

Board Office Use: Legislative File Info.	
File ID Number	17-1177
Introduction Date	6/14/17
Enactment Number	17-0794
Enactment Date	6/14/17



Memo

To Board of Education
From Devin Dillon, Ph.D., Interim Superintendent

Board Meeting Date
(To be completed by Procurement)

Subject Professional Services Contract -YMCA of the East Bay
922/Community Schools and Student Services Dept. (site/department)

Action Requested Approval of professional services contract between Oakland Unified School District and YMCA of the East Bay. Services to be primarily provided to 922/Community Schools and Student Services Dept. for the period of June 1, 2017 through August 18, 2017.

Background
A one paragraph explanation of why the consultant's services are needed.
YMCA of the East Bay will provide an enhanced and increased summer services that will operate a morning academic program. The community partner will provide an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program for the Summer School Program.
Summer Program Hub: Hoover Elementary School

Discussion
One paragraph summary of the scope of work.
Approval by the Board of Education of a Professional Services Contract between the District and YMCA of the East Bay, Oakland, CA, for the latter to provide enhanced and increased summer services that will operate a morning academic program for an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program for the Summer School Program at Hoover Elementary School for the period of June 1, 2017 through August 18, 2017, in the amount of \$37,440.00.

Recommendation Approval of professional services contract between Oakland Unified School District and YMCA of the East Bay. Services to be primarily provided to 922/Community Schools and Student Services Dept. for the period of June 1, 2017 through August 18, 2017.

Fiscal Impact Funding resource name (please spell out) 4124/21st Century Community Learning Centers (21st CCLC) Grants not to exceed 37,440.00

Attachments

- Professional Services Contract including scope of work
- Fingerprint/Background Check Certification
- Insurance Certification
- TB screening documentation
- Statement of qualifications



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

Legislative File ID No. 17-1177

Department: 922/Summer Learning Programs - Community Schools and Student Services Department

Vendor Name: YMCA of the East Bay

Contract Term: Start Date: June 1, 2017 End Date: August 18, 2017

Annual Cost: \$ 37,440.00

Approved by: Julia Ma, Julie McCalmont

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

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

Summarize the services this Vendor will be providing.

YMCA of the East Bay will provide an enhanced and increased summer services at schools that will operate morning academic programs. The community partner will provide an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program for the Summer Learning Program at Hoover Elementary School.

Was this contract competitively bid? Yes No

If No, answer the following:

- 1) How did you determine the price is competitive?

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

2) Please check the competitive bid exception relied upon:

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

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OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2016-2017

This Agreement is entered into between YMCA of the East Bay (CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

1. **Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on June 1, 2017, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 87,800 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 87,800, whichever is later. The work shall be completed no later than August 18, 2017.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Thirty Seven Thousand, Four Hundred Forty Dollars (37,440.00) [per fiscal year], at an hourly billing rate not to exceed _____ per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: N/A

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

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

4. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* N/A which shall not exceed a total cost of _____.

5. **CONTRACTOR Qualifications / Performance of Services:**

CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

6. **Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either 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:

Professional Services Contract

OUSD Representative:

Name: Julie McCalmont
Site /Dept.: 922/Community Schools and Student Services Dept.
Address: 1000 Broadway, Suite 150
Oakland CA 94607
Phone: 510-879-2709
Email: julie.mccalmont@ousd.org

CONTRACTOR:

Name: Robert Wilkins
Title: Chief Executive Officer
Address: 2330 Broadway
Oakland CA 94612
Phone: 510-318-7654
Email: rwilkins@ymcaeastbay.org

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

8. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

- i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

- 10. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
- 11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
- 12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

Professional Services Contract

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to

Professional Services Contract

student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

- 23. Conflict of Interest: CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 et seq. and section 87100 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

- 24. 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/).

- 25. 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.

- 26. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

- 27. Integration/Entire Agreement of Parties: This Agreement constitutes 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 both Parties.

- 28. 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.

- 29. 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.

- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

- 31. W-9 Form: If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

[Handwritten signature]

6/15/17

- President, Board of Education
- Superintendent
- Chief or Deputy Chief

[Handwritten signature]

[Handwritten signature] 6/15/17

Secretary, Board of Education

CONTRACTOR

[Handwritten signature]

Contractor Signature

~~Robert Wilkins~~ *[Handwritten signature]*

Chief Executive Officer

Print Name, Title

Form approved by OUSD General Counsel for 2016-17 FY

EXHIBIT "A" SCOPE OF WORK

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

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

YMCA of the East Bay will provide enhanced and increased summer services that will operate a morning academic program. The community partner will provide an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program for the Summer School Program at Hoover Elementary School.

