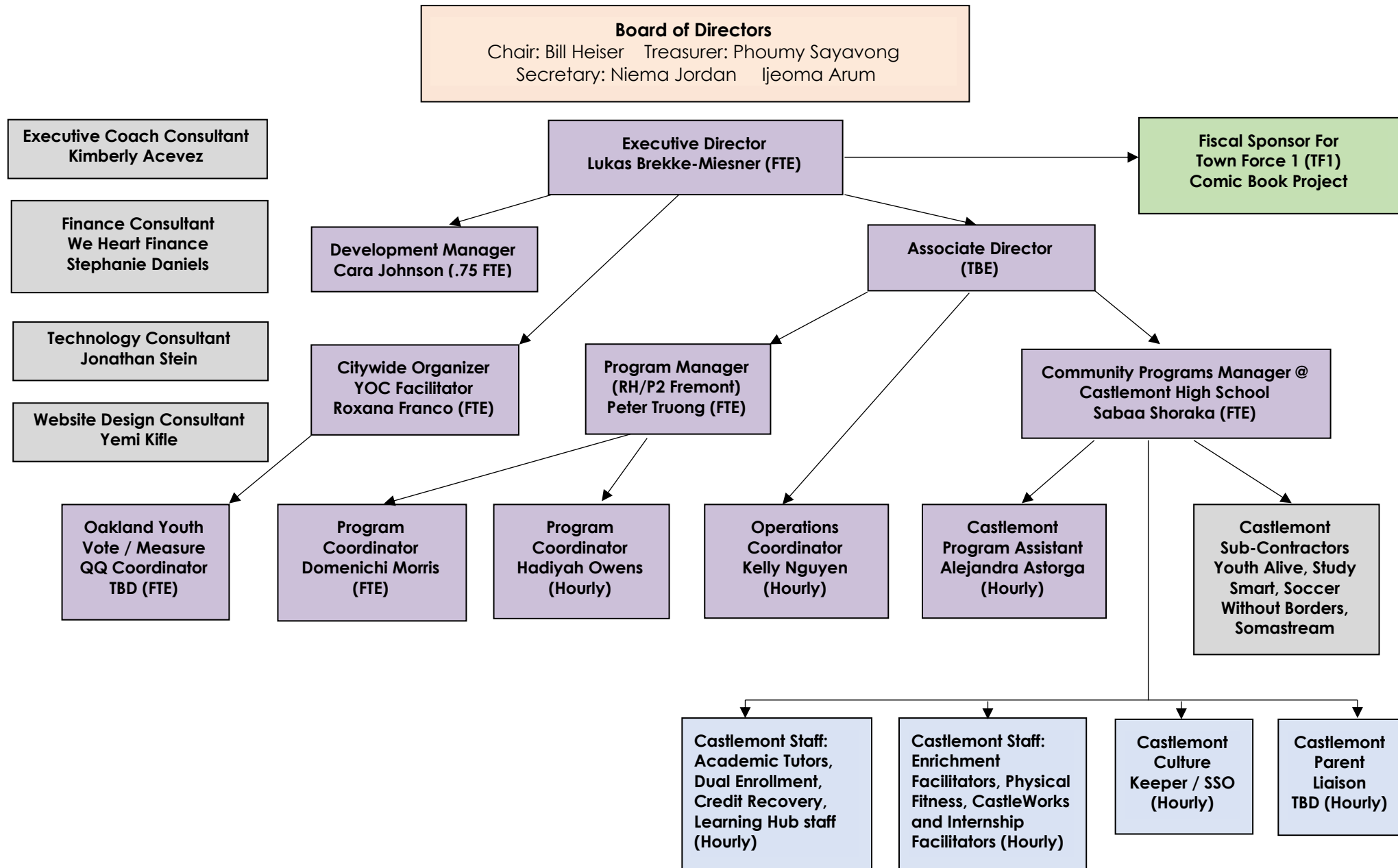


Distribution of Participants by Zip Code





## 2021-2022 Organizational Chart



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

OCT 10 2006

OAKLAND KIDS FIRST  
1924 FRANKLIN ST STE 310  
OAKLAND, CA 94612

Employer Identification Number:

01-0594835

DLN:

17053252710096

Contact Person:

DEL TRIMBLE

ID# 31309

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated JULY 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)





180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**April 2021**

Reporting Activity 04/01 - 04/30

Page 1 of 4

**RETURN SERVICE REQUESTED**

>000027 7696059 0001 092411 10Z

OAKLAND KIDS FIRST  
2744 E 11TH ST STE H8  
OAKLAND CA 94601-1443



**Managing Your Accounts**

	Office Name	Oakland
	Office Phone	(510) 433-5400
	Client Services	contactus@bankcbb.com
	Mailing Address	180 Grand Avenue, Suite 120 Oakland, CA 94612
	Website	www.bankcbb.com

**Find An ATM**

Finding a Free ATM is easy! Community Bank of the Bay is member of the MoneyPass network. That means that you can use any of the MoneyPass locations with your CBB ATM card for free.

We have ATMs located at our Oakland and Danville branch locations, and as a member of the MoneyPass network, you can use any one of the hundreds of bay area (or nationwide) ATMs for free (including all USBank, 7-11, and most credit union ATMS).

You can also make deposits to your Community Bank of the Bay account using MoneyPass Deposit-Taking ATMs. To find a free ATM visit

<https://www.moneypass.com/atm-locator.html>

**Summary of Accounts**

Account Type	Account Number	Beginning Balance	Ending Balance
BUS RELATIONSHIP MM	XXXXXXXXX4831	\$270,590.87	\$220,621.77

**BUS RELATIONSHIP MM - XXXXXXXXX4831**

**Account Summary**

Date	Description	Amount
04/01/2021	Beginning Balance	\$270,590.87
	1 Debit(s) This Period	\$50,000.00
	1 Credit(s) This Period	\$30.90
04/30/2021	Ending Balance	\$220,621.77

**Interest Summary**

Description	Amount
Interest Earned From 04/01/2021 Through 04/30/2021	
Annual Percentage Yield Earned	0.15%
Interest Days	30
Interest Earned	\$30.90
Interest Paid This Period	\$30.90
Interest Paid Year-to-Date	\$132.44
Interest Withheld Year-to-Date	\$0.00



000027 7696059 0000107 0001/0002

CHECKS OUTSTANDING								CHECKBOOK RECONCILIATION			
DATE OR #	AMOUNT OR #		DATE OR #	AMOUNT OR #		DATE OR #	AMOUNT OR #				
									ENTER	BALANCE THIS STATEMENT	
										\$	
									ADD	RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	
										\$	
									SUBTOTAL		
									SUBTRACT	TOTAL CHECKS OUTSTANDING	
										\$	
BALANCE should agree with your checkbook balance after subtracting charges and adding credits and reports not shown in your checkbook but included on this statement.										BALANCE	\$

PLEASE REPORT ANY ERRORS OR OMISSIONS WITHIN 30 DAYS. OTHERWISE STATEMENT WILL BE CONSIDERED CORRECT AND CHECKS GENUINE. ALL DEPOSITS AND CREDITS ARE PROVISIONAL UNTIL FUNDS ARE COLLECTED. Printed check charges include tax and shipping.

If your checkbook and statement do not balance, have you: ☐ Accounted for bank charges? ☐ Verified additions and subtractions in your checkbook? ☐ Compared cancelled checks to checkbook? ☐ Compared deposit amounts on statements to your checkbook?

**ELECTRONIC TRANSFER ERRORS**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS, TELEPHONE (510) 433-5400 OR WRITE TO COMMUNITY BANK OF THE BAY AT 180 GRAND AVENUE, OAKLAND, CA 94612 as soon as you can. If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, we must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

We will determine whether an error occurred within 10 business days (20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or was not initiated within the United States) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error so that you will have the use of the money during the time it takes us to complete our investigations. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. Your account is considered a new account for the first 30 days after the first deposit is made, unless each person on the account already has an established account with us before this account is opened.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. We may then reverse any credit to your account we previously provided for the error.

You may ask for copies of the documents that we used in our investigation.

**FINANCE CHARGE FOR CONSUMER REVOLVING LINES OF CREDIT**

Method Used to Determine the Balance on which the FINANCE CHARGE will be computed. A daily FINANCE CHARGE will be imposed on all credit advances made under your **Consumer Revolving Lines of Credit** imposed from the date of each credit advanced based on the 'daily balance' method. To get the daily balance we take the beginning balance of your **Consumer Revolving Lines of Credit** each day, add any new advances and subtract any payments or credits and any unpaid FINANCE CHARGES. This gives us a daily balance. Then we add up all the daily balances for the billing cycle and divide the total number of days in the billing cycle. This gives us the 'daily balance'.

Method of Determining the Amount of FINANCE CHARGE. Any FINANCE CHARGE is determined by applying the "Periodic Rate" to the balance described above. Then we add together the periodic FINANCE CHARGES for each day in the billing cycle. This is your FINANCE CHARGE calculated by applying a Periodic Rate.

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**CALIFORNIA CONSUMER CREDIT REPORTING**

As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your obligations.



180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**April 2021**

Reporting Activity 04/01 - 04/30

Page 3 of 4

## **BUS RELATIONSHIP MM - XXXXXXXXX4831 (continued)**

### **Account Activity**

Transaction Date	Description	Debits	Credits	Balance
04/01/2021	Beginning Balance			\$270,590.87
04/19/2021	sdaniels initiated	\$50,000.00		\$220,590.87
04/30/2021	INTEREST		\$30.90	\$220,621.77
04/30/2021	Ending Balance			\$220,621.77

### **Daily Balances**

Date	Amount	Date	Amount
04/19/2021	\$220,590.87	04/30/2021	\$220,621.77

### **Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

00027 7696059 000055 000109 0002/0002





180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

***April 2021***

*Reporting Activity 04/01 - 04/30*

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180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**April 2021**

Reporting Activity 04/01 - 04/30

Page 1 of 12

**RETURN SERVICE REQUESTED**

>000401 7698645 0001 092411 20Z

OAKLAND KIDS FIRST  
2744 E 11TH ST STE H8  
OAKLAND CA 94601-1443



**Managing Your Accounts**

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<https://www.moneypass.com/atm-locator.html>

**Summary of Accounts**

Account Type	Account Number	Beginning Balance	Ending Balance
COMMUNITY IMPACT CKG	XXXXXXXXX2260	\$78,505.74	\$118,972.28

**COMMUNITY IMPACT CKG - XXXXXXXXX2260**

**Account Summary**

Date	Description	Amount
04/01/2021	Beginning Balance	\$78,505.74
	103 Debit(s) This Period	\$78,735.18
	21 Credit(s) This Period	\$119,201.72
04/30/2021	Ending Balance	\$118,972.28



00001/0001 002307 001154 0001/0001

CHECKS OUTSTANDING								CHECKBOOK RECONCILIATION			
DATE OR #	AMOUNT OR #		DATE OR #	AMOUNT OR #		DATE OR #	AMOUNT OR #				
									ENTER	BALANCE THIS STATEMENT	
										\$	
									ADD	RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	
										\$	
									SUBTOTAL		
									SUBTRACT	TOTAL CHECKS OUTSTANDING	
										\$	
BALANCE should agree with your checkbook balance after subtracting charges and adding credits and reports not shown in your checkbook but included on this statement.										BALANCE	\$

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If your checkbook and statement do not balance, have you: ☐ Accounted for bank charges? ☐ Verified additions and subtractions in your checkbook? ☐ Compared cancelled checks to checkbook? ☐ Compared deposit amounts on statements to your checkbook?

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180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**April 2021**

Reporting Activity 04/01 - 04/30

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## COMMUNITY IMPACT CKG - XXXXXXXXX2260 (continued)

### Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
1099	04/09/2021	\$180.00	15106	04/19/2021	\$164.00	15133	04/23/2021	\$170.00
13740*	04/26/2021	\$75.00	15107	04/05/2021	\$133.00	15134	04/22/2021	\$180.00
15003*	04/08/2021	\$2,500.00	15108	04/20/2021	\$130.00	15136*	04/23/2021	\$170.00
15004	04/15/2021	\$486.12	15109	04/05/2021	\$144.00	15137	04/21/2021	\$90.00
15050*	04/13/2021	\$225.00	15110	04/06/2021	\$100.00	15138	04/23/2021	\$60.00
15051	04/22/2021	\$200.00	15111	04/30/2021	\$120.00	15140*	04/22/2021	\$55.00
15067*	04/15/2021	\$100.00	15113*	04/06/2021	\$160.00	15143*	04/22/2021	\$100.00
15072*	04/01/2021	\$170.00	15118*	04/09/2021	\$150.00	15144	04/30/2021	\$40.00
15078*	04/12/2021	\$167.00	15119	04/07/2021	\$110.00	15145	04/21/2021	\$160.00
15089*	04/16/2021	\$189.00	15121*	04/06/2021	\$110.00	15146	04/22/2021	\$40.00
15094*	04/05/2021	\$145.00	15122	04/12/2021	\$449.18	15147	04/30/2021	\$40.00
15095	04/15/2021	\$682.15	15123	04/12/2021	\$1,924.00	15151*	04/22/2021	\$150.00
15096	04/07/2021	\$174.00	15124	04/08/2021	\$2,235.58	15153*	04/26/2021	\$140.00
15097	04/06/2021	\$163.00	15125	04/13/2021	\$175.00	15155*	04/22/2021	\$100.00
15098	04/09/2021	\$98.00	15126	04/21/2021	\$449.18	15156	04/23/2021	\$150.00
15100*	04/05/2021	\$156.00	15127	04/20/2021	\$370.74	15158*	04/23/2021	\$180.00
15101	04/05/2021	\$175.00	15128	04/20/2021	\$87.40	15159	04/30/2021	\$40.00
15102	04/06/2021	\$98.00	15129	04/19/2021	\$2,837.07	15160	04/29/2021	\$90.00
15103	04/23/2021	\$74.00	15130	04/30/2021	\$175.00	15162*	04/30/2021	\$200.00
15104	04/06/2021	\$102.00	15131	04/21/2021	\$125.00			
15105	04/16/2021	\$150.00	15132	04/21/2021	\$185.00			

\* Indicates skipped check number

### Electronic Debits

Date	Description	Amount
04/01/2021	Yardi Service Ch WEB PMTS 51GFD7	-\$0.95
04/01/2021	BBA-LUCASYOP WEB PMTS 2JMF7	-\$1,548.00
04/02/2021	PAYROLL TAX 14164035	-\$1,021.51
04/02/2021	Payables Bill.com Multiple Payments Bill.com Payables 024DGJVEGWX1QN	-\$2,625.00
04/05/2021	Payables Bill.com Multiple Payments Bill.com Payables 024GPHWMUSFXK2M	-\$1,185.00
04/05/2021	Payables Bill.com Multiple Payments Bill.com Payables 024ZXIFUSOEXGEO	-\$2,275.00
04/05/2021	IRS USATAXPYMT 227149566048752	-\$5,776.46
04/07/2021	PAYROLL TAX 14164035	-\$282.23
04/08/2021	Payables Bill.com Multiple Payments Bill.com Payables 024QKFVMEGOYTEC	-\$625.00
04/14/2021	PAYROLL TAX 14164035	-\$10.38
04/15/2021	PAYROLL PAYROLL 14164035	-\$207.82
04/15/2021	PAYROLL PAYROLL 14164035	-\$250.00
04/15/2021	PAYROLL PAYROLL 14164035	-\$284.39
04/15/2021	PAYROLL PAYROLL 14164035	-\$632.12
04/15/2021	PAYROLL PAYROLL 14164035	-\$656.45
04/15/2021	PAYROLL PAYROLL 14164035	-\$819.53
04/15/2021	PAYROLL PAYROLL 14164035	-\$1,406.88
04/15/2021	PAYROLL PAYROLL 14164035	-\$1,497.36
04/15/2021	PAYROLL PAYROLL 14164035	-\$1,630.59
04/15/2021	PAYROLL PAYROLL 14164035	-\$1,816.45
04/15/2021	PAYROLL PAYROLL 14164035	-\$1,890.97
04/15/2021	PAYROLL PAYROLL 14164035	-\$2,127.19
04/15/2021	PAYROLL PAYROLL 14164035	-\$2,737.49
04/19/2021	PAYROLL TAX 14164035	-\$142.68
04/19/2021	PAYROLL TAX 14164035	-\$4,224.15

0000/2000 60E2000 551100 5498194 10400

**COMMUNITY IMPACT CKG - XXXXXXXXX2260 (continued)**

**Electronic Debits (continued)**

Date	Description	Amount
04/20/2021	PAYROLL TAX 14164035	-\$950.84
04/21/2021	IRS USATAXPYMT 227151166140258	-\$5,434.03
04/27/2021	BILLING BILL.COM LLC BILL.COM 02B3XKRZKXBTAM9 STMT 21040724889 OAKLAND KI	-\$342.42
04/29/2021	Payables Bill.com Multiple Payments Bill.com Payables 025ICFFNDH158JX	-\$425.00
04/30/2021	PAYROLL PAYROLL 14164035	-\$250.00
04/30/2021	PAYROLL PAYROLL 14164035	-\$381.02
04/30/2021	PAYROLL PAYROLL 14164035	-\$521.37
04/30/2021	PAYROLL PAYROLL 14164035	-\$788.59
04/30/2021	PAYROLL PAYROLL 14164035	-\$959.68
04/30/2021	PAYROLL PAYROLL 14164035	-\$1,136.83
04/30/2021	PAYROLL PAYROLL 14164035	-\$1,443.68
04/30/2021	PAYROLL PAYROLL 14164035	-\$1,557.05
04/30/2021	PAYROLL PAYROLL 14164035	-\$1,630.59
04/30/2021	PAYROLL PAYROLL 14164035	-\$1,686.40
04/30/2021	PAYROLL PAYROLL 14164035	-\$1,890.97
04/30/2021	PAYROLL PAYROLL 14164035	-\$2,127.18
04/30/2021	PAYROLL PAYROLL 14164035	-\$2,737.51

**Deposits**

Date	Description	Amount
04/05/2021	DEPOSIT	\$10,107.26
04/07/2021	DEPOSIT	\$12,282.41
04/16/2021	DEPOSIT	\$132.26

**Electronic Credits**

Date	Description	Amount
04/09/2021	shopify TRANSFER ST-M5M6N1X7I6O9	\$39.64
04/13/2021	shopify TRANSFER ST-N9I5W1Y2F5T3	\$7.71
04/13/2021	VoidPaymnt Bill.com Anthoni Gavarette Bill.com 025ZQUUJXD103HE March 1st	\$100.00
04/13/2021	VoidPaymnt Bill.com Kevin Gaverette Bill.com 025XYEGAAS103HF March 1st-	\$100.00
04/14/2021	shopify TRANSFER ST-O9O1V9Z0A8Y3	\$39.64
04/14/2021	VoidPaymnt Bill.com Oakland kids first Bill.com 025IORGOCX10K5Y PASS-2 C	\$175.00
04/16/2021	shopify TRANSFER ST-M4W1G1I1Y0T6	\$39.64
04/19/2021	shopify TRANSFER ST-P0C0E0V3B5N4	\$54.62
04/20/2021	VoidPaymnt Bill.com Nevaeh Mark Bill.com 025AXQKPWG1298P March 1st-	\$145.00
04/21/2021	shopify TRANSFER ST-W9J5M6F0J3V1	\$43.54
04/21/2021	VoidPaymnt Bill.com Nyjayla Jenkins Bill.com 025NRUBTJE12PRK PASS-2 CHS	\$125.00
04/21/2021	VoidPaymnt Bill.com Elijah Monroe Bill.com 025WYTTNRJ12PRI PASS-2 CHS	\$175.00
04/21/2021	VoidPaymnt Bill.com Makayla Davis Bill.com 025ICKSKNW12PRJ PASS-2 CHS	\$185.00
04/29/2021	VoidPaymnt Bill.com Anita Daniels Bill.com 025UZEJZF115CM5 March 21 -	\$100.00
04/29/2021	VoidPaymnt Bill.com Anita Daniels Bill.com 025PWGIUHW15CM4 CHS RH Sti	\$175.00
04/29/2021	VoidPaymnt Bill.com Anita Daniels Bill.com 025CTVTIUL15CM6 PASS-2 CHS	\$175.00
04/30/2021	Bill.com Movement Strateg Movement Strategy Center Bill.com 025WELELZK15RPJ In	\$45,000.00



180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**April 2021**

Reporting Activity 04/01 - 04/30

Page 5 of 12

## COMMUNITY IMPACT CKG - XXXXXXXXX2260 (continued)

### Other Credits

Date	Description	Amount
04/19/2021	sdaniels initiated	\$50,000.00

### Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/01/2021	\$76,786.79	04/12/2021	\$75,952.14	04/21/2021	\$93,949.57
04/02/2021	\$73,140.28	04/13/2021	\$75,759.85	04/22/2021	\$93,124.57
04/05/2021	\$73,258.08	04/14/2021	\$75,964.11	04/23/2021	\$92,320.57
04/06/2021	\$72,525.08	04/15/2021	\$58,738.60	04/26/2021	\$92,105.57
04/07/2021	\$84,241.26	04/16/2021	\$58,571.50	04/27/2021	\$91,763.15
04/08/2021	\$78,880.68	04/19/2021	\$101,258.22	04/29/2021	\$91,698.15
04/09/2021	\$78,492.32	04/20/2021	\$99,864.24	04/30/2021	\$118,972.28

### Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

00401 7698445 001156 002311 0003/0006



Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/09/2021

16099

PAY TO THE ORDER OF: Michelle Meravilla-Berajas \$ \*\*180.00

One hundred eighty and 00/100

MEMO: Michelle Meravilla-Berajas  
7615 MacArthur Blvd, #3  
Oakland, CA 94605

#1099 04/09/2021 \$180.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/26/2021

13740

PAY TO THE ORDER OF: Felipe Lucas Juan \$ \*\*75.00

Seventy-five and 00/100

MEMO: Felipe Lucas Juan

#13740 04/26/2021 \$75.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/08/2021

16003

PAY TO THE ORDER OF: Soccer Without Border \$ \*\*2,500.00

Two thousand five hundred and 00/100

MEMO: Soccer Without Border  
P.O. Box 5443  
Oakland, CA 94605

#15003 04/08/2021 \$2,500.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/15/2021

15004

PAY TO THE ORDER OF: Sabas Shoraka \$ \*\*486.12

Four hundred eighty-six and 12/100

MEMO: Sabas Shoraka  
225 Ashol Avenue #201  
Oakland, CA 94605

#15004 04/15/2021 \$486.12

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/13/2021

15050

PAY TO THE ORDER OF: Benito Veregas Hernandez \$ \*\*225.00

Two hundred twenty-five and 00/100

MEMO: Benito Veregas Hernandez  
2545 84th Avenue  
Oakland, CA 94605

#15050 04/13/2021 \$225.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/22/2021

15051

PAY TO THE ORDER OF: Daniel Garcia-Lopez \$ \*\*200.00

Two hundred and 00/100

MEMO: Daniel Garcia-Lopez  
2320 57th Ave  
Oakland, CA 94605

#15051 04/22/2021 \$200.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/15/2021

15067

PAY TO THE ORDER OF: Abraham Torres \$ \*\*100.00

One hundred and 00/100

MEMO: Abraham Torres  
511 72th Ave  
Oakland, CA 94621

#15067 04/15/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/01/2021

15072

PAY TO THE ORDER OF: Cristel Felix Arredondo \$ \*\*170.00

One hundred seventy and 00/100

MEMO: Cristel Felix Arredondo

#15072 04/01/2021 \$170.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/12/2021

15078

PAY TO THE ORDER OF: Jose Luis Lujan-Cabrera \$ \*\*167.00

One hundred sixty-seven and 00/100

MEMO: Jose Luis Lujan-Cabrera  
1445 77th Ave  
Oakland, CA 94621

#15078 04/12/2021 \$167.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/16/2021

15089

PAY TO THE ORDER OF: Ke'Shawn Sanders Cole \$ \*\*189.00

One hundred eighty-nine and 00/100

MEMO: Ke'Shawn Sanders Cole  
2419 Ravenscroft Boulevard  
Oakland, CA 94621

#15089 04/16/2021 \$189.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/05/2021

15094

PAY TO THE ORDER OF: Ne'vaeh Mark \$ \*\*145.00

One hundred forty-five and 00/100

MEMO: Ne'vaeh Virginia Ruth Mark  
2008 90th Ave, Apt 5  
Oakland, CA 94603

#15094 04/05/2021 \$145.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/15/2021

15095

PAY TO THE ORDER OF: Sabas Shoraka \$ \*\*682.15

Six hundred eighty-two and 15/100

MEMO: Sabas Shoraka  
225 Ashol Avenue #201  
Oakland, CA 94605

#15095 04/15/2021 \$682.15

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15096

04/01/2021

PAY TO THE ORDER OF  
Cynthia Pomeroy  
One hundred seventy-four and 00/100

\$ 174.00

Cynthia Pomeroy  
7060 Hey Ave, Apt 5  
Oakland, CA 94605

MEMO

#015096# 121142407# 0165022260#

#15096 04/07/2021 \$174.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15097

04/01/2021

PAY TO THE ORDER OF  
Deborah Reed  
One hundred sixty-three and 00/100

\$ 163.00

Deborah Reed  
1110 64th Ave, Apt 83  
Oakland, CA 94621

MEMO

#015097# 121142407# 0165022260#

#15097 04/06/2021 \$163.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15098

04/01/2021

PAY TO THE ORDER OF  
Enrique Menno-Reyes  
Ninety-eight and 00/100

\$ 98.00

Enrique Menno-Reyes  
1303 93rd Ave  
Oakland, CA 94603

MEMO

#015098# 121142407# 0165022260#

#15098 04/09/2021 \$98.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15100

04/01/2021

PAY TO THE ORDER OF  
Martin Moreno-Acala  
One hundred fifty-six and 00/100

\$ 156.00

Martin Moreno-Acala  
1021 92nd Ave  
Oakland, CA 94603

MEMO

#015100# 121142407# 0165022260#

#15100 04/05/2021 \$156.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15101

04/01/2021

PAY TO THE ORDER OF  
Sophia George  
One hundred seventy-five and 00/100

\$ 175.00

Sophia George  
2335 93rd Ave  
Oakland, CA 94605

MEMO

#015101# 121142407# 0165022260#

#15101 04/05/2021 \$175.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15102

04/01/2021

PAY TO THE ORDER OF  
Hadiya Omani  
Ninety-eight and 00/100

\$ 98.00

Hadiya Omani  
5276 Broadway, #305  
Oakland, CA 94618

MEMO

#015102# 121142407# 0165022260#

#15102 04/06/2021 \$98.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15103

04/01/2021

PAY TO THE ORDER OF  
Jose Luis Lujan-Cabrera  
Seventy-four and 00/100

\$ 74.00

Jose Luis Lujan-Cabrera  
1445 77th Ave  
Oakland, CA 94621

MEMO

#015103# 121142407# 0165022260#

#15103 04/23/2021 \$74.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15104

04/01/2021

PAY TO THE ORDER OF  
JewMarcus Kaman Walker  
One hundred two and 00/100

\$ 102.00

JewMarcus Kaman Walker  
2023 90th Ave, #2  
Oakland, CA 94621

MEMO

#015104# 121142407# 0165022260#

#15104 04/06/2021 \$102.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15105

04/01/2021

PAY TO THE ORDER OF  
Kw'Dwan Daniels Cole  
One hundred fifty and 00/100

\$ 150.00

Kw'Dwan Daniels Cole  
1610 Alvarado St, Apt 10  
Oakland, CA 94612

MEMO

#015105# 121142407# 0165022260#

#15105 04/16/2021 \$150.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15106

04/01/2021

PAY TO THE ORDER OF  
Khaliha Parsoli  
One hundred sixty-four and 00/100

\$ 164.00

Khaliha Parsoli  
8314 MacArthur Blvd, Apt 11  
Oakland, CA 94605

MEMO

#015106# 121142407# 0165022260#

#15106 04/19/2021 \$164.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15107

04/01/2021

PAY TO THE ORDER OF  
Michelle Rojas-Rodriguez  
One hundred thirty-three and 00/100

\$ 133.00

Michelle Rojas-Rodriguez  
3631 San Leandro St  
Oakland, CA 94601

MEMO

#015107# 121142407# 0165022260#

#15107 04/05/2021 \$133.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15108

