

Board Office Use: Legislative File Info.	
File ID Number	16-1788
Introduction Date	8/24/16
Enactment Number	16-1385
Enactment Date	8/24/16 ER



# Memo

**To** Board of Education

**From** Antwan Wilson, Superintendent

**Board Meeting Date** 8/24/16  
*(To be completed by Procurement)*

**Subject** Memorandum of Understanding - YMCA of the East Bay (contractor) - 168/Carl Munck Elementary School (site)

**Action Requested** Approval of a Memorandum of Understanding (MOU) between District and YMCA of the East Bay, for services to be provided primarily to 168/Carl Munck Elementary School.

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

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

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

Approval by the Board of Education of a Memorandum of Understanding 2016-2017 between the District and YMCA of the East Bay, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services for Carl Munck Elementary School's comprehensive After School Program for the period of July 1, 2016 through August 20, 2017, in the amount of \$93,879.00.

**Recommendation** Approval by the Board of Education of a Memorandum of Understanding (MOU) between the District and YMCA of the East Bay for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Carl Munck Elementary School for the period July 1, 2016 through August 20, 2017.

**Fiscal Impact** Funding Resource: 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$93,879.00.

**Attachments**

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



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

Legislative File ID No. 16-1788

Department: After School Program, Carl Munck Elementary School

Vendor Name: YMCA of the East Bay

Contract Term: Start Date: 7/01/2016 End Date: 8/20/2017

Annual Cost: \$ 93,879.00

Approved by: Julia Ma

Is Vendor a local Oakland business? Yes [checked] No [ ]

Why was this Vendor selected?

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

Summarize the services this Vendor will be providing.

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

Was this contract competitively bid? Yes [ ] No [checked]

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**

# Memorandum of Understanding 2016-2017 Between Oakland Unified School District and

YMCA of the East Bay

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent to contract with YMCA of the East Bay ("AGENCY") to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at 168/Carl Munck School under the following grants:
  - After School Education and Safety Program ("ASESP")
  - California Department of Education ("CDE") 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC)
  - Oakland Fund for Children and Youth - This MOU will also outline services provided on OUSD school grounds through the Oakland Fund for Children and Youth ("OFCY") After-School Initiative funds that shall be utilized as matching funds to CDE ASESP and 21<sup>st</sup> CCLC funds.
  - Private grants
2. **Term of MOU.** The term of this MOU shall be July 1, 2016 to August 20, 2017 and may be extended by written agreement of both parties.
3. **Termination.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
4. **Compensation.** The ASESP and 21<sup>st</sup> CCLC grant award amount for YMCA of the East Bay is \$ 93,879.00. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:
  - 4.1. **Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee, 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.
  - 4.2. **Positive Attendance.** Payment for services rendered related to the ASESP and 21<sup>st</sup> CCLC grants shall be based on actual student attendance rates (\$7.50 a day per student), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$7.50 a day per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASESP and 21<sup>st</sup> CCLC grants to be processed. Exhibit A (Attendance Reporting Schedule 2016-2017")
    - 4.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASESP, 21<sup>st</sup> CCLC (Core Grant) for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any

remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.

- 4.2.2. **Administrative Charges and Reconciliation.** Reconciliation process for positive attendance based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 4.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall ASEP and 21<sup>st</sup> Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.
- 4.4. **AGENCY Administrative Fees.** AGENCY understands and agrees that it may not charge more than 4% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the ASEP and 21<sup>st</sup> Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASEP 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 ASEP and 21<sup>st</sup> CCLC programs. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the ASEP and 21<sup>st</sup> CCLC programs.
- 4.5. **Program Budget.** The grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2016-2017 and will not exceed \$ 93,879 00 in accordance with Exhibit B. **Exhibit B** ("ASESP/21<sup>st</sup> CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2016-2017").
- 4.6. **Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by AGENCY without delay.
- 4.7. **Program Fees.** The intent of the ASEP and 21<sup>st</sup> CCLC programs is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance.

5. **Scope of Work.** AGENCY will serve as lead agency at 168/Carl Munck School, will be responsible for operations and management of the ASEP, 21st CCLC, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2016-2017. This shall include the following required activities:

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

5.1.1. **Alignment with Single Plan for Student Achievement ("Site Plan").** AGENCY will ensure the after school program aligns with OUSD and 168/Carl Munck School and objectives to ensure the success of students as articulated in the Site Plan. AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

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

5.3. **Enrollment.** AGENCY will enroll K through 5<sup>th</sup> grade students at 168/Carl Munck School, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

#### 5.4. **Program Requirements**

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

5.4.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2016 – 2017 school year. AGENCY will close the ASEP and 21<sup>st</sup> CCLC program no more than a maximum of 3 days in the 2016-2017 school year for staff professional development, as permitted by Education Code. Programs that receive 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer shall additionally operate a sufficient number of days and hours in the summer, on weekends, and during intercession in the manner prescribed by the grant legislation and/or funder, in order to meet attendance goals required by the CA Department of Education and/or the funder

5.4.3. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASEP and 21<sup>st</sup> CCLC grants for students at 168/Carl Munck School. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines including, but not limited to:

- **Educational and Literacy.** An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.
- **Enrichment.** The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports, music, career awareness, college interest, service learning and other youth development activities

based upon student needs and interests. All programs must offer both enrichment and recreation/physical fitness activities as core components of the after school program and summer program.

- **Family Literacy Services.** In all programs receiving 21<sup>st</sup> CCLC grant funds, AGENCY shall assess the need for family literacy services among adult family members of the students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- **Supplemental and Summer Services.** In all programs receiving 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of activities may be implemented based on local student needs and interests, and district guidelines for summer programming.
- **Middle School Sports League Activities.**  
All programs participating in the Middle School Sports League must include those activities in their Program Planning tool and Program Schedule. Middle School Sports League activities, including but not limited to on and off site practices and games, are subject to the field trip policy high risk field trip activities requirements provided in this agreement. All sports participants and volunteers must have on file a completed Middle School Sports Release of Liability and Assumption of Risk prior to participation (attached hereto as Exhibit E (1)).

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

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

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

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

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

5.4.3.1.5. Provide annual training to AGENCY.

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

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

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

5.4.3.2.3. Ensure meal count is accurate;

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

5.4.3.2.5. Return leftovers to cafeteria;

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

5.4.3.2.7. Ensure that meals are not removed from campus

- 5.4.3.2.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination
- 5.4.3.3. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.
- 5.4.3.3.1. MPW not completed and submitted by the next business day;
- 5.4.3.3.2. Snacks are ordered and not picked up
- 5.4.3.4. In addition to any applicable liability associated with audit findings. AGENCY will be charged the following for each meal that OUSD is unable to claim due to AGENCY's failure to comply with program requirements:
- 5.4.3.4.1. Snack: \$1.00
- 5.4.3.4.2. Supper: \$3.50
- 5.4.3.5. AGENCY will be liable for audit findings and/or assessments (See Section 12 below) that are attributable to AGENCY's failure to comply with the rules and regulations of the Nutrition Services program, including liability if reimbursement is denied Nutrition Services because of AGENCY's failure to comply with program requirements.
- 5.4.4. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20, with no more than 20 youth for each qualified, adult staff supervisor.
- 5.5. **Data Collection.** AGENCY will work with OUSD to collect and analyze data on student enrollment, student attendance, student academic performance, student satisfaction, and parent satisfaction. This includes, but is not limited to:
- 5.5.1. **Accountability Reports.** Providing OUSD with the following set of program accountability reports:
- Financial reports
  - Activity reports
  - Outcomes reports: behavioral and academic
- 5.5.2. **Attendance Reports.** Providing OUSD with attendance reports using the OUSD/OFCY attendance systems and maintaining required attendance records utilizing the OUSD/OFCY attendance systems, including completion of mandatory monthly reports. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by Agency for 5 years for auditing purposes.
- 5.5.3. **Use of Enrollment Packet.** AGENCY will use OUSD After School Program Parent Permission and Student Information enrollment packet, including early release waiver, for all after school participants. (**Exhibit C**) AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD enrollment packet, in advance of distribution.
- 5.6. **Maintain Clean, Safe and Secure Environment.** Maintaining clean, safe, and secure program environments for staff and students in conjunction with OUSD guidelines. AGENCY, as they view necessary, will initiate and establish additional cleanliness, safety, and security policies and protocol sufficient to ensure staff, student and family member safety.
- 5.7. **Meeting Participation.** AGENCY will participate in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by OUSD and collaborative partners in conducting program planning, implementation, and evaluation. These include required regular meetings with the school principal or other identified designee to ensure collaboration



with the school vision. AGENCY staff will participate in meetings facilitated by the OUSD After School Programs Office to address program quality, program improvement and general troubleshooting.

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

- Administration, faculty, and staff of 168/Carl Munck School
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

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

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

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

6.1.1. a full description of the trip and scheduled activities

6.1.2. student/adult participant health information

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

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

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

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

6.5. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (eg food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.

## 6.6. Supervision

6.6.1. AGENCY Executive Director must review and approve supervision plan.

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

6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or early childhood education or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.

6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.

6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.

6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).

6.7. **Transportation Requirements:** The after school and summer program or subcontractors shall ensure compliance with all state laws and may transport by the use of its own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if after school or summer program arranges and/or contracts with a third party to provide this transportation, the organization or company with whom they contract must 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 and \$1,000,000 General Liability insurance; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

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

6.9. Vendor is licensed to provide all proposed activities.

6.10. All after school program student participants on field trips, off site events or activities must be covered by medical or accident insurance.