Professional Services Contract

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

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

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

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

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

Please select:

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



OUSD Summer 2017 Lead Agency Summer Program Plan

Summer Hub: Hoover Elementary School

(Submit to OUSD Expanded Learning Office by March 24)

SECTION 1: Summer Program Snapshot

Lead Agency Name: YMCA of the East Bay	Summer Hub Site & Program Model ex:(A+B): Springboard & YMCA Hoover	Target Summer Average Daily Attendance (ADA) Number: 105	Grades Served: K-5	Program Dates: (note any program closure dates during this period) 6/19/17-7/9/17 No School: 7/4/17
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SECTION 2: Lead Agency Assurances

Please review and initial each item and sign below.

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

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

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

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

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

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

TN If I am a stand-alone 6 hour program, I understand that OUSD will only cover custodial costs for four to six weeks of my summer program until 3:30 pm. My agency will be responsible for covering any extra custodial costs if my program runs beyond four to six weeks, and beyond the hours of 3:30 pm daily.

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

Name and Signature of Summer Lead Agency Director: Tariq Norris

SECTION 3: Summer Calendar and Daily Schedule

- a) Please turn in a copy of your summer calendar showing all program days of operation, field trips, and any other notable special events and activities (ie. your summer end family celebration) by May 19th.
- b) Please turn in a copy of your daily schedule detailing the entire 6 hour program (*Note: sites that are using the A+B model must include the morning academic program in the daily schedule you submit*) by May 19th.
 - Please note that all programs under the A+B model will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), between the hours of 12:15 – 3:15.
 - Please include staff prep and meeting times, and clean up/debrief times on your daily schedule.

SECTION 5: Summer Program Recruitment and Retention Strategies and Timeline

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

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

The date of my parent orientation is: June 14th. 2017

SECTION 6: Summer Line Staff Information (if 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.

Summer staff must meet the minimum staff qualifications according to the 21st Century 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 A+B programs will be expected to attend 15 – 18 hours of OUSD summer line staff trainings. The Summer Site Coordinator and summer program staff should be hired no later than May 1.

Site Coordinator Name	Email	Current After School Site where he/she works		# of yrs in working in OUSD after school programs	# of yrs working in OUSD summer programs	List any OUSD after school learning communities this staff member has participated in
Destiny Walker	dwalker@ymcaeastbay.org	West Oakland Middle School		4	6	n, New Corner and ELL Training, Middle School Progr

Signature of Summer Lead Agency Director _____

Signature of Hub Site Principal: _____

Summer Program Schedule- Hoover Elemenatry Summer HUB-YMCA Enrichment Prog.

Your program schedule must reflect at least 6 hours of programming per day

A+B model programs must include the morning summer academic program on this schedule

Monday - Friday

Hoover Summer HUB-Springboard-Morning Academic Program (A)		Minutes
8:00 - 8:15	Teacher Prep	15
8:15-8:30	Breakfast	15
8:30 - 9:15	Springboard Instruction	45
9:15 - 10:00	Springboard Instruction ?	45
10:00-10:30	Lunch & Community Building with Full AM and PM staff	30
10:30-11:15	Springboard	45
11:15-12:15	Springboard	45
	Total Required Time: 4 hrs.	
YMCA - Aftenoon STEM & Enrichment Program (B)		Minutes
12:15 - 12:25	Sign In	10
12:25-12:40	Opening Circle	15
12:40-1:40	Activity 1	60
1:40-1:55	Snack	15
1:55-2:40	Activity 2	45
2:40-3:00	Closing Circles	20
3:00 - 3:15	Sign Out -Clean Up	15

Total time: 3hrs.

Afternoon enrichment staff will arrive at 11:15 a.m. each day. Staff meetings will occur every Thursday from 11:15-12:00.

Site Coordinators will arrive 10:30 each day to prep and support academic portion of program.

OUSD Agency Expectatlonş for Summer HUB programs:

*Morning academic program by OUSD staff runs from 8:15am – 12:15pm (includes lunch; teacher prep from 8:00 – 8:30 am daily)

*Afternoon STEM & Enrichment by Lead Agency partner runs from 12:15pm – 3:15 pm (building must be empty of students by 3:30pm and staff by 3:40; custodian locks building at 4 pm).