04/01/2021

PAY TO THE ORDER OF  
Ne'vaeh Mark  
One hundred thirty and 00/100

\$ 130.00

Ne'vaeh Virginia Ruth Mark  
2005 90th Ave, Apt 5  
Oakland, CA 94603

MEMO

#015108# 121142407# 0165022260#

#15108 04/20/2021 \$130.00



Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15109

04/01/2021

PAY TO THE ORDER OF: Xavier Craig

One hundred forty-four and 00/100

\$ 144.00

DOLLARS

MEMO: Xavier Craig  
9626 C St  
Oakland, CA 94603

#015109# #121142407# 0165022260#

#15109 04/05/2021 \$144.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15110

04/01/2021

PAY TO THE ORDER OF: Keanna Alejo

One hundred and 00/100

\$ 100.00

DOLLARS

MEMO: Keanna Alejo  
4420 Pommeroy Ave.  
Oakland, CA 94612

#015110# #121142407# 0165022260#

#15110 04/06/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15111

04/01/2021

PAY TO THE ORDER OF: Barony Oscar Alonzo

One hundred twenty and 00/100

\$ 120.00

DOLLARS

MEMO: Barony Oscar Alonzo  
1848 81st Ave, Apt B  
Oakland, CA 94621

#015111# #121142407# 0165022260#

#15111 04/30/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15113

04/01/2021

PAY TO THE ORDER OF: Cindy Ashton Ramos

One hundred sixty and 00/100

\$ 160.00

DOLLARS

MEMO: Cindy Ashton Ramos  
1430 22nd Ave.  
Oakland, CA 94606

#015113# #121142407# 0165022260#

#15113 04/06/2021 \$160.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15118

04/01/2021

PAY TO THE ORDER OF: Angel Tolentino Perez

One hundred fifty and 00/100

\$ 150.00

DOLLARS

MEMO: Angel Tolentino Perez  
1483 73rd Ave.  
Oakland, CA 94621

#015118# #121142407# 0165022260#

#15118 04/09/2021 \$150.00

Verified by: Lukas Winters @ 10:12 AM

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15119

04/01/2021

PAY TO THE ORDER OF: Edgar Pablo Lopez

One hundred ten and 00/100

\$ 110.00

DOLLARS

MEMO: Edgar Pablo Lopez  
6841 A Street  
Oakland, CA 94603

#015119# #121142407# 0165022260#

#15119 04/07/2021 \$110.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15121

04/01/2021

PAY TO THE ORDER OF: Sergio Alacantare Garcia

One hundred ten and 00/100

\$ 110.00

DOLLARS

MEMO: Sergio Alacantare Garcia  
7035 Lanny Ave.  
Oakland, CA 94605

#015121# #121142407# 0165022260#

#15121 04/06/2021 \$110.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15122

04/07/2021

PAY TO THE ORDER OF: Newport Trust Company

Four hundred forty-nine and 18/100

\$ 449.18

DOLLARS

MEMO: Newport Trust Company  
Attn: Vanguard 401(k) Services  
P.O. Box 645451  
Pittsburgh, PA 15264-5252  
Plan #10090237

#015122# #121142407# 0165022260#

#15122 04/12/2021 \$449.18

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15123

04/07/2021

PAY TO THE ORDER OF: Kaiser Foundation Health Plan, Inc

One thousand nine hundred twenty-four and 00/100

\$ 1,924.00

DOLLARS

MEMO: Kaiser Foundation Health Plan, Inc  
718 5915  
Los Angeles, CA 90074-5915  
Cust ID 000830567-0009

#015123# #121142407# 0165022260#

#15123 04/12/2021 \$1,924.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15124

04/07/2021

PAY TO THE ORDER OF: We Heart Finance

Two thousand two hundred thirty-five and 58/100

\$ 2,235.58

DOLLARS

MEMO: We Heart Finance  
1824 Franklin Street, Suite 100  
Oakland, CA 94612

#015124# #121142407# 0165022260#

#15124 04/08/2021 \$2,235.58

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15125

04/09/2021

PAY TO THE ORDER OF: Kamaria Cole

One hundred seventy-five and 00/100

\$ 175.00

DOLLARS

MEMO: Kamaria Cole  
2118 98th Ave  
Oakland, CA 94621

#015125# #121142407# 0165022260#

#15125 04/13/2021 \$175.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4450171

15126

04/16/2021

PAY TO THE ORDER OF: Newport Trust Company

Four hundred forty-nine and 18/100

\$ 449.18

DOLLARS

MEMO: Newport Trust Company  
Attn: Vanguard 401(k) Services  
P.O. Box 645451  
Pittsburgh, PA 15264-5252  
Plan #10090237

#015126# #121142407# 0165022260#

#15126 04/21/2021 \$449.18

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15127

PAY TO THE ORDER OF: Allied Administrators  
Three hundred seventy and 74/100

\$ \*\*370.74

MEMO: Employer No. 77707

#015127# 121142407# 0165022260#

#15127 04/20/2021 \$370.74

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15128

PAY TO THE ORDER OF: LEAF  
Eighty-seven and 43/100

\$ \*\*87.40

MEMO: Contract # 100-2141757-002

#015128# 121142407# 0165022260#

#15128 04/20/2021 \$87.40

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15129

PAY TO THE ORDER OF: Sabaa Shoraka  
Two thousand eight hundred thirty-seven and 07/100

\$ \*\*2,837.07

MEMO: Sabaa Shoraka  
226 Abdo Avenue #201  
Oakland, CA 94602

#015129# 121142407# 0165022260#

#15129 04/19/2021 \$2,837.07

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15130

PAY TO THE ORDER OF: Elijah Monroe  
One hundred seventy-five and 00/100

\$ \*\*175.00

MEMO: Elijah Monroe  
2451 Seminary Ave. Apt. 103  
Oakland, CA 94605

#015130# 121142407# 0165022260#

#15130 04/30/2021 \$175.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15131

PAY TO THE ORDER OF: Nyajia Jenkins  
One hundred twenty-five and 00/100

\$ \*\*125.00

MEMO: Nyajia Jenkins  
9223 Hillside Street, Apt 1  
Oakland, CA 94603

#015131# 121142407# 0165022260#

#15131 04/21/2021 \$125.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15132

PAY TO THE ORDER OF: Makayla Davis  
One hundred eighty-five and 00/100

\$ \*\*185.00

MEMO: Makayla Davis  
9223 Hillside Street, Apt 1  
Oakland, CA 94603

#015132# 121142407# 0165022260#

#15132 04/21/2021 \$185.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15133

PAY TO THE ORDER OF: Cynthia Pomerooy  
One hundred seventy and 00/100

\$ \*\*170.00

MEMO: Cynthia Pomerooy  
7850 May Ave. Apt 8  
Oakland, CA 94605

#015133# 121142407# 0165022260#

#15133 04/23/2021 \$170.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15134

PAY TO THE ORDER OF: De'Core's Reed  
One hundred eighty and 00/100

\$ \*\*180.00

MEMO: De'Core's Reed  
1110 84th Ave. Apt 88  
Oakland, CA 94621

#015134# 121142407# 0165022260#

#15134 04/22/2021 \$180.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15136

PAY TO THE ORDER OF: Michelle Maravilla-Benjes  
One hundred seventy and 00/100

\$ \*\*170.00

MEMO: Michelle Maravilla-Benjes  
7816 MacArthur Blvd. #2  
Oakland, CA 94605

#015136# 121142407# 0165022260#

#15136 04/23/2021 \$170.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15137

PAY TO THE ORDER OF: Martin Moreno-Acala  
Ninety and 00/100

\$ \*\*90.00

MEMO: Martin Moreno-Acala  
1021 50th Ave.  
Oakland, CA 94603

#015137# 121142407# 0165022260#

#15137 04/21/2021 \$90.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15138

PAY TO THE ORDER OF: Hadiya Omar  
Sixty and 00/100

\$ \*\*60.00

MEMO: Hadiya Omar  
5276 Broadway, #305  
Oakland, CA 94618

#015138# 121142407# 0165022260#

#15138 04/23/2021 \$60.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
910-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
04/19/2021

15140

PAY TO THE ORDER OF: JewMarcus Kamari Walker  
Fifty-five and 00/100

\$ \*\*55.00

MEMO: JewMarcus Kamari Walker  
2023 50th Ave. #2  
Oakland, CA 94621

#015140# 121142407# 0165022260#

#15140 04/22/2021 \$55.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15143

04/19/2021

PAY TO THE ORDER OF: Angelina Vega

\$ \*\*100.00

One hundred and 00/100

Angelina Vega  
2558 Havenscourt Blvd  
Oakland, CA 94603

MEMO

#015143# \*121142407# 0165022260#

#15143 04/22/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15144

04/19/2021

PAY TO THE ORDER OF: Naveah Mark

\$ \*\*40.00

Forty and 00/100

Naveah Virginia Ruth Mark  
2006 50th Ave, Apt 5  
Oakland, CA 94603

MEMO

#015144# \*121142407# 0165022260#

#15144 04/30/2021 \$40.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15145

04/19/2021

PAY TO THE ORDER OF: Xavier Craig

\$ \*\*160.00

One hundred sixty and 00/100

Xavier Craig  
5626 C St  
Oakland, CA 94603

MEMO

#015145# \*121142407# 0165022260#

#15145 04/21/2021 \$160.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15146

04/19/2021

PAY TO THE ORDER OF: Keanna Alejo

\$ \*\*40.00

Forty and 00/100

Keanna Alejo  
4420 Pommern Ave  
Oakland, CA 94619

MEMO

#015146# \*121142407# 0165022260#

#15146 04/22/2021 \$40.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15147

04/19/2021

PAY TO THE ORDER OF: Barony Oscar Alonzo

\$ \*\*40.00

Forty and 00/100

Barony Oscar Alonzo  
1648 81st Ave, Apt B  
Oakland, CA 94621

MEMO

#015147# \*121142407# 0165022260#

#15147 04/30/2021 \$40.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15151

04/19/2021

PAY TO THE ORDER OF: Edgar Pardo Lopez

\$ \*\*150.00

One hundred fifty and 00/100

Edgar Pardo Lopez  
9641 A Street  
Oakland, CA 94603

MEMO

#015151# \*121142407# 0165022260#

#15151 04/22/2021 \$150.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15153

04/19/2021

PAY TO THE ORDER OF: Cindy Anlon Ramos

\$ \*\*140.00

One hundred forty and 00/100

Cindy Anlon Ramos  
7430 22nd Ave  
Oakland, CA 94606

MEMO

#015153# \*121142407# 0165022260#

#15153 04/26/2021 \$140.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15155

04/19/2021

PAY TO THE ORDER OF: Julian Ramirez Nuno

\$ \*\*100.00

One hundred and 00/100

Julian Ramirez Nuno  
6640 Manchester Blvd, Apt E  
Oakland, CA 94603

MEMO

#015155# \*121142407# 0165022260#

#15155 04/22/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15156

04/16/2021

PAY TO THE ORDER OF: Robert Miller

\$ \*\*150.00

One hundred fifty and 00/100

Robert Miller  
7519 Bancroft Avenue  
Oakland, CA 94606

MEMO

#015156# \*121142407# 0165022260#

#15156 04/23/2021 \$150.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15158

04/19/2021

PAY TO THE ORDER OF: Sophia George

\$ \*\*180.00

One hundred eighty and 00/100

Sophia George  
2555 5th Ave  
Oakland, CA 94605

MEMO

#015158# \*121142407# 0165022260#

#15158 04/23/2021 \$180.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15159

04/21/2021

PAY TO THE ORDER OF: Barony Oscar Alonzo

\$ \*\*40.00

Forty and 00/100

Barony Oscar Alonzo  
1648 81st Ave, Apt B  
Oakland, CA 94621

MEMO

#015159# \*121142407# 0165022260#

#15159 04/30/2021 \$40.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-583-4433  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#0420011

15160

04/21/2021

PAY TO THE ORDER OF: Citelli Bernal

\$ \*\*90.00

Ninety and 00/100

Citelli Bernal

MEMO

#015160# \*121142407# 0165022260#

#15160 04/29/2021 \$90.00



180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**April 2021**

Reporting Activity 04/01 - 04/30

Page 11 of 12

Community Bank of the Bay  
180 Grand Avenue  
Suite 1550  
Oakland, CA 94612  
910-555-4437  
www.oaklandkidsfirst.org

15162  
04/21/2021

David Alejandro Castillo Mendez \$ \*\*200.00

PAY TO THE ORDER OF  
David Alejandro Castillo Mendez  
2627 Ritchie St  
Oakland, CA 94605

Two hundred and 00/100 DOLLARS

15162 04/30/2021 \$200.00

00401 7698445 001159 002317 0006/0006



180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

***April 2021***

*Reporting Activity 04/01 - 04/30*

*Page 12 of 12*

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180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**May 2021**

Reporting Activity 05/01 - 05/28

Page 1 of 14

**RETURN SERVICE REQUESTED**

>000407 7933431 0001 092411 20Z

OAKLAND KIDS FIRST  
2744 E 11TH ST STE H8  
OAKLAND CA 94601-1443



**Managing Your Accounts**

	Office Name	Oakland
	Office Phone	(510) 433-5400
	Client Services	contactus@bankcbb.com
	Mailing Address	180 Grand Avenue, Suite 120 Oakland, CA 94612
	Website	www.bankcbb.com

**Find An ATM**

Finding a Free ATM is easy! Community Bank of the Bay is member of the MoneyPass network. That means that you can use any of the MoneyPass locations with your CBB ATM card for free.

We have ATMs located at our Oakland and Danville branch locations, and as a member of the MoneyPass network, you can use any one of the hundreds of bay area (or nationwide) ATMs for free (including all USBank, 7-11, and most credit union ATMS).

You can also make deposits to your Community Bank of the Bay account using MoneyPass Deposit-Taking ATMs. To find a free ATM visit

<https://www.moneypass.com/atm-locator.html>

**Summary of Accounts**

Account Type	Account Number	Beginning Balance	Ending Balance
COMMUNITY IMPACT CKG	XXXXXXXXX2260	\$118,972.28	\$222,087.24

**COMMUNITY IMPACT CKG - XXXXXXXXX2260**

**Account Summary**

Date	Description	Amount
05/01/2021	Beginning Balance	\$118,972.28
	140 Debit(s) This Period	\$136,338.76
	13 Credit(s) This Period	\$239,453.72
05/28/2021	Ending Balance	\$222,087.24



000407 7933431 001207 002411 0001/0007



CHECKS OUTSTANDING								CHECKBOOK RECONCILIATION			
DATE OR #	AMOUNT OR #		DATE OR #	AMOUNT OR #		DATE OR #	AMOUNT OR #				
									ENTER	BALANCE THIS STATEMENT	
										\$	
									ADD	RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	
										\$	
									SUBTOTAL		
									SUBTRACT	TOTAL CHECKS OUTSTANDING	
										\$	
BALANCE should agree with your checkbook balance after subtracting charges and adding credits and reports not shown in your checkbook but included on this statement.										BALANCE	\$

PLEASE REPORT ANY ERRORS OR OMISSIONS WITHIN 30 DAYS. OTHERWISE STATEMENT WILL BE CONSIDERED CORRECT AND CHECKS GENUINE. ALL DEPOSITS AND CREDITS ARE PROVISIONAL UNTIL FUNDS ARE COLLECTED. Printed check charges include tax and shipping.

If your checkbook and statement do not balance, have you:

☐ Accounted for bank charges?

☐ Verified additions and subtractions in your checkbook?

☐ Compared cancelled checks to checkbook?

☐ Compared deposit amounts on statements to your checkbook?

**ELECTRONIC TRANSFER ERRORS**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS, TELEPHONE (510) 433-5400 OR WRITE TO COMMUNITY BANK OF THE BAY AT 180 GRAND AVENUE, OAKLAND, CA 94612 as soon as you can. If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, we must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

We will determine whether an error occurred within 10 business days (20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or was not initiated within the United States) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error so that you will have the use of the money during the time it takes us to complete our investigations. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. Your account is considered a new account for the first 30 days after the first deposit is made, unless each person on the account already has an established account with us before this account is opened.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. We may then reverse any credit to your account we previously provided for the error.

You may ask for copies of the documents that we used in our investigation.

**FINANCE CHARGE FOR CONSUMER REVOLVING LINES OF CREDIT**

Method Used to Determine the Balance on which the FINANCE CHARGE will be computed. A daily FINANCE CHARGE will be imposed on all credit advances made under your **Consumer Revolving Lines of Credit** imposed from the date of each credit advanced based on the 'daily balance' method. To get the daily balance we take the beginning balance of your **Consumer Revolving Lines of Credit** each day, add any new advances and subtract any payments or credits and any unpaid FINANCE CHARGES. This gives us a daily balance. Then we add up all the daily balances for the billing cycle and divide the total number of days in the billing cycle. This gives us the 'daily balance'.

Method of Determining the Amount of FINANCE CHARGE. Any FINANCE CHARGE is determined by applying the "Periodic Rate" to the balance described above. Then we add together the periodic FINANCE CHARGES for each day in the billing cycle. This is your FINANCE CHARGE calculated by applying a Periodic Rate.

**BILLING RIGHTS SUMMARY**  
**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR BILL OR STATEMENT**

If you think your bill or statement is wrong, or if you need more information about a transaction on your bill or statement, write us on a separate sheet of paper at 180 GRAND AVENUE, OAKLAND, CA 94612 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill or statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

In your letter give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay parts of the bill or statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

**CALIFORNIA CONSUMER CREDIT REPORTING**

As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your obligations.

**COMMUNITY IMPACT CKG - XXXXXXXXX2260 (continued)**

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
15112	05/03/2021	\$110.00	15185*	05/10/2021	\$90.00	15242	05/21/2021	\$155.00
15114*	05/13/2021	\$50.00	15186	05/13/2021	\$40.00	15245*	05/25/2021	\$100.00
15115	05/06/2021	\$60.00	15187	05/14/2021	\$40.00	15246	05/24/2021	\$175.00
15116	05/05/2021	\$150.00	15188	05/11/2021	\$160.00	15247	05/25/2021	\$75.00
15117	05/27/2021	\$50.00	15189	05/07/2021	\$70.00	15249*	05/24/2021	\$140.00
15135*	05/19/2021	\$95.00	15192*	05/24/2021	\$160.00	15250	05/24/2021	\$60.00
15139*	05/04/2021	\$55.00	15193	05/10/2021	\$140.00	15251	05/24/2021	\$120.00
15141*	05/10/2021	\$60.00	15194	05/13/2021	\$20.00	15252	05/21/2021	\$120.00
15142	05/04/2021	\$100.00	15198*	05/10/2021	\$40.00	15254*	05/24/2021	\$120.00
15148*	05/05/2021	\$150.00	15200*	05/12/2021	\$80.00	15255	05/21/2021	\$160.00
15149	05/24/2021	\$130.00	15201	05/18/2021	\$20.00	15256	05/25/2021	\$75.00
15150	05/21/2021	\$70.00	15202	05/25/2021	\$10.00	15257	05/26/2021	\$120.00
15152*	05/03/2021	\$20.00	15203	05/10/2021	\$50.00	15259*	05/27/2021	\$80.00
15154*	05/05/2021	\$120.00	15205*	05/10/2021	\$2,564.88	15265*	05/26/2021	\$200.00
15157*	05/10/2021	\$10.00	15206	05/12/2021	\$130.00	15269*	05/25/2021	\$100.00
15161*	05/03/2021	\$90.00	15208*	05/11/2021	\$50.00	15271*	05/25/2021	\$225.00
15165*	05/04/2021	\$437.49	15209	05/10/2021	\$120.00	15276*	05/26/2021	\$225.00
15166	05/11/2021	\$41.17	15210	05/11/2021	\$140.00	15277	05/28/2021	\$225.00
15168*	05/21/2021	\$80.00	15211	05/17/2021	\$370.74	15280*	05/25/2021	\$150.00
15169	05/10/2021	\$100.00	15212	05/18/2021	\$87.40	15281	05/28/2021	\$200.00
15170	05/11/2021	\$110.00	15216*	05/21/2021	\$70.00	15286*	05/28/2021	\$125.00
15173*	05/13/2021	\$160.00	15217	05/21/2021	\$120.00	15287	05/25/2021	\$225.00
15174	05/07/2021	\$100.00	15219*	05/24/2021	\$100.00	15290*	05/26/2021	\$200.00
15176*	05/17/2021	\$40.00	15220	05/24/2021	\$120.00	15291	05/26/2021	\$225.00
15177	05/17/2021	\$60.00	15225*	05/28/2021	\$20.00	15293*	05/27/2021	\$225.00
15178	05/11/2021	\$60.00	15226	05/21/2021	\$90.00	15295*	05/25/2021	\$449.18
15179	05/24/2021	\$50.00	15228*	05/25/2021	\$20.00	15296	05/28/2021	\$175.00
15180	05/10/2021	\$100.00	15229	05/24/2021	\$130.00	15297	05/25/2021	\$175.00
15181	05/11/2021	\$50.00	15230	05/24/2021	\$150.00	15298	05/28/2021	\$175.00
15182	05/07/2021	\$190.00	15240*	05/24/2021	\$80.00	15299	05/25/2021	\$175.00
15183	05/13/2021	\$50.00	15241	05/21/2021	\$80.00			

\* Indicates skipped check number

**Electronic Debits**

Date	Description	Amount
05/03/2021	Yardi Service Ch WEB PMTS 7Q1PL7	-\$0.95
05/03/2021	BBA-LUCASYOP WEB PMTS J9XQL7	-\$1,548.00
05/04/2021	PAYROLL TAX 14164035	-\$970.10
05/05/2021	AMEX EPAYMENT ACH PMT W0078	-\$1,056.40
05/05/2021	Payables Bill.com Multiple Payments Bill.com Payables 025WEEYNNF177W7	-\$2,850.00
05/05/2021	IRS USATAXPYMT 227152566224292	-\$5,631.82
05/07/2021	PAYROLL TAX 14164035	-\$287.92
05/12/2021	Payables Bill.com Jonathan Stein Bill.com 025RGXGNCG19UOR April 2021	-\$750.00
05/13/2021	Payables Bill.com Kimberly Aceves Bill.com 025GAAZTKC1ACC6 Inv #1300	-\$600.00
05/14/2021	PAYROLL PAYROLL 14164035	-\$250.00
05/14/2021	PAYROLL PAYROLL 14164035	-\$311.72
05/14/2021	PAYROLL PAYROLL 14164035	-\$426.59
05/14/2021	PAYROLL PAYROLL 14164035	-\$656.45
05/14/2021	PAYROLL PAYROLL 14164035	-\$1,019.88
05/14/2021	PAYROLL PAYROLL 14164035	-\$1,037.94
05/14/2021	PAYROLL PAYROLL 14164035	-\$1,416.84





180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**May 2021**

Reporting Activity 05/01 - 05/28

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**COMMUNITY IMPACT CKG - XXXXXXXXX2260 (continued)**

**Electronic Debits (continued)**

Date	Description	Amount
05/14/2021	PAYROLL PAYROLL 14164035	-\$1,456.94
05/14/2021	PAYROLL PAYROLL 14164035	-\$1,630.59
05/14/2021	PAYROLL PAYROLL 14164035	-\$1,816.46
05/14/2021	PAYROLL PAYROLL 14164035	-\$1,890.97
05/14/2021	PAYROLL PAYROLL 14164035	-\$2,127.18
05/14/2021	PAYROLL PAYROLL 14164035	-\$2,737.49
05/17/2021	Payables Bill.com Multiple Payments Bill.com Payables 025BJYYGTP1BBYH	-\$3,925.00
05/18/2021	PAYROLL TAX 14164035	-\$978.17
05/19/2021	Payables Bill.com Angel Martinez Aquino Bill.com 025FLPMCHG1CBUL OFCY	-\$450.00
05/19/2021	IRS USATAXPYMT 227153966134776	-\$5,604.41
05/20/2021	Payables Bill.com Multiple Payments Bill.com Payables 025KRHKEDE1CWN1	-\$700.00
05/20/2021	Payables Bill.com Multiple Payments Bill.com Payables 025QIJUJWQ1CT67	-\$3,337.50
05/21/2021	Payables Bill.com Multiple Payments Bill.com Payables 025GYTSUQW1DA5M	-\$3,980.00
05/25/2021	Payables Bill.com Meylin Figueroa Bill.com 025OMTVHOM1EERU Castlework	-\$200.00
05/26/2021	AMEX EPAYMENT ACH PMT W5310	-\$2,670.82
05/27/2021	Payables Bill.com Cameroon Martinez Manzo Bill.com 025WYCXKCN1FJ27 You	-\$225.00
05/27/2021	BILLING BILL.COM LLC BILL.COM 02B3PJXLXWUVDRI STMT 21050859642 OAKLAND KI	-\$349.09
05/28/2021	PAYROLL PAYROLL 14164035	-\$250.00
05/28/2021	PAYROLL PAYROLL 14164035	-\$346.37
05/28/2021	PAYROLL PAYROLL 14164035	-\$473.98
05/28/2021	PAYROLL PAYROLL 14164035	-\$788.61
05/28/2021	PAYROLL PAYROLL 14164035	-\$1,011.27
05/28/2021	PAYROLL PAYROLL 14164035	-\$1,136.84
05/28/2021	PAYROLL PAYROLL 14164035	-\$1,590.42
05/28/2021	PAYROLL PAYROLL 14164035	-\$1,613.56
05/28/2021	PAYROLL PAYROLL 14164035	-\$1,630.59
05/28/2021	PAYROLL PAYROLL 14164035	-\$1,686.39
05/28/2021	PAYROLL PAYROLL 14164035	-\$1,890.97
05/28/2021	PAYROLL PAYROLL 14164035	-\$2,127.18
05/28/2021	PAYROLL PAYROLL 14164035	-\$2,737.49
05/28/2021	Payables Bill.com Multiple Payments Bill.com Payables 025XDOSMHT1G1F7	-\$2,875.00

**Other Debits**

Date	Description	Amount
05/20/2021	575097 ONLINE TR TO 155004831 5/20/21 9:04	-\$50,000.00

**Deposits**

Date	Description	Amount
05/03/2021	DEPOSIT	\$24,288.83
05/12/2021	DEPOSIT	\$75,083.41
05/19/2021	DEPOSIT	\$106,272.25
05/26/2021	DEPOSIT	\$32,986.18

**Electronic Credits**

Date	Description	Amount
05/03/2021	shopify TRANSFER ST-M0C5B8U2I3X3	\$58.42
05/04/2021	shopify TRANSFER ST-E6M8U5M6C7H4	\$58.38



180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**May 2021**

Reporting Activity 05/01 - 05/28

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## COMMUNITY IMPACT CKG - XXXXXXXXX2260 (continued)

### Electronic Credits (continued)

Date	Description	Amount
05/21/2021	VoidPaymnt Bill.com Robin Garcia Bill.com 025DXPWIGC1DFJF March 1st-	\$40.00
05/21/2021	shopify TRANSFER ST-G0H3W7R9P3K7	\$44.73
05/21/2021	VoidPaymnt Bill.com Samearra Watson Bill.com 025UZBVOUE1DFJI 3/5 OFCY--	\$50.00
05/21/2021	VoidPaymnt Bill.com Keanna Alejo Bill.com 025AEVLYJS1DFJH March 1st-	\$100.00
05/21/2021	VoidPaymnt Bill.com Nivea Mancilla Bill.com 025COYCYZLE1DFJG 3/5 OUSD--	\$200.00
05/21/2021	VoidPaymnt Bill.com Yonas Kidane Haile Bill.com 025SLWZLXL1DFJJ 3/5-- bi	\$225.00
05/24/2021	AmazonSmil AMZNKSYEKV5S payments.amazon.com ID#1POSVJ9GJZIJOGS	\$46.52

### Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/03/2021	\$141,550.58	05/12/2021	\$199,617.59	05/21/2021	\$218,217.30
05/04/2021	\$140,046.37	05/13/2021	\$198,697.59	05/24/2021	\$216,728.82
05/05/2021	\$130,088.15	05/14/2021	\$181,878.54	05/25/2021	\$214,749.64
05/06/2021	\$130,028.15	05/17/2021	\$177,482.80	05/26/2021	\$244,095.00
05/07/2021	\$129,380.23	05/18/2021	\$176,397.23	05/27/2021	\$243,165.91
05/10/2021	\$126,105.35	05/19/2021	\$276,520.07	05/28/2021	\$222,087.24
05/11/2021	\$125,494.18	05/20/2021	\$222,482.57		

### Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

00407 7933431 001209 002417 0003/0007

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15112

04/01/2021

PAY TO THE ORDER OF Kevin Gavarrette \$ \*\*110.00

One hundred ten and 00/100

Kevin Gavarrette  
8225 A Street, Apt A  
Oakland, CA 94621

MEMO

#15112 05/03/2021 \$110.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15114

04/01/2021

PAY TO THE ORDER OF Kevin Vargas Rodriguez \$ \*\*50.00

Fifty and 00/100

Kevin Vargas Rodriguez  
748 Clara St, Apt 1  
Oakland, CA 94603

MEMO

#15114 05/13/2021 \$50.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15115

04/01/2021

PAY TO THE ORDER OF Elida Belinde Parades Granados \$ \*\*60.00

Sixty and 00/100

Elida Belinde Parades Granados  
8021 B St  
Oakland, CA 94621

MEMO

#15115 05/06/2021 \$60.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15116

04/01/2021

PAY TO THE ORDER OF Sofia Ineheta Cimaco \$ \*\*150.00

One hundred fifty and 00/100

Sofia Ineheta Cimaco  
1849 103rd Ave  
Oakland, CA 94603

MEMO

#15116 05/05/2021 \$150.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15117

04/01/2021

PAY TO THE ORDER OF Brian Munoz \$ \*\*50.00

Fifty and 00/100

Brian Munoz Cortes  
2723 99th Ave  
Oakland, CA 94605

MEMO

#15117 05/27/2021 \$50.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15135

04/19/2021

PAY TO THE ORDER OF Enrique Merino-Reyes \$ \*\*95.00

Ninety-five and 00/100

Enrique Merino-Reyes  
1533 83rd Ave  
Oakland, CA 94603

MEMO

#15135 05/19/2021 \$95.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15139

04/19/2021

PAY TO THE ORDER OF Jose Luis Lujan-Cabrerales \$ \*\*55.00

Fifty-five and 00/100

José Luis Lujan-Cabrerales  
1448 77th Ave  
Oakland, CA 94621

MEMO

#15139 05/04/2021 \$55.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15141

04/19/2021

PAY TO THE ORDER OF KeShawn Sanders Cole \$ \*\*60.00

Sixty and 00/100

KeShawn Sanders Cole  
1419 Havensport Boulevard  
Oakland, CA 94621

MEMO

#15141 05/10/2021 \$60.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15142

04/19/2021

PAY TO THE ORDER OF Khelina Pieraldi \$ \*\*100.00

One hundred and 00/100

Khelina Pieraldi  
8314 MacArthur Boulevard, Apt 11  
Oakland, CA 94605

MEMO

#15142 05/04/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15148

04/19/2021

PAY TO THE ORDER OF Sofia Ineheta Cimaco \$ \*\*150.00

One hundred fifty and 00/100

Sofia Ineheta Cimaco  
1849 103rd Ave  
Oakland, CA 94603

MEMO

#15148 05/05/2021 \$150.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15149

04/19/2021

PAY TO THE ORDER OF Dorian Carillo Valencia \$ \*\*130.00

One hundred thirty and 00/100

Dorian Carillo Valencia  
2089 Ritchie St  
Oakland, CA 94605

MEMO

#15149 05/24/2021 \$130.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15150

04/19/2021

PAY TO THE ORDER OF Angel Tolemino Perez \$ \*\*70.00

Seventy and 00/100

Angel Tolemino Perez  
1463 73rd Ave  
Oakland, CA 94621

MEMO

#15150 05/21/2021 \$70.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15152

04/19/2021

PAY TO THE ORDER OF Kevin Gavarrate \$ \*\*20.00

Twenty and 00/100

Kevin Gavarrate  
8225 A Street, Apt A  
Oakland, CA 94621

MEMO

⑆015152⑆ ⑆121142407⑆ 0165022260⑆

#15152 05/03/2021 \$20.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15154

04/19/2021

PAY TO THE ORDER OF Crystal Felix Amedondo \$ \*\*120.00

One hundred twenty and 00/100

Crystal Felix  
8033 San Jose St  
Oakland, CA 94605

MEMO

⑆015154⑆ ⑆121142407⑆ 0165022260⑆

#15154 05/05/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15157

04/19/2021

PAY TO THE ORDER OF Sergio Alacantara Garcia \$ \*\*10.00

Ten and 00/100

Sergio Alacantara Garcia  
7039 Lacey Ave  
Oakland, CA 94605

MEMO

⑆015157⑆ ⑆121142407⑆ 0165022260⑆

#15157 05/10/2021 \$10.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15161

04/21/2021

PAY TO THE ORDER OF Eric Ramirez \$ \*\*90.00

Ninety and 00/100

Eric Ramirez

MEMO

⑆015161⑆ ⑆121142407⑆ 0165022260⑆

#15161 05/03/2021 \$90.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15165

04/29/2021

PAY TO THE ORDER OF Newport Trust Company \$ \*\*437.49

Four hundred thirty-seven and 49/100

Newport Trust Company  
Attn: Vanguard 4070 Services  
P.O. Box 64251  
Pittsburgh, PA 15204-9252

MEMO Plan #1000237

⑆015165⑆ ⑆121142407⑆ 0165022260⑆

#15165 05/04/2021 \$437.49

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15166

04/29/2021

PAY TO THE ORDER OF ABET \$ \*\*41.17

Forty-one and 17/100

ABET  
Advanced Business Equipment Technologies  
5050 Inland Drive, Suite 1  
Concord, CA 94502

MEMO Acel #15104522043

⑆015166⑆ ⑆121142407⑆ 0165022260⑆

#15166 05/11/2021 \$41.17

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15168

05/05/2021

PAY TO THE ORDER OF Angel Toentino Perez \$ \*\*80.00

Eighty and 00/100

Angel Toentino Perez  
1483 72nd Ave  
Oakland, CA 94621

MEMO

⑆015168⑆ ⑆121142407⑆ 0165022260⑆

#15168 05/21/2021 \$80.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15169

05/05/2021

PAY TO THE ORDER OF Angelina Vega \$ \*\*100.00

One hundred and 00/100

Angelina Vega  
2558 Havenscourt Blvd  
Oakland, CA 94605

MEMO

⑆015169⑆ ⑆121142407⑆ 0165022260⑆

#15169 05/10/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15170

05/05/2021

PAY TO THE ORDER OF Cynthia Pomeroy \$ \*\*110.00

One hundred ten and 00/100

Cynthia Pomeroy  
7650 Noy Ave, Apt 6  
Oakland, CA 94605

MEMO

⑆015170⑆ ⑆121142407⑆ 0165022260⑆

#15170 05/11/2021 \$110.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15173

05/05/2021

PAY TO THE ORDER OF Michelle Meravilla-Berajas \$ \*\*160.00

One hundred sixty and 00/100

Michelle Meravilla-Berajas  
7819 MacArthur Blvd, #3  
Oakland, CA 94605

MEMO

⑆015173⑆ ⑆121142407⑆ 0165022260⑆

#15173 05/13/2021 \$160.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15174

05/05/2021

PAY TO THE ORDER OF Martin Moreno-Acala \$ \*\*100.00

One hundred and 00/100

Martin Moreno-Acala  
1021 82nd Ave  
Oakland, CA 94603

MEMO

⑆015174⑆ ⑆121142407⑆ 0165022260⑆

#15174 05/07/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
Member FDIC

15176

05/05/2021

PAY TO THE ORDER OF Hadiya Omer \$ \*\*40.00

Forty and 00/100

Hadiya Omer  
2278 Broadway, #305  
Oakland, CA 94618

MEMO

⑆015176⑆ ⑆121142407⑆ 0165022260⑆

#15176 05/17/2021 \$40.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15177

05/05/2021

PAY TO THE ORDER OF Jose Luis Lujan-Cabrera

Sixty and 00/100

\$ \*\*60.00

DOLLARS

MEMO Jose Luis Lujan-Cabrera  
1445 27th Ave  
Oakland, CA 94621

#015177# 12111424074 0165022260#

#15177 05/17/2021 \$60.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15178

05/05/2021

PAY TO THE ORDER OF JewMarcus Kamari Walker

Sixty and 00/100

\$ \*\*60.00

DOLLARS

MEMO JewMarcus Kamari Walker  
2023 87th Avenue SE  
Oakland, CA 94621

#015178# 12111424074 0165022260#

#15178 05/11/2021 \$60.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15179

05/05/2021

PAY TO THE ORDER OF KeShawn Sanders Cole

Fifty and 00/100

\$ \*\*50.00

DOLLARS

MEMO KeShawn Sanders Cole  
1418 Hovenscroft Boulevard  
Oakland, CA 94621

#015179# 12111424074 0165022260#

#15179 05/24/2021 \$50.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15180

05/06/2021

PAY TO THE ORDER OF Michelle Rojas-Rodriguez

One hundred and 00/100

\$ \*\*100.00

DOLLARS

MEMO Michelle Rojas-Rodriguez  
3604 San Joaquin St  
Oakland, CA 94621

#015180# 12111424074 0165022260#

#15180 05/10/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15181

05/05/2021

PAY TO THE ORDER OF Nelvaah Mark

Fifty and 00/100

\$ \*\*50.00

DOLLARS

MEMO Nelvaah Virginia Ruth Mark  
2008 90th Ave, Apt 5  
Oakland, CA 94623

#015181# 12111424074 0165022260#

#15181 05/11/2021 \$50.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15182

05/05/2021

PAY TO THE ORDER OF Xavier Craig

One hundred ninety and 00/100

\$ \*\*190.00

DOLLARS

MEMO Xavier Craig  
9928 O St  
Oakland, CA 94603

#015182# 12111424074 0165022260#

#15182 05/07/2021 \$190.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15183

05/05/2021

PAY TO THE ORDER OF Keanne Alejo

Fifty and 00/100

\$ \*\*50.00

DOLLARS

MEMO Keanne Alejo  
4420 Perriman Ave.  
Oakland, CA 94619

#015183# 12111424074 0165022260#

#15183 05/13/2021 \$50.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15185

05/05/2021

PAY TO THE ORDER OF Barney Oscar Alonzo

Ninety and 00/100

\$ \*\*90.00

DOLLARS

MEMO Barney Oscar Alonzo  
1548 81st Ave, Apt B  
Oakland, CA 94621

#015185# 12111424074 0165022260#

#15185 05/10/2021 \$90.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15186

05/05/2021

PAY TO THE ORDER OF Bernardo Garcia Claudio

Forty and 00/100

\$ \*\*40.00

DOLLARS

MEMO Bernardo Garcia Claudio

#015186# 12111424074 0165022260#

#15186 05/13/2021 \$40.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15187

05/05/2021

PAY TO THE ORDER OF Christian Larios

Forty and 00/100

\$ \*\*40.00

DOLLARS

MEMO Christian Larios

#015187# 12111424074 0165022260#

#15187 05/14/2021 \$40.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15188

05/05/2021

PAY TO THE ORDER OF Cindy Anlon Ramos

One Hundred sixty and 00/100

\$ \*\*160.00

DOLLARS

MEMO Cindy Anlon Ramos  
1420 22nd Ave  
Oakland, CA 94606

#015188# 12111424074 0165022260#

#15188 05/11/2021 \$160.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#4484701

15189

05/05/2021

PAY TO THE ORDER OF Citlal Bernal

Seventy and 00/100

\$ \*\*70.00

DOLLARS

MEMO Citlal Bernal  
70542 Creekside Circle  
Oakland, CA 94603

#015189# 12111424074 0165022260#

#15189 05/07/2021 \$70.00



Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15192

05/05/2021

PAY TO THE ORDER OF: Dorien Carillo Valencia

\$ \*\*160.00

One hundred sixty and 00/100

DORIAN CARILLO VALENCIA  
1839 RICHIE ST  
OAKLAND, CA 94605

MEMO

⑆015192⑆ ⑆121142407⑆ 0165022260⑆

#15192 05/24/2021 \$160.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15193

05/05/2021

PAY TO THE ORDER OF: Edgar Pablo Lopez

\$ \*\*140.00

One hundred forty and 00/100

EDGAR PABLO LOPEZ  
5911 A STREET  
OAKLAND, CA 94603

MEMO

⑆015193⑆ ⑆121142407⑆ 0165022260⑆

#15193 05/10/2021 \$140.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15194

05/05/2021

PAY TO THE ORDER OF: Fernando Solano Quintanilla

\$ \*\*20.00

Twenty and 00/100

FERNANDO SOLANO QUINTANILLA  
7716 MacArthur Blvd, Apt A  
Oakland, CA 94605

MEMO

⑆015194⑆ ⑆121142407⑆ 0165022260⑆

#15194 05/13/2021 \$20.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15198

05/05/2021

PAY TO THE ORDER OF: Julian Ramirez Nuno

\$ \*\*40.00

Forty and 00/100

JULIAN RAMIREZ NUNO  
6640 MacArthur Blvd, Apt E  
Oakland, CA 94605

MEMO

⑆015198⑆ ⑆121142407⑆ 0165022260⑆

#15198 05/10/2021 \$40.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15200

05/05/2021

PAY TO THE ORDER OF: Khalina Pieraldi

\$ \*\*80.00

Eighty and 00/100

KHALINA PIERALDI  
8314 MacArthur Boulevard, Apt 11  
Oakland, CA 94605

MEMO

⑆015200⑆ ⑆121142407⑆ 0165022260⑆

#15200 05/12/2021 \$80.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15201

05/05/2021

PAY TO THE ORDER OF: Milton Toro Mejia

\$ \*\*20.00

Twenty and 00/100

MILTON TORO MEJIA

MEMO

⑆015201⑆ ⑆121142407⑆ 0165022260⑆

#15201 05/18/2021 \$20.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15202

05/05/2021

PAY TO THE ORDER OF: Ovidio Perez

\$ \*\*10.00

Ten and 00/100

OVIDIO PEREZ

MEMO

⑆015202⑆ ⑆121142407⑆ 0165022260⑆

#15202 05/25/2021 \$10.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15203

05/05/2021

PAY TO THE ORDER OF: Sergio Alcantara Garcia

\$ \*\*50.00

Fifty and 00/100

SERGIO ALCANTARA GARCIA  
7033 Lacey Ave.  
Oakland, CA 94605

MEMO

⑆015203⑆ ⑆121142407⑆ 0165022260⑆

#15203 05/10/2021 \$50.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15205

05/07/2021

PAY TO THE ORDER OF: We Heart Finance

\$ \*\*2,564.88

Two thousand five hundred sixty-four and 88/100

WE HEART FINANCE  
1824 Franklin Street, Suite 1015  
Oakland, CA 94612

MEMO

⑆015205⑆ ⑆121142407⑆ 0165022260⑆

#15205 05/10/2021 \$2,564.88

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15206

05/07/2021

PAY TO THE ORDER OF: Andres Lopez Garbay

\$ \*\*130.00

One hundred thirty and 00/100

ANDRES LOPEZ GARBAY

MEMO

⑆015206⑆ ⑆121142407⑆ 0165022260⑆

#15206 05/12/2021 \$130.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15208

05/07/2021

PAY TO THE ORDER OF: Daniel Garcia Lopez

\$ \*\*50.00

Fifty and 00/100

DANIEL GARCIA LOPEZ  
2526 87th Ave  
Oakland, CA 94625

MEMO

⑆015208⑆ ⑆121142407⑆ 0165022260⑆

#15208 05/11/2021 \$50.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612

15209

05/07/2021

PAY TO THE ORDER OF: Martin Armandon Lopez Lux

\$ \*\*120.00

One hundred twenty and 00/100

MARTIN ARMANDON LOPEZ LUX  
1208 100th Ave  
Oakland, CA 94603

MEMO

⑆015209⑆ ⑆121142407⑆ 0165022260⑆

#15209 05/10/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/11/2021

PAY TO THE ORDER OF Vicente Lux Quijé

One hundred forty and 00/100

\$ \*\*140.00 DOLLARS

Vicente Lux Quijé  
1208 100th Ave.  
Oakland, CA 94603

MEMO

#015210# 1211424071 0165022260#

#15210 05/11/2021 \$140.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/12/2021

PAY TO THE ORDER OF Allied Administrators

Three hundred seventy and 74/100

\$ \*\*370.74 DOLLARS

Allied Administrators  
C/O Union Bank  
P.O. Box 45739  
San Francisco, CA 94145-0739

MEMO Employer No. 77707

#015211# 1211424071 0165022260#

#15211 05/17/2021 \$370.74

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/12/2021

PAY TO THE ORDER OF LEAF

Eighty-seven and 40/100

\$ \*\*87.40 DOLLARS

LEAF  
P.O. Box 5096  
Hartford, CT 06102-5096

MEMO Contract # 102-2141757-022

#015212# 1211424071 0165022260#

#15212 05/18/2021 \$87.40

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Angel Tolentino Perez

Seventy and 00/100

\$ \*\*70.00 DOLLARS

Angel Tolentino Perez  
2453 730th Ave.  
Oakland, CA 94621

MEMO

#015215# 1211424071 0165022260#

#15216 05/21/2021 \$70.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Edgar Pablo Lopez

One hundred twenty and 00/100

\$ \*\*120.00 DOLLARS

Edgar Pablo Lopez  
3841 A Street  
Oakland, CA 94603

MEMO

#015217# 1211424071 0165022260#

#15217 05/21/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Doran Carilo Valencia

One hundred and 00/100

\$ \*\*100.00 DOLLARS

Doran Carilo Valencia  
2659 Ritchie St.  
Oakland, CA 94605

MEMO

#015219# 1211424071 0165022260#

#15219 05/24/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Daniel Garcia-Lopez

One hundred twenty and 00/100

\$ \*\*120.00 DOLLARS

Daniel Garcia Lopez  
2326 57th Ave.  
Oakland, CA 94605

MEMO

#015220# 1211424071 0165022260#

#15220 05/24/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Bernardo Garcia Claudio

Twenty and 00/100

\$ \*\*20.00 DOLLARS

Bernardo Garcia Claudio  
1327 78th Ave.  
Oakland, CA 94621

MEMO

#015225# 1211424071 0165022260#

#15225 05/28/2021 \$20.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Fernando Solano Quintanilla

Ninety and 00/100

\$ \*\*90.00 DOLLARS

Fernando Solano Quintanilla  
7766 MacArthur Blvd. Apt A  
Oakland, CA 94605

MEMO

#015226# 1211424071 0165022260#

#15226 05/21/2021 \$90.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Ovidio Perez

Twenty and 00/100

\$ \*\*20.00 DOLLARS

Ovidio Perez

MEMO

#015228# 1211424071 0165022260#

#15228 05/25/2021 \$20.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Vicente Lux Quijé

One hundred thirty and 00/100

\$ \*\*130.00 DOLLARS

Vicente Lux Quijé  
1208 100th Ave.  
Oakland, CA 94603

MEMO

#015229# 1211424071 0165022260#

#15229 05/24/2021 \$130.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

PAY TO THE ORDER OF Martin Armandom Lopez Lux

One hundred fifty and 00/100

\$ \*\*150.00 DOLLARS

Martin Armandom Lopez Lux  
1208 100th Ave.  
Oakland, CA 94603

MEMO

#015230# 1211424071 0165022260#

#15230 05/24/2021 \$150.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15240

05/20/2021

PAY TO THE ORDER OF: Angelina Vega

Eighty and 00/100

\$ \*\*80.00

MEMO: Angelina Vega  
8259 Havenshurst Blvd  
Oakland, CA 94605

⑆015240⑆ ⑆121142407⑆ ⑆165022260⑆

#15240 05/24/2021 \$80.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15241

05/20/2021

PAY TO THE ORDER OF: Christian Larios

Eighty and 00/100

\$ \*\*80.00

MEMO: Christian Larios

⑆015241⑆ ⑆121142407⑆ ⑆165022260⑆

#15241 05/21/2021 \$80.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15242

05/20/2021

PAY TO THE ORDER OF: Cynthia Romero

One hundred fifty-five and 00/100

\$ \*\*155.00

MEMO: Cynthia Romero  
7559 New Ave, Apt 8  
Oakland, CA 94605

⑆015242⑆ ⑆121142407⑆ ⑆165022260⑆

#15242 05/21/2021 \$155.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15245

05/20/2021

PAY TO THE ORDER OF: Hadiya Omar

One hundred and 00/100

\$ \*\*100.00

MEMO: Hadiya Omar  
5276 Broadway, #305  
Oakland, CA 94618

⑆015245⑆ ⑆121142407⑆ ⑆165022260⑆

#15245 05/25/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15246

05/20/2021

PAY TO THE ORDER OF: Jacqueline Rojas-Rodriguez

One hundred seventy-five and 00/100

\$ \*\*175.00

MEMO: Jacqueline Rojas-Rodriguez  
3804 San Leandro St  
Oakland, CA 94601

⑆015246⑆ ⑆121142407⑆ ⑆165022260⑆

#15246 05/24/2021 \$175.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15247

05/20/2021

PAY TO THE ORDER OF: JewMarcus Kamari Walker

Seventy-five and 00/100

\$ \*\*75.00

MEMO: JewMarcus Kamari Walker  
2223 80th Ave #2  
Oakland, CA 94621

⑆015247⑆ ⑆121142407⑆ ⑆165022260⑆

#15247 05/25/2021 \$75.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15249

05/20/2021

PAY TO THE ORDER OF: Julian Ramirez Nuno

One hundred forty and 00/100

\$ \*\*140.00

MEMO: Julian Ramirez Nuno  
6540 MacArthur Blvd, Apt E  
Oakland, CA 94605

⑆015249⑆ ⑆121142407⑆ ⑆165022260⑆

#15249 05/24/2021 \$140.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15250

05/20/2021

PAY TO THE ORDER OF: Ke'Shawn Sanders Cole

Sixty and 00/100

\$ \*\*60.00

MEMO: Ke'Shawn Sanders Cole  
1419 Havenshurst Boulevard  
Oakland, CA 94621

⑆015250⑆ ⑆121142407⑆ ⑆165022260⑆

#15250 05/24/2021 \$60.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15251

05/20/2021

PAY TO THE ORDER OF: Khaina Floridi

One hundred twenty and 00/100

\$ \*\*120.00

MEMO: Khaina Floridi  
8314 MacArthur Boulevard, Apt 11  
Oakland, CA 94605

⑆015251⑆ ⑆121142407⑆ ⑆165022260⑆

#15251 05/24/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15252

05/20/2021

PAY TO THE ORDER OF: Martin Moreno-Acala

One hundred twenty and 00/100

\$ \*\*120.00

MEMO: Martin Moreno-Acala  
7021 59th Ave  
Oakland, CA 94603

⑆015252⑆ ⑆121142407⑆ ⑆165022260⑆

#15252 05/21/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15254

05/20/2021

PAY TO THE ORDER OF: Michelle Rojas-Rodriguez

One hundred twenty and 00/100

\$ \*\*120.00

MEMO: Michelle Rojas-Rodriguez  
3804 San Leandro St  
Oakland, CA 94601

⑆015254⑆ ⑆121142407⑆ ⑆165022260⑆

#15254 05/24/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94601  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#00000171

15255

05/20/2021

PAY TO THE ORDER OF: Xavier Craig

One hundred sixty and 00/100

\$ \*\*160.00

MEMO: Xavier Craig  
5826 C St  
Oakland, CA 94603

⑆015255⑆ ⑆121142407⑆ ⑆165022260⑆

#15255 05/21/2021 \$160.00



Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15256

PAY TO THE ORDER OF Andres Lopez Garibay

\$ \*\*75.00

Seventy-five and 00/100

Andres Lopez Garibay  
1330 82nd Ave, Apt 3  
Oakland, CA 94621

MEMO

#015256# 1211142407# 0165022260#

#15256 05/25/2021 \$75.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15257

PAY TO THE ORDER OF Bryonnelle's Wortham

\$ \*\*120.00

One hundred twenty and 00/100

Bryonnelle's Wortham  
9532 Cherry St  
Oakland, CA 94603

MEMO

#015257# 1211142407# 0165022260#

#15257 05/26/2021 \$120.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15259

PAY TO THE ORDER OF Keanna Atojo

\$ \*\*80.00

Eighty and 00/100

Keanna Atojo  
4220 Pennman Ave  
Oakland, CA 94619

MEMO

#015259# 1211142407# 0165022260#

#15259 05/27/2021 \$80.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15265

PAY TO THE ORDER OF Bryonnelle's Wortham

\$ \*\*200.00

Two hundred and 00/100

Bryonnelle's Wortham  
9532 Cherry St  
Oakland, CA 94603

MEMO

#015265# 1211142407# 0165022260#

#15265 05/26/2021 \$200.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15269

PAY TO THE ORDER OF Andres Lopez Garibay

\$ \*\*100.00

One hundred and 00/100

Andres Lopez Garibay  
1330 82nd Ave, Apt 3  
Oakland, CA 94621

MEMO

#015269# 1211142407# 0165022260#

#15269 05/25/2021 \$100.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15271

PAY TO THE ORDER OF Michael Pomeroy

\$ \*\*225.00

Two hundred twenty-five and 00/100

Michael Anthony Pomeroy  
7850 Roy Avenue, Apt #3  
Oakland, CA 94623

MEMO

#015271# 1211142407# 0165022260#

#15271 05/25/2021 \$225.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15276

PAY TO THE ORDER OF David Alejandro Castillo Mendez

\$ \*\*225.00

Two hundred twenty-five and 00/100

David Alejandro Castillo Mendez  
2627 Ritchie St  
Oakland, CA 94605

MEMO

#015276# 1211142407# 0165022260#

#15276 05/26/2021 \$225.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15277

PAY TO THE ORDER OF Rayla Chatten

\$ \*\*225.00

Two hundred twenty-five and 00/100

Rayla Chatten  
2044 101st Ave  
Oakland, CA 94663

MEMO

#015277# 1211142407# 0165022260#

#15277 05/28/2021 \$225.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15280

PAY TO THE ORDER OF Ralshna Noun

\$ \*\*150.00

One hundred fifty and 00/100

Ralshna Noun  
1915 102nd Avenue  
Oakland, CA 94603

MEMO

#015280# 1211142407# 0165022260#

#15280 05/25/2021 \$150.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15281

PAY TO THE ORDER OF Liva Paez

\$ \*\*200.00

Two hundred and 00/100

Liva Paez  
5909 Harmon Ave  
Oakland, CA 94621

MEMO

#015281# 1211142407# 0165022260#

#15281 05/28/2021 \$200.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15286

PAY TO THE ORDER OF Julio Calmo Baulista

\$ \*\*125.00

One hundred twenty-five and 00/100

Julio Calmo Baulista  
1201 52nd Ave  
Oakland, CA 94601

MEMO

#015286# 1211142407# 0165022260#

#15286 05/28/2021 \$125.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94612  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
05/20/2021

15287

PAY TO THE ORDER OF Ramsey Noun

\$ \*\*225.00

Two hundred twenty-five and 00/100

Ramsey Noun  
1415 103rd Avenue  
Oakland, CA 94603

MEMO

#015287# 1211142407# 0165022260#

#15287 05/25/2021 \$225.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#15290

05/26/2021

PAY TO THE ORDER OF Jennifer Sosa Fuentes \$ \*\*200.00

Two hundred and 00/100\*\*\*\*\* DOLLARS

Jennifer Sosa Fuentes  
Jennifer Sosa Fuentes  
1971 89th Ave.  
Oakland, CA 94621

MEMO

015290 0121142407 0165022260

#15290 05/26/2021 \$200.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#15291

05/26/2021

PAY TO THE ORDER OF Jennifer Sosa Fuentes \$ \*\*225.00

Two hundred twenty-five and 00/100\*\*\*\*\* DOLLARS

Jennifer Sosa Fuentes  
Jennifer Sosa Fuentes  
1971 89th Ave.  
Oakland, CA 94621

MEMO

015291 0121142407 0165022260

#15291 05/26/2021 \$225.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#15293

05/27/2021

PAY TO THE ORDER OF Duo Tien Le \$ \*\*225.00

Two hundred twenty-five and 00/100\*\*\*\*\* DOLLARS

Duo Tien Le  
3319 82nd Avenue  
Oakland, CA 94621

MEMO

015293 0121142407 0165022260

#15293 05/27/2021 \$225.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#15295

05/25/2021

PAY TO THE ORDER OF Newport Trust Company \$ \*\*449.18

Four hundred forty-nine and 18/100\*\*\*\*\* DOLLARS

Newport Trust Company  
Attn: Wang and Associates  
P.O. Box 945451  
Pittsburgh, PA 15294-5252

MEMO Plan #10090337

015295 0121142407 0165022260

#15295 05/25/2021 \$449.18

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#15296

05/28/2021

PAY TO THE ORDER OF Kamaria Cole \$ \*\*175.00

One hundred seventy-five and 00/100\*\*\*\*\* DOLLARS

Kamaria Cole  
2119 88th Ave  
Oakland, CA 94621

MEMO

015296 0121142407 0165022260

#15296 05/28/2021 \$175.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#15297

05/25/2021

PAY TO THE ORDER OF Makayla Davis \$ \*\*175.00

One hundred seventy-five and 00/100\*\*\*\*\* DOLLARS

Makayla Davis  
9223 Hillside Street, Apt 1  
Oakland, CA 94603

MEMO

015297 0121142407 0165022260

#15297 05/25/2021 \$175.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#15298

05/28/2021

PAY TO THE ORDER OF Kamaria Cole \$ \*\*175.00

One hundred seventy-five and 00/100\*\*\*\*\* DOLLARS

Kamaria Cole  
2119 88th Ave  
Oakland, CA 94621

MEMO

015298 0121142407 0165022260

#15298 05/28/2021 \$175.00

Oakland Kids First  
2744 East 11th Street, Unit H08  
Oakland, CA 94621  
510-593-4453  
www.oaklandkidsfirst.org

Community Bank of the Bay  
180 Grand Avenue  
Oakland, CA 94612  
#15299

05/25/2021

PAY TO THE ORDER OF Makayla Davis \$ \*\*175.00

One hundred seventy-five and 00/100\*\*\*\*\* DOLLARS

Makayla Davis  
9223 Hillside Street, Apt 1  
Oakland, CA 94603

MEMO

015299 0121142407 0165022260

#15299 05/25/2021 \$175.00



180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**May 2021**

*Reporting Activity 05/01 - 05/28*

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180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**May 2021**

Reporting Activity 05/01 - 05/28

Page 1 of 4

**RETURN SERVICE REQUESTED**

>000027 7914541 0001 092411 10Z

OAKLAND KIDS FIRST  
2744 E 11TH ST STE H8  
OAKLAND CA 94601-1443



**Managing Your Accounts**

	Office Name	Oakland
	Office Phone	(510) 433-5400
	Client Services	contactus@bankcbb.com
	Mailing Address	180 Grand Avenue, Suite 120 Oakland, CA 94612
	Website	www.bankcbb.com

**Find An ATM**

Finding a Free ATM is easy! Community Bank of the Bay is member of the MoneyPass network. That means that you can use any of the MoneyPass locations with your CBB ATM card for free.