6.10.1. OUSD will secure at its own expense limited student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians due to student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. All accidents or injuries to student participants must be reported via email to [ousdincidents@ccmsi.com](mailto:ousdincidents@ccmsi.com) by After School Program staff within one business day of occurrence. 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.

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

**6.11.1. Definition of High Risk Activities**

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

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

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

6.11.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly

fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.

6.11.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.

6.11.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test negative shall thereafter be required to take tuberculosis test every four years or sooner if deemed necessary by AGENCY.

6.11.4. Letter must be sent to parent(s)/guardian(s) and a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.

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

6.11.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:

- Facility
- Program

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

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

6.12.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

**6.12.3. Swimming Activities**

6.12.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.

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

6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.

6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.

- 6.12.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.
- 6.12.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- 6.12.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- 6.12.3.8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.
- 6.12.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.
- 6.12.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

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

6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (**attached as Exhibit E**), executed by either the participant if he or she is 18 years of age or older, or the participant's parent or legal guardian if the participant is under 18 years of age

6.13.2. Should AGENCY fail to provide an original, properly completed, signed and dated East Bay Regional Park District Waiver for each trip participant as defined in Section 6.13.1 above, AGENCY agrees to hold harmless, defend and indemnify OUSD, its officers, employees, volunteers and agents from all claims and actions resulting therefrom.

**7. Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASESP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2015-2016. 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.

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

**7.2. Disputes.** AGENCY shall make all records related to ASESP, 21ST CCLC available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

**8. Invoicing**

**8.1. Billing Structure.** AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.

- 8.2. **Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using ASES, 21<sup>st</sup> Century Core Grant, 21<sup>st</sup> Century Direct Access, or 21<sup>st</sup> Century Family Literacy funds.
- 8.3. **Invoice Requirements.** AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (**Exhibit F**) for regular invoice submission.
- 8.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (**Exhibit G**)
- 8.5. **Submission of Invoices for ASESP and 21<sup>st</sup> Century Grants.** For services rendered related to the ASESP and 21<sup>st</sup> CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASESP and 21<sup>st</sup> CCLC grants, with a cumulative total for 2016-2017 not to exceed \$93,879.00 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10<sup>th</sup> of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (**Exhibit F**). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.
9. **Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASESP and 21<sup>st</sup> CCLC programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.
10. **Changes**
- 10.1. **Agency Changes.** AGENCY may, at any time, by written order, make changes consistent with Section 5 Scope of Work of this MOU. If such changes cause an increase or decrease in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 5.4, or both. In the event that AGENCY encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, AGENCY shall so advise OUSD immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given to OUSD prior to the time that AGENCY performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written amendment to this MOU and signed by OUSD prior to AGENCY's implementation of such changes.
- 10.2. **Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during

an academic school year. This MOU may be amended during the 2016-2017 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant

11.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense sufficient Mandated Reporter training to all AGENCY staff, agents and volunteers at least annually within their first month working with OUSD students and comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.

11.2. **Staff Requirements.** AGENCY will adhere to the following staff requirements for each AGENCY “agent”, including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:

11.2.1. **Tuberculosis Screening.** Current documentation of negative TB Test (PPD) on file for each AGENCY agent working with students.

11.2.2. **Fingerprinting of Agents.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.

11.2.3. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on site during the program each day.

11.3. **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.

11.4. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the

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

- 11.5. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.6. **Non-Discrimination.** Consistent with the policy of OUSD 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 California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 11.7. **Bullying.** The District's Board of Education recognizes the harmful effects of bullying on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate bullying of any student. AGENCY shall adopt a policy expressly against harassment, intimidation, and bullying.
- 11.8. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.
12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, audit fines, assessments, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.
13. **Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance:
  - 13.1. **Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.



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

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

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

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

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

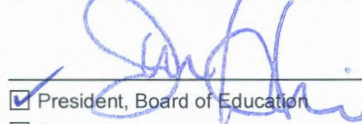
16. **Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

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

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

**OAKLAND UNIFIED SCHOOL DISTRICT**

**AGENCY**

  
\_\_\_\_\_  
 President, Board of Education  
 State Administrator  
 Superintendent

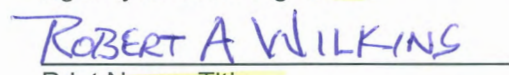
8/25/16  
Date

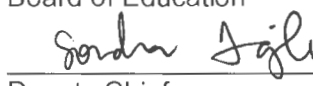
  
\_\_\_\_\_  
Agency Director Signature

7/27/16  
Date

  
\_\_\_\_\_  
Secretary,  
Board of Education

8/25/16  
Date

  
\_\_\_\_\_  
Print Name, Title


  
\_\_\_\_\_  
Deputy Chief  
Community Schools and Student Services Dept.


8/4/16  
Date

  
\_\_\_\_\_  
Principal

Date

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

  
\_\_\_\_\_  
Network Superintendent \_\_\_\_\_ Date

  
\_\_\_\_\_  
Chief Academic Officer \_\_\_\_\_ Date

- **Exhibit F. Invoicing and Staff Qualifications Form**
- **Exhibit G. Fiscal Procedures and Policies**
- **Exhibit H. Certificates of Insurance**
- **Exhibit I. Statement of Qualifications**

*MOU template approved by Legal June, 2016*

Exhibit A

Attendance Reporting Schedule


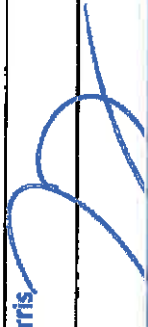
<b>Oakland Unified School District After School Programs Attendance Reporting Schedule</b>	
<b>Monthly Attendance Period</b>	<b>Deadline to Input Attendance Data into Cityspan</b>
July 1 – July 31, 2016	August 10, 2016
August 1 - August 30, 2016	September 9, 2016
September 1-30, 2016	October 10, 2016
October 1-30, 2016	November 10, 2016
November 1-30, 2016	December 9, 2016
December 1-31, 2016	January 10, 2017
January 1-31, 2017	February 10, 2017
February 1-28, 2017	March 10, 2017
March 1-31, 2017	April 10, 2017
April 1-30, 2017	May 10, 2017
May 1-31, 2017	June 9, 2017
June 1-30, 2017	June 16, 2017

Exhibit B

ASES and 21<sup>st</sup> CCLC After School Program Plan  
and After School Budget Planning Spreadsheet

*(Template distributed separately)*

**INSERT HERE**

<p>OLUSD After School Programs          ASES and 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) After School Program Plan          Elementary &amp; Middle Schools          2016 – 2017</p>	
<p><b>SECTION 1: School Site Information</b></p>	
<b>School Site:</b> Carl Munck Elementary School	<b>Lead Agency:</b> YMCA of the East Bay
<b>Principal Signature:</b> Denise Burroughs 	<b>Lead Agency Signature:</b> Tariq Norris 
<b>After School Site Coordinator Name:</b> Kimberly Lewis	<b>Date:</b> June 30 <sup>th</sup> 2016
<p><b>SECTION 2: alignment with site plan (SSP), Major Improvement Priorities</b>          In collaboration with school leadership, identify the school's major improvement priorities where this after school program is available for its high leverage practices.</p> <p>Participants will be given opportunities to talk each other about grade level text and to apply what they have learned to specific tasks across curriculum. Advance instructional coherence across the school through collaborative development of integrated units of instruction that incorporate Common Core aligned pedagogical shifts and curriculum.</p> <p>Offer a range of tiered interventions that support the social-emotional and academic development of all the students. The ASP offer students opportunities for enrichment as well as additional academic support.</p>	

<p>LCAP Strategic Priorities            (in collaboration with school leadership, identify the specific LCAP goals that this after-school program will intentionally support)</p>	
<ul style="list-style-type: none"> <li>— College &amp; Career Readiness (LCAP Goal 1)</li> <li>— Literacy (Proficiency on Standards, Grade Level Reading, English Learners Reading Fluency-LCAP Goals 2, 3, 4)</li> <li>— Mathematics/STEM Proficiency (Proficiency on State Standards—LCAP Goal 2)</li> <li>— Student Engagement (LCAP Goal 5)</li> <li>— <input checked="" type="checkbox"/> Parent/Family Engagement (LCAP Goal 6)</li> <li>— <input checked="" type="checkbox"/> Safe, Healthy &amp; Supportive Schools (LCAP Goal 7)</li> </ul>	<p data-bbox="609 262 673 1915">State 3 -- 4 primary goals of the After School Program and intended impacts for participating students. Describe how these after school goals align with the school's Major Improvement Goals and Strategies identified in its SPSA plan.</p> <ul style="list-style-type: none"> <li data-bbox="706 262 1015 1915"> <p>● <b>To help improve our student's academic achievement:</b> We do this through strong, intentional academic support, such as structured and quiet small group homework support using Common Core guidelines, as well as ELA &amp; Math support for students who are performing below proficiency. Homework, skill building, and academic support, will occur four days a week, Monday- Thursday. Students will participate in 1 hour of homework support M-Th, 3 hours of ELA skill building each week, and targeted intervention (ELA/Math) aligned with benchmarks 2 hours per week. Additionally, students will increase language comprehension, improve study and computer skills, improve proficiency in number sense, algebra function, and word problems. The intended outcome is improved test scores and strive for 100% of our students turning in completed homework to teachers. The after school program will be closely aligned with the school day instruction, will use the same academic language and methods, and reinforce teaching concepts. We will work closely with school day teachers to ensure content is aligned with day time learning.</p> </li> <li data-bbox="1047 262 1258 1915"> <p>● <b>To provide students a safe fun program environment and positive and caring adult role models, with whom they look up to and respect:</b> We are able to do this by employing: caring, honest, respectful and responsible Instructors who are trained in Youth Development Principles. This leads to students feeling both physically and emotionally safe as well as comfortable in their academic environments. The impact is felt when we receive full participation and students take leadership roles based on their own observations of staff. Also, students use ownership language when referring the program and its individual activities. Students will participate in fun, quality enrichment offerings that are designed to address and support needs of the whole child.</p> </li> </ul>

- Intrinsic Learning & Community Building:** This goal is reached when we are able to successfully implement goals one and two. At this point learning becomes intrinsic and a community is built. We will establish an academic environment which children feel free to ask questions and challenge themselves as well as classmates to thrive in their academic endeavors. We will instill in each participant that effort is key to their own success. We can measure this by students bringing homework daily, completing assignments, students asking for help from students and/ or instructors. Lastly, students encouraging each other to attempt to solve math problems or read literature rather than step back and wait for the answer. Student leadership will grow organically and become vital to our community.

