

Board Office Use: Legislative File Info.	
File ID Number	14-1186
Introduction Date	6/25/14
Enactment Number	14-1058
Enactment Date	6/25/14



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To The Board of Education

From Gary Yee, Ph.D., Superintendent *Y*
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date
(To be completed by Procurement) _____

Subject Professional Services Contract -
 Edventure More, San Francisco, CA _____ (contractor, City State)
 922/Family, School, and Community Partnerships Department _____ (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Edventure More. Services to be primarily provided to Family, School, and Community Partnerships for the period of 5/15/2014 through 8/15/2014.

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

OUSD's 21st Century Community Learning Center grants for elementary and middle school sites include Supplemental Funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with existing after school lead agency partners to provide enhanced and increased summer services at schools that will operate Title 1 funded morning academic programs. The community partner will provide an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program.

Discussion
One paragraph summary of the scope of work.

Ratification by the Board of Education of a Professional Services Contract between the District and Edventure More, San Francisco, CA, for the latter to work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students. The contractor will work collaboratively with the summer school to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full 6-hour, daily summer learning program at Reach Academy for the period of May 15, 2014 through August 15, 2014, in an amount not to exceed \$29,640.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Edventure More. Services to be primarily provided to Family, School, and Community Partnerships for the period of 5/15/2014 through 8/15/2014.

Fiscal Impact Funding resource name (please spell out) 4124 / 21st CCLC
 _____ not to exceed \$ 29,640.00

- Attachments**
- Professional Services Contract including scope of work
 - Fingerprint/Background Check Certification
 - Commercial General Liability Insurance Certification
 - TB screening documentation
 - Statement of qualifications

Board Office Use: Legislative File Info.	
File ID Number	14-1186
Introduction Date	6/25/14
Enactment Number	14-1088
Enactment Date	6/25/14



OAKLAND UNIFIED SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2013-2014

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

1. **Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on 5/15/2014 or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400, whichever is later. The work shall be completed no later than 8/15/2014.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Twenty Nine Thousand, Six Hundred Forty Dollars (\$29,640.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

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

4. **Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 1. Individual consultants:
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 2. Agencies or organizations:
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
5. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* N/A which shall not exceed a total cost of \$ _____.
6. **CONTRACTOR Qualifications / Performance of Services.**

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

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

7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

Professional Services Contract

OUSD Representative:

Name: Julie McCalmont
Site /Dept.: 922/Family, School, and Community Partnerships
Address: 746 Grand Avenue
Oakland, CA 94610
Phone: (510) 273-1576

CONTRACTOR:

Name: Edventure More
Title: Ed Caballero, Co-Founder & Executive Director
Address: 2295 Palou Avenue
San Francisco, CA 94124
Phone: (415) 282-6673

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. Invoicing

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

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

10. Insurance:

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

Check one of the boxes below:

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

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

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

OR

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

11. Licenses and Permits: CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

Professional Services Contract

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, the CONTRACTOR agrees to require like compliance by all its subcontractor(s). Contractor shall not engage in unlawful discrimination in employment on the basis of actual or perceived, race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.
14. **Drug-Free / Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
15. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
16. **Copyright/Trademark/Patent/Ownership.** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
17. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
18. **Termination:** OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
1. **Tuberculosis Screening**
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contact with OUSD pupils in providing services to the District under this Agreement.
- Contractor initial: CAE
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

Professional Services Contract

- 22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.

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

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.epls.gov/eplis/search.do>)

Summary of terms and compensation:

Anticipated start date: 5/15/2014 Work shall be completed by: 8/15/2014 Total Fee: \$ 29,640.00

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
- Superintendent or Designee

Secretary, Board of Education

6/26/14
Date
6/26/14
Date

CONTRACTOR

Contractor Signature

Eduardo A. Caballero,
Print Name, Title
Executive Director

5/27/14
Date

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

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

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

Ratification by the Board of Education of a Professional Services Contract between the District and Edventure More, San Francisco, CA, for the latter to work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students. The contractor will work collaboratively with the summer school to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full 6-hour, daily summer learning program at Reach Academy for the period of May 15, 2014 through August 15, 2014, in an amount not to exceed \$29,640.00.