We have ATMs located at our Oakland and Danville branch locations, and as a member of the MoneyPass network, you can use any one of the hundreds of bay area (or nationwide) ATMs for free (including all USBank, 7-11, and most credit union ATMS).

You can also make deposits to your Community Bank of the Bay account using MoneyPass Deposit-Taking ATMs. To find a free ATM visit <https://www.moneypass.com/atm-locator.html>

**Summary of Accounts**

Account Type	Account Number	Beginning Balance	Ending Balance
BUS RELATIONSHIP MM	XXXXXXXXX4831	\$220,621.77	\$270,649.01

**BUS RELATIONSHIP MM - XXXXXXXXX4831**

**Account Summary**

Date	Description	Amount
05/01/2021	Beginning Balance	\$220,621.77
	0 Debit(s) This Period	\$0.00
	2 Credit(s) This Period	\$50,027.24
05/28/2021	Ending Balance	\$270,649.01

**Interest Summary**

Description	Amount
Interest Earned From 05/01/2021 Through 05/28/2021	
Annual Percentage Yield Earned	0.15%
Interest Days	28
Interest Earned	\$27.24
Interest Paid This Period	\$27.24
Interest Paid Year-to-Date	\$159.68
Interest Withheld Year-to-Date	\$0.00



00027 7914541 000054 000107 0001/0002

CHECKS OUTSTANDING								CHECKBOOK RECONCILIATION			
DATE OR #	AMOUNT OR #		DATE OR #	AMOUNT OR #		DATE OR #	AMOUNT OR #				
									ENTER	BALANCE THIS STATEMENT	
										\$	
									ADD	RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	
										\$	
									SUBTOTAL		
									SUBTRACT	TOTAL CHECKS OUTSTANDING	
										\$	
BALANCE should agree with your checkbook balance after subtracting charges and adding credits and reports not shown in your checkbook but included on this statement.										BALANCE	\$

PLEASE REPORT ANY ERRORS OR OMISSIONS WITHIN 30 DAYS. OTHERWISE STATEMENT WILL BE CONSIDERED CORRECT AND CHECKS GENUINE. ALL DEPOSITS AND CREDITS ARE PROVISIONAL UNTIL FUNDS ARE COLLECTED. Printed check charges include tax and shipping.

If your checkbook and statement do not balance, have you: ☐ Accounted for bank charges? ☐ Verified additions and subtractions in your checkbook? ☐ Compared cancelled checks to checkbook? ☐ Compared deposit amounts on statements to your checkbook?

**ELECTRONIC TRANSFER ERRORS**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS, TELEPHONE (510) 433-5400 OR WRITE TO COMMUNITY BANK OF THE BAY AT 180 GRAND AVENUE, OAKLAND, CA 94612 as soon as you can. If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, we must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

We will determine whether an error occurred within 10 business days (20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or was not initiated within the United States) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error so that you will have the use of the money during the time it takes us to complete our investigations. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. Your account is considered a new account for the first 30 days after the first deposit is made, unless each person on the account already has an established account with us before this account is opened.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. We may then reverse any credit to your account we previously provided for the error.

You may ask for copies of the documents that we used in our investigation.

**FINANCE CHARGE FOR CONSUMER REVOLVING LINES OF CREDIT**

Method Used to Determine the Balance on which the FINANCE CHARGE will be computed. A daily FINANCE CHARGE will be imposed on all credit advances made under your **Consumer Revolving Lines of Credit** imposed from the date of each credit advanced based on the 'daily balance' method. To get the daily balance we take the beginning balance of your **Consumer Revolving Lines of Credit** each day, add any new advances and subtract any payments or credits and any unpaid FINANCE CHARGES. This gives us a daily balance. Then we add up all the daily balances for the billing cycle and divide the total number of days in the billing cycle. This gives us the 'daily balance'.

Method of Determining the Amount of FINANCE CHARGE. Any FINANCE CHARGE is determined by applying the "Periodic Rate" to the balance described above. Then we add together the periodic FINANCE CHARGES for each day in the billing cycle. This is your FINANCE CHARGE calculated by applying a Periodic Rate.

**BILLING RIGHTS SUMMARY**

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR BILL OR STATEMENT**

If you think your bill or statement is wrong, or if you need more information about a transaction on your bill or statement, write us on a separate sheet of paper at 180 GRAND AVENUE, OAKLAND, CA 94612 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill or statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

In your letter give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay parts of the bill or statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

**CALIFORNIA CONSUMER CREDIT REPORTING**

As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your obligations.



180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**May 2021**

Reporting Activity 05/01 - 05/28

Page 3 of 4

**BUS RELATIONSHIP MM - XXXXXXXXX4831 (continued)**

**Account Activity**

Transaction Date	Description	Debits	Credits	Balance
05/01/2021	Beginning Balance			\$220,621.77
05/20/2021	575097 ONLINE TR FROM 165022260 ON 5/20/21		\$50,000.00	\$270,621.77
05/28/2021	INTEREST		\$27.24	\$270,649.01
05/28/2021	Ending Balance			\$270,649.01

**Daily Balances**

Date	Amount	Date	Amount
05/20/2021	\$270,621.77	05/28/2021	\$270,649.01

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

00027 7914541 000055 000109 0002/0002





180 Grand Avenue  
Suite 1550  
Oakland, CA 94612

**May 2021**

Reporting Activity 05/01 - 05/28

Page 4 of 4

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## **COMMUNITY PROGRAMS MANAGER AT CASTLEMONT POSITION DESCRIPTION**

**The mission of Oakland Kids First** is to increase youth voice, leadership, and power to create engaging and equitable schools where all students learn and achieve. Founded in 1995, OKF has long been empowering youth in Oakland, CA to grow their leadership, transform school culture and climate, and amplify student voice to improve educational equity for low-income youth of color. Each year, OKF engages 120 youth leaders and reaches over 3,000 additional students in our school-based activities at Castlemont, Fremont, Oakland High, and Oakland Technical high schools. As an organization, we offer a range of programs that include after school youth development and leadership, in-school peer academic mentoring, enrichment, health and wellness activities, family engagement and youth organizing.

### **POSITION OVERVIEW**

Under the supervision of Oakland Kids First's Executive Director, the Community Programs Manager at Castlemont High School plans, oversees, and implements comprehensive afterschool programming and services for students at Castlemont High School. This position is essential for creating detail-oriented plans for all Knight Time and Knight Success programs; building community with Castlemont students, teachers and administrators; and ensuring high quality college, career, and community readiness opportunities are available for students. The Community Programs Manager must have a demonstrated ability to build out an effective site-specific full service community school model, develop the capacity of program staff and oversee all after-school programming, manage day-to-day operations and community partnerships, be a loving resource for students, and build a strong after-school culture that meets daily attendance goals.

### **JOB RESPONSIBILITIES**

#### **Leadership & Management**

- Provide leadership for Oakland Kids First's Extended Day Program at Castlemont High School (EDP) by supporting staff, partner teachers, and other providers; facilitating communication; planning services; completing reports & evaluation; and maintaining safe and engaging spaces for youth.
- Train all after school workers in positive youth development practices, assess extended day programming, and offer constructive feedback and coaching to providers.
- Attend all relevant organizational meetings; represent the organization as needed in external meetings and events.
- Foster an environment that promotes teamwork and upholds the principles of Oakland Kids First and Castlemont High School's Knight Way.
- Guide and participate in collaborative processes to improve community programs at Castlemont.

#### **Program Oversight & Compliance**

- Coordinate day-to-day operations of high school EDP and ensure compliance of all OUSD 21<sup>st</sup> Century after school requirements.
- Develop and maintain a schedule of academic, leadership and enrichment activities.
- Ensure academic support and targeted intervention activities for identified students during EDP academic time.
- Accurately record and track attendance, participation, and snack for all community programs activities using database systems and maintain all physical attendance documents.
- Maintain system of data collection for all other required documentation, including enrollment forms, emergency cards, permission slips, payroll, receipts, and evaluation tools.
- Ensure EDP activities are aligned and in compliance with grant outcomes, including attendance and units of service requirements.
- Ensure additional programming and community events are aligned and in compliance with grant objectives as well as student needs
- Include parents/guardians, teachers, and other stakeholders in program design, evaluation, & other processes
- Oversee facility management, including Knight Time youth center, classrooms, and other shared spaces, during after school hours
- Collaborate with school and other program staff to design and implement a 2-4 week Summer Bridge Program for rising 9<sup>th</sup> grade students





#### **Fiscal Management, Fund Development and Contract Management**

- Collaborate with OKF's Development Manager and Executive Director in expenditure tracking; manage EDP budget
- Work with OKF's Executive Director and Development Manager to organize and prepare for site visits and other fund development-related activities
- Support fund development staff through the development of grant narrative and reports as needed
- Manage OFCY and OUSD 21<sup>st</sup> Century contract development and compliance paperwork
- Develop EDP Professional Services Agreements and manage sub-contracts as needed

#### **Direct Service**

- Support implementation of OKF's PASS-2 peer academic mentoring program on campus that train students as academic mentors and supports them as they implement academic resiliency workshops and peer-to-peer mentoring for 9th graders throughout the year
- Integrate and support OKF's REAL HARD after school youth leadership development into EDP and support REAL HARD youth participatory action research data collection and project implementation
- Incorporate the Castlemont Code of Respect into EDP values and expectations
- Recruit, train and support high school/college academic tutors who will provide tutoring during study hall

#### **Communication**

- Develop and maintain a high level of communication with key stakeholders through regular, strategic communication and attendance at relevant meetings including the Castlemont Administration and Teaching staff, the Community School Manager, the COST Team, the OUSD After School Program Office, and other OUSD or organizational partners
- Establish strong internal marketing of programs to internal stakeholders that is aligned to OKF and Castlemont High School brands through a monthly e-newsletter, emails or social media accounts as needed
- Develop and maintain positive parent relations through regular, strategic communication about attendance, participation, and events

#### **DESIRED QUALIFICATIONS:**

- Preference given to candidates with direct experience coordinating and providing capacity-building to an after-school collaborative, or school-based committee with community partners.
- At least four years of full-time work experience in youth development programming and program management.
- Demonstrated ability to collaborate with schools and work in partnership with administrators, teachers, and community partners.
- A detail-oriented person with experience in program evaluation and grant compliance.
- Great communication and writing skills.
- Bachelor's Degree
- Experience working in high-need, urban environments
- Passion for mentoring young people, promoting youth development practices and working towards social change

#### **MINIMUM REQUIREMENTS:**

*Offer of employment is contingent on passing a criminal background screening and TB test every few years. Position responsibilities are subject to change and the role may be eliminated contingent on Covid-19 related school closures or state orders.*

- Proficiency using Microsoft Office programs, Google products, and online file sharing
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply
- Must have at least a high school diploma or GED
- Minimum of 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs. and engage in physical activities such as active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to Oakland meetings, events, and school campuses needed



**COMPENSATION:**

- Position is exempt, full time, and functions on a year-round schedule
- Annual Salary for FY 2020-2021 is commensurate with experience
- Paid vacation, sick time off and personal days are accrued per pay period
- Position offers full benefits including health, vision, and dental insurance with option to add dependents with partial employee coverage of cost
- Optional 403b retirement plan available through employee contribution

*Oakland Kids First provides equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, veteran status or any other classification prohibited by applicable law.*

*Date: June 2021*



## **AFTER SCHOOL ACADEMIC MENTOR**

### **JOB DESCRIPTION**

**The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.** Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, peer counseling, and youth organizing to provide hundreds of youth with the skills and opportunities to advance safe and caring school cultures and improve equity and academic outcomes for low-income youth of color.

### **POSITION OVERVIEW**

Under the supervision of Oakland Kids First's Community Programs Manager, the **Academic Mentor Arts Facilitator** will provide assistance and tutoring to students at Castlemont High School in the after school program. After School Tutors will provide opportunities for students to develop & strengthen academic skills and success 3-4 days a week.

### **JOB RESPONSIBILITIES**

- Provide homework and academic support for program participants
- Facilitate and plan academic skill-building activities based on students' skill level and state educational standards
- Support students in developing skills to be successful in school and life
- Differentiate lessons and activities as necessary for students
- Tutor and coach students to complete homework and research assignments in various academic subjects, including mathematics, English, science, and electives
- Plan, prepare, and execute activities aimed towards academic skill building, college and career readiness, and social-emotional learning
- Foster productive relationships with students to encourage continuous attendance
- Collect student survey data, including program satisfaction, and impact assessment data
- Establish and sustain collaborative working relationship with teachers, school staff, parents and students
- Promote a safe and positive classroom environment and actively supervise and ensure student safety at all times
- Maintain positive, appropriate, professional and student-friendly speech, behavior and attire all times
- Implement classroom management strategies
- Maintain accurate attendance records and reporting procedures
- Participate in and evaluate the effectiveness of activities and events
- Participate in cleaning and maintaining the facilities and equipment
- Communicate regularly with the Community Program Manager
- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures, and meet deadlines
- Perform related duties as assigned



#### **PREFERRED QUALIFICATIONS**

- One year of paid professional experience in academic advising, mentoring, and/or tutoring high school youth
- Grounded in youth development and social justice principles and practices
- Demonstrates ability to effectively tutor and coach high school students in various academic subjects
- Demonstrates ability to effectively work in collaborative teams
- Must be punctual and reliable
- Must be able to perform basic administrative tasks and keep detailed records
- Must be able to work 3-4 days a week during after school hours; typically 3:30-5pm and 2-3pm on Wednesday and commit to a full academic school year required for the position
- Must have a general knowledge base of core high school subjects
- Must possess strong classroom and behavioral management skills
- Must be able to communicate openly in a professional manner with students, parents, community partners, and after-school and school day-staff
- Must maintain confidentiality and demonstrate a high degree of integrity
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply
- Willing to work some evenings and weekends

#### **REQUIREMENTS**

- Must have at least a high school diploma or GED
- 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs and engage in physical activities such as active icebreakers
- Must pass a criminal background check and TB test clearance

**Offer of employment is contingent on passing a criminal background screening and TB test. Position responsibilities are subject to change and the role may be eliminated contingent on Covid-19 related school closures or state orders.**

#### **COMPENSATION:**

- Position available for up to 4 days a week for 6-8 hours per week
- Commitment: August 1, 2020- May 28, 2021
- Compensation range: \$15-18 an hour depending on experience
- Non-exempt and hourly; ineligible for benefits.



**TO APPLY:**

Please submit your résumé and a cover letter describing why you're a good fit for this position to our human resource at [info@kidsfirstoakland.org](mailto:info@kidsfirstoakland.org).

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## **AFTER SCHOOL COMMUNITY ART FACILITATOR**

### **JOB DESCRIPTION**

**The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.** Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, peer counseling, and youth organizing to provide hundreds of youth with the skills and opportunities to advance safe and caring school cultures and improve equity and academic outcomes for low-income youth of color.

#### **POSITION OVERVIEW**

Under the supervision of Oakland Kids First's Community Programs Manager, the **Community Art Facilitator** will coordinate an after school program at Castlemont High School that teaches skills in fine art and connects art to the Oakland community. The group will engage young people in innovative hands-on projects that take art concepts from the classroom and turn them into real-world project-based learning experiences. The Community Art Facilitator will develop curriculum and engage youth in Multi-Media Art activities twice a week until 6pm.

#### **JOB RESPONSIBILITIES**

- Teach students at varying levels and support them in exploring their artistic voice
- Promote a safe and positive classroom environment and actively supervise and ensure student safety at all times
- Recruit and retain a group of 10-15 students each semester
- Integrate a dynamic community engagement project into curriculum to help students develop skills to make a positive difference in their communities
- Partner with community artists to introduce youth to other mediums
- Include parents/guardians, teachers, and other stakeholders in project development and implementation
- Communicate with school day teachers about curriculum and multi-media art projects
- Recruit and retain a group of 10-15 students
- Promote a safe and positive classroom environment and actively supervise and ensure student safety at all times
- Maintain positive, appropriate, professional and student-friendly speech, behavior and attire all times
- Instruct students on the safe and proper use of supplies and equipment
- Implement classroom management strategies
- Maintain accurate attendance records and reporting procedures, and meet deadlines
- Participate in and evaluate the effectiveness of activities and events
- Participate in cleaning and maintaining the facilities and equipment
- Communicate regularly with the Community Program Manager
- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures
- Perform related duties as assigned



### **PREFERRED QUALIFICATIONS**

- 2+ years experience teaching or mentoring high-school age students in Multi-Media Art
- Demonstrated ability to facilitate youth towards the achievement of outcomes
- Grounded in youth development and social justice principles and practices
- Experience in program development & coordination
- Excellent communication, facilitation, organization, writing, and team-building skills
- Strong interpersonal skills and the ability to create and model a culture of peer support, collaboration, and appreciation
- Demonstrated ability to develop and implement curricula, lesson plans and to keep detailed records
- Detail-oriented, organized, has good time management skills
- An ability to follow-through and balance multiple tasks simultaneously
- Works as a collaborative team member
- Experience working with diverse groups and communities
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
- Must be available to work during after schools hours and commit to a full academic year
- Willing to work some evenings and weekends
- Preferred Bachelor's Degree in Multi-Media Arts or equivalent 4 years of experience
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply

### **REQUIREMENTS**

- Must have at least a high school diploma or GED
- 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs. and engage in physical activities such as active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to the school campus

**Offer of employment is contingent on passing a criminal background screening and TB test. Position responsibilities are subject to change and the role may be eliminated contingent on Covid-19 related school closures or state orders.**

### **COMPENSATION:**

- Position Available at up to 2 days a week for 6-8 hours
- Commitment: August 1, 2020- May 28, 2021
- Compensation range: \$23-27 an hour depending on experience
- Non-exempt and hourly; ineligible for benefits.

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## **AFTER SCHOOL CULINARY ARTS FACILITATOR**

### **JOB DESCRIPTION**

**The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.** Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, peer counseling, and youth organizing to provide hundreds of youth with the skills and opportunities to advance safe and caring school cultures and improve equity and academic outcomes for low-income youth of color.

### **POSITION OVERVIEW**

Under the supervision of Oakland Kids First's Community Programs Manager, the Culinary Arts Facilitator will create a culinary program after school at Castlemont High School that enriches the lives of high school students by teaching them to love everything about food – cooking, eating delicious and healthy dishes, and learning about different cultures and stories behind the food. We are looking for an energetic instructor to join our fun team and start teaching!

### **JOB RESPONSIBILITIES**

- Lead after school cooking classes for high school students (9-12th) while getting them excited about trying fun and creative recipes, new foods and encouraging them to learn about new cuisines and cultures
- Teach lesson plans related to basics of nutrition and healthy eating to young people in a fun and engaging way and making sure kids are learning while having fun
- Introduce kids to basic cutting and measuring techniques, food safety and other concepts provided in the curriculum
- Utilize the Castle Urban Farm to support education about farm to table models
- Recruit and retain a group of 10-15 students
- Promote a safe and positive classroom environment and actively supervise and ensure student safety at all times
- Maintain positive, appropriate, professional and student-friendly speech, behavior and attire all times
- Instruct students on the safe and proper use of supplies and equipment
- Implement classroom management strategies
- Maintain accurate attendance records and reporting procedures
- Participate in and evaluate the effectiveness of activities and events
- Participate in cleaning and maintaining the facilities and equipment
- Communicate regularly with the Community Program Manager
- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures
- Meet deadlines with consistency
- Perform related duties as assigned





### **PREFERRED QUALIFICATIONS**

- Experience working with high school aged youth from diverse communities
- At least 2 years of professional experience working in the restaurant industry and/or professional experience teaching culinary arts to youth.
- Strong communication, facilitation, organization, writing, and team-building skills
- At least one year of work experience in youth development programming
- Must be available to work during after schools hours and commit to full academic year
- Ability to manage multiple projects, work independently and as a team-member
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
- Willing to work some evenings and weekends
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply

### **REQUIREMENTS**

- Must have at least a high school diploma or GED
- 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs. and engage in physical activities such as active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to the school campus

**Offer of employment is contingent on passing a criminal background screening and TB test.**

### **COMPENSATION:**

- Position Available at up to 2 days a week for 6-8 hours per week
- Commitment: August 1, 2020- May 28, 2021
- Compensation range: \$23-27 an hour depending on experience
- Non-exempt and hourly; ineligible for benefits.

### **TO APPLY:**

Please submit your résumé and a cover letter describing why you're a good fit for this position to our human resource at [info@kidsfirstoakland.org](mailto:info@kidsfirstoakland.org).

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## **FAMILY LIAISON AT CASTLEMONT HIGH SCHOOL**

### **JOB DESCRIPTION**

**The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.** Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, peer counseling, and youth organizing to provide hundreds of youth with the skills and opportunities to advance safe and caring school cultures and improve equity and academic outcomes for low-income youth of color.

#### **POSITION OVERVIEW**

Under the supervision of Oakland Kids First's Community Programs Manager, the ***Family Liaison*** is responsible for developing relationships with the students and families of Castlemont High School that foster trust, and create opportunities for parents and guardians to support student academic achievement. The **Family Liaison** is essential for establishing a welcoming climate and positive school culture that is inclusive of the entire Castlemont community.

#### **RESPONSIBILITIES**

- Serve as a leader and role model in developing positive relationships between parents, teachers, school staff and all personnel
- Collaborate with the Co-liaison and Community Programs Manager to :
  - Facilitate parent meetings, workshops and leadership development activities in collaboration with teachers (total of 3 for the academic year)
  - Lead the coordination of a variety of family/parent participation activities such as cultural events, common core grade level workshops, parent orientations, parenting support workshops, computer classes, reading night, perfect attendance, etc. Carry out tasks such as preparing the agenda and materials, ordering food, securing interpreters or translators, setting up, and cleaning up
  - Lead communication/outreach/promotion with parents, community partners and school staff for family workshops, events, or other parent communication necessary for student achievement and creating a positive school culture
  - Develop and maintain a school wide parent volunteer system in alignment with OUSD Volunteer policies, coordinate volunteer training, efforts, and recruitment
  - Work with families of LCAP target group populations (African American, English Learner, Special Education, Economic Hardship) to increase engagement
  - Create and post flyers for events
  - Organize Family Resource materials and systems
  - Foster relationships/partnerships with outside community and educational organizations focused on family engagement linked to learning
- Communicate and coordinate academic activities for parents with teachers
- Make phone calls to parents for outreach and parent-teacher communication support
- Support with measuring impact of family engagement efforts (through parent surveys)



- Maintain positive, appropriate, professional and student or family-friendly speech, behavior and attire all times
- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures
- Meet deadlines with consistency
- Perform related duties as assigned

#### **PREFERRED QUALIFICATIONS**

- Experience organizing parent outreach activities and parent education programs
- Demonstrated ability to facilitate groups towards the achievement of outcomes
- Experience in program development and coordination
- Excellent communication, organization, writing, and team-building skills
- Ability to develop and implement curricula, lesson plans and to keep detailed records
- Ability to manage multiple projects, work independently and as a team-member
- Experience working with diverse groups and communities
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
- Willing to work some evenings and weekends
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply

#### **REQUIREMENTS**

- Must have at least a high school diploma or GED
- Ability to lift 20 lbs. and engage in physical activities such moving supplies or facilitating active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to the school campus

**Offer of employment is contingent on passing a criminal background screening and TB test. Position responsibilities are subject to change and the role may be eliminated contingent on Covid-19 related school closures or state orders.**

#### **COMPENSATION**

- Position available: Part time 2-3 days a week up to 10 hrs a week
- Commitment: August 1, 2020- May 28, 2021
- Compensation range: \$16-20 an hour depending on experience
- Non-exempt and hourly; ineligible for benefits.

#### **TO APPLY:**

Please submit your résumé and a cover letter describing why you're a good fit for this position to our human resource at [info@kidsfirstoakland.org](mailto:info@kidsfirstoakland.org).

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## **AFTER SCHOOL PASS-2 PROGRAM FACILITATOR**

### **JOB DESCRIPTION**

**The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.** Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, peer counseling, and youth organizing to provide hundreds of youth with the skills and opportunities to advance safe and caring school cultures and improve equity and academic outcomes for low-income youth of color.

### **POSITION OVERVIEW**

Join the Oakland Kids First program team, and work closely with the Community Programs Manager to coordinate the PASS-2 Program, which stands for Peers Advising Students to Succeed at Castlemont High School. The **PASS-2 Program Facilitator** will lead programming that develops upperclassmen's leadership skills and trains them to mentor 9th grade students via peer-led classroom workshops during the school day that boost 9th graders' awareness of important information and resources and helps them graduate from high school and access post-secondary opportunities. Mentors will also facilitate community builders and offer one-to-one peer mentoring.