**SECTION 3: DUSD Strategic Questions**

Complete the matrix for at least two of the following four OUSD Strategic questions.

Strategic Questions/Desired Outcomes	Strategic Activities <i>What after school strategic activities will support the desired outcomes?</i>	Outcomes of Strategic Activities <i>What short-term outcomes will you expect from your efforts by the end of the school year?</i>	Data used to assess the strategic activities <i>What data will be collected to measure these outcomes?</i>
<p><b>High School Graduation:</b> How many more Oakland children are graduating from high school?</p>			
<p><b>Satisfactory School Day Attendance:</b> How many more Oakland children are attending school 95% or more?</p>	<ul style="list-style-type: none"> <li>-Site Coordinator will participate in school site attendance team convening bi-weekly to review goals and plan strategic approach.</li> <li>-Parent orientation meetings detailing the importance of attendance, the attendance policy and consequences for chronic absenteeism.</li> <li>-Track student attendance</li> </ul>	<ul style="list-style-type: none"> <li>-Consistent daily attendance and improved chronic absent tardy rate.</li> <li>-Daily attendance and tardiness improves after parent education events and notifications.</li> </ul>	<p>We will use attendance reports.</p>



	<p>follow-up and address patterns of absenteeism. Recognize and reward students with perfect and improved attendance monthly, quarterly and annually.</p>		
<p><b>Job Skills/Career readiness:</b> How many more students have meaningful internships and/or paying jobs?  <b>Health and Well-being:</b> How many more Oakland children have access to, and use, the health services they need?</p>	<ul style="list-style-type: none"> <li>• Provide students with a variety of program offerings that include at least 30 minutes of physical activity each day. Physical activities will include moderate to vigorous exercise with an introduction, cool down and reflection time for all students.</li> <li>• Activities will take place indoors and outdoors.</li> <li>• Garden and Cooking classes will teach students how to grow, prepare, and incorporate healthy fruits and vegetables into their diets.</li> </ul>	<ul style="list-style-type: none"> <li>• 85% of students will take ownership over their healthy eating habits.</li> <li>• 85% of students will engage in at least one new health related activity.</li> <li>• 90% of students will eat healthier and increase their amount of physical activity.</li> <li>• 85% of students will learn at least two self-care methods that will help them create a sense of well-being i.e. meditation, reflection, seeking support from school day clinicians.</li> </ul>	<ul style="list-style-type: none"> <li>• YMCA health and wellness satisfaction pre and post student surveys.</li> <li>• California Healthy Kids Survey</li> </ul>



<p><b>SECTION 4: Program Model and Lead Agency Selection</b></p>	<p><b>For 2016-2017, my site will operate the following program model:</b></p> <p><b>X Traditional After School: voluntary program open to all students, with enrollment priorities targeting certain students</b></p> <p><b>Extended Day Program: additional class periods offered to students after the end of the regular bell schedule, for targeted grades and/or for all students of the school (Note: extended day classes must not appear on the school bell schedule)</b></p> <p><b>Blended/Hybrid: combination of some extended day and some traditional after school programming</b></p>
<p><b>Description and Rationale for Selection of Lead Agency</b> Describe how the selected Lead Agency partner will support the school's plan for Full Service Community School/development.</p> <p>YMCA afterschool programs are designed to help youth achieve full academic potential, learn new skills, foster connections and strengthen bonds with their family and school community. These values and skills align with OUSD's targets, as outlined in the pathway from cradle to career in the Strategic Plan, making the YMCA of the East Bay a well-positioned partner.</p> <p>The Y's focus on youth development, healthy living, and social responsibility ensures that staff, families, and students have access to support and partnerships that strengthen the foundations of their school and neighborhood communities. With a specific focus on nurturing the potential of every child and teen, improving health and well-being, and providing opportunities to give back and support neighbors, the YMCA enables youth, families and communities to be healthy, confident, and connected. Since 1879, the YMCA of the East Bay (the Y) has delivered innovative programs and services that address pressing social needs in Alameda and West Contra Costa Counties. Building on over a century of youth development work, we deliver specialized programs designed to help children and teens learn positive values and behaviors, explore their unique talents and interests and realize their potential.</p>	

YMCA after school programs are supported by a well-trained management staff which includes 1 Regional Director, 1 Executive Director, 1 Youth Development Coordinator, and 3 Site Directors with over 30 years of youth development, staff training, program design, and program implementation experience collectively. All YMCA program staff have youth development and academic backgrounds and have exhibited competency and a strong desire to work and excel in the youth development and after school fields. The YMCA embraces the concept of 'Life Long Learning' and promotes this concept by participating in various learning communities and engaging in opportunities for continued program quality improvement.

**SECTION 5: Attendance, Program Dates, Minimum Days, and Program Schedule**  
 In order to remain in compliance and meet minimum funding requirements, the after school program must commence immediately upon the conclusion of the regular day and operate at least until 6pm on every regular school day for elementary and middle schools. (CC 8483)  
 High school programs are required to operate a minimum of 15 hours per week.

*\*CDE allows programs to close for a maximum of 5 of their days during the school year for professional development. Families must be notified of these program closure dates in advance, and the lead agency must maintain documentation of professional development activities offered on those dates, including training topics and staff sign-in sheets.*

<b>Required # of Program Days your program will operate during School Year 2016-2017 (programs are required to operate between 177 - 180 days of the school year)</b>	177
<b>Projected Daily Attendance during School Year 2016-2017</b>	90
<b>Programs are allowed up to three days of program closure during the school year to offer staff professional development. Please list the three days (if any) your program plans to close this year for PD.</b>	October 14th, January 27th, June 9th
<b>Minimum Days</b>	
Elementary and middle school after school programs are required to operate from the end of the school day to 6pm. When a school holds minimum days, the after school program must begin early and run a long day until 6pm. Minimum days have significant impact on the after school staffing and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming when the	

number of minimum days exceeds the typical OUSD schedule of one minimum day per week for the school year	
<b>Projected Number of Minimum Days for School Year 2016-2017</b>	<b>10</b>
Describe funding plan to operate program on minimum days, including additional school resources (if any), to support full program implementation on all minimum days:	
<i>We receive no additional school resources or support for minimum days.</i>	
<b>SECTION 6: Program Schedule</b>	
<ol style="list-style-type: none"> <li>1. Submit program schedule as an attachment, using the standard program schedule template. The after school schedule must indicate the school name and the program year.</li> <li>2. Submit a copy of the school bell schedule for the 2016-17 school year.</li> </ol>	
<p><b>Important Notes:</b> The after school schedule must commence immediately the minute the school day bell schedule ends on all program days. Before submitting, compare the school bell schedule with the after school schedule to ensure that the times are aligned. (i.e. if the school bell schedule ends at 2:55 pm, then the after school schedule must begin at 2:55 pm. The same is true on minimum days.)</p> <p>Additionally, programs must operate at least until 6pm daily AND must operate at least 3 hours per day. (i.e. if the school bell schedule ends at 3:10 pm, then the after school program must begin at 3:10 pm and run until 6:10 pm)</p>	
<p>Please make sure program schedule clearly shows when the following program requirements will take place:</p> <p style="padding-left: 20px;">Elementary requirements:</p> <ul style="list-style-type: none"> <li>• One hour/week of literacy instruction for students in grades K-5</li> <li>• One hour/week of math instruction for students in grades K-5</li> </ul> <p style="padding-left: 20px;">Middle School requirements:</p> <ul style="list-style-type: none"> <li>• Youth Leadership</li> <li>• Academic intervention (ELA and math)</li> <li>• Middle school athletics (recommended)</li> </ul>	