SCOPE OF WORK

Edventure More will provide a maximum of hours of services at a rate of \$ per hour for a total not to exceed \$ 29,640.00. Services are anticipated to begin on 5/15/2014 and end on 8/15/2014.

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

This contractor will work in partnership with the Title 1-funded morning summer school program in order to provide an additional three hours of afternoon enrichment, including STEM learning, physical activity, arts learning, and other summer learning opportunities for students. Program activities will be based on youth development best practices, and will be modeled after successful after school enrichment services provided by the contractor. Participating students will be able to experience a full day, 6 hour summer learning opportunity as a result of the partnership between the contractor and the morning summer school program. The contractor will abide by all 21st Century grant requirements detailed in the standard after school Lead Agency MOU. Specific summer program activities are outlined in the attached Summer Program Plan.

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

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

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

- Ensure a high quality instructional core
Develop social, emotional and physical health
Create equitable opportunities for learning
High quality and effective instruction
Prepare students for success in college and careers
Safe, healthy and supportive schools
Accountable for quality
Full service community district

4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____

 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/14/2014

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

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

PRODUCER ALLIANCE BUSINESS & COMMERCIAL 163 YORBA STREET TUSTIN, CA 92780 LICENSE # 0820715	CONTACT NAME: DANETTE DIDIER DEMONT PHONE (A/C, No, Ext): 714-832-8192 FAX (A/C, No): 714-832-1763 E-MAIL ADDRESS: ABCINS@PACBELL.NET
	INSURER(S) AFFORDING COVERAGE INSURER A: NORTHFIELD INSURANCE COMPANY NAIC # 27987 INSURER B: COMPANION PROPERTY & CASUALTY 12157 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED EDVENTUREMORE 2295 PALOU ST. SAN FRANCISCO, CA 94124	

COVERAGES **CERTIFICATE NUMBER:** 14,201 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	A	WS169056	5/15/2013	5/15/2014	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 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					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> NO N/A		CPCA11352	6/01/2013	6/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	SEXUAL/PHYS ABUSE	A	WS169056	5/15/2013	5/15/2014	\$500,000 EACH CLAIM \$1,000,000 AGGREGATE
A	ERRORS AND OMISSIONS		WS169056	5/15/2013	5/15/2014	\$2,000,000 /\$3,000,000

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

CERTIFICATE HOLDER PROOF OF INSURANCE BY EMAIL TO INS	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE DANETTE DIDIER DEMONT
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OUSD Summer 2014 Lead Agency Program Plan
Summer Hub: REACH ACADEMY

SECTION 1: Lead Agency Information

Lead Agency Name: Edventure More	Lead Agency Address: 2295 Palou Ave, San Francisco, CA 94124	
Lead Agency Phone: 415.282.6673	Lead Agency Fax: 415.449.6161	
Main Contact Person: Ed Caballero	Email: ed@edventuremore.org	Phone: 415.282.6673

SECTION 2: Description and Rationale for selection of Lead Agency

Please provide a narrative description of the agency that is managing the summer program. Describe the agency infrastructure and systems of support that will support your agency's successful implementation of summer programming.

Edventure More is a year-round 501(c)(3) enrichment organization for children dedicated to reducing Summer Learning Loss, building 21st Century Skills and saving hands-on learning in schools. The three main facets of our organization are:

1) Summer Programs:

- Camp Edmo-inquiry based enrichment to pre-K-4th grade youth.
- Camp EdTech- digital media camp for entering 5th – 9th graders.

2) School Year Programs:

In Class Programs (ICP) bring our hands-on science activities directly into classrooms, serving over 10,000 students and 450 teachers each year. In 2011, After School Programs, were added.

3) Giving Programs: In the wake of budget cuts in Bay Area schools and the staggering increase of the effects of Summer Learning Loss in low income families, we established a giving program by allocating 5% of summer program proceeds from our fee paying families and 100% of all individual donor support to provide over \$360,000 in scholarships since 2004. In 2012, we expanded our fundraising efforts to also subsidize the cost of classroom science programs for schools.