2012-2013 Elementary/Middle School After School Program Budget

21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 2017

Site Name:	Hoover Elementary	21st CCLG Grant Funds for Lead Agency	Lead Agency In-Kind Contributions
Site #:	170		
Lead Agency:	YMCA of the East Bay		
students (ADA):	105		
program days:	24		
Grant Funds:	\$32,760		
TOTAL CONTRACTED FUNDS		132,750	\$0

BOOKS AND SUPPLIES

4310	Supplies (can be purchased by lead agency for summer supplemental programming)	\$800	
4310	Curriculum	\$800	
5829	Field Trips (fees, supplies)	\$1,495	
	Bus tickets for students	\$800	
	Rental bus for field trips	\$2,400	
	Snacks	\$0	
	Incentives	\$669	
	Family Night supplies	\$300	
	Total books and supplies	\$6,764	\$0

CONTRACTED SERVICES

5825	Site Coordinator (YMCA Staff) Destiny Walker (1 staff X total hours 125 X hourly rate \$23.00 (including prep & trng. time)	\$2,875	
5825	Academic Instructors (# of staff X total hours X hourly rate, including prep and training time)	\$0	
5825	Enrichment Facilitators: Charmajay P. (1 staff X total hours 120 X hourly rate \$20.00, (training, attendance, city span, trip coordination)	\$0	
5825	Enrichment Facilitators: Tierra K. & Devilla E (2 staff X total hours 448 X hourly rate \$16.00, including prep and training time)	\$7,168	
5825	Enrichment Facilitators: Felicia W., Anthony C., Lomika S., Aahli F (3 staff X total hours 224 X hourly rate \$15.00, including prep and training time)	\$10,080	
5825	Enrichment Facilitators: (Staff to be Hired) (1 staff X total hours 224 X hourly rate \$15.00, including prep and training time)	\$0	
5825	STEM Instructors (# of staff X total hours X hourly rate, including prep and training time)	\$0	
5825	Contracted OUSD Summer Teachers	\$0	
5825	Subcontractors (please list each specific subcontracting agency) Prescott, East Bay Vivarium, Gardening Program: \$20 per hr x 30hrs includes prep time.	\$1,400	
5825	Professional Development	\$400	
5825	Employee benefits	\$2,813	
	Total services	\$24,736	\$0

IN-KIND DIRECT SERVICES

	YMCA of the East Bay Summer Day Camp & Youth Development Training		\$4,000
			\$3,500
	Summer meeting and professional development training space		\$2,800
	YMCA Administrative Support: Regional Youth & Family Director		
	Total value of in-kind direct services		\$10,300

SUBTOTALS

	Subtotals DIRECT SERVICE	\$31,500	\$0
	Allowable lead agency admin (at 4% of contracted funds or less)	\$1,260	

TOTALS

	Total budgeted per annum	\$32,760	
	BALANCE remaining to allocate	\$0	

Required Signatures for Budget Approval:

Lead Agency:	<i>Jay N</i>	Date:	3/29/2017
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Notes:

- 1) Lead agencies will be required to submit a summer-end expenditure report on these budget expenditures.



CERTIFICATE OF LIABILITY INSURANCE

6/1/2017

DATE (MM/DD/YYYY)

4/11/2017

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

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

PRODUCER Lockton Insurance Brokers, LLC CA License #OF15767 Three Embarcadero Center, Suite 600 San Francisco CA 94111 (415) 568-4000	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED 1415419 Young Men's Christian Association of the East Bay 2330 Broadway Oakland CA 94612	INSURER A: United States Fire Insurance Company NAIC # 21113	
	INSURER B: Travelers Property Casualty Co of America 25674	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES YMCEA01 **CERTIFICATE NUMBER:** 14618477 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	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 <input checked="" type="checkbox"/> EBL @ \$1M <input checked="" type="checkbox"/> Abusive Acts \$1M GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	N	506-885657-4	6/30/2016	6/30/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident)	\$ XXXXXXXX
							BODILY INJURY (Per person)	\$ XXXXXXXX
							BODILY INJURY (Per accident)	\$ XXXXXXXX
							PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
								\$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE	\$ XXXXXXXX
							AGGREGATE	\$ XXXXXXXX
								\$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TC2JUB-6A050452-16	6/1/2016	6/1/2017	<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

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

THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.
 RE: Oakland Unified School District is additional insured as respects their interest in OUSD Summer Schools held by Oakland Unified School District for Hoover Elementary School, 890 Brockhurst St., Oakland, CA 94608 and Emerson Elementary School, 4803 Lawton Ave., Oakland, CA 94609 ongoing through the policy period for liability arising out of the operations of the insured.

CERTIFICATE HOLDER**CANCELLATION** See Attachment**14618477**
 Oakland Unified School District
 Attention: Risk Management
 1000 Broadway, Suite 440
 Oakland CA 94607

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

AUTHORIZED REPRESENTATIVE

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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):

ANY PERSON OF ORAGANIZATION WHOM YOU ARE REQUIRED TO ADD AS AN ADDITIONAL INSURED TO THIS POLICY BY WRITTEN CONTACT OR AGREEMENT, UNLESS SUCH CONTRACT OR AGREEMENT IS EXECUTED AFTER THE DATE OF LOSS.

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 of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by of 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 respects to the insurance afforded to these additional insured, 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.



March 24, 2017

Dear Julia Ma,

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Tariq Norris', is written over a light grey rectangular background.