### **JOB RESPONSIBILITIES**

- Facilitate PASS-2 mentor training during the Castlemont High School after school program, for students to develop their skills in peer education and mentoring, working effectively in teams, facilitation, graduation and college knowledge, student leadership skills, and restorative justice practices
- Work with Community Programs Manager to develop a recruitment/retention strategy
- Ensure mentors facilitate a series of 2-4 peer-led workshops and one community builder for all 9th grade students at Castlemont, including all Newcomer 9th graders
- Collaborate with the OKF Program Manager to learn PASS-2 curriculum and prepare weekly materials in advance of programming
- Promote a safe and positive classroom environment and actively supervise and ensure student safety at all times while implementing classroom management strategies
- Maintain positive, appropriate, professional and student-friendly speech, behavior and attire all times
- Manage collection and analysis of survey and attendance data to document the impact of PASS-2 for mentors and 9th grade participants, and contribute to reporting
- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures
- Meet deadlines with consistency
- Perform related duties as assigned



## **PREFERRED QUALIFICATIONS**

- 2+ years experience teaching and/or providing leadership development training to high school age youth
- Experience developing and writing lesson plans for high school age youth
- Experience in facilitation, collaboration, and partnership across organizations
- Strong interpersonal skills and the ability to work with teams to create and model a culture of peer support, collaboration, and appreciation
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
- Detail-oriented, organized, has good time management skills, and an ability to follow-through and balance multiple tasks simultaneously
- Grounded in youth development and social justice principles and practices
- Strong writing, speaking, and communication skills
- Proficiency in word processing, online file sharing, and database entry
- Knowledge of Restorative Justice practices is a plus
- Bachelor's degree
- Teaching credential, a plus
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply

## **REQUIREMENTS**

- Must have at least a high school diploma or GED
- 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs and engage in physical activities such as active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to the school campus

**Offer of employment is contingent on passing a criminal background screening and TB. Position responsibilities are subject to change and the role may be eliminated contingent on Covid-19 related school closures or state orders.**

## **COMPENSATION:**

- Position available up to 2 days a week for 6-8 hours per week
- Commitment: August 1, 2020- May 28, 2021
- Compensation range: \$23-27 an hour depending on experience
- Non-exempt and hourly; ineligible for benefits.

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CINCINNATI OH 45999-0038

In reply refer to: 0248254921  
June 29, 2015 LTR 4168C 0  
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BODC: TE

OAKLAND KIDS FIRST  
% KIM MIYOSHI  
610 16TH ST STE 310  
OAKLAND CA 94612



056247

Employer Identification Number: 01-0594835  
Person to Contact: Darlene Evans  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 18, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in July 2002.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

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June 29, 2015 LTR 4168C 0  
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OAKLAND KIDS FIRST  
% KIM MIYOSHI  
610 16TH ST STE 310  
OAKLAND CA 94612

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1





# Dr. Shirley N. Weber California Secretary of State



## Business Entities (BE)

### Online Services

[File LLC Statement of Information](#)

[File Corporation Statement of Information](#)

[Business Search](#)

[Publicly Traded Disclosure Search](#)

[Current Processing Dates](#)

[Service Options](#)

[Name Availability](#)

[Forms, Samples & Fees](#)

[Statements of Information \(annual/biennial reports\)](#)

[Filing Tips](#)

[Information Requests \(certificates, copies & status reports\)](#)

## Business Search - Results

The California Business Search is updated daily and reflects work processed through Wednesday, June 9, 2021. Please refer to document [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

- Select an entity name below to view additional information. Results are listed alphabetically in ascending order by entity name, or you can select a column title to change the sort order.
- To refine the search results, enter a word or a string of words in the "Narrow search results" box. The "Narrow search results" will search on all fields of the initial search results.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on requesting a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Frequently Asked Questions](#).

Results of search for Corporation Name keyword "oakland kids first" returned 1 entity record (out of 1 record found).

Show  entities per page

Narrow search results:

Entity Number	Registration Date	Status	Entity Name	Jurisdiction	Agent for Service of Process
C2375467	01/24/2002	ACTIVE	OAKLAND KIDS FIRST	CALIFORNIA	BILL HEISER



# OKF Board Meeting

12.4.20

## Present:

**Board:** Bill, Niema, Phuomy (all via Zoom) **Staff:** Lukas

**Check In:** What have you learned about yourself during quarantine

**Review and Approve 3/12/20 Board Meetings:** Bill moved to approve the minutes. Phuomy seconded. Notes approved unanimously.

## Updates

- Moved locations
- Renewing lease in new spot for another 6 months
- Still meeting numbers and is some cases exceeding numbers despite everything that is going
- By the end of the month, will have distributed 10k in relief funds to students
- Also, been able to give all students a check regardless of need
- Distributed tens of thousands of meals at (contributed in staff time)
- Dropping off groceries to 90 families every week (contributed staff time)
- Districts ability to provide food is in part because of OKF's fight
- Received PPP Loan for 97,000, in the process of getting that loan forgiven. No one was laid off or furloughed. Working with the bank (not our bank) through the process.

## Oakland Youth Vote Campaign

- First time running an electoral campaign
- Got unanimous approval to get on the ballot
- Initiative passed
- Raised \$108,000 for campaign, distinct from organization funding
- Contacted 5,000 voters through phone banking (worked with Power California - were able to pay some phone bankers)
- Young people grew tremendously through the process
- Been tracking how much time has been used on lobbying because there's only a certain
- Lobbying at school board level doesn't count as lobbying for the Government which gives more leeway

## Programming

- Despite the pandemic our programs are generally meeting outcomes, and exceeding them in some cases
- We provided 83 internships to Castlemont students this summer
- Hired a Real Hard Alum to run the program
- Lots to manage
- OKF Hoodies
- QQ is boosting visibility
- In the middle of a refresh of the website

- The comic book has been shared across country, but full roll out
- We've gotten a lot of press, added a recent press section to the website (KQED, Teen Vogue, Washington Post, and more)
- Highest budget we've had, and most money we've ever raised
- Have not raised money based on the QQ win yet
- Financially, we're in a really good space. There have been years where we were under fundraised or needed to ask

#### Transitions

- Roxy has become our City Wide Organizer
- Trying to be mindful how people want to grow professionally
- Thankful that we've had people on the team who worked with the org for years
- We have hired REAL HARD alumni Hadiyah as our REAL HARD and PASS2 Coordinator at Castlemont.
- We have continued to build out our Castlemont Lead Agency team. Hired 2 people to be tutors and her
- Only 50-60% of students at Castlemont are coming to school regularly
- Working with the district to have a socially distanced space where students can work
- The administration at Castlemont is MIA.
- Students have been showing up and wanting a place to work.
- Luke is becoming more comfortable in ED role and success has helped with that. Continuing to think about how he can grow. Will get 10k for professional development from Stone Foundation, has been working with Kim E at Rise for coaching
- Professional development for team has been difficult during the pandemic

#### What's Ahead

- Audit is December 17th, Stephanie and Cara are helping with audit
- J4OS phasing out as a fiscally sponsored project. Fundraising for J4OS ended, currently working on transition. Organizers want to meet, but it will no longer be a staffed project.
- J4OS also created Reparations for Black Students, trying to figure out what happens with that campaign
- The coalition was really helpful for organizing, would love to see J4OS become a c4
- Need to revisit MOU with J4OS
- Second edition of the comic book, fiscally sponsoring it and Christina is going to project manage and Luke will be a more hands off
- Big article in Oaklandside will be published next week (interviews the young people who are involved)
- Measure QQ Implementation
  - Logistics of policy implementation
  - Voter registration
  - Building shared youth agenda - youth need to be a voting block. REAL HARD will use the rest of the year to research the issues that students want. This gets back to the need for C4.
  - Trying to break the battle down into different parts so we can work better with partners

- Budget: Niema (Moved), Bill (seconded)
- Ijeoma as new board member



## OKF BOARD MEETING AGENDA

Date: 6/23/2021

### Desired Meeting Outcomes:

1. Discuss organizational updates
  - a. Accomplishments
  - b. Phasing out P2
  - c. Hiring
  - d. New office lease possibilities
  - e. Looking towards future strategic planning and rebranding
2. Seeking Board Approval
  - a. Review and sign off on proposed change in fiscal sponsorship arrangement with J4OS
  - b. Approve organizational 403b contributions
  - c. Greenlight OKF admin to develop a plan for hybrid in-person/remote work policy
  - d. Approve 2021-22 organizational budget
  - e. Approve opening new bank accounts and credit cards

Time	AGENDA: What are we doing?	Notes During Meeting
9:00 - 9:05	<b>Welcome</b>	-Introduced Ijeoma - According to the bylaws, we should have 7 Board Members
9:05 - 9:15	<b>Check In:</b> <ul style="list-style-type: none"> <li>What part of summer are you trying to reclaim?</li> </ul>	- Bill starting new role as Director of Policy at Reform Group, will need to need to update website
9:15 - 9:20	<b>Approve last Board Meeting's minutes</b> <ul style="list-style-type: none"> <li><a href="#">12/4/20 Meeting Minutes</a></li> </ul>	Moved: Bill Second: Ijeoma Vote to Approve: unanimously approved
9:20 - 9:50	<b>Organizational Updates</b>  <b>Accomplishments</b> <ul style="list-style-type: none"> <li>Passing Measure QQ</li> <li>Getting a PPP loan</li> <li>Distributing thousands of dollars and meals to families</li> <li>Running in-person learning hubs at Castlemont for housing insecure students (in English and Spanish)</li> </ul>	<ul style="list-style-type: none"> <li>PPP Loan given and forgiven</li> <li>Going to continue student relief fund to post-pandemic</li> <li>Funds came from a lot of funders, moving forward will need to fundraising. Ideas: have</li> </ul>

	<ul style="list-style-type: none"> <li>• Providing students with internships</li> <li>• Supporting passage of Reparations for Black Students</li> <li>• Pivoting much of our youth development programming to virtual</li> <li>• Increased visibility - higher profile work and better promotion of said work. 300 new IG followers this year and first org branded swag.</li> <li>• Media mentions</li> <li>• Comic book project distributed to students, sold in stores, garnered press</li> <li>• Increase in non-grant/contracts revenue to \$13k</li> <li>• Pivot to Bill.com</li> <li>• Growing our staff when many orgs sized down</li> <li>• Being able to celebrate a truly bizarre year together in person!</li> </ul> <p><b>Phasing out PASS-2</b></p> <ul style="list-style-type: none"> <li>• After many years of PASS-2 being our bread and butter, we are winding down the program. It has long been our non-threatening money maker that gets us in the door to take on culture and equity work, but it's run its course/</li> <li>• OUSD has began providing many of the services that we piloted such as workshops on A-G requirements, transcript literacy, and credit recovery options.</li> <li>• We don't have interest from funders to continue to invest in P-2</li> <li>• We will be writing a final report that reviews the program as a whole</li> </ul> <p><b>Hiring</b></p> <ul style="list-style-type: none"> <li>• This year we hired REAL HARD alumni Hadiyah Owens as our REAL HARD and PASS2 Coordinator at Castlemont.</li> <li>• We will be hiring a new REAL HARD Coordinator (or 2) as Domenichi is transitioning.</li> <li>• We will be hiring a Youth Organizer - our second hire on our Organizing team. Domenichi is likely for this position</li> <li>• We plan to hire an Associate Director for the first time since I became ED. Sabaa, our Community Programs Manager at Castlemont is likely for this position.</li> </ul>	<p>people support families/sponsor families/ etc.</p> <ul style="list-style-type: none"> <li>- This has been the highest year for individual donors</li> <li>- Provided 100 internships outside of normal programming</li> <li>- Comic book in 6 stores locally.</li> <li>- Trying to get as many young people as possible to get bank accounts -- this will help us pay young folks directly, lots of young folks had checks stolen, but still doing a lot of checks. Can talk to Bill about debit payment cards.</li> <li>- Staff coordinated a meetup, met people for the first time</li> <li>- PASS-2 is down to 2 schools now</li> <li>- OUSD has started teaching a lot of things that OKF was doing</li> <li>- PASS was initially seen as a stint</li> <li>- IA: Are there any concerns about budget now that it's phasing out? LBM: No, pivoting won't send</li> <li>- Only org that funds PASS specifically is Warriors</li> <li>- This sounds a like a success story - this hasn't atrophied, this programming has been adopted by OUSD</li> </ul>
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	<ul style="list-style-type: none"> <li>Continuing to contract with We Heart Finance for at least another year</li> </ul> <p><b>New Office Space</b></p> <ul style="list-style-type: none"> <li>As yall know, our lease for our organizational home of 14 or so years expired and we had to move due to a crazy rent hike</li> <li>We have spent the majority of the pandemic in a one room office in Jingletown while most of our stuff is in storage. This is the last month of our lease there and we plan to temporarily go month to month.</li> <li>We are finalizing a lease agreement to move into an office space in the Fruitvale, super close to many of our students, and public transit.</li> <li>There are a few moving parts that we're trying to work out but our rent amount will be much higher this year due to moving back into a space that can actually accommodate the staff.</li> </ul> <p><b>Looking Forward</b></p> <ul style="list-style-type: none"> <li>Looking towards the future, we want to engage in a robust strategic planning process and potential rebrand in 22-23 so will want to start fundraising and pre-planning for that this year.</li> </ul>	
9:50 - 10:05	<p><b>Fiscal Sponsorship Updates</b></p> <ul style="list-style-type: none"> <li>Please review this retroactive renewal of <a href="#">J4OS fiscal sponsorship agreement</a> from July 1, 2020 through December 31, 2020.</li> <li>J4OS has continued to meet in a non-staffed interaction since ending their arrangement with OKF but Bay Area PLAN will likely take over as fiscal sponsor and hire a staff person to run the coalition moving forward.</li> <li>Please review and approve the agreement</li> <li>This year we also became the fiscal sponsor for the creative team developing a new issue of the Town Force 1 comic book. See agreement in Board folder</li> </ul>	<ul style="list-style-type: none"> <li>Bay Area Plan will likely take over J4OS as fiscal sponsor</li> <li>Going forward, might be good to not need board approval for renewals</li> <li>Bill moved, ljeoma seconded, approved unanimously</li> </ul>
10:05 - 10:20	<p><b>OKF Retirement Plans</b></p> <ul style="list-style-type: none"> <li>Historically OKF has offered a 403b retirement plan that only featured deferred employee contributions. As a result only two staff have opened and contributed to accounts.</li> <li>In the interest of encouraging staff to think about retirement, I used underspent dollars from our benefits line item, to offer \$1,000 to any staff person (half-time or above) who opened and contributed</li> </ul>	<ul style="list-style-type: none"> <li>Like the overall idea of getting more people to contribute</li> <li>Consult with HR/ Legal consultant about how to structure</li> <li>Luke will take to a lawyer and bring back.</li> </ul>

to a 403b account by the end of June. Less than a week after announcing this, at least 6 of 9 eligible staff have signed up.

- Moving forward, I would like to offer regular OKF contributions to employees who are also contributing at certain levels. Usually employer contributions are percentage based, but in the interest of being more equitable, I am proposing the following plan:

Employer 403b contribution			
% of total paycheck contributed by employee	Per year	Per month	Per pay period
1-3%	\$600	\$50	\$25
4-6%	\$900-	\$75	\$37.50
7% and up	\$1,200	\$100	\$50

Does this make sense? What, if anything, should we consider tweaking?

- Should also get a fiscal projection
- Phoumy suggests talking with an investment firm - talk to Vanguard about what is possible
- Have polled staff and they would like to be in office 3 to 4 days
- <https://my.matterport.com/show/?m=BEhRCWBrgzb> (Link to virtual tour of new space)
- New space is less expensive than previous office and has ability to sublease space if needed
- Only signing 2 year lease in case we outgrow it
- Main concern about space is not ADA accessible, putting in budget some rental space that is ADA accessible (provide accommodations as needed)
- Luke will come back with Hybrid proposal
- New auditor last year noted that time restrictions are attached to funds and be mindful of spending down
- Reflection Question: Is spending on a good track? How does this look 3-5 years from now?
- We are adding to a rainy day fund, we usually underspend,
- Working on balance "going big" vs "being overly cautious"

		<ul style="list-style-type: none"> <li>- Hard to use last year as a reference for anything</li> </ul>																		
10:20 - 10:25	<p><b>Hybrid Working</b></p> <ul style="list-style-type: none"> <li>• OKF has not historically had a remote work policy, but obviously the pandemic made most of our work temporarily remote. As we sign an office lease and reimagine what running OKF looks like in 2021 and beyond, we need to revisit this policy area.</li> <li>• I am requesting permission for OKF's ad hoc Office Return Committee and executive leadership to develop a hybrid work policy that standardizes how we'll approach in-person and remote work.</li> <li>• We would bring a proposal to the board for final approval.</li> </ul>	<p>Motion to approve: Phoumy Second: Bill Yes: Niema, Bill, Phoumy, Ijeoma</p> <ul style="list-style-type: none"> <li>- Next year we want to invest in a robust strategic planning process</li> <li>- Looking to really pivot back to organizing roots</li> </ul>																		
10:25 - 10:50	<p><b>21-22 Budget Approval</b></p> <ul style="list-style-type: none"> <li>• I am presenting a proposed 2021-22 organizational budget to the board for approval.</li> <li>• For a longer view, see the table below for OKF's annual budget each year since I took over as Executive Director</li> </ul> <table border="1"> <thead> <tr> <th>Year</th><th>OKF Budget</th><th>Total Budget (including fiscally sponsored projects)</th></tr> </thead> <tbody> <tr> <td>2018-19</td><td>\$950,016</td><td>\$1,090,536</td></tr> <tr> <td>2019-20</td><td>\$993,221</td><td>\$1,173,844</td></tr> <tr> <td>2020-21</td><td>\$1,130,110</td><td>\$1,224,733</td></tr> <tr> <td>2021-22</td><td>\$1,334,143</td><td>\$1,354,143</td></tr> <tr> <td><b>Increase</b></td><td><b>\$384,127</b></td><td><b>\$263,607</b></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Please review the proposed 21-22 budget and raise any questions you may have.</li> <li>• Things to note: <ul style="list-style-type: none"> <li>◦ 403b contributions are built in the benefits line item</li> <li>◦ Much higher rent amount due to new lease</li> <li>◦ No more J4OS</li> <li>◦ Continued funding for an annual audit</li> <li>◦ Ongoing student relief fund</li> <li>◦ Higher personnel costs</li> </ul> </li> </ul>	Year	OKF Budget	Total Budget (including fiscally sponsored projects)	2018-19	\$950,016	\$1,090,536	2019-20	\$993,221	\$1,173,844	2020-21	\$1,130,110	\$1,224,733	2021-22	\$1,334,143	\$1,354,143	<b>Increase</b>	<b>\$384,127</b>	<b>\$263,607</b>	<ul style="list-style-type: none"> <li>- Need to connect Ijeoma and Cara to discuss Tech</li> <li>- Need new organizational database</li> <li>- Ijeoma can possibly connect with Google Ed Pillar</li> <li>- Niema can look at Salesforce</li> <li>- Luke briefed team on reasons for looking at new accounts</li> <li>- Vote, Bill Moved. Ijeoma seconded. Yes: Niema, Ijeoma, Bill.</li> </ul>
Year	OKF Budget	Total Budget (including fiscally sponsored projects)																		
2018-19	\$950,016	\$1,090,536																		
2019-20	\$993,221	\$1,173,844																		
2020-21	\$1,130,110	\$1,224,733																		
2021-22	\$1,334,143	\$1,354,143																		
<b>Increase</b>	<b>\$384,127</b>	<b>\$263,607</b>																		



	<ul style="list-style-type: none"> <li>o \$139,124 is listed in the income detail as unrestricted rollover. Our goal is to keep that in a separate account as a rainy day fund.</li> </ul>	
10:50-10:55	<p><b>New Bank Accounts and Credit Cards</b></p> <ul style="list-style-type: none"> <li>• OKF's organizational credit cards are still in Kim's name. Seeking permission to open credit cards and a bank account with Beneficial State Bank</li> <li>• We plan to maintain our current account at Community Bank of the Bay where we'll hold our accumulate unrestricted rollover funds.</li> </ul>	
10:50-11:00	<b>Check Out.</b>	



## **2020-2021 Board of Directors**

**Board Chair: Bill Heiser**

Senior Director of State Policy  
*Center for Employment Opportunities*  
50 Broadway, Suite 1604  
New York, NY 10004

**Treasurer: Dr. Phoumy Sayavong**

Research & System Technology Analyst  
*Berkeley City College*  
2050 Center St  
Berkeley, CA 94704

**Secretary: Niema Jordan**

Documentary Film Maker &  
Marketing Manager  
*Square*  
1455 Market St., Ste. 600  
San Francisco, CA 94103

**Ijeoma Arum**

Head of Product Data and Assortment  
for gTech  
*Google Shopping*  
1600 Amphitheatre Parkway  
Mountain View, CA 94043, US

**Lukas Brekke-Miesner**

Executive Director  
*Oakland Kids First*

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# **OAKLAND KIDS FIRST**

## **FINANCIAL STATEMENTS**

**June 30, 2020**

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**CROSBY & KANEDA**

Certified Public Accountants  
for Nonprofit Organizations

# **OAKLAND KIDS FIRST**

## **Contents**

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Financial Statements:	
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Statement of Activities	3
Statement of Cash Flows	4
Statement of Functional Expenses	5
Notes to the Financial Statements	6 - 12

**INDEPENDENT AUDITORS' REPORT**

Board of Directors  
Oakland Kids First  
Oakland, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of Oakland Kids First, which comprise the statement of financial position as of June 30, 2020, and the related statements of activity, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Oakland Kids First as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Oakland, California  
January 19, 2021

# OAKLAND KIDS FIRST

## Statement of Financial Position June 30, 2020

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### Assets

#### Assets

Cash and cash equivalents	\$	432,228
Accounts Receivable		150,332
Contributions receivable		13,250
Prepaid expenses		2,947
Deposits		5,681
Total Assets	\$	<u>604,438</u>

### Liabilities and Net Assets

#### Liabilities

Accounts payable and accrued expenses	\$	37,499
Accrued paid time off		25,427
Paycheck Protection Program loan (Note 4)		<u>94,000</u>
Total Liabilities		<u>156,926</u>

#### Net Assets

Without donor restrictions		189,533
With donor restrictions (Note 5)		<u>257,979</u>
Total Net Assets		<u>447,512</u>

Total Liabilities and Net Assets	\$	<u>604,438</u>
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# OAKLAND KIDS FIRST

## Statement of Activities For the Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
<b>Support and Revenue</b>			
Government grants	\$ 449,858	\$	\$ 449,858
Foundation support	256,500	382,500	639,000
Individual contributions	5,988		5,988
Interest	933		933
Support provided by expiring time and purpose restrictions	164,521	(164,521)	-
Total Support and Revenue	<u>877,800</u>	<u>217,979</u>	<u>1,095,779</u>
<b>Expenses</b>			
Program	703,407		703,407
Management and general	198,578		198,578
Fundraising	65,667		65,667
Total Expenses	<u>967,652</u>	<u>-</u>	<u>967,652</u>
Change in Net Assets	(89,852)	217,979	128,127
Net Assets, beginning of year, restated (Note 7)	<u>279,385</u>	<u>40,000</u>	<u>319,385</u>
Net Assets, end of year	<u><u>\$ 189,533</u></u>	<u><u>\$ 257,979</u></u>	<u><u>\$ 447,512</u></u>

See Notes to the Financial Statements

**OAKLAND KIDS FIRST**

**Statement of Cash Flows  
For the Year Ended June 30, 2020**

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<b>Cash flows from operating activities</b>	
Change in net assets	\$ 128,127
Adjustments to reconcile change in net assets to cash provided (used) by operating activities:	
Depreciation	1,619
Changes in assets and liabilities:	
Accounts receivable	(150,332)
Contributions receivable	98,186
Prepaid expenses	6,151
Deposits	(3,294)
Accounts payable and accrued expenses	24,088
Accrued paid time off	(6,058)
Net cash provided (used) by operating activities	<u>98,487</u>
<b>Cash flows from financing activities</b>	
Proceeds from Paycheck Protection Program loan	<u>94,000</u>
Net cash provided (used) by financing activities	<u>94,000</u>
Net change in cash and cash equivalents	192,487
Cash and cash equivalents, beginning of year	<u>239,741</u>
Cash and cash equivalents, end of year	<u><u>\$ 432,228</u></u>

See Notes to the Financial Statements



# OAKLAND KIDS FIRST

## Statement of Functional Expenses For the Year Ended June 30, 2020

	Program	Management and General	Fundraising	Total
Salaries	\$ 383,206	\$ 111,919	\$ 39,244	\$ 534,369
Employee benefits	27,034	9,859	2,777	39,670
Payroll taxes	33,118	10,262	3,265	46,645
Total Personnel	<u>443,358</u>	<u>132,040</u>	<u>45,286</u>	<u>620,684</u>
Youth Stipends	87,218	1,977	-	89,195
Fees for service	79,877	37,540	13,700	131,117
Supplies and office expenses	54,574	4,171	1,675	60,420
Occupancy	22,895	21,240	4,579	48,714
Travel and meals	3,201	269	-	3,470
Depreciation	1,619	-	-	1,619
Insurance	4,327	1,341	427	6,095
Youth retreats	6,338	-	-	6,338
Total Expenses	<u>\$ 703,407</u>	<u>\$ 198,578</u>	<u>\$ 65,667</u>	<u>\$ 967,652</u>

See Notes to the Financial Statements

## OAKLAND KIDS FIRST

### Notes to the Financial Statements For the Year Ended June 30, 2020

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#### NOTE 1: NATURE OF ACTIVITIES

Oakland Kids First (OKF or the Organization) is a California nonprofit public benefit corporation that works to ensure that OUSD high schools are places where youth and adults work in partnership to improve student learning, leadership, achievement, and equity. The mission of Oakland Kids First is to increase youth voice, leadership and power to create engaging and equitable public schools where all students learn and lead. Based on the challenges, needs, and opportunities in Oakland high schools, OKF works with youth organizers to come up with innovative solutions to improve school culture, educational equity, and academic resilience.

**Peers Advising Students 2 Succeed (PASS-2)** trains upper classmen to provide 9<sup>th</sup> graders with peer academic counseling and mentoring through classroom workshops and one-on-one mentoring. As a result of PASS-2, student leaders are developed into skilled facilitators and mentors, and the students they teach learn their A-G requirements, how to read their transcripts, what resources exist on campus, how to make up classes, and how to navigate difficult situations. Much like Kaiser has you screened by an Advice Nurse before seeing a Doctor or specialist, PASS-2 mentors ensure every 9<sup>th</sup> grader receives a baseline of important school navigation information before students seek out counselors for more advanced queries. This ensures that overburdened counselors have some support, 9<sup>th</sup> graders can learn personal lessons from peers, and students who won't seek our support get it anyway.

**Representing Educated Active Leaders Having A Righteous Dream (REAL HARD)** is an after-school youth organizing program that engages 9<sup>th</sup> – 12<sup>th</sup> grade leaders in positive school culture formation to increase belonging, equity and graduation rates. READ HARD has ensured students feel a greater sense of safety and belonging on campus, while also inserting themselves into adult decision-making spaces to advocate for student needs. All four of REAL HARD's sites have adopted student created Codes of Respect and REAL HARD students have developed various strategies to uphold and institutionalize these codes via school currency and stores to incentivize the lifting up of positive school culture. This student work has been institutionalized at several sites and continues to grow. The work to improve campus culture and outcomes is ongoing to specific school needs.

**Youth Organizing Council (YOC)** is a program comprised of experienced REAL HARD Student leaders and alumni who engage in district-level organizing and advocacy to increase student power and equity in OUSD. OKF staff teach students' research and advocacy skills and student organizers select pressing district equity issue they develop into campaigns.

**Castlemont Lead Agency.** Oakland Kids First is the Lead Agency at Castlemont High School where we work with administrators, community-based organizations, teachers, and support staff to ensure Castlemont students are engaged in an extended day culture that meets their various academic and enrichment needs. OKF provides myriad program offerings so students have a safe, enriching, and supportive environment each day, and can access college, career, and community readiness activities.

**Justice 4 Oakland Students (J4OS).** Oakland Kids First is the fiscal sponsor of the Justice 4 Oakland Students (J4OS) Coalition. J4OS is a broad-based community coalition consisting of base-building organizations who work with students and parents, the teachers

## OAKLAND KIDS FIRST

### Notes to the Financial Statements For the Year Ended June 30, 2020

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union, policy groups, advocacy organizations, and others to advance a citywide equity agenda in Oakland Unified School District that centers Black, Latinx, Special Education and other marginalized students.

#### NOTE 2: SIGNIFICANT ACCOUNTING POLICIES

##### **Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

##### **Net Assets**

The financial statements report net assets and changes in net assets in two classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

*Net assets without donor restrictions* – are resources available to support operations. The only limits on the use of the net assets are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

*Net assets with donor restrictions* – are resources that are restricted by a donor for use for a particular purpose or in a particular period. Some donor-imposed restrictions are temporary in nature, and the restriction will expire when the resources are used in accordance with the donor's instructions or when the stipulated time has passed. Other donor-imposed restrictions are perpetual in nature; the Organization must continue to use the resources in accordance with the donor's instructions.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets from net assets with donor restrictions to net assets without donor imposed restrictions. Net assets restricted for acquisition of building or equipment (or less commonly, the contribution of those net assets directly) are reported as net assets with donor restrictions until the specified asset is placed in service by the Organization, unless the donor provides more specific directions about the period of its use.