We leverage the strengths of key stakeholders in education: museum experts, teachers and schools, community organizations and parents. We align our entire curriculum with California State Standards. Below are additional unique strengths and leadership abilities. Over the years we have partnered with top Bay Area children's museums to design our curriculum and support training. Past and present museums include: the California Academy of Sciences (2005-present), Children's Creativity Museum (2007-present), Exploratorium (2005-2011), Museum of Children's Art (2005-2013).

Last summer, we provided almost 6,000 total weeks of camp to over 3,000 youth throughout our 24 Bay Area locations. We have been voted "Best Summer Day Camp" and "Best Enrichment Support Program" by BayAreaParent Magazine five years in a row. Parent surveys indicate 9 out of 10 children taught a family member something they learned in our summer programs, and 99% of teachers gave rave reviews on our standards-aligned classroom science activities.

SECTION 3: Lead Agency Mission

Please describe your agency's mission. Describe how serving as a Summer Lead Agency for OUSD summer programs fits into your agency's mission, vision and/or goals.

Adventure More is a year-round 501(c)(3) non-profit enrichment organization that exists to inspire the playful pursuit of enrichment in the next generation. Our programs provide a place for all kids to nurture their innate curiosity, confidence and kindness through hands-on science, art, technology and outdoor activities. Since 2004, we have created award-winning summer camp and school year programs in partnership with top Bay Area museums and talented professionals. We are a local force in the national movement to prevent Summer Learning Loss, build 21st Century Life Skills and save hands-on learning in schools. To ensure equal enrichment access, we commit 5% of camp proceeds and 100% of donations towards camp scholarships and subsidized hands-on science programs for schools.

SECTION 4: Summer Program Quality Team

Each summer lead agency is expected to have a Summer Program Quality Team comprised of key individuals who will lead your agency's summer program planning, and work in partnership with OUSD to ensure program quality. Please list the members of your agency's summer program quality team. This team should include 2-4 key stakeholders involved in the planning, implementation, and assessment of the summer program. In addition to the Summer Site Coordinator, team members may include an Agency Director, and key summer program staff. **Please designate a quality team leader with an asterisk (Example: Jamie Smith*).** The team leader is considered to be the project liaison and will be the main person responsible for corresponding with OUSD and Partnership for Children and Youth staff.

Name	Title	Email	Phone
Ed Caballero*	Executive Director	ed@adventuremore.org	415.282.6673
Sara Statler	Summer Program Manager	sara@adventuremore.org	415.282.6673
Mary Yu	Regional Camp Director	campedmoop@adventuremore.org	TBD
Site Coordinator Name-TBD	Site Coordinator	TBD	TBD

SECTION 5: Summer Program Quality Learning Community Meetings, Trainings, and Professional Development

Summer Lead Agency partners will be expected to participate in three strands of summer professional development provided by OUSD in collaboration with Partnership for Children and Youth (PCY):

Strand 1: Summer Learning Community meetings will occur on a monthly basis (January-October 2014) for all summer lead agency directors and site coordinators. These required meetings will support agencies and program sites in planning, implementation, technical assistance, and evaluation of summer programs. The Summer Learning Community meeting schedule will be distributed to selected summer lead agency partners in December.

Strand 2: Line staff trainings for summer program staff: OUSD will leverage district and community resources to provide approximately 15 – 18 hours of additional summer training focused on topics such as high quality summer STEM, physical activity, and enrichment. A schedule of trainings for summer program staff will be provided by March, and trainings will occur between April – June. Summer program staff will be required to attend these summer trainings. (Bechtel Summer STEM projects will also have up to an additional 16 hours of STEM training, in addition to these line staff trainings)

Strand 3: Summer Conferences: PCY will host two important summer conferences that summer lead agencies should plan to attend. These conferences are free, and agencies will need to register staff directly through the Partnership for Children and Youth website (www.partnerforchildren.org).

