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Enactment Date	6/14/17 <i>en</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Devin Dillon, Ph.D., Interim Superintendent

Board Meeting Date June 14, 2017

Subject Memorandum of Agreement - Upward Roots, Inc. - (contractor) - Community Partnerships Unit - 922/Community Schools and Student Services Department (site/department)

Action Requested Approval of a Memorandum of Agreement between the Oakland Unified School District and Upward Roots, Inc., Oakland, CA, to be primarily provided at selected elementary schools for the period of April 10, 2017 through April 10, 2020.

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

Upward Roots will provide its Youth Roots Program, both leadership and social emotional components, which result in a youth-led community service project at partnering schools.

Discussion
One paragraph summary of the scope of work.

Approval by the Board of Education of a Memorandum of Agreement between the District and Upward Roots, Inc., Oakland, CA, for the latter to provide its Youth Roots Program which supports youth-led service learning after school by training lead agency staff or teachers to facilitate the program at selected elementary schools, via the Community Schools and Student Services Department, for the period of April 10, 2017 through April 10, 2020, at no cost to the District.

Recommendation Approval of a Memorandum of Agreement between Oakland Unified School District and Upward Roots, Inc. Contractual services to be primarily provided at selected elementary school for the period of April 10, 2017 through April 10, 2020.

Fiscal Impact Funding resource name (please spell out): No Fiscal Impact

Attachments Memorandum of Agreement
Certificate of Insurance
Scope of Work
Statement of Qualifications



CONTRACT JUSTIFICATION FORM

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

Legislative File ID No. 17-1042

Department: 922/Community Schools and Student Services Department

Vendor Name: Upward Roots

Contract Term: Start Date: 04/10/2017 End Date: 04/10/2020

Annual Cost: \$ 0

Approved by: Andrea Bustamante

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

School site(s) selected partner for In-Kind agreement.

Summarize the services this Vendor will be providing.

Upward Roots facilitates youth-led community service projects incorporating youth leadership and SEL components.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

No fee for services; In-Kind partnership.

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 BETWEEN A PARTNER ORGANIZATION
OR INDIVIDUAL AND OAKLAND UNIFIED SCHOOL DISTRICT**

I. Parties

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between Oakland Unified School District ("OUSD") and
Upward Roots, Inc. [CONTRACTOR—name of your organization].

WHEREAS, the CONTRACTOR's services or program described in this MOU will be provided at no cost to OUSD, the students, or the parents; and

BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said program(s) selected in Section II of the MOU.

II. Program Name(s)

Unless otherwise agreed to in writing by the parties, the Program(s) governed by this agreement are the following:

Youth Roots Program, both leadership and social emotional components, which result in a youth-led
community service project at partnering schools.

III. CONTRACTOR Responsibilities/Scope of Services

A. Provide a description of the services that your program(s) will be providing to OUSD. Please be specific by answering all of the following questions.

1. A brief description of the type of services your program(s) generally provides.

We the Youth Roots Program, which supports youth-led service learning after-school. We train lead agency staff or teachers to facilitate the Program. We also partner the service projects with local CBOs.

2. The relevant experience of the CONTRACTOR personnel that will be providing the services:

Elizabeth Knight, Executive Director, designs the curriculum and trainings, also delivers the trainings.
Currently, a part-time program manager, Rebecca Syroewski, a former OUSD full-time teacher, and currently a part-time district technology teacher, supports monitoring and coaching of programs and facilitators, outside of her contracted hours.

3. Please check all of the expectations or goals below that are in agreement with your program's services.

- Ensure a high quality instructional core
- Develop student's social health/skills
- Develop student's emotional health
- Develop student's physical health
- Develop student's cognitive and academic skills
- Create equitable opportunities for learning
- Ensure, maintain, or support high quality and effective instruction
- Prepare students for success in college and careers
- Help ensure, create, and/or sustain safe, healthy and supportive schools
- Create accountability for quality
- Help create full service community schools in OUSD
- Increase, raise graduation rates
- Other: _____

B. Ensure that all CONTRACTOR personnel, including subcontractors, will comply with any policy and systems in place at OUSD and School(s). This includes, but is not limited to the following:

1. **Drug and Smoke Free**—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 School(s).
 2. **Anti-Discrimination**—It is the policy of OUSD that in connection with CONTRACTOR's services in this MOU there shall 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. Therefore, the CONTRACTOR agrees to comply with applicable Federal and California laws.
 3. **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 OUSD employee to perform the services in this MOU, and affirms that to the best of its knowledge no such conflict presently exists. CONTRACTOR agrees to alert OUSD in writing if and when a potential conflict does arise.
 4. **Family Education Rights and Privacy Act**—CONTRACTOR shall observe District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records.
- C. **TB and Fingerprinting Clearance**—Ensure that all CONTRACTOR personnel, including subcontractors, who will be on OUSD premises have been: (a) fingerprinted; (b) submitted to DOJ and FBI criminal background check via Live Scan or a similar service as required by the Education Code, and (c) taken a tuberculosis test during the current fiscal year. Please see **Section IV** for the relevant documentation that is required.
- D. **Insurance**
1. **General Liability: EITHER** (a) CONTRACTOR maintains general liability insurance that names OUSD as an additional insured, for operations, students, volunteers, and personnel at location where CONTRACTOR provides programs/services with at least \$1 Million in coverage, and furnish certificate of said insurance to OUSD **OR** (b) CONTRACTOR is not required to maintain general liability insurance under this agreement if the Risk Management Officer signs a waiver of insurance. Please see **Section IV** for the relevant documentation that is required.
 2. **Workers' Compensation:** If CONTRACTOR employs any person to perform work in connection with this MOU, 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. The CONTRACTORS' Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Please see Section IV for the relevant documentation that is required.

The requirements under Section D, 2. will not apply if CONTRACTOR checks or marks this box and by doing so confirms and represents that it does not employ anyone in the manner subject to the workers' compensation laws of California.

- E. **Communication**—Communicate with School(s) and OUSD staff, both formally and informally, to ensure, to the best of the program's ability, that the CONTRACTOR'S services are aligned with the School(s) and OUSD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or OUSD staff, provide reasonable data and information to students participating in the CONTRACTOR's program.
- F. **Confidentiality**—CONTRACTOR shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of OUSD. CONTRACTOR will comply with FERPA, and will be allowed to use the data received to solicit funding to continue to expand its services/program, so long as there is no information from which the identity of any student in the CONTRACTOR's program as a participant could be made.
- G. **Register With/Update Community Partner Platform**—Contractor shall register in OUSD's Community Partner Platform database and perform annual updates *by August 31 of each year*, to maintain full and complete up-to-date information.

IV. Required Documents

CONTRACTOR CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

A. TB and Fingerprinting Clearance:

Contractor (Individual):

- Submit clearance letter from authorized agency verifying individual has been Fingerprinted/Criminal Background Checked for this current fiscal year. Additionally, please provide documentation from health care provider showing negative TB status of individual within the last four years.

Contractor (Agency):

- Attach clearance letter from Agency/Community-Based Organization/Non-Profit Organization on agency letterhead verifying all personnel, including subcontractors, have been Fingerprinted/Criminal Background Checked and have TB clearance for this current fiscal year and signed by authorized personnel.

B. Insurance:

Contractor (Individual/Agency):

- Please attach documentation of either proof of insurance, or a waiver signed by the Risk Management Officer. The additional insured address must read: Oakland Unified School District, Attention: Risk Management, 1000 Broadway Suite 440, Oakland, CA 94607. Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

V. Responsibilities of Oakland Unified School District

- A. Space—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the CONTRACTOR.**
- B. Janitorial Service—Provide necessary services to maintain this space, including janitorial services, maintenance, utilities, and technology support.**
- C. Data—Ensure that CONTRACTOR has reasonable access to student assessment and evaluation data necessary to inform instruction and periodically review student progress and to provide the study.**
 - 1. For the purpose of cohort determination, for instructional purposes, or for academic research purposes, at the sole discretion of OUSD, provide CONTRACTOR access to student assessment data for all students at School(s) including, but not limited to, state test scores and site-based assessments. Students identified may be protected by the use of ID numbers.**
 - 2. Provide CONTRACTOR with any other student information reasonably necessary to provide its services consistent with the CONTRACTOR's program and to evaluate the impact of its program on students at School(s).**

VI. Duration

This MOU is for the 4/10/17 - 4/10/20 period.
[Insert mm/dd/year] [Insert mm/dd/year]

VII. Termination

Either party may terminate this MOU at any time, without cause, with 30 day written notice to the other party. This agreement may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

VIII. Defense/Indemnity/Hold Harmless

Each party to this MOU agrees to defend, indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.