**Carl B. Munck Elementary School**  
**YMCA After School Program**

**2016-2017 Program Schedule**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1:25-1:30 pm			Sign In		
1:30-1:50			Physical Activity		
1:50-1:55			Transition		
1:55-2:55			Skill Building 1st-4 <sup>th</sup> Leadership – 5 <sup>th</sup> grade		
2:55-3:00	Sign In	Sign In	Transition	Sign In	Sign In
3:00-3:15	Snack & Clean Up	Snack & Clean Up	Snack & Clean Up	Snack & Clean Up	Snack & Clean Up
3:15-3:35	Physical Activity - Outside	Physical Activity - Outside	Physical Activity - Outside	Physical Activity - Outside	Physical Activity - Outside
3:35-4:40	Power Hour 1 <sup>st</sup> & 2 <sup>nd</sup> Various Enrichments 3 <sup>rd</sup> – 5 <sup>th</sup> grades	Power Hour 1 <sup>st</sup> & 2 <sup>nd</sup> Various Enrichments 3 <sup>rd</sup> – 5 <sup>th</sup> grades	Power Hour 1 <sup>st</sup> & 2 <sup>nd</sup> Various Enrichments 3 <sup>rd</sup> – 5 <sup>th</sup> grades	Power Hour 1 <sup>st</sup> & 2 <sup>nd</sup> Various Enrichments 3 <sup>rd</sup> – 5 <sup>th</sup> grades	Power Hour 1 <sup>st</sup> & 2 <sup>nd</sup> Various Enrichments 3 <sup>rd</sup> – 5 <sup>th</sup> grades
4:40-5:45	Power Hour 3 <sup>rd</sup> -5 <sup>th</sup> Various Enrichments 1 <sup>st</sup> -2 <sup>nd</sup> grades	Power Hour 3 <sup>rd</sup> -5 <sup>th</sup> Various Enrichments 1 <sup>st</sup> -2 <sup>nd</sup> grades	Power Hour 3 <sup>rd</sup> -5 <sup>th</sup> Various Enrichments 1 <sup>st</sup> -2 <sup>nd</sup> grades	Power Hour 3 <sup>rd</sup> -5 <sup>th</sup> Various Enrichments 1 <sup>st</sup> -2 <sup>nd</sup> grades	Power Hour 3 <sup>rd</sup> -5 <sup>th</sup> Various Enrichments 1 <sup>st</sup> -2 <sup>nd</sup> grades
5:45-6:00	Circles/Reflection Time	Circles/Reflection Time	Circles/Reflection Time	Circles/Reflection Time	Circles/Reflection Time
6:00 pm	Sign Out	Sign Out	Sign Out	Sign Out	Sign Out

<ul style="list-style-type: none"> <li>• College and career readiness programming</li> </ul> <p><b>SECTION 7: Transitions Support for High Need Populations of Students</b>  Schools have students transitioning in and out over the course of the school year. This includes transitional youth such as foster youth and Newcomers who may enter the school year mid-year. It is an LCAP priority in OUSD that we provide services to these high need populations of foster youth and English language learners including Newcomers.</p> <p>How will your program collaborate with the school day to support high need students who are transitioning into the school? How will your program support programs that support these students to equitably transition into the school mid-year?</p> <p>The Carl Munk after school Program Coordinator will work closely with the school administrators to identify high need populations of students who are in the following categories:</p> <ul style="list-style-type: none"> <li>• Foster Students</li> <li>• Homeless Students</li> <li>• New Comer Students</li> <li>• English Language Learners</li> </ul> <p>High need populations of students will receive a priority enrollment status and the after school program and school day will work collaboratively to ensure that the necessary program resources are available to adequately accommodate all high need students enrolled in the Carl Munk after school program. The Carl Munk after school program will also work collaboratively with the school administration, SSC &amp; ELT teams to identify and coordinate a referral system for high need students in to the Carl Munk after school program.</p>
---



**SECTION 8: Academics**  
 Your site should plan to offer a range of academic supports including:  
 1) Targeted Interventions 2) Skill-Building 3) Homework Support 4) Tutoring  
*Other possible supports may include computer lab, library exploration, and project-based learning.*  
 Academic activities should be aligned with school goals and support specific student achievement needs defined by the school. Activities should be based on sound instructional strategies aligned with the regular school day program.  
 Please include the following requirements:

- **Required Elementary Academic Programming:** Elementary programs are required to provide at least 1 hour of literacy instruction per week for all students and 1 hour of math instruction per week for all students. (Curriculum and PD will be provided by DUSD.)
- **Required for Middle school Academic Programming:** Math and ELA academic intervention should be provided by teachers on extended contract in order to support students struggling academically.

Description of program/activity	Target Population	Academic Support (choose one)	SPSA goal(s) or school need supported by activity	Instructional Strategies	Frequency (hrs/week; # of weeks)	Measurable Outcomes
All students will participate in 1 hr. of homework support time Mon.-Thurs. assisted by program staff and supported by a teacher coach.	All participants	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Other	Homework Support Extended Learning Time	-One on one support -Small group instruction. -Peer tutoring	4 hrs. /wks.; monthly	Improve homework quality and comprehension
All students will have at least 45 min. of ELA skill building every day.	All participants	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervention <input type="checkbox"/> Other	Increase CCSS ELA skills	-Being A Writer Development Studies Center Curriculum	3 hrs. & 45min. each wk/per month	Improve individual test scores as measured by formative assessments, quizzes, & district benchmarks.

<p>Students will have targeted academic intervention (ELA/Math), aligned with benchmark assessment data to support 2nd through 5th grade students performing below benchmark. Tuesday and Thursday from 3:30-4:30 pm.</p>	<p>Below benchmark in CCSS ELA &amp; Math Standards</p>	<p><input type="checkbox"/> Homework Support  <input type="checkbox"/> Tutoring  <input checked="" type="checkbox"/> Skill Building  <input checked="" type="checkbox"/> Academic Intervention  <input type="checkbox"/> Other</p>	<p>-Improve individual test scores as measured by formative assessments, quizzes, and district benchmark data.</p>	<p>-Small Group Support          -Fluency Development          -Increased comprehension skills, fluency, academic vocabulary, and targeted skills/concepts</p>	<p>1 hour and 2 hrs. /wk.</p>	<p>Improve individual test scores as measured by formative assessments, quizzes, and district benchmark data.</p>
---	---	--	--	--	-------------------------------	---

**SECTION 9: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION**  
 Enrichment activities and physical activity/recreation are required components of the ASES and 21<sup>st</sup> Century grants. Enrichment activities should provide students with the opportunity to apply their classroom learning in a real, hands-on way. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.  
 Please include the following required and recommended Middle-School Program Components: Youth leadership, middle school athletics, and college and career readiness programming.

Description of Program/Activity	Rationale	SPSA goal(s) or school need supported by activity	Target Population and Frequency (hrs/week; number of weeks offered)	Targeted Skills	Measurable Outcome
Physical Activity/Fitness	<input type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Health & Wellness	All Participants	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)	All students will have at least 30 minutes of physical activity daily. Students will meet daily to engage in a variety of

<p>Computer Skills/ Digital Media Skills (yearbook, photo shop)</p>	<p><input type="checkbox"/> Student identified  <input type="checkbox"/> School identified  <input type="checkbox"/> Parent identified  <input type="checkbox"/> Other (specify)</p>	<p>Extended Learning Time STEM Education</p>	<p>40 students to attend computer class 2x's per week. 15 students to attend newsletter/year-book once a week.</p>	<p>X College/Career Readiness  x Social &amp; Emotional Learning  x Leadership  x Academic (specify)  <input type="checkbox"/> Health and Wellness  <input type="checkbox"/> Other (specify)</p>	<p>program offerings i.e., athletic games, creative movement, and physical activities from our SPARK curriculum.  Students will receive access to education &amp; trng. necessary to be successful in today's information technology society. Will provide project based and technology based learning.</p>
<p>Dance (Ethnic &amp; Modern Dance)</p>	<p><input type="checkbox"/> Student identified  <input type="checkbox"/> School identified  <input type="checkbox"/> Parent identified  <input type="checkbox"/> Other (specify)</p>	<p>Extended Learning Time</p>	<p>40 students will attend twice a week and 40 students will attend once a week</p>	<p>x College/Career Readiness  x Social &amp; Emotional Learning  x Leadership  x Academic (specify)  x Health and Wellness  <input type="checkbox"/> Other (specify)</p>	<p>Participants will learn dance techniques covering various genres such as jazz, lyrical, ballet, etc. and develop dance routines.</p>



<p><b>Drama</b></p>	<p><input checked="" type="checkbox"/> Student Identified  <input type="checkbox"/> School Identified  <input type="checkbox"/> Parent Identified  <input checked="" type="checkbox"/> Other (specify)</p>	<p><b>Extended Learning Time</b></p>	<p>20 students will attend twice.</p>	<p><input checked="" type="checkbox"/> College/Career Readiness  <input checked="" type="checkbox"/> Social &amp; Emotional Learning  <input checked="" type="checkbox"/> Leadership  <input type="checkbox"/> Academic (specify) Science  <input type="checkbox"/> Health and Wellness  <input type="checkbox"/> Other (specify)</p>	<p>Participants will discover the joys of theatre. Class will focus on the fundamentals of acting &amp; creative play through interactive drama exercises. Students will work on listening and speech skills, character development, and storytelling.</p>
<p><b>NGSS Science Gardening/Nutrition</b></p>	<p><input type="checkbox"/> Student Identified  <input type="checkbox"/> School Identified  <input type="checkbox"/> Parent Identified  <input type="checkbox"/> Other (specify)</p>	<p><b>STEM Health and Wellness</b></p>	<p>40 students will attend twice.</p>	<p><input type="checkbox"/> College/Career Readiness  <input checked="" type="checkbox"/> Social &amp; Emotional Learning  <input type="checkbox"/> Leadership  <input type="checkbox"/> Academic (specify) Science and Technology use  <input checked="" type="checkbox"/> Health and Wellness  <input type="checkbox"/> Other (specify)</p>	<p>Students will participate in STEM based project learning. Participants will learn about harvesting, food systems, healthy eating, and will be introduced to foods from around the world.</p>