- January 10: Summer Leadership Conference for Agency Directors and Site Coordinators
- May 9: Summer Conference for program staff

Assurances: (please initial each item)

 EAC_ I understand that as a Summer Lead Agency partner, our Summer Site Coordinator(s) and agency director will be required to participate in a monthly Summer Learning Community, co-facilitated by Partnership for Children and Youth and OUSD.

 EAC_ I understand that each of my summer program staff members will be required to attend 15 – 18 hours of training that will build their capacity to implement high quality summer enrichment and academic programming.

 EAC_ I will allocate summer contracted funds and in-kind agency funds, as needed, to ensure that my staff attend all required summer meetings and trainings detailed above.

 EAC_ I am applying to be a summer lead agency partner because my agency has capacity to deliver high quality summer enrichment and academic programming to OUSD students. In addition to the meetings and trainings listed above, my agency will provide our summer staff with adequate youth development training, planning time, coaching, and support before summer begins and over the course of the four-week summer program so that staff can deliver high quality services to students. My agency is committed to strengthening the youth development practices of our summer staff.

Agency Professional Development Plans

Please detail below your agency's own professional development plans and schedule for summer staff.

Pre-Camp: Instructors complete 50+ of curriculum training with our museum partners and our Curriculum Manager. Counselors complete 30+ hours of training. All pre-camp training covers topics such as camp set-up and operations, diversity, behavior management, CPR and first aid, emergency and disaster training, and camper/ parent communication. All staff will also receive training based on curriculum designed by two other 2 enrichment partners:

- Kimochi's – social-emotional communication and conflict resolution training
- Playworks – recreation and play facilitation.

During Camp: We have budgeted for all staff to arrive 45 minutes prior to when the students arrive. This time will be essential for the Site Coordinator to give feedback to Instructors and Counselors. This will also allow for staff to prep the supplies required to do hands-on science and art activities. The Onsite Coordinator will also perform daily observations of the instructors during class periods and give real-time feedback and support.

Post Camp: Staff will receive a Staff Survey to collect their comments and suggestions for improvement the following year.

Applying learning from After School Professional Learning Communities (PLCs):

Discuss how your agency will utilize knowledge and resources you are gaining from participation in current after school professional learning communities (ie. Building Intentional Communities, Science learning community, etc.) to help shape summer program and curriculum plans.

As outlined above, we have 10 years of experience running enrichment summer camp programs. We will be implementing the same science, art and life skills curriculum that we implement at our 16 other fee-paying sites across the Bay Area. Our biggest priority is getting to know the school, community and kids prior to the summer. We are attempting to do this by piloting an After School Program at the site prior to the summer. We also hope to recruit several after school staff currently working on site to serve as Instructors.

SECTION 6: Summer Program Information

Projected # of Program Days your program will operate during the Summer: 19 days
(Please note that the OUSD Morning Summer Program will operate for 19 days, from June 23 – July 18, with program closure on July 4th)

Grades Served: **Entering K-5th grade**

Targeted daily attendance for summer hub:
120

Using the OUSD Summer Learning Goals as a guide, state 2-4 Agency/Site Youth Learning Goals for Summer Program Participants:
-Build 21st Century Life Skills like curiosity, confidence and kindness
-Increase excitement and curiosity for science
-Keep kids physically active
-Build social/emotional intelligence

Hours of Operation
Please note that morning summer school will operate from approximately 8:15 – 12:15 daily. Your afternoon summer program will operate from approximately 12:15 – 3:15 daily. All students must be off-site by 3:30pm and staff must be off site by 3:40 as the building will be promptly locked at 4pm daily.

Proposed Daily Program Schedule and Expected Activities:

- Please note that all programs will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), between the hours of 12:15 – 3:15.
- Please include staff prep and clean up/debrief times on your daily schedule below.

11:30am: Staff Meeting/Prep

12:15pm: Kids arrive

12:20pm: Afternoon Rally (includes staff intros, camp game, cheers, etc)

12:40pm: Outdoor Recreation & Team Time (Non-competitive games designed to build teamwork, cooperation skills, and get out restless energy. Social-emotional learning games using Kimochis® will be played.)