By: [Signature] Dated: 4/27/17 (MM/DD/YYYY)
MARTIN YOUNG, PARTNERSHIPS MANAGER (Print Name & Title)
CSSS (Sponsoring OUSD Department)

By: [Signature] Dated: ~~02/22/17~~ 04/10/2017 (MM/DD/YYYY)
Elizabeth Knight, Executive Director (Print Name & Title)
Upward Roots (CONTRACTOR—Org. Name)

Approved as to form and procedure

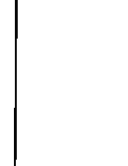
By: [Signature] Michael L. Smith, Deputy General Counsel
Oakland Unified School District
James Harris
President, Board of Education

Dated: 5/12/17 (MM/DD/YYYY)
[Signature]
Devin Dillon, Ph.D.
Interim Secretary, Board of Education

Schools

East Oakland PRIDE Elementary	Show Details
Emerson Elementary	Show Details
Esperanza Elementary	Show Details
Fred T. Korematsu Discovery Academy	Show Details
Global Family School	Show Details
Grass Valley Elementary	Show Details
Greenleaf Elementary	Show Details
Horace Mann Elementary	Show Details
La Escuelita Elementary	Show Details
Melrose Leadership Academy	Show Details
Bella Vista Elementary	Show Details
Franklin Elementary	Show Details
Madison Park Lower Campus	Show Details

Youth Roots Program Overview

	ACTIVITIES	OUTCOMES
Session 1	<ul style="list-style-type: none"> ▪ Pre-program survey ▪ Introduce the program ▪ Get to know each other ▪ Define community service 	<ul style="list-style-type: none"> ▪ We are a part of Upward Roots ▪ We know ourselves ▪ We know each other ▪ We understand community service
Session 2	<ul style="list-style-type: none"> ▪ Public speaking debate ▪ Map community needs ▪ Explore service areas through reflection 	<ul style="list-style-type: none"> ▪ We use our voices ▪ We assess and articulate personal, school, and community needs
Session 3	<ul style="list-style-type: none"> ▪ Team building games ▪ Vote on service focus ▪ Vote on specific problem we will solve 	<ul style="list-style-type: none"> ▪ We strengthen our team ▪ We collectively agree on what/who and why we will serve (need to address)
Session 4	<ul style="list-style-type: none"> ▪ Develop individual leadership skills ▪ Determine service project 	<ul style="list-style-type: none"> ▪ We recognize our leadership abilities ▪ We collaborate on our service project action (how we will serve)
Session 5	<ul style="list-style-type: none"> ▪ Leadership and team building challenge ▪ Articulate service project details 	<ul style="list-style-type: none"> ▪ We act as a team ▪ We identify our diverse leadership abilities ▪ We articulate our service project needs
Session 6	<ul style="list-style-type: none"> ▪ Identify skills and concepts learned ▪ Elaborate service project goals ▪ Create service project schedule/plan 	<ul style="list-style-type: none"> ▪ We respect ourselves and others ▪ We are self-aware ▪ We are socially aware ▪ We are empowered ▪ We are problem solvers ▪ We are advocates ▪ We are critical thinkers
Session 7, 8	PROJECT PLANNING/RESEARCH/ PREP DAYS	Together, we prepare to take action
Session 9	SERVICE DAY	WE ARE CHANGEMAKERS
Session 10	<ul style="list-style-type: none"> ▪ Reflect on our actions and impact ▪ Develop individual service action plans ▪ Post-program survey ▪ Exit Interviews 	<ul style="list-style-type: none"> ▪ We reflect on and celebrate our actions ▪ We commit to serving again ▪ We plan our own future community service activity



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/13/2017

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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 SelectSolutions Insurance Services 1350 Carlback Avenue Suite 100 Walnut Creek CA 94596	CONTACT NAME: Cheryl Andersen PHONE (A/C, No, Ext): (866)500-6359 E-MAIL ADDRESS: cheryla@selectsolutionsins.com	FAX (A/C, No): (925)951-0077
	INSURER(S) AFFORDING COVERAGE	
INSURED Upward Roots, Inc. 270 Grand Avenue, Suite 1 Oakland CA 94610	INSURER A Nonprofits Insurance Alliance of	
	INSURER B Sentinel Insurance Company, Ltd.	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 17/18 Master **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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	2017-32664- NFO	3/27/2017	3/27/2018	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/POP AGG \$ 2,000,000 Employee Benefits \$
	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) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				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	57WECGB5506	10/15/2016	10/15/2017	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Accident		MHR010307	3/27/2017	3/27/2018	Occurrence 50,000 Aggregate 750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Oakland Unified School District is included as additional insured on General Liability policy per attached endorsement.

