

File ID Number	17-2094
Introduction Date	11/8/17
Enactment Number	17-1647
Enactment Date	11-8-17
By	



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

**OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education**

November 8, 2017

To: Board of Education
 From: Kyla Johnson-Trammell, Superintendent
 Subject: Grant Agreement - First Five Alameda County - Summer Pre-K Program - Expanded Learning Unit - Community Schools and Student Services Department

ACTION REQUESTED:

Acceptance by the Board of Education of Grant Agreement in the amount of \$202,000.00 from First Five Alameda County Kindergarten Readiness-Neighborhoods Ready for School-Summer Pre-K Program for Fiscal Year 2017-2018, pursuant to the terms and conditions thereof, and authorization to submit amendments thereto, for the grant year, if any.

BACKGROUND:

Grant agreement for OUSD elementary schools and Child Development Centers for the 2017-2018 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
17-2094	Yes	Grant	Oakland Unified School District Schools: Martin Luther King, Jr., Garfield, New Highland, Rise, Emerson, and Hoover Elementary Schools; New Highland CDC, Harriet Tubman CDC, and participating Summer PreK sites.	To support Kindergarten Readiness for the Summer Pre-K Program.	July 1, 2017 to June 30, 2018	First Five of Alameda County	\$202,000.00

DISCUSSION:

The district created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement.
- Identify OUSD resources required for program success.

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grants will be provided to OUSD schools from the funders.

- Grants valued at: \$202,000.00

RECOMMENDATION:

Approval and acceptance by the Board of Education of District's grant agreement for select OUSD elementary schools and Child Development Centers for fiscal year 2017-2018 to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

ATTACHMENTS:

Grant Face Sheet

Contract for Services - Agreement

Exhibit A - Program Description and Performance Requirements

Exhibit B - Terms and Conditions of Payment

Exhibit C - Insurance Requirements

Attachment 1 - Budget

Attachment 2 - Accountability Plan



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

Legislative File ID No. 17-2094

Department: 922-Community Schools and Student Services Department

Vendor Name: First Five of Alameda County (Summer Pre-K Program)

Contract Term: Start Date: 7/1/2017 End Date: 6/30/2018

Annual Cost: \$ 202000.00

Approved by: Andrea Bustamante

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

First 5 support work that improves the developmental, academic and health outcomes of young children and support the early childhood education work of the school district.

Summarize the services this Vendor will be providing.

First 5 provides funding for the execution of the Summer Pre-K program as well as the kindergarten readiness work that involves family engagement, joint teacher planning between Prek teachers and kindergarten/tk teachers.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

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**

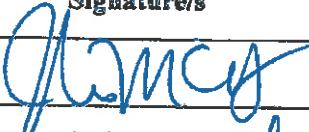

OUSD Grants Management Face Sheet

Title of Grant: Kindergarten Readiness-Neighborhoods Ready for School	Funding Cycle Dates: July 1, 2017-June 30, 2018
Grant's Fiscal Agent: (contact's name, address, phone number, email address) Lisa Erickson First 5 Alameda County, 1115 Atlantic Ave. Alameda, Ca 94501. lisa.erickson@first5alameda.org 510-227-6953	Grant Amount for Full Funding Cycle: 202,000.00
Funding Agency: First 5 Alameda County	Grant Focus: Kindergarten Readiness
List all School(s) or Department(s) to be Served: Community Schools & Student Services; Martin Luther King Jr., Garfield, New Highland and Rise Academy, New Highland CDC, Emerson, Hoover & Harriet Tubman CDC; and participating Summer PreK sites.	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The Kindergarten Readiness grant is a part of the neighborhoods ready for school strategy from First 5. It provides funding for the coordination of service to: <ul style="list-style-type: none"> Increased alignment between programs/systems to support children & families school readiness (school readiness workshops, family engagement and Kinder/TK orientations) Cross-department collaboration to nurture school readiness (joint ECE/Kinder TK teacher meetings and information sharing between EKE-Kinder/TK teachers. Position school as resource to 0-5 families, support school readiness & enrollment through FRC's. 4 Summer Pre-K classes
How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.59% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	First 5 uses a mix of research informed family and teacher surveys, as well as sites visits to evaluate the program. Data collection and attendance sheets are used to measure the number of families attending engagement events. Pre/Post data assessments are administered during the Summer PreK program.
Does the grant require any resources from the school(s) or district? If so, describe.	The district covers administration and custodial costs for use of facilities after school hours and during the summer for Summer Pre-K program.
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 5.59% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	No.
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	No.

Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Maria Sujo, Kindergarten Readiness Program Manager Oakland Unified School District 1000 Broadway, Ste. 150 Oakland, CA 94607 510-879-2760 maria.sujo@ousd.org
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Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Julie McCalmont	 	8/29/17
Department Head (e.g. for school day programs or for extended day and student support activities)	Andrea Bustamante		

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Kyla Johnson-Trammell		

OAKLAND UNIFIED SCHOOL DISTRICT
 Office of the General Counsel
 APPROVED FOR FORM & SUBSTANCE

By: 
 Amy Brandt, Attorney at Law
 presented and approved 10/23/17



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

Legislative File ID No. _____

Department: 922/Community Schools and Student Services

Vendor Name: First 5, Alameda County

Contract Term: Start Date: July 1, 2017 End Date: June 30, 2018

Annual Cost: \$ 202,000

Approved by: _____

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

First 5 Alameda County supports the coordination of early learning programs and family supports.

Summarize the services this Vendor will be providing.

First 5 AC will partially fund the Kindergarten Readiness Program Manager's position to support kinder-readiness coordination at target community schools/ECE centers, as well as four Summer Pre-K sites.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

Kindergarten-Readiness systems alignment and Summer Pre-K aligns to First 5 strategies.

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
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- "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**



CONTRACT FOR SERVICES

CONTRACT NUMBER: PI-NRS-1718-116
CONTRACT TERM: JULY 1, 2017 –JUNE 30, 2018
CONTRACT AMOUNT: \$202,000.00
CONTRACTOR: OAKLAND UNIFIED SCHOOL DISTRICT
CONTACT PERSON: JULIE MCCALMONT
CONTACT TITLE: SUMMER LEARNING COORDINATOR
TELEPHONE: 510-273-1576
EMAIL: JULIE.MCCALMONT@OUSD.K12.CA.US
CONTRACTOR ADDRESS: 1000 BROADWAY, SUITE 150, OAKLAND, CA 94607

THIS CONTRACT, is hereby made and entered into on this 1st day of July 2017 by and between First 5 Alameda County ("First 5"), an independent public agency of the State of California, and Oakland Unified School District ("Contractor").

IT IS HEREBY MUTUALLY AGREED that both parties will adhere to the provisions of this Agreement including Exhibit A (Program Description and Performance Requirements), Exhibit B (Terms and Conditions of Payment) and Exhibit C (Insurance Requirements).

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date first mentioned above.

DocuSigned by:
Pamela Simms-Mackey
 C82C0E3E579B4C9
 Pamela Simms-Mackey, Chair
 First 5 Alameda County

DocuSigned by:
Julie McCalmont
 31F7616ECF7E457...
 Authorized Signatory
 Oakland Unified School District

6/30/2017

 Date

Julie McCalmont

 Print Name

James Harris
 President, Board of Education
 Office of the General Counsel
 APPROVED FOR FORM & SUBSTANCE

Coordinator, Summer Learning Programs

 Print Title

By: *AWB*
 Amy Brandt, Attorney at Law
presented and approved 10/23/17

 Kyla R. Johnson-Trammell
 Secretary, Board of Education

7/3/2017

 Date

File ID Number: 17-2094
 Introduction Date: 11-8-17
 Enactment Number: 17-1647
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 By: _____

Agreement

Recitals:

WHEREAS, First 5, is authorized by the California Children and Families First Act of 1998 ("Act") to expend moneys allocated to it for the purposes authorized by the Act and by the First 5 Strategic Plan for the support and improvement of early childhood development within Alameda County; and

WHEREAS, First 5 is desirous of securing the provision of certain services and deliverables in furtherance of its Strategic Plan; and

WHEREAS, Contractor is willing and able to perform duties and render services and deliverables which are determined by First 5 to be necessary or appropriate for the support and improvement of early childhood development within Alameda County; and

WHEREAS, First 5 desires that such duties and services be provided by Contractor, and Contractor agrees to perform such duties and render such services, as set forth below:

I. TERM OF AGREEMENT

The Term of this Agreement begins on the 1st day of July, 2017 and shall continue, provided funding is allocated by First 5, until terminated in accordance with this Agreement. This Agreement shall supersede any previous agreement between Contractor and First 5 for the same services and the same time period.

Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Agreement will be purchased by First 5 from Contractor under a new Agreement following expiration or termination of this Agreement. Contractor waives all rights or claims to notice or hearing respecting any failure by First 5 to continue to purchase all or any such service from Contractor following the expiration or termination of this Agreement.

II. PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS -- EXHIBIT A

This Agreement shall be accompanied by Exhibit A, which is incorporated herein by this reference, and which includes a description of the duties and services to be performed for First 5 by Contractor. Contractor agrees to comply with all provisions, to perform all work, and to provide all such duties and services set forth in Exhibit A in a professional and diligent manner. Contractor shall obtain First 5's approval of all reports, requests, and other services and responsibilities, as required under this Agreement.

III. TERMS AND CONDITIONS OF PAYMENT-- EXHIBIT B

The total amount to be paid to Contractor under this Agreement shall not exceed the sum of \$202,000.00 and First 5 shall, under no circumstances, be required to pay in excess of that amount. Payment shall be made pursuant to the terms and conditions set forth in Exhibit B, attached hereto and by this reference made a part hereof. Sums not so paid shall be retained by First 5.

Unless it is otherwise provided in Exhibit B to this Agreement, Contractor shall submit all claims for reimbursement under the Agreement within ninety (90) days after the ending date of the Agreement. All

claims submitted after ninety (90) days following the ending date of the Agreement will not be subject to reimbursement by First 5. Any "obligations incurred" included in claims for reimbursements and paid by First 5 which remain unpaid by the Contractor after ninety (90) days following the ending date of the agreement will be disallowed under audit by First 5 and shall be repaid to First 5.

Contractor agrees to comply with all requirements which are now, or may hereafter be, imposed by First 5, or any successor, with respect to the receipt and disbursement of the funds referred to in Exhibit B, as well as such requirements as may be imposed by First 5.

IV. INSURANCE -- EXHIBIT C

Contractor shall maintain in force, at all times during the term of this Agreement, the insurance specified in Exhibit C attached hereto and made a part of this Agreement by this reference, and shall comply with all other requirements set forth in that Exhibit. Contractor shall provide Workers' Compensation insurance at Contractor's own cost and expense, and neither Contractor nor its carrier shall be entitled to recover from First 5 any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

V. ADDITIONAL FISCAL PROVISIONS

Contractor shall not claim reimbursement from First 5 for (or apply sums received from First 5 with respect to) that portion of its obligations which has been paid by another source of revenue. Sums received as a result of services provided to other public or private organizations shall be considered such revenue insofar as such sums are or can be applied to the work to be performed by Contractor pursuant to this Agreement.

If Contractor is a non-profit corporation, unrestricted or undesignated private charitable donations and contributions shall not be considered revenue applicable to this Agreement; Contractor has total freedom in planning for the usage of such resources in expanding and enriching programs, or in providing for such other operating contingencies as it may desire. Nothing herein shall be deemed to prohibit Contractor from contracting with more than one entity to perform additional work similar to or the same as that herein contracted for.

VI. RECORDS

A. Contractor shall maintain on a current basis complete financial records including, but not necessarily limited to, books of original entry, source documents in support of accounting transactions, a general ledger, personnel and payroll records, cancelled checks, and related documents in accordance with generally accepted accounting principles and any specific requirements of the applicable funding source.

B. Contractor shall maintain on a current basis complete records pertaining to the provision of services and eligibility, including, but not limited to, medical records, client files, participant records, patient logs or other service related documentation in accordance with instructions provided by First 5.