1:40pm: Snack

1:50pm: Science Enrichment

2:50pm: All Camp Clean Up

3pm Pick Up

3:15pm: Staff gather belongings

3:30pm: Staff off campus.

SECTION 7: Summer Curriculum

Over the course of the next six months, summer lead agency partners will receive guidance and training on developing summer program plans. We are interested in learning about your current ideas for high quality summer programming and the curriculum/resources you plan to utilize. In the boxes below, please describe your plans for summer academics, enrichment, physical activity, and community building.

Hands-on Academic Activities: (please describe your planned academic activities, including learning goals and curriculum/resources you will use to ensure high quality programming that supports students' application of math, reading, writing, science, and/or critical thinking skills)

Our hands-on science curriculum has been developed over the course of 10 years in partnership with the Exploratorium and CA Academy of sciences. Each week will feature activities that revolve around a central theme:

Week 1) Incredible Edibles

Play with your food and learn with it! Create your own ice cream flavor, make your cereal magnetic, turn fruit into your face, or invent a healthy soda.

Sample Science Projects

Natural Soda: Using the scientific method has never been so delicious. Make a hypothesis, change variables and draw conclusions as you invent your own natural soda flavors!

Magnetic Cereal: Explore the properties of magnetism by playing with your breakfast! Be amazed at what your cereal can attract.

Ice Cream: We scream for science! Discover the properties of solids, liquids and gases by mixing and freezing your own ice cream.

Supertaster: Did you know some people are capable of tasting flavors others can't? Find out if you're a "supertaster" when we take an up close look at your taste buds!

Week 2) Critterville

What are those furry, feathered, crawly things all around you? Find out as you go on a bug hunt, dissect an owl pellet, sculpt a bird, or build a flying squirrel!

Sample Science Projects

Bug Hunts: Use the same equipment entomologists (those are bug scientists) at the California Academy of Sciences use to safely capture bugs and look at them under microscopes. Compare the insects and bugs you capture to exotic species from around the world!

Ants in Your Camps: Did you know one of the strongest creatures in the world is an ant? Put out ant bait to capture these little critters and learn the amazing ways they communicate, build and live among giants like us.

Predator or Prey?: Get face-to-face with a real bear skull and compare the teeth, eyes and jaws to your own. Strap on a pair of funny-looking rabbit goggles to literally "see" what it's like to have eyes on the side of your head.

Freaky Fliers: Squirrels, frogs and monkeys that fly? We're not talking about make-believe cartoons, these are real animals that exist! Watch how they do it and test build a special glider to mimic the way they fly.

Week 3) Magic & Medieval Times

Mix magic potions, design catapults, build fortified castles, and create crystal balls that tell the future!

Sample Science Projects

Magic Potions & Spells: Create chemical reactions and strange mixtures to make glow-in-the-dark slime and matter-changing goo. Play with power of perception to see the impossible. Put a see-through hole in your hand, make a coin disappear, bend wood without breaking it, and balance birds on your finger tips.

Magic 8 Balls: Use principles of buoyancy to create your own fortune telling "crystal ball".

Catapults: Your design challenge is to build a famous medieval machine, the catapult, to knock down a "fortress wall", launch a boulder over the wall, or launch from the farthest distance away to avoid the archers' arrows!

Time Tellers: You've traveled back in time...but what time is it? How did people keep track of the hours with no clocks? Build your own hour glasses and sundials to watch time slip and dip away.

Week 4) Planet Power

How does our incredible Earth work? Assemble terrariums, experiment with water, recreate wild weather patters, and taste edible plants!

Sample Science Projects

Terrariums – Get to know plants up close and personal by making a lovely terrarium. We'll examine how plants use soil and water, and we'll even fill our terrariums with some sculpted creatures!

Seed Suitcases – We'll learn about the ingredients that seeds need to germinate while making super seed suitcases! These little balls can be tossed outside just about anywhere to grow beautiful flowers.