<p>Seasonal Sports</p>	<p><input type="checkbox"/> Student Identified  <input type="checkbox"/> School Identified  <input type="checkbox"/> Parent Identified  <input type="checkbox"/> Other (specify)</p>	<p>Health &amp; Wellness</p>	<p>College/Career Readiness  <input checked="" type="checkbox"/> Social &amp; Emotional Learning  <input checked="" type="checkbox"/> Leadership  <input type="checkbox"/> Academic (specify) Science  <input type="checkbox"/> Health and Wellness  <input type="checkbox"/> Other (specify)</p>	<p>Participants will also learn how to prepare healthy meals and nutritional value.          Participants develop sportsmanship behavior, team building, physical abilities, and increase parent participation.</p>
<p>Visual Arts</p>	<p><input type="checkbox"/> Student Identified  <input type="checkbox"/> School Identified  <input type="checkbox"/> Parent Identified  <input type="checkbox"/> Other (specify)</p>	<p>Extended Learning Time</p>	<p>x College/Career Readiness  <input checked="" type="checkbox"/> Social &amp; Emotional Learning  <input type="checkbox"/> Leadership  <input type="checkbox"/> Academic (specify) Science  <input type="checkbox"/> Health and Wellness  <input type="checkbox"/> Other (specify)</p>	<p>Participants will engage in opportunities to practice art skills, develop self-expression and cultivate their creative thinking.</p>

<p><b>SECTION 10: FAMILY ENGAGEMENT / FAMILY LITERACY</b>                      After school provides an excellent context to foster parent involvement, connect families to the larger school community, and share important information related to the after school and regular school day programs. After school family engagement efforts should be aligned with school day efforts, and support school goals for family involvement. A variety of activities may be offered, including: parent workshops, family celebrations, parent and child-together activities, parent leadership and volunteer opportunities.</p> <p>Family literacy is a required component of all 21<sup>st</sup> Century after school programs. Family literacy services support the educational goals of adult family members, connect them to resources and services in the community, and increase their ability to support their student's learning and development. For 21<sup>st</sup> Century grantees who receive Family Literacy funding, <i>The activities listed below must align to your 21<sup>st</sup> Century Family Literacy budget plan.</i></p>				
Type of Activity and Frequency	SPSA goal(s) or school need supported by activity	Describe how this activity is connected to student achievement	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Family Literacy Night- 1 Event	-Literacy -Positive School Climate -Parent Involvement -Student Engagement	Families join in to celebrate the importance of reading and discover ways to make reading fun and exciting. Events includes storytellers and performances. Parents participate in workshops SBAC online assessment strategies & CCSS & NGSS to support student academic growth.	85% of students & families will participate and receive a free book. 90% percent of parents will leave event with a deeper understanding of how to support their child's academic growth.	Promoting literacy and reading at home.
Winter Showcase	-Positive School Climate -Parent Involvement -Student Engagement	Students showcase individual learning achievements in the after school program.	85% of families will attend the Winter Showcase as well as students and parents from the school day.	Yes

<p>African American Inter-Cultural Celebration</p>	<p>-Positive School Climate -Parent Involvement -Student Engagement</p>	<p>Students celebrate African American Inter-Cultural Celebration which includes drama, dance, and songs.</p>	<p>90% of after school students and families will participate in the African American Inter-Cultural Celebration. The events purpose is to acknowledge, inform, and create a deeper understanding for the many contributions of African Americans to a culturally diverse audience.</p>	<p>Yes</p>
<p>Science/Math Night (1 event)</p>	<p>-Positive School Climate -Parent Involvement -Student Engagement</p>	<p>Families enjoy an interactive, science themed show. After the show families will participate in hands-on science workshops, SBAC online assessment strategies and CCSS and NGSS to support their children's academic growth.</p>	<p>85% of students and families will participate in the Family Science/Math event. Event will show parents how they can support math learning at home. Parents will learn how math concepts have</p>	<p>Yes</p>

	<p>changed over the years. Provide parents with activities and resources to explore science together.</p>		
<p><b>SECTION 11: Chronic Absence Action Plan</b>          Improving school day attendance for all students and reducing chronic absenteeism is one of the key OUSD strategic goals. The district goal is that all students will attend school at least 95% of the required school days or more, thereby achieving satisfactory attendance. Students who attend school 90% or less of required days are considered chronically absent. Students whose attendance falls in the "grey zone" between 90% - 95% are considered at risk of chronic absenteeism.</p> <p><i>In partnership with the school day, after school programs can play an important role in supporting student attendance. By doing things like celebrating good attendance, informing parents about the importance of attendance, uncovering what challenges students/families are facing that cause them to miss school, regularly monitoring student attendance data, contacting families to let them know their child was missed at school, etc., in addition to providing meaningful after school learning experiences that help keep students engaged and learning.</i></p> <p>Below are several key strategies that after school programs can implement in partnership with the school day, in order to promote positive attendance, and support students and families who are struggling with attendance. Select <b>at least two</b> of the following strategies below, and identify specific action steps that your program will implement for each strategy.</p>			
<p align="center"><b>Strategies to Support Attendance</b></p>			
<p><b>a) Recruit and address the needs of students who are at risk of chronic absenteeism.</b></p>	<p align="center"><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>-Call parents of students with high absentee rates.</li> <li>-Host events to celebrate &amp; recognize students with good attendance.</li> <li>-Collaborate with school day staff to see if student absentee rates are high during the school day.</li> <li>-Site Coordinator will participate in Attendance Team convening bi-weekly to review goals and plan strategic approach.</li> <li>-During Parent Orientation Site Coordinator will reinforce attendance policies i.e. impact on budget, and social emotional impact on students who have</li> </ul>		
<p><b>b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.</b></p>			



<p>c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.</p>	<p>high absent rates.                  -Site Coordinator will explain the attendance policy and consequences for chronic absenteeism.                  - The Site Coordinator will participate in school Site Attendance Team convening bi-weekly to review attendance /tardiness data and pan strategic approach.                  - Site Coordinator will track student attendance after school attendance and follow up with parents and determine solutions for improvement when students show high absenteeism rates.</p>
<p>d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.</p>	<p>-After school program will recognize students with good to perfect attendance each month and have provide special awards for students with perfect attendance each semester.</p>
<p><b>SECTION 12: Transforming School Culture and Climate</b>                  After school programs actively create role programs that schools efforts to transform school culture and climate, helping to make schools positive, supportive places for all students to thrive, engaged, successful and brave.</p>	
<p>a) The following are strategies that OUSD schools are taking to change discipline and transform school culture and climate. Which of the following school strategies will your after school program work to intentionally align with, in order to support positive school culture and climate?</p> <p><input checked="" type="checkbox"/> PBIS (Positive Behavioral Interventions and Support)  <input type="checkbox"/> Restorative Justice  <input checked="" type="checkbox"/> Social and Emotional Learning  <input checked="" type="checkbox"/> Bullying Prevention: Including online safety and creating climate of safety for all youth including foster youth, homeless, LGBTQ, disabilities, etc  <input type="checkbox"/> Other: (please specify)</p>	

- b) How will the school and lead agency partner work together to ensure that the after school program is aligned with these efforts, and helping to transform school culture and climate? (ie. shared professional development, curriculum, coaching, planning meetings, COST meetings, etc.)
- After school staff participates in quarterly trainings focusing on facilitation strategies to create an ethos of respect, accountability and community engagement. The Site Coordinator attends coaching sessions, program design trainings, and monthly learning community meetings to sharpen the Coordinator's analysis in climate strategies and create space for support. Carl B. Munck After School program continues to build on the learned practices of connecting youth development theory and community organizing model to educate reform. By continuing to build and strengthen positive relationships with school day administration and staff, families and other community members, this will help to increase the quality of programming provided for our students.
- c) Reducing the disproportionate suspension rates of African American students is a key priority for OUSD. Please describe any special efforts your after school program is taking to support the school engagement, social-emotional well-being, and/or academic success of African American students at your school (ie. Manhood Development, Ethnic Studies curriculum, recognition ceremonies for student accomplishments, Black professionals as role models or mentors, etc.):

The Asp will continue to have monthly recognition ceremonies for student accomplishments.

The After School Program will use PBIS Strategies and utilize the OUSD pre-referral Interventions:

- o Positive Reinforcement
- o Buddy Room
- o Behavior Contract
- o Conflict Mediation
- o Explicitly taught and modeled rules and expectations
- o Parent Consultation
- o Problem Solving Conference

\*Mentoring opportunities, leadership development opportunities, and opportunities for Positive self-expression, as well as pathways to academic achieve i.e. college career readiness opportunities.

d) Please mark other strategies your after school program and school site are using to support all students and address disproportionality:  
 Using Restorative practice to address disproportionality related to discipline  
 Trauma informed practices  
 Using PBIS to address discipline

---

**SECTION 13: Social and Emotional Learning (SEL)**  
 Developing SEL skills in students and in the adults who work in the Oakland school system is a key priority for OUSD. SEL includes the following skills: self-management, self-awareness, social awareness, relationship skills, and responsible decision-making.

**Describe how you will work intentionally to develop SEL skills in program staff:**  
 Program staff will go through a series of Building Intentional Communities trainings. These trainings will build staff's capacity to build positive relationships with students and show how to model those behaviors and actions to the students building the peer to peer relationships.  
 Students will create rules and agreements as well as choose program values which to adhere to. We will do this during our 6-week commitment to community building in the beginning of school. During our Community Building period we will use BIC curriculum.

---

**SECTION 14: Coordination with Other Service Providers**  
 In the Full Service Community School model, the school becomes a hub of services where various types of service providers come together, work together, and coordinate their efforts to meet the holistic needs of students and families.