C. Contractor shall maintain on a current basis complete records pertaining to Contractor's organizational structure and activities, including, but not limited to, bylaws, articles of incorporation, documentation of tax exempt status, if applicable, Board of Directors roster, minutes of meetings of the Board of Directors and committees, administrative program policies and procedures and any other documents required by First 5 or the State or federal government or the applicable funding source.

Contractor will cooperate with First 5 in the preparation of, and will furnish any and all information required for, reports to be prepared by First 5 and/or Contractor as may be required by the rules, regulations, or requirements of the County of Alameda, First 5 or of any other governmental entity. First 5 shall specify in detail the cooperation required.

Records shall be retained by Contractor, and shall be made available for auditing and inspection, for no less than five (5) years following the provision of any services pursuant to this Agreement, or for a longer period as required by the applicable funding source. If Contractor enters into any First 5-approved agreement with any related organization to provide services such agreement shall contain a clause to the effect that the related records of that organization shall be retained, and shall be made available for auditing and inspection, for no less than five (5) years following its provision of services pursuant to the subcontract, or for a longer period as required by the applicable funding source.

First 5 reserves the right to issue further instructions regarding the extent of records required to be kept, the format to be used, and record retention and access requirements as is necessary to perform audits and to otherwise comply with requirements set forth by applicable funding sources.

VII. AUDITS

Contractor's records, as defined in Section VI of this Agreement, shall be accessible to First 5 for audit and inspection to assure proper accounting of funds, and to certify the nature of, and evaluate Contractor's performance of its obligations as set forth in this Agreement. First 5 shall be entitled to access onto Contractor's premises to observe operations, inspect records or otherwise evaluate performance at all reasonable times and without advance notice. First 5 shall conduct inspections and manage information in a manner consistent with applicable laws relating to confidentiality of records and in a manner that will minimize disruption of Contractor's work.

Funds provided by First 5 shall be accounted for separately in the Contractor's books and records. A systematic accounting record shall be kept by the Contractor of the receipt and disbursement of funds. The Contractor shall retain original substantiating documents related to contract expenditures and make these records available for First 5's review upon request. Contractor will be responsible for maintaining adequate financial records of this contract. First 5 may request general ledger documentation in support of the Contractor's expense report.

Separate and apart from the audit and inspection provisions set forth immediately above, Contractor's records will be subject to audits as required by Federal and/or State agencies and/or other funding sources. These audits include those performed pursuant to applicable OMB Circulars or audits otherwise authorized by Federal or State law.

VIII. LIMITATION ON LIABILITY; INDEMNIFICATION

The liabilities or obligations of First 5 with respect to its performance, non-performance or obligations pursuant to this Agreement shall be the liabilities or obligations of First 5 and its Trust Fund, and shall not become the liabilities or obligations of the County. Contractor shall not look to the County for satisfaction of obligations or liabilities.

Contractor agrees to indemnify, to defend at its sole expense, to save and hold harmless First 5, the individual members thereof, and all First 5 officers, agents, employees and volunteers, and the County of

Alameda, its officers, agents, and employees from any and all liability in addition to any and all losses, claims, actions, lawsuits, damages, judgments of any kind whatsoever arising out of the negligent acts, omissions or intentional misconduct of Contractor or Contractor's employees, agents, subcontractors or volunteers in performance of services or in the course of performing services rendered pursuant to this Agreement.

IX. SUBCONTRACTING

None of the work to be performed by Contractor shall be subcontracted without the prior written consent of First 5. Contractor shall be as fully responsible to First 5 for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor. First 5-approved contracts between Contractor and any subcontractor shall contain language providing that Contractor shall be as fully responsible to First 5 for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor.

X. ASSIGNMENT

Contractor shall not transfer any interest in this Agreement (whether by assignment or novation) without prior written approval of First 5. However, Contractor may assign its rights to receive compensation from First 5 for performance of the Agreement to financial institutions for the purpose of securing financial resources, provided that written consent from First 5 shall have first been obtained. No party shall, on the basis of this Agreement, in any way contract on behalf of, or in the name of, the other party to the Agreement, and any attempted violation of the provisions of this sentence shall confer no rights, and shall be void.