Rain Machine – Discover how water changes states high in the sky and becomes rain by making an amazing rain machine. We'll observe the way rain falls and maybe even have a rain tasting!

Enrichment Activities: (please describe your planned enrichment activities, including learning goals, and curriculum/resources you will use to ensure high quality youth development programming)

During our "Team Time" period each day, campers will play games to help them build social emotional intelligence. The primary learning tool we use are Kimochis®. Kimochi (KEY.MO.CHEE) means "feeling" in Japanese. When kids can communicate their feelings effectively, they develop positive social and emotional skills that lead to lasting friendships and success in academics and all aspects of life. Kimochis... Toys With Feelings Inside® are playful tools that can help families (even camp "families") identify and express feelings; solve behavioral problems; communicate openly; resolve conflicts; and create closer connections.

Kimochis trains our camp staff to lead play-based games with campers that increase their emotional awareness and intelligence. These games are typically led in Team Time, but the emotional vocabulary the kids learn are used throughout the camp day to resolve behavior issues or conflicts between campers.

Physical Activity: (please describe your planned physical activities, including learning goals and curriculum/resources you will use to ensure well-structured, moderate-rigorous daily physical activity for all students)

Our daily outdoor recreation curriculum features primarily non-competitive games design to build teamwork, collaboration and strategy skills. The curriculum we use was designed by Playworks®, a national non-profit. The curriculum stresses the importance orderly transitions between activities, stressing inclusiveness, giving students tools to resolve disagreements (ro-sham-bo), setting clear rules and boundaries, giving lots of positive reinforcement, making sure staff are participating.

Community Building: (please describe what community building activities you will integrate into your program schedule, and what curriculum/resources you will use to ensure high quality community building activities; please include planned "Summer Bridge" transition support activities for middle schools serving incoming 6th graders)

Campers will have their own group of 20-30 kids that they will stay with throughout the week's activities. Each group will come up with a team name, team banner, team cheer, and perform for the camp during the daily rally.

All campers will also participate in The Edmo Vibe Game. This is a life skills game that where kids earn cards when they do actions that demonstrate Curiosity, Confidence and Kindness. Below is a list of the Edmo Vibe Cards and how they earn each one. For more information on the game, you can visit: <http://www.campedmo.org/the-edmo-vibe-game/>.



BUDDY CARD

Earn a BUDDY CARD by making new friends at camp. Tell your Counselor **2 facts** you learned about your new friend **PLUS 1 game/activity** you played together. Example facts: If you could be any food what would you be? Where do you go to school? Do you have a pet? What's your favorite game? How many brothers and sisters do you have?

Who awards the Buddy Card: Counselors



SMILE CARD

Earn a SMILE CARD by doing acts of kindness towards others. Help your Counselor clean up, help another camper with a project, show good sportsmanship during recreation games, share a snack, make an arts & craft project to give to someone else, cheer someone up when they're down, and always try to put a smile on people's faces!

Who awards the Smile Card: Counselors



STUMP CARD

Earn a STUMP CARD by asking an Instructor or Camp Director a trivia question. Find a fun fact or trivia question that relates to the weekly theme, but is **NOT** something covered during your arts & science or animation station. If you can stump the Instructor or Camp Director, you earn this card!

Who awards the Stump Card: Instructors or Camp Directors



BANANA CARD

Earn a BANANA CARD by being courageously you! Get extra dressed up for Thursday Theme days, show off a special talent or hobby, get really silly during camp rallies, invent a new Edmo song or skit, and let your unique spirit shine all summer long!

Who awards the Stump Card: Counselors, Instructors or Camp Directors



WILD CARD

Earn a WILD CARD by being a great naturalist! Naturalists love learning about nature and caring for it. Teach your counselor something about a local plant or animal, clean up litter or do something good for the environment!