**The after school Site Coordinator or Director will actively participate in which of the following school group(s), in order to increase alignment between after school and school day efforts?**

COST team (Coordination of Services Team)  
 SST (Student Study Team)  
 SSC (School Site Council)  
 ELT (Educational Leadership Team)  
 PTA



<p>List key community partners whom you will actively collaborate with to accomplish the goals of your program.</p>	<p><input checked="" type="checkbox"/> Attendance Team/Workgroup  <input checked="" type="checkbox"/> SPSA Site Planning team  <input type="checkbox"/> School Culture/Climate Committee  <input type="checkbox"/> Other (specify)</p>
<p>List all subcontractors who will be paid to deliver after school services.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Boys Scouts of America</li> <li><input type="checkbox"/> Girl Scouts of America</li> <li><input type="checkbox"/> Tech Gyms</li> <li><input type="checkbox"/> Prescott Circus</li> </ul>
<p>Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul> <p>School psychologist</p>

**2016-17 After School Enrollment Policy for 2016-2017 School**

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

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

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

Target Population(s)	Specific Data to Inform Selection of Program Participants	(High School Only) Indicate if participation is Optional or Mandatory for each target population
Children below benchmark standards	District benchmarks	N/A
Students from socio-economically disadvantaged families /backgrounds	National Free and Reduced Lunch Data	N/A
Student in need of being engaged in learning (including students who have already learned regular school day content and need additional academic enrichment).	High Academic achievers as measured by ELA and Math data, Gate identified students which reflect advanced students.	N/A
Students with siblings already enrolled in after school program based on above priorities.	After school enrollment data	N/A

Which grade levels will you serve in this program?     K-5    

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

**Additional Notes:**

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot simply utilize a first come-first serve process for enrolling students; sites should establish priorities for participation.
- Programs are intended to help close the achievement gap by serving a variety of students with academic and other needs.
- In alignment with OUSD's strategic goal to reduce chronic absenteeism, programs should consider targeting students at risk of chronic absenteeism, as determined by individual attendance rates between 90 – 95% during the current school year. (Programs should collaborate with school site leadership to obtain student attendance data.)
- Program must enroll adequate numbers of students to meet CDE attendance targets.

**Enrollment Process and Timeline:** (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2016. Indicate how families will be notified of 2016-17 enrollment before the last day of school, June 9, 2016.

Timeline	After School Enrollment Steps/Process	Individual(s) responsible
May 16, 2016	Program registration forms and letters distributed.	Site Coordinator
May 31 <sup>st</sup> 2016	Deadline for returning registration forms	Parents
June 3, 2016	Program participant's notifications mailed	Site Coordinator, Principal, Quality Support Coach
August 22, 2016	After School Program begins on the first day of school & enrollment of new families for remaining program slots.	Site Coordinator, students, parents
September 30, 2016	All program slots will be filled & waitlist begins for interested families.	Site Coordinator

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

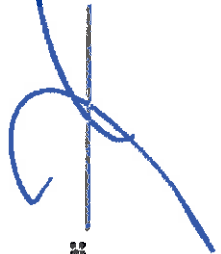
- April – June: Spring enrollment for 2016-17 programs.
- Families will be notified of 2016-17 after school enrollment before the last day of school, June 9, 2016.
- After school programs begin on 1<sup>st</sup> Day of school, with enrollment at a minimum 75% capacity.
- August – September: New school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by September 30, 2016, except for slots reserved for transitional students (ie. Foster youth, Newcomers) entering the school mid-year.
- All programs must maintain waitlists after program slots are filled.

**School Support for Program Recruitment**

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














Carl B. Munck School will support with recruitment by reviewing academic and attendance data which aligns to the ASP requirements. The school will help in distributing flyers to all parents of the of the school and communicate information to parents and students in the absence of the ASP staff. Teacher referrals will also be a part of the support structure.



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

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

**2016-17 Assurances for Grant Compliance and After School Alignment with School Day**

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

2016 - 17 Assurances for Grant Compliance and After School Alignment with School Day	
Principal Initials	Lead Agency Initials
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN
	TN

Principal Signature:  \_\_\_\_\_ Lead Agency Signature:  \_\_\_\_\_  
 ASES and 21st CCLC Elementary and Middle School After School Programs  
 2016-2017

**Quality Support Coach (formerly called "Academic Liaison")**

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

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

The Quality Support Coach can be a credentialed teacher from the school faculty or other qualified professional working with the school (for example, a Literacy Specialist, Math Coach from LCI, BTSA Coach, etc.). This individual will receive training and specific direction on the Quality Support Coach role from the OUSD After School Programs Office. The After School Programs Office will provide specific deliverables aligned with the key job duties listed above. The required budget allocation for this position is \$2,500 for the year, equivalent to 83 hrs/year at a Paid-in-Service contract rate of \$30.12/hour.

**Quality Support Coaching Planning**

a) Please identify who will fulfill the Quality Support Coach role for 2016-17:

- A credentialed teacher on staff who has effective skills and experiences in coaching and/or adult learning
- A qualified professional who is part of the school staff
- An OUSD coach connected to the school (i.e. LCI Literacy or Math coach, BTSA coach, etc.)
- Other individual (please specify in detail): \_\_\_\_\_

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

**Teachers on Extended Contract for Direct Service**

In addition to a Quality Support Coach, some schools choose to have teachers on extended contract to provide direct service to students after school, such as after school intervention, support with programs like Achieve 3000 or Fast Forward, and academic enrichment.

**Please list specific after school classes/activities that will be facilitated by teachers paid on extended contract. Important note: Teachers on extended contract who are providing direct services to students after school must be paid at the negotiated rate of \$23.16/hr (per OEA contract). After school grant funds can be utilized for this direct service work. The Quality Support Coach cannot provide direct service to students. The Quality Support Coach is primarily responsible for providing coaching and training, and is paid at the negotiated Paid-In-Service rate of \$30.12 for their staff capacity-building services. Teachers doing direct service work after school must be paid with an extended contract.**

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

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



After School Safety and Emergency Planning for 2016-17

After School Safety and Emergency Planning

A) The Comprehensive School Site Safety Plan will incorporate the After School Program. The Principal and Site Coordinator will discuss plans and procedures for after school safety, and the Site Coordinator will have access to the Comprehensive School Site Safety Plan.

Yes  No

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

B) Describe the training that site will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response. After school director will be part of the summer planning meetings to review and improve processes and procedures that are inclusive of both the traditional school day program and the after school program. In coordination with Site Coordinator, Regional Director, and training consultants we will conduct trainings before schools start for all ASP staff. Trainings will be designed to review OUSD, School site and YMCA specific safety policies. Documentation reports from OUSD and YMCA will be reviewed and questions will be answered and clarified.

C) Principal and Site Coordinator have reviewed the OUSD After School Emergency/Crisis 1st Level Response Notification Protocol.

Yes  No

Facility Keys

Will the After School Program have access to facility keys for all areas where after school programming occurs?

Yes  No


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

SSO Staffing (Check one)

Site has a school day SSO who can accommodate after school related work as part of their regular salary.

Site will pay Extra time/Over time (ET/OT) to accommodate an after school SSO.

Site does not need an SSO or does not have the resources to have an after school SSO.



Principal Signature:



Lead Agency Signature:



**Professional Development and Staff Wellness**

Professional Development: After school staff should receive adequate professional development, including coaching support and trainings in order to grow and improve their practice. Programs should utilize data from the YQA/SPQA Youth program quality assessment tool to determine the areas of focus for professional development.

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

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

Site Directors will receive on the job training and support from the Director of Youth and Family Programs, who brings 7 years of YMCA afterschool program management experience to his role as supervisor, mentor and coach. They will also participate in OUSD professional development opportunities in addition to monthly meetings. The Youth Development Coordinator (YDC) will provide on-site support to put trainings into action by spending time each week in program modeling strategies, observing and coaching staff and monitoring progress on smart goals and YPQA strategies. YMCA of the East Bay will also continue to provide accelerated trainings in STEM content to ensure it is a priority area of focus in all of our Afterschool Programs.

**Pre-Program Trainings Site Supervisors and Group Leaders:**

- Youth Development Framework  
Training Month(s): August or October 2016 & March 2017
- SPARK Training (Sport Play & Active Recreation for Kids)  
Training Months August 2016 and January 2017
- Be the Change- Building Intentional Communities Training & on site coaching sessions  
Training Months August 2016 and January 2017
- Behavior Management/Mindfulness (Bringing out the best in students)  
Training Month(s): August 2016 & January 2017
- Program/Lesson Planning 101

Training Month(s): August 2016 & January 2017  
 • Emergency Preparedness (earthquake, fire, shelter in place, flood) September & October  
 Training Month(s): August 2016 & February 2017  
 • Introduction to STREAMS (Science, Technology, Reading, Engineering, Art, Math, Sports)  
 Training Months August 2016, January 2017, April 2017  
 • Group Management & Team Building  
 Training Month(s): September 2014 & March 2015  
 • Facilitative Leadership: Effective Communication  
 Training Month(s): October 2014 & March 2015

---

• CPR/First Aid (All Site Supervisor & 1 to Group Leaders per site based on funding availability)  
 Training Month(s): August 2014  
 • Child Abuse Prevention / Mandated Reporting  
 Training Month(s): August 2014 & January 2015  
 • Workplace Safety: Slips Trips and Falls & Safe Lifting  
 Training Month(s): August 2014 & March 2015  
 • Risk Management  
 Training Month(s): September 2014 & January 2015  
 \*Trainings in blue will be provided based on available contract funds and availability of in-kind trainers.

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

- BIC Training
- SAPOA Training

c) ASPO professional development will consist of the mandatory August institute (week of Aug. 3-6), mandatory monthly site coordinator meetings (2 hrs/month), the annual Bridging the Bay after school conference, and various professional learning communities (time commitment varies). Please mark:

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

Staff Wellness

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

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

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

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

**Addendum for 21<sup>st</sup> Century Community Learning Center Grantees Only**

Equitable Access (must be completed by all programs that receive 21<sup>st</sup> Century Equitable Access funding). Some 21<sup>st</sup> Century programs receive extra Equitable Access funding. The intent of Equitable Access funding is to provide targeted supports for special populations of students who may face challenges and barriers to program participation. Examples of allowable use of Equitable Access funds include:

- additional academic interventions/supports to struggling students (e.g. English Language Learners, students with special needs, etc.)
- mental health support services that enable students to fully participate in the after-school program
- transition services, bus tickets, and other supports that make it possible for students to participate in program.