Tariq Norris

Regional Director of Youth and Family Programs

Hoover Elementary/ YMCA Summer HUB Program Calendar

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 <u>First Day of Program</u> Parent Orientation	20	21	22	23	24
25	26	27	28 <u>Field Trip</u> Location-TBD	29	30	

Important Information:

June 19th: Parent Orientation
2:15-3:00 p.m.

June 28th: Field Trip- Location-TBD

*Field trip dates & locations are subject to change. Advance notice will be provided to parents/caregivers in the event of a field trip location or date change.

Hoover Elementary/ YMCA Summer HUB Program Calendar

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 <u>4th of July</u> No School or Program	5	6	7 Prescott Circus Performance (On site)	8
9	10	11	12	13 <u>Field Trip</u> East Bay Vivarium (at Emerson School)	14	15
16	17	18	19 <u>Field Trip</u> YMCA Olympics Robert's Park Last Day of Program	20	21	22
23	24	25	26	27	28	29
30	31					

Important Information:

4th of July: No School or Program

July 7th: Prescott Circus- (On Site)

July 13th: East Bay Vivarium-
Emerson Elementary School

July 19th: YMCA Olympics- Roberts
Park- Last Day of Program

*Field trip dates & locations are subject to change. Advance notice will be provided to parents/caregivers in the event of a field trip location or date change.



The Y. So Much More™

OUR CAUSE

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

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

ABOUT THE YMCA OF THE EAST BAY

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

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

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

YOUTH DEVELOPMENT AT THE Y

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

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



The Y. So Much More™

FISCAL RESPONSIBILITY, MANAGEMENT, & INFRASTRUCTURE

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

Financial Reserves

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

Fiscal Management

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

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

Hoover Summer Program Staff 2017

Program Staff Name	Email	Current After School Site Where he/she works	Summer teaching assignment(s) (grade & subject, if known)	# of yrs in working in after school	# of yrs working in summer programs	List any OUSD after school learning communities this staff member has participated in
Tierra Knight		West Oakland Middle School			3	Middle School Program Planning, YMCA Summer Day Camp Training
Devilla Ervin		West Oakland Middle School			4	Middle School Program Planning, YMCA Summer Day Camp Training
Felicia Walker		West Oakland Middle School			3	Middle School Program Planning, YMCA Summer Day Camp Training
Anthony Cooke		West Oakland Middle School			2	Middle School Program Planning, YMCA Summer Day Camp Training
Lomika Sojourner		West Oakland Middle School			2	Middle School Program Planning, YMCA Summer Day Camp Training
Ashli Fisher		University Student Worked 3 Summer Day Camps with the YMCA of the East Bay			4	Middle School Program Planning, YMCA Summer Day Camp Training

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2016-2017



Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including the Excluded Party List, Insurance and Talent Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition, the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check
 For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/>)
 For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

OUSD Staff Contact Emails about this contract should be sent to: (required) Renee.McMearn@ousd.org

Contractor Information

Contractor Name	YMCA of the East Bay	Agency's Contact	Robert Wilkins		
OUSD Vendor ID #	V018151	Title	Chief Executive Officer		
Street Address	2330 Broadway	City	Oakland	State	CA Zip 94612
Telephone	510-318-7654	Email (required)	rwilkins@ymcaeastbay.org		
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	June 1, 2017	Date work will end	August 18, 2017	Other Expenses	
Pay Rate Per Hour (required)		Number of Hours (required)			

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
4124	21st CCLC	9221872402	5825	\$ 37,440.00
			5825	
			5825	
Requisition No. (required)	R0174784	Total Contract Amount		\$ 37,440.00

Approval and Routing (in order of approval steps)

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

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

1.	Administrator / Manager (Originator)	Name	Julie McCalmont	Phone	510-879-2709
	Site/Department (Name & #)	922/Community Schools and Student Services Dept.		Fax	510-879-4605
	Signature			Date Approved	5/22/17
2.	Resource Manager , if using funds managed by:	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Schools & Student Services <input type="checkbox"/> Risk Mgmt			
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	5/17/17
	Signature (if using multiple restricted resources)	Date Approved			
3.	Network Superintendent/Deputy Network Superintendent				
	Signature			Date Approved	
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$ _____				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	Date Approved			
5.	Superintendent, Board of Education Signature on the legal contract				
Legal Required if not using standard contract		Approved	Denied - Reason	Date	
Procurement	Date Received	PO Number			

SAM Search Results
List of records matching your search for :

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

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

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

Expiration Date: Mar 20, 2018 Has Active Exclusion?: No Delinquent Federal Debt?: No

Address: 2330 BROADWAY

City: OAKLAND

State/Province: CALIFORNIA

ZIP Code: 94612-2415

Country: UNITED STATES