Who awards the Wild Card: Counselors, Instructors or Camp Directors



PLUS CARD

Earn a PLUS CARD by rocking the Vibe at home! To earn this card you must:

1. Teach someone at home something you learned at camp OR
2. Do something extra helpful for your community or family OR
3. Complete the "[T-Shirt Challenge of the Week](#)". T-shirt challenges are designed to help campers rock the Vibe at home! Complete the week's challenge by end of day Thursday.

Note: A parent must write or sign a note describing #1 or #2 to earn this card.

Who awards the Plus Card: Instructors or Camp Directors

SECTION 8: Summer Program Recruitment Strategies and Timeline

Briefly describe your anticipated summer program student recruitment activities and timeline. (please note that OUSD and PCY will give you additional guidance regarding summer program recruitment) Additionally, please respond to the following questions:

As a Summer Lead Agency partner for an OUSD Summer Program "Hub", you will be responsible for recruiting summer program participants from all the feeder schools that will feed into your summer hub (potentially 1-3 other schools in addition to the host site where the summer program will take place).

- a) How would you work to ensure equitable enrollment of students from all the feeder schools into the summer hub?
- b) Considering that you may not be the after school lead agency partner at some of these feeder schools, how would you work collaboratively with the other lead agency partners and school leadership teams at the feeder schools to streamline summer recruitment processes and ensure that students who most need summer services receive it?

We plan to meet with the principals of REACH Academy, Korematsu Academy and Esperanza Academy to ensure that the proper students get the scholarship spots.

SECTION 9: Summer Line Staff Information (if known at this time)

To promote continuity between OUSD after school and summer programs, and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs.

Please list the name(s) of line staff whom you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a maximum 1:20 adult to student ratio.

Important Note: Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings. The Summer Site Coordinator and summer program staff must be hired **no later than April 4.**

Program Staff Name	Email	Current After School Site where he/she works	Anticipated summer program hub site	Did he/she work in an OUSD Summer
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				Program last year?
TBD				

Summer Staff Recruitment

Please indicate how many total staff vacancies you anticipate you will need to fill in order to fully staff your proposed Summer Hub(s): 9

All summer program staff must be hired by April 4 in order to participate in initial summer trainings that may take place during the Spring Break in mid-April.
Important Reminder: Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings.

a) Please describe your planned staff recruitment strategies to hire highly qualified individuals for OUSD Summer Program Hubs.

Our full time Summer Program Manager leads the recruiting of Camp Directors, or in this case Site Coordinators. The Site Coordinator will have final decision on the hiring of their staff. We plan to start by interviewing the existing after school staff at the site. If we do not find enough high-quality applicants, we will select from our pool of applicants from our other East Bay locations. Every year we receive hundreds of applications for our Instructor and Counselor positions. Applicants go through a 4-step interview process: 1) Online application review, 2) Phone screening 3) Group Interview 4) 1-on-1 interview. All applicants who get through the system will also be eligible to work at our Oakland HUB site.

b) Please summarize some of the key qualifications and characteristics your agency will look for in hiring highly qualified summer program staff.

We plan to hire 11 staff total: 1 Site Coordinator, 5 Science Instructors, 5 Counselors. The Site Coordinators must have previous managerial experience in addition to experience working with kids. The Science Instructors must be college graduates. The 5 Counselors are generally high-achieving college students or high school seniors. The key quality we look for in all applicants is a “contagious enthusiasm” for learning. All staff will receive at least 24 hours of training prior to summer in addition to the training mandated by OUSD.

SECTION 10: Summer Lead Agency In-Kind Contributions and Leveraged Resources:

Please describe what additional resources your agency will leverage in order to support high quality summer programming at OUSD Summer Hubs.

All of our Oakland HUB site Instructors will receive the same caliber of training from Edventure More and our partner museum, the California Academy of Sciences. The science curriculum to be used at this site will be identical to that of our fee-paying site. Administrative costs such as ordering the supplies and recruiting the staff will be shared with our other fee-paying programs. Likewise, any home office support during the season will be shared as well.