XI. INDEPENDENT CONTRACTOR STATUS

Neither the Contractor nor any of its employees shall by virtue of this Agreement be an employee of First 5 for any purpose whatsoever, nor shall it or they be entitled to any of the rights, privileges, or benefits of First 5 employees. Contractor shall be deemed at all times an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Contractor assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment.

XII. CONFIDENTIALITY

Pursuant to Health and Safety Code 130140.1(e), any individually identifiable information collected by First 5 California Commissions must be protected from disclosure to unauthorized entities unless consent was obtained from the client, parent or legal guardian. Contractor agrees to maintain the confidentiality of any patient information which may be obtained as a result of work performed pursuant to this Agreement unless required by law. Patients are defined as children and families who receive services by First 5 or children and families who receive services from the Contractor as outlined in Exhibit A to this Agreement. First 5 shall respect, to the extent permitted by law, the confidentiality of information furnished by Contractor to First 5 as specified in Exhibit A.

All information that is maintained by First 5 and Contractor may be subject to inspection by any person pursuant to a request under the California Public Records Act. The information shared under California

Public Records Acts refers only to agencies, organizations or partners, not individuals or patients who are recipients of child health or family services.

Confidential information is defined as all information disclosed to Contractor which relates to First 5's past, present and future activities, as well as activities under this Agreement. Contractor will hold all such information in trust and confidence. Upon cancellation or expiration of this Agreement, Contractor will return to First 5 all written or descriptive matter which contain any such confidential information.

XIII. TERMINATION PROVISIONS

Termination for Cause – If First 5 determines that Contractor has failed, or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Agreement, or if First 5 determines that Contractor has violated or will violate any of the covenants, agreements, provisions, or stipulations of the Agreement, First 5 shall thereupon have the right to terminate the Agreement by giving written notice to Contractor of such termination and specifying the effective date of such termination.

Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Agreement upon any final or interim audit by First 5, Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall pay to First 5 forthwith whatever sums are so disclosed to be due to First 5 (or shall, at First 5's election, permit First 5 to deduct such sums from whatever amounts remain undisbursed by First 5 to Contractor pursuant to this Agreement or from whatever remains due Contractor by First 5 from any other contract between Contractor and First 5).

In the event that the funding allocation or the funds available to First 5 changes, First 5 may determine, in its sole discretion, that it is necessary to reduce, eliminate or otherwise modify the funding to Contractor under this Agreement due to the unavailability of funds or First 5's assessment of its funding priorities. If First 5 elects to reduce or eliminate funding pursuant this provision, it will provide 30 days advance written notice to Contractor.

Termination Without Cause – Either party may terminate this Agreement upon 30 days advance written notice to the other party. In the event of termination, Contractor shall return any unspent funds and shall not be entitled to any further funds under this Agreement.

Termination By Mutual Agreement – First 5 and Contractor may otherwise agree in writing to terminate this Agreement in a manner consistent with mutually agreed upon specific terms and conditions.

XIV. COMPLIANCE WITH LAWS

Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies, having jurisdiction over the scope of services or any part hereof, including Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), all provisions of the Occupational Safety and Health Act of 1970 and all amendments thereto, and all applicable federal, state, municipal and local safety regulations. All services performed by Contractor must be in accordance with these laws, ordinances, codes and regulations. Contractor shall indemnify and save First 5 and County harmless from any and all liability, fines, penalties and consequences from any noncompliance or violations of such laws, ordinances, codes and regulations. A violation of such laws, ordinances, codes and regulations shall constitute a material breach of this

Agreement and may serve as a basis for termination of this Agreement under Article XIII ("Termination for Cause") and the initiation of appropriate legal proceedings by First 5.

XV. ACCIDENT REPORTING

If a death, serious personal injury, or substantial property damage occurs in connection with the performance of this Agreement, Contractor shall immediately notify First 5 by telephone. Contractor shall promptly submit a written report, in such form as may be required by First 5, of all accidents which occur in connection with this Agreement. This report must include the following information: 1. name and address of the injured or deceased person(s); 2. name and address of Contractor's subcontractor, if any; 3. name and address of Contractor's liability insurance carrier; 4. a detailed description of the circumstances surrounding the accident, whether any of First 5's equipment, tools or materials were involved and the extent of the damage to First 5 and/or other property; 5. Whether any clients or recipients of services or other persons were witnesses to the accident; and 6. determination of what effect, if any, the accident will have upon Contractor's ability to perform services.