CERTIFICATE HOLDER Oakland Unified School District Attn: Risk Management 1000 Broadway, Suite 440 Oakland, CA 94607	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE L Trevino/ANDCH1 <i>Leticia Trevino</i>
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designation Of Premises (Part Leased To You):
Name Of Person(s) Or Organization(s) (Additional Insured): Any person or organization acting as a manager or lessor of a covered premises that you are required to name as an additional insured on this policy, under a written contract, lease or agreement currently in effect, or becoming effective during the term of this policy.
Additional Premium: Included
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 arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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

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

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

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.	All insured premises and operations.
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" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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

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

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

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



empower one, inspire many

To Whom It May Concern:

Upward Roots collaborates with OUSD school-day teachers and after-school lead agencies, including Bay Area Community Resources, East Bay Asian Youth Center, and Love.Learn.Success, on program implementation. Upward Roots trains these individuals at its office in August and January of each academic year to be program implementers. Because these adult program facilitators are either OUSD employees or district-designated lead agency employees, these adults have undergone the necessary district clearance process. Therefore, this letter shall serve as confirmation that individuals facilitating Upward Roots programs on Oakland Unified School District campuses have undergone the appropriate background checks and TB clearances for the current academic year.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Knight", with a long horizontal line extending to the right.

Elizabeth Knight
Executive Director
Upward Roots

www.upwardroots.org

elizabeth@upwardroots.org



Upward Roots Youth Roots Program

The Youth Roots Program (YRP) is an after-school expanded-learning enrichment program where participants develop social emotional skills such as empathy, effective communication, critical thinking, problem solving and collaboration as they critically address issues affecting their communities. Participants assess needs in their communities that they are passionate about and design and implement community service projects to address those needs. This outlines the Scope of Work for the YRP to ensure its successful implementation.

The YRP is designed to meet weekly in the fall and spring over the course of 10 weeks. Ideally 15 4th-8th graders will be enrolled. (The number of enrolled participants should not be less than 12, nor more than 20.) Sessions shall be between 60-90 minutes, depending on the schedule agreed upon between the adult program facilitator (Site Leader), principal, and after-school program agency site leadership. Upward Roots empowers Site Leaders to manage and maintain the program scheduled.

To this end, Upward Roots will:

- Provide materials and supplies necessary for 10-week YRP implementation during both the fall and spring semesters. Supplies include:
 - Curriculum
 - Handouts to be utilized during Youth Roots program sessions
 - Additional supplies needed to implement activities outlined in the curriculum
- Train designated Site Leader (school day teacher or lead agency youth development specialist) on curriculum, expectations, and reporting in order to empower Site Leader to implement the program according to UR minimum standards and best practices
- Support designated Site Leader in facilitation of the YRP
- Assist in the identification of community based organizations to enhance impact of youth-selected community service project, as appropriate
- Monitor and evaluate implementation of YRP to ensure quality, impact and effectiveness

Below please find a detailed scope and sequence, including weekly objectives and activities, for the YRP. The YRP program intends to implement the activities and achieve the outcomes indicated in the attached scope and sequence (program overview).



Statement of Qualification

Upward Roots (UR) was founded in November 2010 to empower underrepresented youth through youth-led community service learning, thereby fostering a greater sense of agency and increased civic engagement.

Over 70% of Oakland youth are low-income and just 40% report having had the opportunity for meaningful engagement with their community. UR programs empower Oakland youth to identify needs they are passionate about in their communities and then design and lead their own community service solutions to address those needs.

Through their participation in UR programs, youth understand that their actions are important; believe that they can solve problems; are better equipped to successfully collaborate and communicate with others; feel that they are leaders; and, gain a deeper sense of empathy. For our youth participants, UR is, "'A group of people who do things for our community and care about other people;' and, 'a program that helps you and helps others.'"

UR created the Youth Roots Program (YRP) to serve 5th-8th graders in the expanded learning space, empowering them to engage meaningfully in their communities while building important social emotional skills like communication, collaboration, critical thinking and problem solving. The YRP is an authentic, experiential, project-based learning opportunity, through which young people identify needs in their communities that matter to them and then collectively design and lead community service projects to address those needs.

Presently, UR partners with nine Oakland Unified School District K-5 and four K-8 schools, as well as one Oakland public charter middle school (all Title I), as well as teachers and after-school program lead agencies to deliver its programs. To date, UR has enrolled over 900 fourth-eighth graders and has supported over 70 youth-led service projects directly benefiting their school and community in areas such as homelessness, environment, animal welfare, health, and violence. Each year, UR serves approximately 350 Oakland youth through the YRP and 100% attend Title I elementary schools, 90% come from low-income households and qualify for free or reduced price lunch and 96% are racial or ethnic minorities.

SAM Search Results
List of records matching your search for :

Search Term : upward* roots* inc.*
Record Status: Active

No Search Results