**How will your 21<sup>st</sup> Century program support equitable access in your program? Which population(s) of students in your program will receive extra support through the Equitable Access supplemental grant? Please describe your planned use of Equitable Access funds. Your plans must align with your Equitable Access budget.**

**Non-Applicable we have no EA funds**

**21<sup>st</sup> Century Supplemental Programming during 2016-17 School Year – Non-Applicable**  
 Describe your planned programming on weekends, intercession breaks, and other non-school days during the 2016-17 school year. Your supplemental program plans must match your proposed supplemental program budget.  
 (Please do NOT include summer program plans here; there will be a separate summer planning template.)

**Number of supplemental program days you plan to offer during the 2016-17 school year:**

**Dates of Service:**

**Hours of Operation: (note that supplemental programs must operate at least 3 hours/session)**

**Description of Supplemental program activities: (describe goals of programming, target audience, planned activities, etc.)**

Principal Signature: 

Lead Agency Signature:   
 ASEES and 21st CCLC Elementary and Middle School After School Programs  
 2016-2017

**Addendum for Middle School After School Programs Only**

School Site: \_\_\_\_\_  
Lead Agency: \_\_\_\_\_

*Carl B. Munch*  
*Middle School*

**Middle School Athletics**

Sports are an exciting way to keep students engaged in school, and to support health & wellness and community building. OUSD encourages after school programs to participate in the OUSD middle school sports league, which consists of after school sports practices and games on the weekend. Lead agency staff, teachers on extended contract, and/or classified staff on extra time/overtime can serve as coaches for middle school athletics.

Please identify the middle school sports activities that your after school program will be offering students this year in partnership with the OUSD Middle School Sports League

*N/A*

- \_\_\_\_\_ Co-ed Flag Football
- \_\_\_\_\_ Girls Cross Country
- \_\_\_\_\_ Boys Cross Country
- \_\_\_\_\_ Girls Basketball
- \_\_\_\_\_ Boys Basketball
- \_\_\_\_\_ Girls Soccer
- \_\_\_\_\_ Boys Soccer
- \_\_\_\_\_ Girls Track and Field
- \_\_\_\_\_ Boys Track and Field
- \_\_\_\_\_ Girls Volleyball
- \_\_\_\_\_ Boys Volleyball
- \_\_\_\_\_ Other: (Please describe \_\_\_\_\_)

*N/A*

- \_\_\_\_\_ I understand that my middle school sports activities will be listed on my 2016-17 program schedule.
- \_\_\_\_\_ I understand I will submit a Schedule of Field Trips and Off-Campus Activities form each semester, listing my program's after school athletic games and practices.
- \_\_\_\_\_ I understand that all students participating in middle school sports will complete an OUSD Release of Liability and Assumption of Risk form for Middle School Sports League Activities.

Principal Signature: \_\_\_\_\_  
*[Signature]*

Lead Agency Signature: \_\_\_\_\_  
*[Signature]*  
ASES and 21st CCLC Elementary and Middle School After School Programs  
2016-2017



2016-17 Elementary/Middle School After School Program Budget

**AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

LEAD AGENCY: [Blank]

Site Name: Carl B. Majors	ASE	OCY/Other Funds	Program Fees (if applicable)	Other Commission Funds	Other Lead Agency Funds
Site #: 1109	Approved Project #	Lead Agency	Lead Agency	Lead Agency	Lead Agency
<b>TOTAL GRANT AWARD</b>	<b>112,500.00</b>	<b>72,000.00</b>		<b>0.00</b>	<b>0.00</b>

ESTIMATED SITE ALLOCATION (ADDED TO LEAD AGENCY TOTAL PD BUDGET)

OSD Incent (1%)	9,357.14				
OSD ASPN admin, evaluation, and training/technical assistance costs	7,000.00				
Custodial Staffing and Supplies at 3.15%	3,754.34				
<b>TOTAL SITE ALLOCATION</b>	<b>20,111.48</b>				

PERSONNEL

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

UNEMPLOYED

2206	Site Coordinator (list here, if district employee)	0.00	0.00		0.00	0.00
2220	CEO (or Coach)	0.00			0.00	
	Total classified	0.00	0.00		0.00	0.00

BENEFITS

3000a	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%)	500.00				
3000b	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)	0.00				
3000c	Employee Benefits for Related Employees (benefits at 42%)	0.00				
3000d	Lead Agency benefits (rate: 25%)		13,000.00	13,500.00		
	Total benefits	500.00	13,000.00	13,500.00	0.00	0.00

MATERIALS

4310	Supplies (list here only, except for duplicate Supplies only)	0.00			0.00	0.00
4310	Curriculum (OSD only)	0.00			0.00	0.00
5629	Field Trips	0.00			0.00	0.00
4420	Equipment (OSD only)	0.00			0.00	0.00
	Building Intentional Communities curriculum (required for 21st Century middle school sites- allocate at same level as 2014-15)					
	Program Supplies		1,914.17		3,078.00	
	Instructional Supplies		1,800.00			
	District professional development on district PD days (Bridging the Gap conference, Youth Work Methods training)		500.00			
	Special Events / Party Equipment		1,650.00			
	Total books and supplies	0.00	5,864.17	0.00	3,078.00	0.00

CONTACTED SERVICES

5628	Site Coordinator (list here if CEO staff)	0.00	24,800.00	11,800.00		
563E	16 Program Instructor Staff X Total Hours 768 X Hourly Rate \$15.00 (includes Trng. & Prep Time)		25,640.00	25,640.00		
5628	1 Digital Media Instructor \$20.00 x 790 hrs.			17,781.00		
5625	STEM and Robotics Instructor 1 Staff x 144 hrs. x \$50.00 (plus benefits)				4,924.00	
5625	Literacy academic instructor (required for MS)					
5625	Building Intentional Communities/Youth Leadership Lead Instructor (required for Middle school 21st Century sites)					
5625	Disruptive Business Facilitator (recommended for MS)					
5625	Restorative Justice Lead Facilitator (required for 21st Century sites that have a school-day RJ coordinator)		0.00			

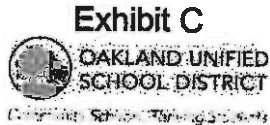


2016-17 Elementary/Middle School After School Program Budget

Site	Site Name	ASES	OFCY Match Funds	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds
Code	Lead Agency	Lead Agency	Lead Agency	Lead Agency	Code	Lead Agency
Site #:	165					
Version 6 of Budget to be used (2016)						
5825	Family Liaison (recommended for 21st Century school)					
5825	Response to Parents for Parent Safety Patrols (optional)					
5825	Staff time to participate in Continuous Quality Improvement trainings and meetings		1,000.00			
5825						
5825						
5825						
5825						
5825						
	Total services	0.00	71,140.00	64,921.00	0.00	4,024.00
<b>IN-KIND SERVICE SERVICES</b>						
	YMCA Meeting & Training Space				0.00	10,000.00
	YMCA Youth Development Coordinator (Training Support) 7% FTE				0.00	3,150.00
	YMCA Youth Development Coordinator (Training Support) 10% FTE				0.00	7,000.00
	YMCA Incentives & Camp Scholarships (Youth)					3,000.00
	YMCA Staff Memberships					6,000.00
	Total value of in-kind direct services				0.00	29,150.00
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>						
	Lead Agency admin (4% max of total contracted \$)		3,875.00	7,079.00		0.00
<b>SUBTOTALS</b>						
	Subtotal DIRECT SERVICE	06.15	4,812.24	90,006.17	0.00	6,000.00
	Subtotal Administrative	06.00	13,938.56	7,079.00	0.00	0.00
<b>TOTALS</b>						
	Total budgeted for school		18,620.80	97,075.17	72,000.00	6,000.00
	Total BUDGETED	06.00	112,500.00	72,000.00	0.00	6,000.00
	REMAINING amount to allocate		0.00	0.00	0.00	0.00
	TOTAL BUDGET AVAILABLE TO SCHOOL		112,500.00	72,000.00		
<b>ASES MATCH REQUIREMENT:</b>						
ASES requires a 3:1 match for every direct service dollar requested						
Total Match amount required for this event:			37,500.00			
Facilities count toward 25% of this match requirement:			9,375.00			
Remaining match amount required:			28,125.00			
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:			0.00			
Total Match amount left to meet:			28,125.00			

Required Signatures for Budget Approval:

Principal:		07-01-16
Lead Agency:		07-01-16



OAKLAND UNIFIED SCHOOL DISTRICT  
ASES AND 21<sup>ST</sup> CENTURY AFTER SCHOOL PROGRAMS

PARENT PERMISSION AND STUDENT INFORMATION - ELEMENTARY AND MIDDLE SCHOOLS

I give my child permission to participate in the 2016-17 OUSD After School Program.