Important Note:

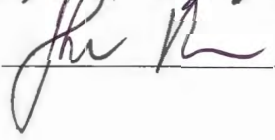
OUSD Summer Programs are free programs. Summer Lead Agencies **cannot** charge a summer program fee to participating families for program costs or field trip costs.

Revised: 3/7/14

Signature of Summer Lead Agency Director:

 4/10/14

Signature of Principal of Summer Hub host site:

 4/7/14

21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 04.2013

Site Name:	Reach Academy	21st CCLC Grant Funds	Lead Agency In-Kind Contributions
Site #:			
Lead Agency	Edventure More		
TOTAL CONTRACTED FUNDS		\$0	\$0

BOOKS AND SUPPLIES

Supplies	\$8,619	
Total books and supplies	\$8,619	\$0

CONTRACTED SERVICES

Site Coordinator	\$5,472	
Academic Instructors	\$4,560	
Instructor Prep Time	\$570	
Counselors	\$3,648	
Workers Comp and Payroll Taxes	\$2,462	
Staff Training	\$1,320	
Recruiting and Human Resources	\$350	
Live scan/background checks	\$1,099	
Transporation and of supplies	\$400	
Total services	\$19,881	\$0

IN-KIND DIRECT SERVICES

Curriculum Development (5% of salary)		\$2,000
Curriulcum and Supply Manager (5% of salary)		\$2,000

2012-2013 Elementary/Middle School After School Program Budget

	Supply Mangement (ordering, sorting, storing)		\$2,000
	Summer Programs Manager (5% of salary)		\$2,500
	Total value of in-kind direct services		\$8,500
SUBTOTALS			
	Subtotals DIRECT SERVICE	\$28,500	\$8,500
	Allowable lead agency admin (at 4% of contracted funds or less)	\$1,140	
TOTALS			
	Total budgeted per column	\$29,640	
	BALANCE remaining to allocate	-\$29,640	

Required Signatures for Budget Approval:

Principal:	<i>Julia J. Ma - approved by</i>
Lead Agency:	<i>After School Programs Office</i>

SAM Search Results
List of records matching your search for :

Search Term : Edventure* More*
Record Status: Active

No Search Results

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2013-2014

Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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

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

Attachment Checklist

- For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
- For individual consultants: Proof of negative tuberculosis status within past 4 years.
- For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/portal/public/SAM/>)
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
- For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

OUSD Staff Contact *Emails about this contract should be sent to: (required)* Renee.McMearn@ousd.k12.ca.us

Contractor Information

Contractor Name	Edventure More	Agency's Contact	Ed Cabellero			
OUSD Vendor ID #	1005923	Title	Co-Founder & Executive Director			
Street Address	2295 Palou Avenue	City	San Francisco	State	CA	Zip 94124
Telephone	(415) 282-6673	Email (required)	ed@edventuremore.org			
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	5/15/2014	Date work will end	8/15/2014	Other Expenses	\$
Pay Rate Per Hour (required)	\$	Number of Hours (required)			

Budget Information

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

Resource #	Resource Name	Org Key	Object Code	Amount
4124	21st CCLC	9221872101	5825	\$ 29,640.00
			5825	\$
			5825	\$
Requisition No. (required)	R0411144		Total Contract Amount	\$ 29,640.00

Approval and Routing (in order of approval steps)

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

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

1.	Administrator / Manager (Originator)	Name	Julie McCalmont	Phone	(510) 273-1576
	Site / Department	922/Family, School, and Community Partnerships Department		Fax	(510) 273-1551
	Signature	<i>Julie McCalmont</i>		Date Approved	5/27/14
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature	<i>Julia Ma</i>		Date Approved	5-28-14
	Signature (if using multiple restricted resources)			Date Approved	
3.	Regional Executive Officer				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site <input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>Christine Saucy</i>		Date Approved	
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations			Consultant Aggregate Under	Over \$50,000
	Signature	<i>Maria Santos</i>		Date Approved	5/28/14
5.	Superintendent, Board of Education <i>Signature on the legal contract</i>				
Legal Required if not using standard contract		Approved	Denied - Reason	Date	
Procurement	Date Received		PO Number		