##### **Classification of Transactions**

All revenues and net gains are reported as increases in net assets without donor restrictions in the statement of activities unless the donor specified the use of the related resources for a particular purpose or in a future period. All expenses and net losses are reported as decreases in net assets without donor restrictions.

##### **Accounting for Contributions**

Contributions, including unconditional promises to give, are recognized when received. All contributions are reported as increases in net assets without donor restrictions unless

## **OAKLAND KIDS FIRST**

### **Notes to the Financial Statements For the Year Ended June 30, 2020**

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the contributed assets are specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in net assets with donor restrictions. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due, and therefore are reported as restricted until payment is due, unless the contribution is clearly intended to support activities of the current fiscal year. Conditional promises are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

#### **Accounts Receivable**

Accounts receivable are primarily unsecured non-interest bearing amounts due from grantors on a cost reimbursement or performance grants. The Organization considers all accounts receivable to be fully collectible at June 30, 2020. Accordingly, no allowance for doubtful accounts was deemed necessary. If amounts become uncollectible, they are charged to expense in the period in which that determination is made.

#### **Contributions Receivable**

Contributions receivable including pledges and grants receivable are unconditional promises to give that are recognized as contributions when the promise is received. Contributions receivable that are expected to be collected in less than one year are reported at net realizable value. Contributions receivable that are expected to be collected in more than one year are recorded at fair value at the date of promise. That fair value is computed using a present value technique applied to anticipated cash flows. The Organization has evaluated the value of the discount and concluded that it was not material for recognition. The Organization considers all contributions receivable to be fully collectible at June 30, 2020. Accordingly, no allowance for doubtful accounts was deemed necessary. If amounts become uncollectible, they are charged to expense in the period in which that determination is made.

#### **Income Taxes**

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under IRC 501(c)(3) and California RTC 23701(d). The Organization has evaluated its current tax positions as of June 30, 2020 and is not aware of any significant uncertain tax positions for which a reserve would be necessary. The Organization's tax returns are generally subject to examination by federal and state taxing authorities for three and four years, respectively, after they are filed.

#### **Contributed Services**

Contributed services are reflected in the financial statements at the fair value of the services received only if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. There were no contributed services that met the criteria for recognition for the year ended June 30, 2020.

## **OAKLAND KIDS FIRST**

### **Notes to the Financial Statements For the Year Ended June 30, 2020**

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#### **Estimates**

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

#### **Fair Value Measurements**

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The Organization determines the fair values of its assets and liabilities based on a fair value hierarchy that includes three levels of inputs that may be used to measure fair value.

Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date.

Level 2 - Inputs other than quoted market prices that are observable for the asset or liability, either directly or indirectly.

Level 3 - Unobservable inputs for the assets or liability.

The Organization had no assets or liabilities recorded at fair value on June 30, 2020.

#### **Property and Equipment**

Property and equipment purchased by the Organization is recorded at cost. The Organization capitalizes all expenditures for property and equipment over \$1,000; the fair value of donated fixed assets is similarly capitalized. Depreciation is computed using the straight-line method over the estimated useful lives on the property and equipment or the related lease terms as follows:

Computers and equipment	3-5 years
Website	3 years

Expenditures for major renewals and betterments that extend the useful lives of the property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred. Management reviews long-lived assets for impairment when circumstances indicate the carrying amount of the asset may not be recoverable.

#### **Expense Recognition and Allocation**

The cost of providing the Organization's programs and other activities is summarized on a functional basis in the statement of activities and statement of functional expenses. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Costs common to multiple functions have been allocated among the various functions using a reasonable allocation method that is consistently applied as follows:

Salaries and wages, benefits, and payroll taxes are allocated based on activity reports prepared by key personnel.

## OAKLAND KIDS FIRST

### Notes to the Financial Statements For the Year Ended June 30, 2020

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Occupancy, depreciation, and amortization, and interest are allocated on a square foot basis dependent on the programs and supporting activities occupying the space.

Office expenses and supplies, insurance, and other expenses that cannot be directly identified are allocated on the basis of employee headcount for each program and supporting activity.

Management and general expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years. The Organization generally does not conduct fundraising activities in conjunction with its other activities. Additionally, advertising costs are expensed as incurred.

#### **Changes in Accounting Principles**

The Organization adopted FASB ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (Topic 958). The ASU clarifies current guidance about whether a transfer of assets, or the reduction, settlement, or cancellation of liabilities, is a contribution or an exchange transaction. It provides criteria for determining whether the resource provider is receiving commensurate value in return for the resources transferred which, depending on the outcome, determines whether the Organization follows contribution guidance or exchange transaction guidance. In addition, it increases the number of contributions that are likely to be considered conditional by removing guidance that a conditional promise to give is considered unconditional if the possibility that the condition will not be met is remote. The Adoption of this ASU did not result in a material change to the financials of the Organization.

#### **NOTE 3: CONTINGENCIES**

##### **Compliance with Donor Restrictions**

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The Organization deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Organization to the provisions of the grants. The Organization's management is of the opinion that the Organization has complied with the terms of all grants.

#### **NOTE 4: PAYCHECK PROTECTION PROGRAM LOAN**

The Organization received a paycheck protection program (PPP) loan of \$94,000 bearing interest of 1% with a maturity date of May 2022 which it accounts for under FASB 470 including interest accrual. Based on the guidance in *FASB ASC 405-20-40-1*, the proceeds from the loan will remain recorded as a liability until either (1) the loan is, in part or wholly, forgiven and the Organization has been "legally released" or (2) the Organization pays off the loan. Future maturities due under this loan are as follows for the years ended June 30:

## OAKLAND KIDS FIRST

### Notes to the Financial Statements For the Year Ended June 30, 2020

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2021	\$ 40,949
2022	<u>53,051</u>
Total	<u>\$ 94,000</u>

#### NOTE 5: NET ASSETS WITH DONOR RESTRICTION

Net assets with donor restriction were available as follows at June 30, 2020:

Purpose restricted	\$ 27,100
Fiscally sponsored projects	42,000
For future use	<u>188,879</u>
Total	<u>\$ 257,979</u>

#### NOTE 6: CONCENTRATIONS

##### Foundation and Corporate Grants

The Organization received 43% of its foundation and corporate support from a single funder during the year ended June 30, 2020.

##### Accounts Receivable

As of June 30, 2020 approximately 60% of accounts receivable were due from a single government funder.

##### Government Support

As of June 30, 2020 approximately 35% of total support and revenue was from Oakland public entity funders. A significant reduction in this support may have an impact on the activities of the Organization.

##### Concentration of Credit Risk

At times, the Organization may have deposits in excess of federally insured limits. The risk is managed by maintaining all deposits in high quality financial institutions.

#### NOTE 7: PRIOR PERIOD ADJUSTMENT

The Organization evaluated certain prior year contributions and determined that under accounting standards certain receipts should be reported as donor-restricted support. The Organization reclassified \$40,000 from net assets without donor restriction to net assets with donor restriction as a result of this evaluation. The effect of these changes on the Organization's opening net assets was as follows as of June 30, 2019:

	As Originally Presented	Restated
Net assets without donor restriction	\$ 319,385	\$ 279,385
Net assets with donor restriction	<u>-</u>	<u>40,000</u>
Total	<u>\$ 319,385</u>	<u>\$ 319,385</u>

## OAKLAND KIDS FIRST

### Notes to the Financial Statements For the Year Ended June 30, 2020

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#### NOTE 8: LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of June 30, 2020 are:

Cash and cash equivalents	\$ 432,228
Accounts and contributions receivable	163,582
Less fiscally sponsored project net assets	(42,000)
Less purpose-restricted net assets	<u>(27,100)</u>
Total	<u>\$ 526,710</u>

#### NOTE 9: SUBSEQUENT EVENTS

The Organization has evaluated subsequent events and has concluded that as of January 19, 2021, the date that the financial statements were available to be issued, there were no significant subsequent events to disclose beyond the following:

##### **Public Health Order - Coronavirus**

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus (the "COVID-19 outbreak") and the risks to the international community. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic and the Organization and the area it operates in was subject to a public health order related to COVID-19 coronavirus which affected activities of the Organization. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude of the effect that the pandemic will have on the Organization's financial condition, liquidity, and future results of operations. Management is actively monitoring the impact on its financial condition, liquidity, operations and workforce.





8601 MacArthur Blvd.

Oakland, CA 94605

510-879-2301

[www.ousd.org/Castlemont](http://www.ousd.org/Castlemont)

June 24, 2021

After School Programs Office  
Oakland Unified School District  
Oakland, CA 94606

Dear ASPO:

I am writing this letter of support on behalf of Oakland Kids First, the lead agency for Castlemont's after school programs. I have worked with OKF for several years in multiple capacities. In addition to the work they currently do, they have supported us in the past with community engagement events, advisory curriculum development, student event planning. In every instance, OKF has performed effectively, collaboratively, and with integrity. Their partnership has been invaluable to Castlemont.

What makes OKF particularly special is their level of commitment to youth development. They are exceptionally attentive to the needs of our community. They consistently engage students in planning processes to ensure our programming is aligned to their interests. They are a team of creative thinkers and are always looking for ways to improve program offerings and increase student engagement. OKF works closely with our work-based learning coordinator, pathway coach, and admin team to develop programs that are aligned with the school vision and that support our efforts to ensure all students achieve.

OKF has been a consistent and reliable partner. Their operations systems are efficient and easy to navigate. They maintain excellent communication with site leadership and follow through on commitments. In my 30 years with OUSD, I have interacted with a multitude of community partners and lead agencies. OKF is the strongest and most effective team with which I've had the pleasure to work. Our program coordinator is highly competent and collaborative, and committed to providing the best learning and youth development experiences for Castlemont students. We are fortunate to have them on our team.

It is without reservation that I submit this letter of support. If I may be of further assistance, please feel free to contact me at [Michael.scott@ousd.org](mailto:Michael.scott@ousd.org) or at the number indicated above. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads 'MR Scott'.

Michael R. Scott  
Principal



June 18, 2021

**RE: Lead Agency Application - Oakland Kids First (OKF)**  
**TO: OUSD After School Programs Office**

Dear OUSD After School Programs Office,

I write this letter of support for Oakland Kids First to continue to be a lead agency in our after school programs community. Since their inception in 1995, Oakland Kids First has supported thousands of visionary youth leaders to increase student power and improve student achievement and equity. I believe their values align with our District's values of "students first, equity, excellence, integrity, cultural responsiveness, and joy."

Oakland Kids First (OKF) has spent decades committed to building student leaders across the City of Oakland. They provide comprehensive training to youth and as a result, youth have been able to improve conditions in our schools. The impact of their work is evident in OUSD with several wins: a Meaningful Student Engagement (MSE) district position and policy in OUSD in 2006; youth organizing to implement a policy aligning OUSD graduation and A-G college requirements in 2007; a ballot initiative increasing dedicated city funding for youth services from 2.5% to 3.0% in 2008 (additional \$3 million annually); the creation of the only leadership course "Civic Engagement and Social Movements" in OUSD that qualifies as an A-G college requirement elective in 2014; the adoption of OKF student-created Codes of Respect policy at three high schools from 2014-16; launching student stores to uphold Codes of Respect (2017); winning free supper for over 3,000 OUSD students in 2019; and more recently, passing of Measure QQ to expand the vote to 16 and 17 year olds in Oakland (2020).

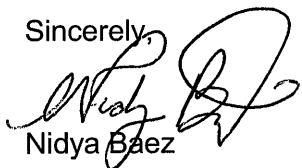
Moreover, the OKF staff's work ethic and integrity is remarkable. In 2012, I sought OKF to start youth programming at Fremont High School because the work in peer-to-peer mentoring was evident across other comprehensive high schools. In 2013, we launched the "Civic Engagement and Social Movements" course at Fremont and have trained hundreds of youth to be peer mentors to our 9th graders. They also brought both the PASS-2 and REAL HARD programs and they have seamlessly integrated into our staff community, helping to shape school culture initiatives and professional development. Their staff is diligent and under the leadership of Lukas Brekke-Miesner, they have restructured to fit the needs of schools. They hire staff that understand youth development, have healthy boundaries, and always exhibit professionalism. I believe the organization will keep growing and adapting to the needs of youth and schools in Oakland.

In addition, OKF works well with other organizations and nonprofits. At Fremont High, they have partnered with other agencies in order to engage more youth and families. They understand that their purpose is to support the entire school community and always show up to partner meetings with a collaborative attitude and offer their support to

increase attendance in afterschool programs and events. Since 2012, they have been a key partner to help engage other partners.

Overall, Oakland Kids First brings in resources and talent to schools. I am proud to name them as a key partner at Fremont High, but as an Oakland resident, I am proud of the work that they are committed to doing with young people. Please reach out to me if you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nidya Baez', with a large, stylized flourish at the end.

Nidya Baez

Assistant Principal

Fremont High School

[nidya.baez@ousd.org](mailto:nidya.baez@ousd.org)

Cell: 510-213-1189



## **Oakland Kids First (OKF) Statement of Qualifications**

Organization: Oakland Kids First  
Primary Contact: Lukas Brekke-Miesner  
Email: [Lukas@kidsfirstoakland.org](mailto:Lukas@kidsfirstoakland.org)  
Cell Phone: 510-418-2070  
Website: <https://www.oaklandkidsfirst.org/>  
Mailing Address: 2744 E 11<sup>th</sup> St. Unit H08. Oakland, CA 94601

### **Short Purpose**

Oakland Kids First (OKF) develops powerful student leaders to create school cultures that promote safety, health, belonging and engagement, and to increase educational equity through policy and programs designed to support low-income youth of color in Oakland high schools.

### **Organizational Overview and Mission:**

The 501(c)(3) non-profit organization Oakland Kids First (OKF) amplifies youth voice, leadership and power and creates engaging and equitable public schools where students learn and lead. Founded in 1995, Oakland Kids First (OKF) has long been supporting youth in Oakland, CA to grow their leadership, create safe and caring school cultures, and increase power and equity for low-income youth of color. We believe youth have the power to transform their learning environments and organize effectively with their peers to win long-term systemic change. Across our programs, OKF works with 135 youth leaders and 3,000 additional students each year through programs at Castlemont, Fremont, Oakland Tech and Oakland High Schools to build power for public school students in Oakland, CA.

A majority of youth we engage live in neighborhoods in East and Central Oakland, and are impacted by high rates of poverty, violence, trauma, and social disempowerment, and are experiencing disproportionate health and economic inequities due to the COVID-19 public health crisis. We engage a diverse cohort of student leaders including youth in foster care, students in special education, un-housed youth, and English Language Learner or newcomer students with over 90% of students in our programs qualifying for free or reduced lunch and 99.8% identifying as students of color who are Black, Latinx, Pacific Islander, or part of another marginalized identity group.

OKF was founded as a community coalition in Oakland, CA that organized to pass the Kids First Initiative in 1995-96. That campaign won a 2.5% (now 3%) set aside of the city budget to fund services and programming for children and youth, now distributed by OFCY. This multi-million dollar annual fund is the cornerstone of our organization and exemplifies our commitment to economic inclusion, youth engagement, and racial equity. OKF has since trained and partnered with thousands of youth leaders and organizers in Oakland public high schools.

OKF programs engage low-income BIPOC Oakland youth to lead organizing campaigns that improve school climate, advance equity in public schools, win district-wide policies identified by students to directly improve their educational experiences, and advocate for ballot measures that will benefit all Oakland youth.



# CASTLEMONT PATHWAYS

Fall 2020 Programming Review and 2021 Beginnings

## CastleWorks

CastleWorks is an on-site, hybrid and virtual paid internship program unique to Castlemont High School. Students gain work experience, respond to community needs and get paid a stipend each semester. Spring, Summer and Fall programs engaged over 75 students in paid work enrichment opportunities.



Facilitators Mr. Torres & Ms. Haslanger



## CASTLEMONT INTERPRETERS

Peer Interpreters support students & teachers in classes by interpreting class instructions and content. Intern Meylin Figueroa said *"The most important skill I learned in this program was to be confident when talking about my culture."* Noemi Martin Matias said the program taught her to *"speak without fear."* Interpreters have even supported outside of the classroom, Distance Learning Lead Jen Bender said *"I have had the opportunity to work with Knight Interpreters for both for a large community event and making calls home [to other families.] These students are professional, caring, and hard working. It was wonderful watching them support staff...This is a new and now invaluable resource."*

## EAST OAKLAND MAKERS

East Oakland Makers works out of the Castlemont Fab Lab to design and build community projects using digital design and manufacturing. Picture shows how students supported manufacturing the Brooklyn Basin housing public art project in partnership w/ Civic Design Studio. (Facilitator Jeadil Vilchis)



Welcome to Team CastleWorks!!



Grace Harris (Culinary Instructor) is a multidisciplinary educator, artist, and farmer guided by earth. She has many years of experience guiding young people and community in green spaces using magic and imagination grounded in joyful melanated wisdom.

## FOOD IS MEDICINE



Food is Medicine lives farm to table by building relationships with local organic ingredients to heal through collective work & stewarding the land. Intern Jaeda Green said, *"I learned that going back to our roots and really doing research about the history of our food is very important."*



## KNIGHT PAINTERS

Knight Painters is working in partnership with Oakland Housing Authority and Civic Design Studio to create mural pieces that will be painted on campus and delivered to an community apartment complex for installation. Intern Jennifer Sosa said, *"My favorite part was talking about the end result of the mural. We got to be part of the process of the final decision."* 12th grader student Liva Paopao enjoyed *'expanding my creativity & interacting with my teacher.'* (Facilitator Mr. Sams)



## LOVE CULTIVATING SCHOOL YARDS (OAKLAND LEAF)

LCS interns harvested for the Castle Farm and Gardens Community Supported Agriculture (CSA) enterprise, work on the farm to transition beds from summer crops to winter crops, pull all summer plants/weeds, flip the beds, add compost and fertilizer and plant new crops. Crops include garlic, onions, leeks, shallots, cabbages, kale and lettuces. Interns are also working on creating videos to teach the community how to do the work they're doing. (Facilitator Matthew Linzner)

## YOUTH WELLNESS ADVISORY BOARD



The Youth Wellness Advisory Board (YWAB) is a group of student leaders dedicated to contributing to social justice activism, community engagement, and public health. The YWAB decided to dedicate our **Youth Participatory Action Research** project towards creating lasting strategies to improve students' mental health with remote learning and the COVID-19 mandate. Some students describe YWAB as "therapy" or a "break from school," which are perfect descriptions of how we harness a safe space for creative discourse. 10 graders Natividad Borbolla said, *"I learned that I as a POC can be treated differently just because of the way I look. I am more likely to contract Covid-19 because I am a POC. That is because of the health care we have..My favorite part of the program was when I got to talk to them every week."* (Facilitators Skye Timmons, Mrinalini Narayan)

Castlemont Pathways recognize that the land we cultivate, harvest and inhabit is the ancestral unceded land of the Chochenyo speaking Ohlone people. As an educational farm and gardens space we work against the racist dehumanizing impacts of colonialism on indigenous people towards building healthy, sustainable and thriving collaborative communities.



Logo design by students Liva and Kiara

# Castlemont Farm & Gardens

With the ever urgent need to center Black Lives we believe it is critical that we use this time to respond and deepen our work by having Black and Indigenous folks in positions of leadership in the program. Castle F&Gs continues to shift our culture and operations of how we do the work internally in order to align our values and actions into a culture that is anti-racist, anti-patriarchal, and liberatory in the face of intersecting oppressions.

As part of this shift we welcome two new staff to the project, Red and Cory!!



**Red Branch**, *Farm Education Manager*

A horticulturist since 2009, Red has been involved in many projects, with roles such as; Maintenance manager, Native Plant Horticulturist, Park Ranger, Eco-village garden steward as well as a gardener in the community. With the support and wisdom of his ancestors, Red utilizes the knowledge from his education to drive & support sustainable organisms while creating regenerative systems. Red will manage the farm & support management of the garden and be the main point person for cultivation, production and harvest in the farm as an outdoor education space.

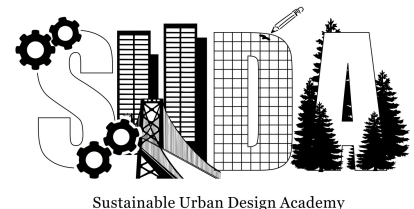


**Cory Aguilar**, *Social Enterprise & Edu. Coordinator*

Cory grew up in Oakland in a household of community workers where he learned the responsibility to his community being something very important. Being involved in positive, group & individual efforts gave him the tools to 'do something about it' and understand the impact community centered organizations can make on a person's life. He is the product of a space that allowed him to understand who he is as a human being, and his responsibility to uphold the values of love and social justice. Cory will coordinate the Community Supported Agriculture (CSA) as a youth lead social enterprise & paid work-based learning opportunity, engage with community partners & collaborate with teachers.

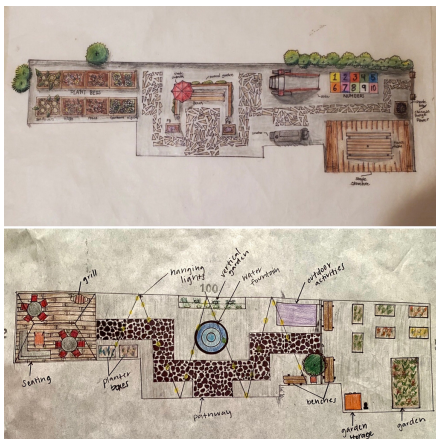
## SUDA PROJECT HIGHLIGHT

### Design and Build Community Housing



Sustainable Urban Design Academy

Ms. Jacobson's 11th grade class designed a garden space for the MacArthur Apartments (an affordable housing site just a few blocks from the Castlemont campus). Students interviewed the Resident Services Coordinator, developed survey questions and then worked in groups to create: a plan-view landscape design drawing; painted planter boxes for the site, and a report that explained the design decisions and process. The final products were showcased to the clients and residents. Next phases of the project include a paid internship to help build out the rest of the garden space. The planter boxes were designed and delivered in collaboration with Civic Design Studio and Fremont High School





## CHEA PARTNER HIGHLIGHT

*Sex Ed. Relationships and more. . .*



In partnership with the Children's Health Hospital (CHO) Team, CHEA is offering Positive Prevention PLUS a 10 week advisory curriculum exploring gender & sexuality, healthy and unhealthy relationships, human trafficking, pregnancy prevention, sexually transmitted diseases, the impacts of media and community advocacy.

## *CSA and Community Food Distribution*

When the schools closed because of COVID-19, it was our collaborative approach and strong foundation that allowed us to rapidly respond to our community's need for fresh fruits and vegetables.

- Activating teachers and community members to carry on the work of the students, we harvested and distributed over 2500 pounds of fresh food alongside OUSD Nutrition Services and the Alameda County Food Bank at the school's distribution site.
- 10 families receiving bi-weekly boxes for CSA as part of our developing social enterprise
- 60 families since the beginning of shelter in place through partnership with Oakland Leaf
- Free food distribution to Homies Empowerment, East Oakland Collective and POOR Magazine among others!



### Community Partner Highlights

#### Commonweal with Chef Sarah Germany

Chef Germany harvesting, cooking and eating in community. E.g. AfroPlay at Lotus Bloom next door to Castlemont came with Chef Germany to harvest and eat on the farm!

AfroPlay Virtual Circle #11 youtube channel for "Harvest" (min. 21:00)

#### Civic Design Studio

Amazing community art projects headquartered in Castlemont Fablab in partnership with other OUSD schools serving the community through art!  
#civicdesignstudio

#### Sankofa Neighbors

Residents of East Oakland working collectively to start gardens at their homes, share food and resources and partner with CastleF&Gs as a community hub.

### Castlemont Pathways 2020 Fundraising Successes

Sprouts Foundation

SF Foundation Rapid Response

GoFundMe

BIPOC Farmers Alliance Grant to hire a PT youth farmer

Follow us 

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[castlemont\\_farm\\_and\\_gardens](#)

[castlemontknightsuccess](#)

[suda\\_soul](#)

If you want to support this work, you can donate to Castlemont Pathways [HERE](#)



OAKLAND KIDS FIRST



CASTLEMONT  
HIGH SCHOOL





# **EMPLOYEE HANDBOOK**

**March 2019**

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## **SECTION 1: INTRODUCTION**

### **WELCOME**

Welcome to Oakland Kids First. We believe that outstanding people are the key to our success. Through the efforts of our staff members and youth leaders, Oakland Kids First has established itself as a leading organization in the fields of youth empowerment and student organizing. To ensure our continued success, it is important that all staff members understand our policies and procedures in order to create a professional environment where all employees treat each other, and are treated by the organization, with dignity and respect.

These policies reflect our simultaneous goals of supporting Oakland Kids First's long-term sustainability, maximizing our resources to fulfill our mission, and promoting staff retention through policies that support staff development, growth, and self-care. This handbook is intended to help familiarize you with said policies. We encourage you to use this handbook as a valuable resource for understanding our organization and the rules, regulations, and benefits associated with working here.

Thank you for taking this first step in getting to know Oakland Kids First. We are excited to have you with us on this journey.

*- Lukas Brekke-Miesner, Executive Director*

### **OUR MISSION**

Oakland Kids First creates opportunities for Oakland youth to transform our schools and communities through youth leadership and action.

### **WHAT WE STAND FOR**

- Low-income children, youth and their families must be centrally involved in shaping the policies that directly affect them, and their needs must be the top policy priority of city government.
- Public systems and institutions must be reformed to promote the healthy development of all youth.
- A critical mass of young people must be engaged in building a new culture of group support and accountability at school so all youth graduate college and career ready.

### **HANDBOOK USE AND PURPOSE**

The purpose of this Employee Handbook is to outline certain information about your employment with Oakland Kids First and is not a contract of employment. The policies described here are in effect and supersede all other versions of these policies previously given to you either orally or in

writing. The provisions of these policies may, at the discretion of our Board of Directors, be modified, revoked or changed from time to time. The exception to this is the at-will employment relationship which can only be changed in writing, signed by the staff member and the President of the Board of Directors specifically for that purpose. It also should be noted that our policies do not cover every situation that can and will arise in the workplace. Above all, we ask that you exercise common courtesy and common sense while on the job.

If you have questions regarding your employment or anything contained in this handbook, please speak with the Executive Director.

## **SECTION 2: BASIC INFORMATION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

We maintain a strong policy of equal employment opportunity. We seek to achieve equal opportunity for all staff members as articulated by federal, state and local laws. Oakland Kids First celebrates diversity and is committed to creating an inclusive environment for all employees without regard to race, religion, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age or physical handicap. Our equal employment opportunity philosophy applies to all aspects of employment, including recruitment, training, promotion, job benefits, pay and dismissal.

### **AT-WILL STATUS**

Oakland Kids First is committed to the philosophy that employment relations are both personal and voluntary. Accordingly, employment at our Agency has no specified duration and either you or the Agency may terminate such relationship whenever either of us believes it is desirable to do so without considerations of cause or notice. While the Agency maintains and revised both written and other personnel policies to adapt to changes in business conditions, our policy of voluntary employment relationships is not affected by any such other personnel policies or programs as may be in effect or modified from time to time. The voluntary nature of our relationship may not be changed except by a separate written agreement specifically entered into for such purpose and signed by you and the Executive Director.

### **IMMIGRATION LAW COMPLIANCE**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and to sign a verification form required by federal law. If you at any time cannot verify your right to work in the United States, Oakland Kids First may be obliged to terminate your employment.

### **JOB DESCRIPTIONS**

In most cases, you will receive a job description outlining the primary functions and responsibilities of your job. Your job description is not designed to spell out all the duties and tasks associated with your employment; all our staff members are expected to fulfill both essential and secondary job duties and requirements. Position descriptions are not set in stone and will change, in whole or in part, over time. You are expected to discuss any significant changes in your functions and responsibilities with your Supervisor, who will then communicate with the Executive Director, who has the authority to formalize changes in position descriptions at his or her discretion. Any salary changes or increases, change in FTE position, or significant modification to a job description, will generally be outlined in a letter to the employee and signed by the employee, their immediate supervisor, and the Executive Director.