Name of School: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent/Guardian Name (Please print) \_\_\_\_\_ Email Address \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

EMERGENCY CONTACT INFORMATION

In case of emergency please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: work/home/cell \_\_\_\_\_

Does your child have health coverage?  Yes  No

Name of Medical Insurance \_\_\_\_\_ Policy/ Insurance # \_\_\_\_\_ Primary Insured's Name \_\_\_\_\_

Name of Child's Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

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

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE OF LIABILITY**

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

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT RELEASE/ PICK UP POLICY**

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

\_\_\_\_\_

Parent/Guardian/Caretaker Signature \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
Name/Relationship \_\_\_\_\_ Phone Numbers: Home/Work/Cell \_\_\_\_\_

\_\_\_\_\_  
Name/Relationship \_\_\_\_\_ Phone Numbers: Home/Work/Cell \_\_\_\_\_

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

**PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS**

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

\_\_\_\_\_ Parent/Guardian Signature

**PHOTO/VIDEO RELEASE**

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

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

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

\_\_\_\_\_ Parent/Guardian Signature

**Program Policies**

- I understand that my child is expected to participate fully in the after school program:
- ❖ **Elementary School** students are expected to participate every day until 6pm, for a total of 15 hours per week.
  - ❖ **Middle School** students are expected to participate at least 3 days per week until 6pm, for a minimum total of 9 hours per week.

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

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

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

\_\_\_\_\_ Parent/Guardian Signature

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

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

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

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

School Site: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

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

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

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



\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian

Date

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

**FOR STUDENTS AGES \_\_\_\_ AND OLDER ONLY**

**School Site:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Date of Birth of Student:** \_\_\_\_\_

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

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

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



\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**



**OUSD After School Programs  
2016-2017  
Student Health Form**

School Site: \_\_\_\_\_

**STUDENT INFORMATION**

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

Grade in 2016-17 \_\_\_\_\_ Language spoken in the home \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

Parent/Guardian Name (First, Last) \_\_\_\_\_

Student's Home Address \_\_\_\_\_

Phone (home) \_\_\_\_\_

Parent/Guardian Cell # \_\_\_\_\_ Parent/Guardian Work # \_\_\_\_\_

**EMERGENCY**

In case of emergency, please contact:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**HEALTH**

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

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

Medications needed during the school day: \_\_\_\_\_

Medications needed after school hours: \_\_\_\_\_

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

See your School Nurse/Health Services for more information.

**Authorization to treat minor:**

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

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

Date: \_\_\_\_\_ Parent or Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Does your child have vision problems? \_\_\_\_\_

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

Is your child supposed to wear glasses? \_\_\_\_\_

*Please return this form immediately to the after school program.*

*Thank you!*



**EAST BAY REGIONAL PARK DISTRICT**

**WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT**

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

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

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

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

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

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

Participant's Name: \_\_\_\_\_  
(Print)

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

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

Exhibit F



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

**INVOICING AND STAFF QUALIFICATIONS FORM  
2016-2017**

**Basic Directions**

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

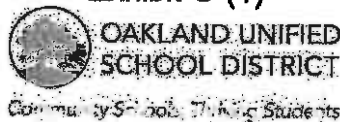
1. Employee, agent or subcontractor name.
2. ATI #. This is the fingerprint clearance number assigned by the Department of Justice.
3. Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.
4. IA Requirement. No Child Left Behind Law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

**Agency Information**

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

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

Exhibit G (1)



**PROCEDURE FOR INVOICING  
Oakland Unified School District  
Comprehensive After School Programs 2016-2017**

---

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

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

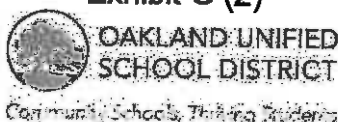
The tentative schedule for OUSD payments is anticipated as follows:

<b>Invoices due to our office by 5:00 pm on:</b>	<b>Accounts Payable checks to be mailed on:</b>
August 10, 2016	August 25, 2016
September 9, 2016	September 23, 2016
October 10, 2016	October 24, 2016
November 10, 2016	November 21, 2016
December 9, 2016	December 21, 2016
January 10, 2017	January 25, 2017
February 10, 2017	February 27, 2017
March 10, 2017	March 24, 2017
April 10, 2017	April 25, 2017
May 10, 2017	May 23, 2017
June 9, 2017 for May invoices	June 23, 2017
June 16, 2017 for Final Billing	TBD

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



Exhibit G (2)



**PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS  
OUSD CERTIFICATED TEACHERS 2016-2017**

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

**Paying OUSD Certificated Employees (Teachers)**

- ◆ Academic Liaisons should submit a Paid Inservice form and Extended Contract teachers should submit a "Request for Extended Contract" IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ **The FIRST submission of the Paid Inservice/Extended Contract paperwork must be accompanied by a timesheet in order to be processed by OUSD Payroll. No payment will be rendered until timesheets are submitted to our office.**
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign Paid Inservice/Extended Contract & ALL Time Sheets
- ◆ Please be sure to submit ORIGINALS of all documents
- ◆ Please use only ONE SIDED Time Sheets
- ◆ Deliver to OUSD After School Programs Office — All 21<sup>st</sup> Century and/or ASES Paid Inservice/Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ **Union Contract rate for teachers is \$25.82/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$33.58/hr.**
- ◆ Once the Paid In-service form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

<b>Paid In-service/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates:</b>	<b>OUSD Anticipated Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 2 weeks.***</b>
September 30, 2016	October 14, 2016
October 31, 2016	November 15, 2016
November 30, 2016	December 15, 2016
December 16, 2016	January 13, 2017
January 31, 2017	February 13, 2017
February 28, 2017	March 15, 2017
March 30, 2017	April 14, 2017
April 28, 2017	May 15, 2017
May 31, 2017	June 15, 2017
June 9, 2017	June 30, 2017

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

Exhibit G (3)



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools. Training Students

**PROCEDURES for EXTENDED TIME and/or OVERTIME FORMS (ET/OT)  
for OUSD CLASSIFIED EMPLOYEES 2016-2017**

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

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

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

ET/OT Forms Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates
September 15, 2016	September 30, 2016
September 30, 2016	October 13, 2016
October 13, 2016	October 31, 2016
October 31, 2016	November 15, 2016
November 15, 2016	November 30, 2016
November 30, 2016	December 15, 2016
December 15, 2016	December 29, 2016
December 16, 2016	January 13, 2017
January 13, 2017	January 31, 2017
January 31, 2017	February 15, 2017
February 15, 2017	February 28, 2017
February 28, 2017	March 15, 2017
March 15, 2017	March 30, 2017
March 30, 2017	April 14, 2017
April 14, 2017	April 28, 2017
April 28, 2017	May 15, 2017
May 15, 2017	May 31, 2017
May 31, 2017	June 15, 2017
June 9, 2017	June 30, 2017

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

Exhibit H

Certificates of Insurance and Additional Insured Endorsement

**INSERT HERE**



# CERTIFICATE OF LIABILITY INSURANCE

6/1/2016

DATE (MM/DD/YYYY)

4/15/2016

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> Lockton Insurance Brokers, LLC CA License #OF15767 Two Embarcadero Center, Suite 1700 San Francisco CA 94111 (415) 568-4000	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C No. Ext):</b> _____ <b>FAX (A/C. No):</b> _____ <b>E-MAIL ADDRESS:</b> _____													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: United States Fire Insurance Company</td> <td>21113</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: United States Fire Insurance Company	21113	INSURER B: Travelers Property Casualty Co of America	25674	INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: United States Fire Insurance Company	21113													
INSURER B: Travelers Property Casualty Co of America	25674													
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> 1068653 Young Men's Christian Association of the East Bay 2330 Broadway Oakland CA 94612														

COVERAGES YMCEA01 CERTIFICATE NUMBER: 13990151 REVISION NUMBER: XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	INSURED	WARRANTY	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"/> Abuse & Mol \$1M GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____	N	N		506-881838-7	6/30/2015	6/30/2016	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"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE 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/H	N	N/A	TC2JUB-6A050452-15	6/1/2015	6/1/2016	<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

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: Piedmont Elementary School and Hoover Elementary School are an Additional Insured to the extent provided by the policy language or endorsement issued or approved by the insurance carrier in force for OUSD Summer School held at Oakland Unified School District, 900 High St, Oakland, CA 94601 ongoing through the policy period.

<b>CERTIFICATE HOLDER</b> 13990151 Oakland Unified School District Attention: Risk Management 900 High St Oakland CA 94601	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

**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 OR ORGANIZATION 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 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 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.

Exhibit I

Statement of Qualifications

**INSERT HERE**





# 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.



July 26, 2016

Dear Julia Fong Ma,

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

Sincerely,



Tariq Norris  
Regional Director of Youth and Family Programs



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2016-2017

### Basic Directions

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

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

### Agency Information

Agency Name	YMCA of the East Bay	Agency's Contact Person	Robert A. Wilkins, Sr.
Street Address	2330 Broadway	Title	President & Chief Executive Officer
City	Oakland	Telephone	510/318-7654
State	CA	Zip Code	94612
OUUSD Vendor Number	V018151	Email	rwilkins@ymcaeastbay.org
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input checked="" type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Program Planning Tool and Budget <input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.sam.gov/portal/public/Sam/">www.sam.gov/portal/public/Sam/</a> )		

### Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	July 1, 2016	Date work will end	August 20, 2017	Total Contract Amount	\$ 93,879.00
------------------------	--------------	--------------------	-----------------	-----------------------	--------------

### Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
6010	ASES	1681553401	5825	\$ 93,879.00	R0170529
			5825	\$	
			5825	\$	
			5825	\$	

### OUUSD Contract Originator Information

Name of OUUSD Contact	Denise Burroughs	Email	Denise.Burroughs @ousd.org	
Telephone	510/531-4900	Fax	510/531-4920	
Site/Dept. Name	168/Carl Munck School	Enrollment Grades	K	through 5th

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

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

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

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			
2. Oakland After School Programs Office			8/1/16
3. Network Officer or Deputy Chief			
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)			
5. Board of Education or Superintendent			
Procurement	Date Received		

**SAM Search Results**

**List of records matching your search for :**

**Search Term : YMCA\* of the\* East\* Bay\***

**Record Status: Active**

**No Search Results**