## **EMPLOYEE CLASSIFICATIONS**

We place staff members into classifications based on job responsibilities, consistent with the Fair Labor Standards Act and applicable state law.

### **Exempt and Nonexempt Employees**

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per work week. These employees are referred to as "non-exempt" in this handbook. This means that they are not exempt from (and therefore should receive) overtime pay. Exempt employees are managers, executives, professional staff, technical staff, officers, directors, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

### **Regular Full-Time Employee**

A salaried or hourly employee who is normally scheduled to work 40 hours or more per workweek and whose employment has no specified end date.

### **Regular Part-Time Employee**

A salaried or hourly employee who is normally scheduled to work less than 40 hours per workweek and whose employment has no specified end date.

### **Temporary Employee**

Temporary employees are defined as those employees holding jobs of limited duration required by special projects, unusual workloads, or emergencies. If you are a temporary employee, you are not eligible for any Agency sponsored benefits except sick time.

## **WORK SCHEDULES**

Generally, the standard workday consists of eight hours of work or more, depending on the number of hours necessary to complete the tasks of the day. Because of the nature of our business, your work schedule may vary depending on your job. The Executive Director or your supervisor will establish an employee's work schedule based on program and organizational needs. Also keep in mind that this is a youth program, so there may be occasions that require you to work nights, holidays or weekends.

## **MEAL AND REST BREAKS**

Meal and rest periods should be scheduled around your workflow and in a way that will ensure that your position and duties will be covered during these times.

Non-exempt employees are given one paid 10-minute break for each four hours, or major portion thereof, worked. For safety reason, the state requires that these breaks be taken around the middle of each 4-hour segment, and may not be combined nor "tacked on" to lunch or the end of the day.

Lunch periods are unpaid and will generally range from thirty minutes to one hour, depending upon workload and coverage needs. Non-exempt employees must take a lunch break if they are scheduled to work at least five hours, unless six hours completes their workday and they prefer, and the Agency agrees, that a lunch break not be taken. In this case the employee will be required to sign a Meal Waiver form.

Rest and meal periods are intended to provide you an opportunity for rest and relaxation and should be enjoyed away from your work area. It is your responsibility, and the agency expects, all non-exempt employees to take the required meal and rest breaks. If you find you are unable to take your break due to work responsibilities it is important that you notify your supervisor so arrangements can be made for you to take your break.

A reasonable amount of break time will be provided to accommodate an employee desiring to express breast milk for her infant child. In addition, reasonable efforts will be made to provide the employee with the use of a room or other location where this can be done in private.

## **HIRING OF RELATIVES**

We have no prohibition against hiring relatives of our staff members. However, one general restriction has been established to help assure fair treatment of all staff members: While we will accept and consider applications for employment from relatives, family members will not be hired, promoted or transferred into positions in which they directly or indirectly supervise or are supervised by another family member or where a conflict of interest might exist.

## **EMPLOYEE INTRODUCTORY PERIOD**

Your first 90 calendar days of employment are an introductory period. Regular employees will accrue vacation and sick time from their date of hire, but are unable to use vacation or sick time until the introductory period ends.

During your introductory period, your immediate supervisor or the Executive Director will in most cases observe and talk with you about your job performance. This period also provides you with the opportunity to judge how well your new position suits you. Your employment is a mutual at-will relationship between you and Oakland Kids First, which either party may end during or after your introductory period. Completion of your introductory period is not a guarantee of continued employment.

## **PERFORMANCE EVALUATIONS**

- A. Kids First Oakland generally conducts annual performance reviews. You are encouraged to fully participate in the review process. This will usually include a written evaluation by your immediate supervisor and a self-evaluation. As part of this review process, you and your immediate supervisor will assess your accomplishments during the previous year, identify areas of growth, and set new written performance goals for the coming year.



- B. Written employee performance evaluations may occur at other times when deemed appropriate by Oakland Kids First or requested by the employee.
- C. The Board of Directors shall evaluate the Executive Director's performance annually. During this time, staff may be asked to provide feedback to the Executive Director.
- D. The conducting of a performance review does not guarantee a salary increase or continued employment.

## **EMPLOYEE RECORDS**

It is important that personnel files contain up-to-date information regarding each employee. Employees should inform the Operations Manager immediately whenever there are changes in their personal data, such as address, phone number, marital status, domestic partnership, number of dependents and person to notify in case of emergency.

Oakland Kids First is responsible for maintaining in a confidential manner all personnel records. Because of the personal nature of the information, the agency respects the confidences of the persons providing it and keeps all personnel records in a secure location. Only appropriate administrative personnel have access to this information.

You are welcome to review your own personnel file. If you wish to see your file, contact your supervisor to arrange a mutually convenient time. You may make copies of any documents in your personnel file which you have previously signed.

## **SECTION 3: SALARY AND BENEFITS**

### **SALARY**

It is the policy of Oakland Kids First to balance budgetary constraints while at the same time, ensuring employees are compensated fairly and equitably.

For purposes of this salary pay policy, a workweek is Monday 12:01 a.m. through Sunday midnight.

This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and shall be construed in accordance with the Act. Employees are encouraged to bring any questions concerning their salary pay to the Executive Director. Employees should report any inadvertent errors on their paychecks to the Operation's Manager, so that the error can be corrected.

### **PAY PERIODS**

We pay staff members twice a month. Pay periods extend from the 1<sup>st</sup> to the 15<sup>th</sup>, and from the 16<sup>th</sup> to the last day of the month. Paychecks will be issued on the 15<sup>th</sup> and the last day of the month, unless that day falls on a weekend, in which case pay will be distributed by the first work day following that day.

### **SALARY REVIEWS**

Employees will generally receive a compensation review as part of their annual performance evaluation process, which takes place around their anniversary date.

Oakland Kids First periodically grants salary increases on the basis of job performance and/or cost of living adjustments – both of which are never guaranteed. We consider the following factors when determining a performance-based salary increase:

- Budget available for increases.
- Employee's overall job performance over the previous 12 months
- Performance of employee's entire work team in meeting annual objectives
- Employee's salary in relation to comparable salaries in like positions inside and outside the organization

### **PAYROLL DEDUCTIONS**

Your payroll and earnings deductions are detailed with your check. Mandated and voluntary deductions usually include:

Mandated by federal and state law

Federal income tax

State income tax  
Social Security tax/Medicare tax  
State disability insurance  
Workers' compensation insurance  
Garnishments/Wage attachments

Voluntary deductions could include pension contributions and the employee portion of the health insurance premium.

Any questions about your salary pay should be directed to the Executive Director. Any other questions about possible discrepancies in your paycheck should be directed to the Operations Manager.

## **HEALTH INSURANCE**

At Oakland Kids First we believe our staff members should have access to health insurance coverage. We strive to provide all our staff members with adequate health care benefits and work in partnership with our health care providers to ensure access for all staff.

Health, dental and vision coverage Is provided to employees working an average of at least 20 hours per week. Part-Time regular employees who work a minimum of 50% full-time equivalency are eligible for pro-rated medical, dental, and vision benefits through our insurance providers. Dependents of any employees may be enrolled in the employee's benefits, for an additional monthly amount of \$50 per spouse or legally registered domestic partner, and \$50 total for one or more children under the age of eighteen. Therefore, if an employee works 60%FTE, then Oakland Kids First would contribute 60% of the premium for that person. The same employee would contribute 40% of the remaining balance on the premium in order to have 100% health insurance coverage. If the employee wants to add their spouse and two children, they would, on top of paying 40% of the balance on their premium, ALSO have to contribute an additional fee of \$50 for the spouse and \$50 for the two children, per month. Employees shall be eligible to receive health benefits on the first day of the month following 60 days of employment.

Please remember that Oakland Kids First provides these benefits at its discretion. This is not a guarantee that these or any other benefits will be provided. In addition, these benefits may be modified, substituted or terminated at any time by the agency.

## **WORKERS' COMPENSATION**

Our staff members are protected by workers' compensation insurance for all illness or injury arising from and occurring within the scope of their employment. If you are injured on the job, notify the Executive Director immediately, no matter how minor the injury may seem. It is our policy to return an injured staff member to work as soon as possible on modified or light-duty status as long as It can be accommodated, until the time that a physician's release to return to regular work is obtained.

Oakland Kids First or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

## **STATE DISABILITY INSURANCE**

Each of our staff members contributes to California State Disability Insurance. Contributions are made through payroll deductions. California State Disability Insurance is payable when you cannot work because of illness or injury not related to employment, or when you are entitled to workers' compensation at a rate that is less than your daily disability benefit amount.

## **PAID FAMILY LEAVE**

Paid family leave benefits are available through California State Disability Insurance for up to six weeks to eligible employees who need time off to care for a seriously ill child, spouse, parent or registered domestic partner, or to bond with a new minor child. Please note that this program does not require an employer to provide the time off to its employees.

You must file a timely claim with the state in order to receive any benefits. Benefit amounts and employee costs are determined by the state of California.

## **RETIREMENT PLAN: 403(b)**

Oakland Kids First currently participates in a 403(b)-retirement savings plan with The Vanguard Group for all regular permanent employees who are scheduled to work a minimum of 20 hours per week. Employees are eligible for Oakland Kids First contributions after ninety calendar days and can make voluntary salary reductions as of their date of hire. Once an employee opens and has deposited money into an account, Oakland Kids First will pay the annual fee for up to two retirement funds. Additional funds may be obtained at the employee's expense at the current rate of \$15/fund. No minimum amount is required to be eligible to participate. *To enroll in the 403(b) plan or for questions, please see the Operations Manager.*

## **VACATIONS**

We offer paid vacation time to eligible staff members for their rest and recreation away from work. Oakland Kids First recognizes the value of time away from work responsibilities and encourages staff members to use all accrued vacation benefits on a timely basis.

Accrued vacation hours remaining will be paid to departing employees as part of termination pay.

### **Eligibility**

Newly hired full-time and part-time employees begin accruing vacation at date of hire but may not use vacation leave during the first ninety days of employment;

## Accrual

Regular full-time staff members earn paid vacation at their regular rate of pay, computed hourly, as follows:

### Length of Consecutive

<u>Service</u>	<u>Hours per Month</u>	<u>Days per Year</u>	<u>Cap</u>
Year 1 & 2	8	12	18 days
Years 3 & 4	10	15	22.5 days
Year 5 and above	12	18	27 days

Regular part-time staff members working at least 50% time earn paid vacation on a prorated basis, determined by the number of hours they are regularly scheduled to work per week.

## Maximum Accrual and Carryover

All eligible staff members are encouraged to use accrued vacation benefits each year. The maximum vacation you may accrue is 1.5 times your annual earning rate. Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation and their accrued hours have dropped below the maximum accrual.

## Vacation Approval and Scheduling

Accrued vacation may be taken after ninety calendar days. Vacation requests for three or more days must be made at least two weeks in advance and require the approval of the Executive Director. Vacation requests of 1-2 days must be made at least forty-eight hours in advance of your leave start date. Conflicting requests will be decided by when the request was submitted.

Employees must record and print out their requested vacation time on their timesheet AND Leave Request form (check off Vacation). Then the employee and supervisor must approve and sign the form, and return it to the Operations Manager. The Leave Request form will then be filed in the employees' personnel file, and the leave will have been marked on the employees' timesheet. Because of the work we do, staff is encouraged to schedule their vacations during school closure times.

## Vacation Increments

Accrued vacation must be taken in increments of at least four hours.

## PAID HOLIDAYS

All regular staff members receive paid time off for the following holidays beginning at date of hire:

- New Year's Day (January 1<sup>st</sup>)
- Martin Luther King Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Cesar Chavez Day

- Memorial Day (last Monday in May)
- Independence Day\* (July 4<sup>th</sup>)
- Labor Day (first Monday in September)
- Veterans' Day \*
- Thanksgiving Day (fourth Thursday in November)
- The Friday after Thanksgiving
- Christmas Eve (December 24<sup>th</sup>)
- Christmas (December 25<sup>th</sup>)
- New Year's Eve (December 31<sup>st</sup>)

*\*If holiday falls on a Saturday, then the holiday is normally observed the Friday before. If holiday falls on a Sunday, then it is normally observed the Monday after.*

Part-time employees will receive holiday pay for those holidays which fall on days that they are normally scheduled to work.

## **PERSONAL DAYS**

Personal days are for use at your discretion for personal business or to observe additional holidays of religious or cultural significance to employee which may include employee birthdays. Personal days cannot be combined with vacation time. Personal days may be carried over from year to year up to a cap of 5 days. Accrued, unused personal days will be paid out if your employment ends.

Regular full-time staff members will receive 3 personal days at the beginning of their anniversary year. Employees must record and print out their timesheet with the requested floating personal day listed on their timesheet (record this time off under the Other Leave Taken section of your timesheet) AND Leave Request form (check off Personal Day). Then the employee and supervisor must approve and sign the form, and return it to the Operations Manager. The Leave Request form will then be filed in the employees' personnel file, and the leave will have been marked on the employees' timesheet.

## **BEREAVEMENT LEAVE**

This leave allows time for making funeral arrangements and attending the funeral. Staff members who need additional time to attend to the affairs of the deceased or for personal reasons may request to use accrued vacation or sick time, or to take time off without pay. Fulltime regular staff members receive up to five paid days per occurrence for bereavement leave in cases of a death in the immediate family (parents, spouse, children, siblings or domestic partner). Part-time employees will receive pro-rated time off based on their average hours worked. Bereavement Leave must be approved by the supervisor.

## **TIME OFF TO VOTE**

Nonexempt staff members may receive up to 2 hours paid time off to vote in elections. Since polling places are generally open before and after work, we ask that you make every effort to vote

outside of your normal working hours. Staff members unable to vote before or after work must make advance arrangements with the Executive Director for reasonable time off to vote at the beginning or end of their normal work hours.

## **JURY AND WITNESS DUTY**

If an employee is called to jury duty, the employee must notify the supervisor immediately. You will be asked to provide documentation showing your required days of attendance. Employees will be paid regular wages while on jury duty for up to ten days in a rolling two-year period. If jury service extends beyond the fifteen-day leave period the employee may submit a request for a personal leave of absence as described on page 31. If the court releases you after serving a partial day, you are expected to report to work and complete your normal workday unless you make other arrangements with the Executive Director. Exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued vacation leave during any unpaid leave due to jury duty or a witness appearance.

## **SICK TIME**

We provide paid sick time to regular full- and part-time staff members to provide you with protection against loss of income if you are ill or injured, or if you need time off from work for necessary or routine health care for yourself or dependents. No monetary compensation for accrued Sick leave shall be made upon an employee's termination of employment.

### **Eligibility**

Newly hired full-time and part-time employees begin accruing sick time as of date of hire.

### **Accrual**

Regular full-time staff members earn sick leave at the rate of 8 hours per month of work up to a maximum accrual of 120 hours (15 days) at any one time.

Regular part-time staff members earn sick leave on a prorated basis, determined by the number of hours worked per week up to a maximum accrual of 120 hours at any one time. After sick days reach this amount, accrual will cease until the employee has reduced the balance below the limit.

### **Use**

Employees become eligible for sick time pay as soon as it has been earned. You may use sick leave for yourself or a family member for preventive care or care of an existing health condition or for specified purposes if they are a victim of domestic violence, sexual assault or stalking. Family members include your parent, child, spouse, registered domestic partner, grandparent, grandchild and sibling. Employees who do not have a spouse or registered domestic partner may designate a person for whom they may use sick time if care is required. Preventive care would include annual

physicals or flu shots. Sick leave may also be used to find or enroll your child in daycare or school. Sick leave may not be used for vacation or any reason other than those listed above.

In case of illness, the employee's supervisor must be notified before the start of their scheduled work day either via voicemail or email or text. When an illness results in leave of more than three consecutive work days, the employee may be required to submit a note from his or her physician specifying the dates on which the employee can return to work.

### **Sick Day Increments**

Sick days are used in at least 1-hour increments. Staff members who are ill or injured and anticipate being away from work for more than one week should speak with their health care provider or the Executive Director for information about State Disability Insurance.

### **Sick Day Documentation**

Employees must record and print out their timesheet AND Leave Request form (check off Sick) within 7 days after taking sick leave. In case of medical and dental appointments, employees must record and print out their timesheet AND Leave Request form (check off Sick) no less than five working days in advance, except for urgent or emergency care situations. Then the employee and supervisor must approve and sign the form, and return it to the Operations Manager. The Leave Request form will then be filed in the employees' personnel file, and the leave will have been marked on the employees' timesheet.

In the event of illness or injury of a member of an employee's immediate family or household, paid family leave may be used (see Family Leave Policy).

If you know that you are going to be absent from work, you are encouraged to make arrangements for coverage of your classes, with your supervisor's approval. If you are not able to arrange for coverage then it is your responsibility to notify the students that you will be absent.

## **STAFF DEVELOPMENT**

Budget permitting, it is the policy of Oakland Kids First, to offer up to \$250 per year, per employee, to assist employees to increase the effectiveness of their performance in their present positions as well as to encourage employees to obtain skills, knowledge, and abilities, which may improve their opportunities for career advancement. Such opportunities must be pre-approved by the Executive Director and may include conferences, trainings, meetings, and workshops. Any costs above the designated amount of up to \$250 must be covered by the employee.

We encourage employees to utilize their staff development opportunities during nights or weekends. Paid time off for staff development opportunities that take place during the workday require advance approval by their supervisor and are contingent on what is going on that particular workweek.

Each employee has the primary responsibility for individual development and should make her or his training and development interests known to her or his supervisor. Supervisors are encouraged



to assist employees in setting and attaining development goals, which will enhance employees' contributions to Oakland Kids First.

## **TRAVEL TO CONFERENCES ON BEHALF OF OAKLAND KIDS FIRST**

Employees may also be asked to attend conferences, workshops and educational meetings (outside of the Bay Area) on behalf of Oakland Kids First. In these instances, Oakland Kids First will cover travel, lodging, registration and meal expenses, up to an amount set by the Executive Director, as long as the employee attends the entire session or conference. Employees must provide receipts for reimbursements. Employees will receive regular pay while attending required outside conferences.

## **DISABILITY LEAVE**

### **Eligibility**

Full and part-time staff members of Oakland Kids First are eligible for unpaid medical leave after they complete the introductory period (exceptions for pregnancy disability leave may apply). Medical leaves are granted when a staff member is temporarily unable to perform his or her job due to illness, injury, pregnancy and/or childbirth. Medical leaves are granted for the duration of the disability, up to a maximum of four months.

### **Requesting a Leave**

If you become disabled, you should promptly notify the Executive Director. Written certification from your physician or other licensed health practitioner stating that you are medically unable to work the date your disability began and the expected date of your return to work should be provided to the Executive Director. We may request that you provide us with additional medical verification of your continuing disability from time to time during the course of your leave as well.

### **Pay During Leave**

Staff members may use any accrued sick leave at the beginning of a medical leave. After accrued sick leave is used up, a staff member may use accrued vacation time. A combination of accrued sick, vacation, California State Disability benefits or Workers' Compensation insurance benefits, whichever is appropriate may be used during a prolonged illness. Staff members are considered inactive when they are no longer being paid and are on a medical leave.

### **Return to Work**

Staff members returning from leaves resulting from pregnancy, childbirth or other related medical conditions will be guaranteed re-employment in the same position except when, due to organizational necessity, a position has ceased to exist during the leave. In that event, we will seek to provide the returning staff member with a substantially similar position.

Staff members returning from other types of medical leave will be returned to the same or a similar position whenever possible; however, Oakland Kids First cannot guarantee re-employment.

You may be asked to provide a physician's certification of your fitness to return to work. The Executive Director should be told of any change in the date of your return to work in advance.

### **Transfers**

We will also temporarily transfer a pregnant employee to a less strenuous or hazardous position for the duration of her pregnancy, upon her request and supported by the advice of her physician, where such temporary transfer reasonably can be accommodated. The certification indicating the medical advisability of any such request for transfer should contain: (1) the date on which the need to transfer became medically advisable; (2) the probable duration of the period or periods of the need to transfer; and (3) an explanatory statement that, due to the woman's pregnancy, the transfer is medically advisable. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

### **End of Employment**

A staff member away from work on a medical leave will be considered to have voluntarily resigned from Oakland Kids First if:

- The staff member fails to notify the agency of her availability for work after the disability ceases
  - The staff member fails to return to work after the disability has ceased and a position is available
- A staff member who resigns because she/he has exceeded the maximum leave time allowed will be given special rehire consideration when she/he is able to return to work.

Maximum leave time does not apply in cases of work-related illness or injury.

### **Benefits During a Medical Leave**

Oakland Kids First will continue to provide insurance benefits to staff members during a medical leave up to a maximum of four months, provided that the staff member regularly continues to pay her share of the premium, if applicable. Benefits that accrue for hours worked will not accrue during a medical leave. Leave time will be counted toward seniority, however.

## **FAMILY LEAVE**

Oakland Kids First provides paid family leave to regular employees working at least 50% time who have completed one year of service and who wish to take time off from work duties to fulfill family obligations relating directly to the birth or adoption of a child according to the following schedule:

After 1 year of eligible service: 1 week paid family leave (40 hours)  
After 2 years of eligible service: 2 weeks paid family leave (80 hours)  
After 3 years of eligible service: 3 weeks paid family leave (120 hours)  
After 4+ years of eligible service: 4 weeks paid family leave (160 hours)

This time will be integrated with the state Paid Family Leave benefits.

Regular part-time staff members who work at least 50% time earn paid family leave on a prorated basis, determined by the number of hours they are regularly scheduled to work per week.

Paid family leave is to be used solely for the purposes stated in this policy, and may not be used for any other absence. Employees will not be paid for unused paid family leave while they are employed at the termination of employment. *Employees are required to use all of their vacation days first before using the organization's paid family leave.* The combination of state Paid Family Leave, vacation and Oakland Kids First paid family leave must not exceed a total of twelve weeks of pay, unless otherwise approved by the Executive Director.

### **Benefits During Family Leave**

Oakland Kids First will continue to provide insurance benefits to staff members during family leave, provided that the staff member regularly continues to pay her share of the premium, if applicable. Benefits that accrue for hours worked will not accrue during family leave. Leave time will be counted toward seniority, however.

## **LONG-TERM ILLNESS OR PERMANENT INJURY**

An employee whose leave is necessitated by a disabling, nonwork-related physical or mental impairment, which substantially limits one of the employee's major life activities and is expected to be ongoing for a substantial period of time or is of permanent duration, may be accommodated with longer and more frequent leaves as long as such leaves will not result in an undue hardship on the agency.

Such employees will be returned to their same job, unless, for organizational reasons, the agency was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on the agency. Under these circumstances, the agency will offer the employee a substantially similar job if one exists that the employee is qualified to perform.

## **LIFE-THREATENING ILLNESSES**

At Oakland Kids First we believe employees with life-threatening illnesses (including, but not limited to cancer, HIV/AIDS, heart disease and multiple sclerosis) should continue to work for as long as their condition allows them to do so in a safe and satisfactory manner.

We believe that a supportive and caring work environment is an important factor in maintaining quality of life for an employee with a life-threatening illness. We ask all our employees to be sensitive to the needs of colleagues facing such an illness.

Upon request, Oakland Kids First will provide reasonable accommodation to employees with a life-threatening illness to enable them to continue to work. Such accommodation might include flexible schedules to accommodate medical treatments and tasks that do not require physical exertion. Through continuing education and communication, we will attempt to create a supportive, open and informed work environment in which anyone with a life-threatening illness will feel free to come forward in the knowledge that she/he will be met with respect, understanding and care.

An employee with a life-threatening illness is under no obligation to disclose her/his condition to Oakland Kids First. If an employee chooses to discuss a life-threatening illness, any such conversation will be considered strictly confidential and will not be disclosed to others without the employee's permission (except as required by law). Unauthorized disclosure of confidential information relating to health status will lead to disciplinary action, up to and including dismissal.

Employees with AIDS or HIV are entitled to the full range of medical insurance and disability benefits provided for employees with life-threatening illnesses.

## **UNPAID PERSONAL LEAVE**

At the discretion of the Executive Director, unpaid personal leave of absence may be granted in exceptional cases when time away from work will allow a staff member to deal with an unexpected and serious personal situation. A personal leave of absence may be granted for up to a maximum of 20 consecutive workdays. Employees on a personal leave of absence may choose to use any accrued vacation time.

Oakland Kids First will continue to pay Its portion of your health insurance premium during a personal leave. You remain responsible for your portion, if any.

A personal leave will not be considered an interruption of service for benefits purposes; however, no benefits based on time worked will accrue during such a leave. If you feel you need a personal leave, you should discuss your circumstances with the Executive Director.

If you do not return from a personal leave on or before the last day of the leave, you may be considered to have resigned from Oakland Kids First.

## **OTHER LEAVES**

In addition to the leaves described above, there are several other unpaid leaves offered by the Agency. These are briefly described below. For more information about these leaves, including information about eligibility requirements and maximum duration, please see the Operations Manager.

- a. Victims of Crimes may receive unpaid leave to attend judicial proceedings related to a crime, if the employee is a victim of the crime, an immediate family member of the victim, the domestic partner of the victim or the child of the domestic partner of the victim.
- b. Witness Duty leave is provided whenever you are subpoenaed or ordered to serve as a witness in a court proceeding. This is unpaid time for non-exempt employees.
- c. Civil Air Patrol leave is provided to employees who are volunteer members of the California Wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol and are responding to an emergency operation mission.
- d. Domestic Violence and Sexual Assault Victims' leave is granted to employees who are victims of domestic violence or sexual assault and need time off for legal proceedings.
- e. Volunteer Civil Service leave allows employees who are volunteer firefighters and other emergency personnel to take time off for certain purposes.
- f. School Appearance leave is provided to an employee who is required to appear at his or her child's or ward's school in connection with disciplinary action by the school.
- g. Up to two (2) hours of paid time off will be provided to employees who, due to their work schedule, are unable to vote in a national, state or local election outside of their working hours.

### **RELIGIOUS OBSERVANCE**

If you want to take earned unpaid time off for a recognized religious observance that is not one of the Agency's recognized holidays, talk with the Executive Director. Whenever it can be reasonably accommodated, Oakland Kids First will be happy to arrange for you to take the time off.

## **SECTION 4: WORKPLACE POLICIES**

### **SAFETY POLICY**

Oakland Kids First expects its staff members to work in a safe manner, to use good judgment and common sense in matters of safety, to observe all safety rules posted in various areas and to follow all federal and state OSHA regulations.

If employees are aware of unsafe conditions, they should notify their supervisor so that they may be corrected. They should remain alert at all times to unsafe conditions so they can take corrective action and insure that unsafe conditions are not created or permitted to exist.

### **ACCIDENT REPORTING**

Employees must complete an accident reporting form and report all work-related accidents to their supervisors regardless of how minor. If a work-related injury requires medical attention by a physician or medical facility that produces a bill, the employee and her supervisor need to contact the Operations Manager that same day so a workers' compensation claim can be made out.

### **DRUG-FREE WORKPLACE**

All staff members are expected to understand and comply with Oakland Kids First Drug-free Workplace policy. This Is particularly Important since we work with young people and are responsible for their safety and for setting a positive example. Following are the guidelines regarding the use of drugs or alcohol in the workplace:

1. We prohibit the use, possession, distribution, sale or manufacture of a controlled substance on our premises.
2. We prohibit all staff members from being under the influence of drugs or alcohol while on the job. Exceptions for medicines are made on a case-by-case basis.
3. If you are convicted of violating any criminal drug statute in the workplace, you are required to notify the Executive Director within five calendar days of the conviction.

Failure to follow Oakland Kids First's drug-free workplace policy may result in disciplinary action up to and including suspension without pay or termination.

### **SMOKING AND VAPING**

In consideration of the health of all our staff, we maintain a smoke-free and vape-free environment.

## **ATTIRE AND PERSONAL HYGIENE**

It is expected that employees will maintain a clean and neat appearance and will project a professional image in dealing with other employees, clients, volunteers and the general public. Oakland Kids First reserves the right to define appropriate standards of appearance for the workplace.

## **PUNCTUALITY AND ATTENDANCE POLICY**

You are important to the overall success of Oakland Kids First goals and objectives. Your presence on a daily basis is critical for us to fulfill our responsibilities to our young people. Consequently, regular attendance and punctuality are crucial. Employees who are unable to report for work for any reason must notify their supervisor or the Executive Director via phone or email within one hour prior to their regularly scheduled starting time, unless extraordinary circumstances arise that preclude the ability to contact your supervisor.

When you return to work, you are required to complete a Leave Request & Report form to be signed by you and your supervisor.

If you know you will be arriving late to any work-related duties (late means you arrive past the ten-minute grace period), you must notify your supervisor or the Executive Director via phone or email at least one hour prior to your regularly scheduled start-time.

All employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. These are factors considered in evaluating overall job performance. Repetitive lateness and/or excessive absenteeism may result in disciplinary action up to and including termination.

## **TIMEKEEPING REQUIREMENTS**

All staff members must complete a time sheet for each pay period. Nonexempt staff members should record actual hours worked plus all use of paid time off. Exempt staff should note the number of hours worked on each project so the costs can be assigned to the appropriate grant. All staff members must turn in their timesheets by noon on the last day of the pay period.

## **OVERTIME**

As necessary, employees may be required to work overtime. However, only nonexempt employees qualify for overtime pay. To work overtime, a nonexempt employee must obtain written permission from his or her supervisor. If a nonexempt employee works overtime without permission, the employee may be disciplined, up to and including discharge. Oakland Kids First provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law.

## **STAFF MEETINGS**

Staff meetings are generally held every other week. This is an important time for us to communicate with each other and address any questions or concerns staff might have. All staff is expected to attend unless the Executive Director has approved your absence due to special circumstances.

## **SUPERVISION**

Each employee should check in with her/his supervisor formally every two weeks and informally as much as is needed. This will provide an opportunity for you to work with your supervisor to help figure out work plans, troubleshoot any issues you may be having, and help determine the programmatic direction of the employee's work. Supervisors may also give feedback and raise concerns if any problematic behavior arises. Supervision meeting times are determined by the supervisor and staff member.

## **WORK REMOTELY**

We have a small staff, many of whom work out in the field. Because of the limited time we have to work together, we do not allow working remotely except in special circumstances approved by the Executive Director. We will allow employees to work remotely one day per month, with the pre-approval of their supervisor. If exempt employees feel they need to work from home in addition to their regularly scheduled hours in the office in order to complete their workload, that is fine.

## **USE OF FACILITIES AND PROPERTY**

Employees are asked to treat agency property as they would their own. Specifically, employees are to keep their own work area and common areas clean and well maintained, and limit their use of agency equipment to work-related purposes. Employees are required to receive approval before removing any agency property from the premises.

Employees are prohibited from being on Oakland Kids First premises or making use of Oakland Kids First facilities while after normal business hours, without approval of the Executive Director. Employees are expressly prohibited from using Oakland Kids First facilities, Oakland Kids First property or Oakland Kids First equipment for personal use, without the approval of the Executive Director.

## **KEYS AND SECURITY**

Oakland Kids First strives to provide a secure work environment for our employees, volunteers, members and visitors. We ask that you comply with all security procedures established, and that you immediately report any breach of security to the Executive Director. It is the Executive



Director's responsibility to ensure that staff and youth work in a safe and secure environment. In addition, please report any breach of security to the Operations Manager, so that s/he can rectify any breach of security.

We encourage employees to be sensible about bringing personal items to work. Oakland Kids First is not responsible for losses resulting from theft of property while you are away from your work area.

Immediately report lost or stolen keys to the Executive Director. Copying or giving keys, or lock combinations, to an unauthorized individual will be considered grounds for dismissal.

## **PERSONAL USE OF PHONES**

Although occasional personal phone calls are to be expected, please confine your use of the phones to agency business as much as possible. Should circumstances require that you place a long-distance call, we ask that you use a personal calling card or call collect.

Because of the work we do, some staff needs to use their personal cell phones for business purposes, such as making professional calls and using it for timing, etc. when working with our students. You are expected to be mindful of the use of cell phones and Smart phones and the example you are setting for the students. Personal use of your cell phone during working hours is annoying to others and seriously distracts you from doing your job. Use proper judgement and do not use cellular phones in a way which effects your work or bothers others. You should not use a personal cell phone in front of students or others with whom we are working unless you are using it for business reasons.

## **VOICE MAIL AND ELECTRONIC MAIL**

Employees use voice mail and electronic mail to communicate with others in the agency and to receive messages when they are unavailable. Each Oakland Kids First employee has a personal voice mailbox for his or her own use. It is each employee's responsibility to check messages and respond to them daily.

Employees should be aware that voice mail and electronic mail messages are not private and are subject to review by the agency at any time.

Time spent online on an agency-sponsored account should concern Oakland Kids First business only. Excessive personal use of an online e-mail account may result in a request for reimbursement, cancellation of access to the account or to E-mail or termination of employment.

## **INTERNAL COMMUNICATIONS**

We use mailboxes and office E-mail to communicate important information to staff members on a regular basis. Each of our staff members is responsible for reading posted or distributed information on a timely basis.

## **EXPENSE REIMBURSEMENT**

Most business expenses should be put on an Agency credit card. Employees with an Agency credit card are expected to use it only for business expenses, and submit receipts for each transaction. Credit card expenses are reviewed each month.

If you have a business expense for which you are not able to use the Agency credit card, you are required to fill out an Expense Reimbursement Form signed by you and your Supervisor to get reimbursed via check for approved Oakland Kids First expenses. Staff members are required to complete a record of all expenses for which they seek reimbursement and to submit receipts. If an Expense Reimbursement Form is turned in by 5:00pm Thursday of every week, they will normally receive a check by 5:00pm the following Thursday. Any check requests that need to be cut more immediately, must get the approval of the direct supervisor, and must be for extenuating circumstances.

## **LOSS OF RECEIPT POLICY**

In order for Oakland Kids First to ensure the highest level of financial oversight and accountability it is essential that we keep accurate and thorough records of all Oakland Kids First expenditures. One key aspect of ensuring strong financial accountability includes the timely submission by Oakland Kids First staff of all receipts and invoices. For budgeting purposes, it is very important that you submit all receipts within 30 days of the transaction. Failure to submit receipts and invoices on a timely basis could lead to disciplinary action up to and including termination.

## **PERSONAL AUTOMOBILE USE AND PUBLIC TRANSPORTATION**

Employees who use their own automobiles for travel on authorized agency business will be reimbursed for mileage at the rate established by the IRS for travel exceeding mileage used commuting to and from the Oakland Kids First office. Employees must have prior approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability. All staff who drive their own automobiles on Oakland Kids First business must provide proof of driver's license and proof of insurance to the Operations Manager. All passengers being transported by Oakland Kids First must wear seatbelts. Oakland Kids First employees are responsible for ensuring that all of their passengers wear seatbelts. Oakland Kids First encourages the use of the least expensive mode of transportation, including public transportation, when it can be used efficiently.

## **PARKING AND TRAFFIC TICKETS**

Each Oakland Kids First employee is responsible for driving safely and in accordance with traffic laws and must pay for any tickets (parking or speeding or any other traffic violation) that they incur while driving on behalf of Oakland Kids First business. Each employee is responsible to pay for their own parking when working at the Oakland headquarters or when working at the same worksite for the entire day.

## **CONFLICT OF INTEREST**

It is important that employees avoid conflicts of interest to maintain high standards of conduct. A conflict of interest is a situation in which an employee's private interest or outside economic interest interferes with the employee's duties and responsibilities at Oakland Kids First or with Oakland Kids First's general activities.

Employees must advise the Executive Director of any outside employment (on either a salary or a fee basis). Any employee needing advice about a potential conflict of interest should consult with the Executive Director. If an employee's outside activity is determined to constitute a conflict of interest, and the activity continues beyond a reasonable amount of time, disciplinary action will result, up to and including termination of employment.

## **FEES AND HONORARIA**

When staff members consult, lecture, counsel or advise outside individuals or organizations on behalf of Oakland Kids First, all fees, donations or cash honoraria must be paid to Oakland Kids First.

## **RELATIONS WITH SUPPLIERS**

From time to time, employees may be offered gifts, entertainment or other favors from a supplier or contractor with whom Oakland Kids First has business dealings. Beyond nominal gifts and common courtesies, an employee can accept no item of value.

## **SECTION 5: EMPLOYEE CONDUCT, GRIEVANCE AND TERMINATION POLICIES**

### **WORKPLACE CONDUCT**

We have developed certain guidelines to reflect what we believe are good organizational practices. We strive to develop and maintain a pleasant, efficient and fair work environment that fosters cooperation and understanding. All staff members are expected to be:

- On time and ready for work at the beginning of their workday
- Careful and conscientious in the performance of their work
- Respectful and considerate of others
- Courteous and helpful, both when dealing with other staff members and with volunteers, supporters and the general public
- Contribute to the cleaning and maintenance of our workspace

### **Representing the Agency**

Our success as an organization depends upon the quality of the relationships between Oakland Kids First, our employees, the youth we serve, and the general public. Our community's impression of Oakland Kids First and their interest and willingness to work with us is greatly formed by the people who serve them. Regardless of your position, you are a representative of Oakland Kids First.

Standards of Conduct while representing Oakland Kids First include among other things:

- Act competently and deal with those we serve in a courteous and respectful manner.
- Communicate respectfully with other employees at all times.
- Follow up on questions promptly, provide appropriate replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.
- Be on time for all appointments with clients; if you are unable to do so call to let them know you will be late or reschedule.

### **HARASSMENT, DISCRIMINATION & RETALIATION PREVENTION POLICY**

Oakland Kids First is an equal opportunity employer. The Agency is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religious creed (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability (including HIV and AIDS), medical condition (cancer and genetic characteristics), genetic information, marital status, registered domestic partner status, age (40 and over), sexual orientation, military and veteran status, denial of Family and Medical Care Leave, or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. The Agency prohibits co-workers,

third parties, supervisors, and managers from engaging in unlawful behavior under the Fair Employment and Housing Act.

In addition, the Agency prohibits retaliation against individuals who raise good faith complaints of discrimination or harassment or who participate in workplace investigations.

### **Harassment Prevention**

Oakland Kids First is committed to providing a work environment free of harassment. It is against the law and strictly against agency policy for any employee or non-employee to harass an Agency employee or applicant. This includes harassment, disrespectful or unprofessional conduct by any employee of Oakland Kids First, including supervisors, managers and co-workers. The Agency's anti-harassment policy also applies to vendors, clients, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by Agency policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

### **Non-Discrimination**

Oakland Kids First is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in our operations. The Agency prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Agency, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the Agency is not obligated to disclose the wages of other employees.

### **Reasonable Accommodation**

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

Oakland Kids First will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardships would result. Any employee or applicant needing an accommodation should contact the Executive Director and request such an accommodation. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the Agency will undertake an interactive process to attempt to provide reasonable accommodation to individuals with a known physical or mental disability if such accommodation would not impose an undue hardship on the Agency, and would enable the individual to apply or perform the essential functions of the position in question. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor and request such an accommodation. The individual with the disability should specify in writing what accommodation he or she needs to perform the job. If the accommodation is reasonable and will not impose an undue hardship, Oakland Kids First will make accommodation. The Agency may also propose an alternative accommodation(s).

Oakland Kids First will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

### **Complaint Process**

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your Supervisor, the Operations Manager or to the Executive Director as soon as possible after the incident. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

Oakland Kids First encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

The Agency feels strongly that harassment will not be tolerated, and we believe that our internal system for addressing it is the most effective method for resolution. However, if the Agency's internal procedures do not resolve the problem, or you are reluctant to use the internal process, you also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at [www.dfeh.ca.gov](http://www.dfeh.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct immediately to the Operations Manager or the Executive Director so we can try to resolve the complaint. Concerns regarding the Executive Director may be referred to the Chair of the Board of Oakland Kids First.

When Oakland Kids First receives allegations of misconduct, we will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Agency will reach reasonable conclusions based on the evidence collected.

Oakland Kids First will maintain confidentiality to the extent possible. However, we cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If Oakland Kids First determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Agency also will take appropriate action to deter future misconduct.

Any employee determined by Oakland Kids First to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

### **Anti-Retaliation**

Oakland Kids First will not retaliate against you for filing a good faith complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

## **THIRD PARTY HARASSMENT AND DISCRIMINATION**

Oakland Kids First wants to ensure that we maintain a professional environment in which anyone doing business with the Agency is free from discrimination or harassment. Therefore, the following procedures have been established for resolution of non-employees' complaints of discrimination/harassment.

### **Procedure**

#### **1. Filing of Complaint**

Employees who receive a complaint from a third party (non-employee) of harassment or discrimination by any employee of Oakland Kids First must file a written report with the Operations Manager as soon as possible after receiving the complaint. The written report should set forth in detail the contents of the non-employee's complaint.

## **2. Investigation**

The Operations Manager (or designee) will investigate the complaint and conduct an appropriate investigation, including meeting separately with the employee who received the complaint, the complainant, and with others who are either named in the complaint or who may have knowledge of the facts set forth in the complaint. Oakland Kids First will attempt to treat all such reports of harassment or discrimination, and the investigation of such reports, with as much confidentiality as practicable while conducting an appropriate investigation.

Discrimination and harassment are illegal and will not be tolerated by the Agency, whether against an employee or a non-employee. All employees of the Agency found to have engaged in discrimination against or harassment of an employee or non-employee will be disciplined, up to and including termination.

## **PROPRIETARY INFORMATION AND CONFIDENTIALITY**

Any Proprietary Information of Oakland Kids First is strictly confidential and should not be discussed with any individuals outside the Agency.

Proprietary Information means any information including, without limitation, programs, grant details, leadership decisions, processes, trade secrets, formulas, innovations, inventions, discoveries, improvements, research or development, marketing plans, and business plans. Proprietary Information also includes all information of which the unauthorized use or disclosure could be detrimental to the interests of Oakland Kids First whether or not such information is identified as Proprietary Information.

Any curriculum which is developed while employed by Oakland Kids First is the property of the Agency. If you want to share it or use it outside of the Agency you must first get approval from the Executive Director.

Upon termination of employment with Oakland Kids First, you are required to return all Agency documents and other items, including reports, manuals, correspondence, student lists and information, computer programs and discs, electronic data, and all other materials relating to our business, or obtained by you during your employment. You may not retain copies, notes or abstracts of these items.

Our work relates to the confidential affairs of others. All matters becoming known to you through your work with our students must be held in strict confidence and not discussed with anyone who does not have a business need to know.



## **COMMUNICATION WITH PRESS OR MEDIA**

There may be a time when you are contacted by the Press or Media. Any such contacts must be referred to our Designated Press Contact without comment. There may be a request from the media to Interview one of our students. No student may be interviewed unless we have a signed Media Waiver from the student's parent and there must be a staff member present during the interview.

## **SOCIAL NETWORKING POLICY**

Oakland Kids First understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. Social media, including networking sites and blogs, are increasing in popularity and activity. Oakland Kids First believes that social media can assist in raising visibility and support for our Agency. However, use of social media presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

The same principles and guidelines found in Oakland Kids First policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Follow these guidelines when creating and/or publishing work-related or non-work-related content online:

- Be respectful
- Be honest and accurate
- Represent yourself accurately. If you are participating in an online community and commenting on topics related to our business, you must make it clear that you are speaking for yourself and not on behalf of the Oakland Kids First.
- Never divulge proprietary or confidential information about Oakland Kids First, our employees or our students.
- Do not create a link from your blog, website or other social networking site to the Oakland Kids First website.
- Express only your personal opinions. Never represent yourself as a spokesperson for Oakland Kids First.

## **WHISTLEBLOWER POLICY**

If any employee reasonably believes that some policy, practice, or activity of Oakland Kids First is in violation of law, a written complaint may be filed by that employee with the Operations Director or the Executive Director.

It is the intent of Oakland Kids First to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of

legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Oakland Kids First and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Oakland Kids First will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the organization, or of another individual or entity with whom Oakland Kids First had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

Oakland Kids First will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the organization that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

## **DATING OR INTIMATE INVOLVEMENT**

Oakland Kids First understands that you will get to know people through your working relationships. If you develop a personal relationship with another staff member or someone with whom Oakland Kids First works, be aware that It could affect your business relations. There Is no prohibition regarding dating provided that:

1. Both parties mutually and voluntarily consent to the relationship;
2. The relationship does not affect judgment or performance of duties of involved employees;
3. The relationship does not negatively affect the workplace;
4. There Is not a supervisor/subordinate work relationship between the two employees.

Under no circumstances may your date or be romantically involved with any of our students, regardless of their ages.

## **PROHIBITED CONDUCT**

At Oakland Kids First, initiative and creativity are encouraged. Consequently, there is considerable freedom given to you to manage your own performance and behavior in accordance with the principles maintained by the Agency, and this freedom requires accepting responsibility.

All employees are expected to conduct their activities in such a manner that they will respect the dignity and integrity of all our students, vendors and employees and to work as a team to ensure that our students' needs are met. Employees are expected to act ethically, honestly, and with the highest standard of personal integrity at all times in the performance of their job responsibilities. Employees must comply fully with federal, state, and local laws and regulations governing our operations, and must conduct their business affairs according to the highest legal and ethical standards.

If you abuse this freedom by failing to act responsibly, your employment with Oakland Kids First

may be terminated. In addition, it should be remembered that employment is at the mutual consent of you and the Agency. Either you or the Agency may terminate the employment relationship at any time with or without cause.

### **Discipline Policy and Procedures**

Oakland Kids First maintains a discipline procedure to ensure a fair method of counseling employees. We prefer to take a developmental approach in which we work with you to address performance problems and concerns. The discipline system is intended to give you advance notice, whenever possible, of problems with your conduct or performance in order to provide you an opportunity to correct any problems. Normally, discipline involves verbal counseling and sometimes a written warning. However, exceptions or deviations from the normal procedure may occur whenever the Agency determines that circumstances warrant one or more steps in the process be skipped. Accordingly, circumstances may sometimes warrant immediate termination. In addition, it should be remembered that employment is at the mutual consent of you and the Agency. Therefore, either you or Oakland Kids First may terminate the employment relationship for any reason, at any time with or without cause.

### **OPEN-DOOR POLICY**

Oakland Kids First has an open-door policy that encourages employees who have job-related problems or complaints to talk them over with their supervisor or any director who they feel can help them. Oakland Kids First believes that employee concerns are best addressed through informal and open communication.

Oakland Kids First will attempt to keep all such expressions of concern, their investigation and the terms of their resolution confidential. However, in the course of investigating and resolving concerns, some dissemination of information to others may be appropriate. No employee will be disciplined or otherwise penalized for raising a concern in good faith.

### **VOLUNTARY TERMINATION OF EMPLOYMENT**

Any staff member may voluntarily resign her/his position at any time and for any reason. We will also consider that you have resigned if you:

- Fail to return from an approved leave of absence on the specified return date
- Fail to report to work without notice for three consecutive days
- \* Notify us that you are leaving

Staff members are required to turn over all keys and other agency property to the Executive Director before leaving on their last day of work. As a courtesy, we encourage you to give us as much notice as possible but this is not required.

## **JOB LAYOFFS**

From time to time, we may need to lay off an employee as a result of job elimination, funding changes or lack of work. Should such a termination be necessary, all affected staff members will be given as much advance notice as is possible and practical.

If you lose your job due to a layoff or voluntary or involuntary termination, you will receive all accrued, unused vacation pay and personal days. You also will be eligible for continuation of your benefits coverage, based on the specifics of Cal/COBRA. (See below).

## **INSURANCE CONTINUATION**

Continuous coverage of health and dental insurance is available through California COBRA to eligible employees and their dependents (at the employee's expense) at group rates that otherwise might have been forfeited when employment ends. Further information will be provided at the time of termination.

## **EXIT INTERVIEWS**

An appropriate Manager will generally meet with all regular employees who are voluntarily leaving employment on or before their last day of work. This exit interview is meant to provide employees with the opportunity to reflect on their experience at Oakland Kids First and to offer comments, advice or suggestions pertaining to our work policies and practices.

Information shared during an exit interview will be treated as confidential and acted upon in an appropriate and timely manner.

## EMPLOYEE ACKNOWLEDGMENT

Please read the following information and return this acknowledgment form to the Executive Director for inclusion in your personnel file.

This handbook is provided to you for information and immediate reference. Because we are a dynamic and changing organization, policies included in this handbook are subject to unilateral change, revision, deletion or addition by this organization from time to time with or without prior notice. The exception to this is the at-will employment relationship.

No policy in this handbook should be interpreted as in any way changing, altering or nullifying our policy of voluntary, at-will employment. Your employment with this organization has no specified duration, and either you or the organization may terminate the employment relationship whenever either of us believes it is desirable to do so, without consideration of cause or notice. The at-will nature of our relationship may not be changed except by a separate written agreement specifically entered into for such purpose and signed by the board chair.

This is to acknowledge that I have received and read my copy of the handbook, am familiar with and understand its contents and agree to comply with its terms during my employment.

Name: \_\_\_\_\_  
(Please print)

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/23/2020

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

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

<b>PRODUCER</b> Cook, Disharoon & Greathouse, Inc. 1942 Embarcadero Oakland CA 94606		<b>CONTACT NAME:</b> Lynda Reynolds-Brown <b>PHONE (A/C, No, Ext):</b> (510) 437-1900 <b>FAX (A/C, No):</b> (510) 437-1979 <b>E-MAIL ADDRESS:</b> lbrown@cdginsurance.com	
<b>INSURED</b> Oakland Kids First 2744 E. 11th Street Unit H08 Oakland CA 94601		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nonprofits Insurance Alliance <b>INSURER B:</b> State Compensation Ins. Fund <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 35076	

## COVERAGES

**CERTIFICATE NUMBER:** CL207113563

**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X		202013909	7/30/2020	7/30/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			202013909	7/30/2020	7/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			202013909UMB	7/30/2020	7/30/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	17475972020	8/15/2020	8/15/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>IMPROPER SEXUAL CONDUCT</b>			202013909	7/30/2020	7/30/2021	EACH CLAIM & AGGREGATE \$1,000,000
A	<b>LIQUOR LIABILITY</b>			202013909	7/30/2020	7/30/2021	EACH CLAIM & AGGREGATE \$1,000,000

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

Per Acord guidelines, refer to 2nd page COMMENTS/REMARKS section for Additional Insured information.

## CERTIFICATE HOLDER

## CANCELLATION

Oakland Unified School District Attention: Risk Management 1000 Broadway, Suite 440 Oakland, CA 94607	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b> <b>AUTHORIZED REPRESENTATIVE</b> L Reynolds-Brown/NW <i>Lynda A. Reynolds-Brown</i>
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ACORD 25 (2014/01)

INS025 (201401)

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## COMMENTS/REMARKS

Oakland Unified School District is Additional Insured under General Liability per attached endorsement #CG2026 0413, when required in a written contract between the Named Insured and Additional Insured.

POLICY NUMBER: 2020-13909  
Named Insured: Oakland Kids First

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.





## APPENDIX IV: OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist

1. Intent
2. Term of MOU
3. Termination
4. Compensation
  - 4.1. Total Compensation
  - 4.2. Positive Attendance
    - 4.2.1. Reconciliation Process for Positive Attendance Based Grant Funds
    - 4.2.2. Administrative Charges and Reconciliation
  - 4.3. OUSD Administrative Fees
  - 4.4. Agency Administrative Fees
  - 4.5. Program Budget
  - 4.6. Modifications to Budget
  - 4.7. Program Fees
5. Scope of Work
  - 5.1. Student Outcomes
    - 5.1.1. Alignment with Community School Strategic Site Plan
  - 5.2. Oversight
  - 5.3. Enrollment
  - 5.4. Program Requirements
    - 5.4.1. Program Hours
    - 5.4.2. Program Days
    - 5.4.3. Program Components
    - 5.4.4. Staff Ratio
  - 5.5 Data Collection
    - 5.5.1. Accountability Reports
    - 5.5.2. Attendance Reports
    - 5.5.3. Use of Enrollment Packet
  - 5.6. Maintain Clean, Safe and Secure Environment

**EXPANDED LEARNING**

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- 5.7. Meeting Participation
- 5.8. Relationships
- 5.9. Licenses
- 6. Field Trip Policy. Field Trips, Off Site Events and Off Site Activities
  - 6.1. – 6.13.2., including, but not limited to:
    - 6.1. Licenses Permission Slips/Acknowledgement
      - 6.1.3. Notice of Waiver of All Claims
    - 6.5. Health Conditions/Medication
    - 6.6. Supervision
    - 6.7. Transportation Requirements
    - 6.11. Additional Requirements for High Risk, Overnight, Out of State Trips
    - 6.12. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading
    - 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
- 7. Financial Records
  - 7.1. Accounting Records
  - 7.2. Disputes
- 8. Invoicing
  - 8.1. Billing Structure
  - 8.2. Unallowable Expenses
  - 8.3. Invoice Requirements
  - 8.4. Submission of Invoices
  - 8.5. Submission of Invoices for ASEP and 21<sup>st</sup> Century Grants
- 9. Ownership of Documents
- 10. Changes
  - 10.1. Agency Changes
  - 10.2. Changing Legislation
- 11. Conduct of Consultant
  - 11.1. Child Abuse and Neglect Reporting Act
  - 11.2. Staff Requirements
    - 11.2.1. Tuberculosis Screening

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

- 
- 11.2.2. Fingerprinting of Agents
  - 11.2.3. Minimum Qualifications
  - 11.3. Removal of Staff
  - 11.4. Conflict of Interest
  - 11.5. Drug-Free/Smoke Free Policy
  - 11.6. Non-Discrimination
  - 12. Indemnification
  - 13. Insurance
    - 13.1. Commercial General Liability
    - 13.2. Worker's Compensation
    - 13.3. Property and Fire
  - 14. Litigation
  - 15. Incorporation of Recitals and Exhibits
  - 16. Counterparts
  - 17. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - 18. All exhibits, with required forms and timelines

## [OUSD AFTER-SCHOOL LEAD AGENCY MOU SAMPLE CONTRACT](#)

The contract template that is currently being used by lead agencies can be accessed by clicking the following link. However, please be aware that we are in the process of revising the contract template in 2 main respects: (1) the revised contract will be a master contract between OUSD and the lead agency that does not specify the school site(s) where the agency is assigned, and (2) that master contract will last for 3 years (but note that agencies and sites will continue be matched in 1-year relationships, as they are currently). The other terms will be substantially similar to those in the current contract template.

All applicants are required to review the contract template currently in use, and sign the OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist of the RFQ (Appendix IV).

*Submission of this Signed Boilerplate Checklist will constitute a representation by your firm that it has read all the clauses listed in the OUSD Expanded Learning Lead Agency MOU contract sample (Appendix IV), is willing and able to comply with OUSD contracting requirements, and understands that the standard OUSD Expanded Learning Lead Agency MOU is subject to change annually.*

## EXPANDED LEARNING

OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

DocuSigned by:

Lukas Brekke Miesner

6EB373462AF6412...

**Signature**

Lukas Brekke Miesner

**Name and Title of Signatory**

6/30/2021

**Date**

Oakland Kids First

**Name of Organization**

## APPENDIX V: Appeals Process for Applicants

Any applicant may appeal to the Oakland Unified School District Community Schools Department if the determination that it is not prequalified. An appeal must be based on one or both of two following:

- **Unfair process** (e.g., the appellant's proposal was treated differently than others, conflict of interest by OUSD Department of Expanded Learning staff, etc.)
- **Material error** (e.g., the appellant's proposal was reviewed under the wrong funding strategy, failure to consider all application materials, incorrect application of evaluation rubric or some other mistake of fact occurred), or

The appellant must submit the appeal by August 27, 2021 (i.e., 5 business days after the Lead Agency Notification Date). If the appellant fails to file an appeal prior to the applicable appeals deadline, the appellant waives any and all rights to challenge the decision of the District, whether by administrative process, judicial process, or any other legal process or proceeding.

An appeal must clearly state the facts that establish one of the above-referenced bases for appeal and how, as a result, the appellant's proposal was affected negatively. The appeal will be considered and adjudged by the Executive Director of Community Schools Student Services, whose decision will be final. Appellant should submit the appeal and any supporting documents should be sent electronically by email to:

Andrea Bustamante, Executive Director  
Community Schools Student Services  
andrea.bustamante@ousd.org

Appellants will receive written notice of the outcome of their appeal by September 3, 2021. In the event that an applicant's appeal is successful, the agency will be treated as all other prequalified agencies.