XVI. NON-DISCRIMINATION

Contractor assures that it will comply with applicable state and federal laws and regulations that govern discrimination, including, but not limited to, the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964. Contractor further agrees that no person shall, on the grounds of race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Vietnam Era Veteran's status, political affiliation, or any other non-merit factors protected by applicable law, be excluded from participation in, be denied associated benefits, or be otherwise subjected to discrimination under activities covered in this Agreement.

XVII. GOVERNING BOARD LIMITATIONS; CONFLICT OF INTEREST

Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies regarding conflicts of interest.

Contractor shall not make governmental decisions, as defined in section 18700(c)(4) of Title 2 of the California Code of Regulations, and Contractor's work shall be subject to intervening substantive review by staff of First 5.

If Contractor has entered into this Agreement as a not-for-profit organization as defined by state and federal law, and is in receipt of funds from First 5 based on such status, Contractor shall at all times conduct its business in a manner consistent with that required of a not-for-profit organization by applicable laws.

XVIII. DRUG-FREE WORKPLACE

Contractor and Contractor's employees shall comply with the County's policy of maintaining a drug-free workplace. Neither Contractor nor Contractor's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code Section 812, including marijuana, heroin, cocaine, and amphetamines, at any County facility or work site. If Contractor or any employee of Contractor is convicted or pleads nolo contendere to a criminal drug statute violation

occurring within Alameda County, the Contractor, within five days thereafter, shall notify First 5. Violation of this provision shall constitute a material breach of this Agreement subject to termination by First 5 under Article XIII ("Termination for Cause") of this Agreement.

XIX. MODIFICATIONS TO AGREEMENT

First 5 shall assign a liaison to Contractor with respect to the performance of this Agreement. Unless otherwise provided in Exhibit A and/or B to this Agreement, any adjustments requested by the Contractor to line items of a budget or to the program description included as an Exhibit to this Agreement shall not alter (1) services or other performance to be provided under this Agreement, (2) the time of performance of any act hereunder, or (3) the total amount of money allocated hereunder. Only one budget revision is allowed per year and may be granted or denied per the assessment of First 5 staff. For all budget line item adjustments over 10%, a written justification for each line item should be submitted for approval. Budget line item adjustments under 10% are not subject to a formal revision and may be shifted at the Contractor's discretion once per year. This Agreement can be amended only by written agreement of the parties hereto.

XX. OWNERSHIP OF WORK PRODUCT / INTELLECTUAL PROPERTY

Any work product developed by Contractor in performance of this Agreement shall be considered the work product of First 5 and upon termination of the Agreement, Contractor shall provide those materials to First 5 to the extent requested. In addition, it is the express intention of the parties that First 5 shall at all times be and shall remain the sole and exclusive owner of all rights of any kind whatsoever in and to the results and proceeds of First 5's and/or Contractor's services hereunder (the "Results").

Contractor warrants that, to the best of its knowledge and control, the Results are and will be original with Contractor in all respects (except to the extent based on material supplied by First 5), have not been and will not be exploited in any manner and/or medium, and do not or will not infringe upon the copyright, patent or any other right of any person or entity and properly attribute the use of any other sources from any person or entity. Contractor agrees to execute any and all other documents consistent herewith, which may be required to effectuate the purpose and intent of this Agreement, and agrees that First 5 shall have the sole and exclusive right to register in its own name the copyrights and any other rights in and to the Results. In addition, or alternatively, Contractor hereby irrevocably appoints First 5 as Contractor's attorney-in-fact to take such actions and make, sign, execute, acknowledge, and deliver all such documents as may from time to time be necessary to convey to First 5, its successors and assigns, all rights granted in this section. This provision is of the essence of this Agreement and shall survive termination of this Agreement.

XXI. PUBLIC EMPLOYEES' PENSION REFORM ACT

F5AC as a Participating Employer in ACERA (the Alameda County Employees' Retirement Association) is restricted by law in retaining the services of a Contractor who has retired previously under ACERA (unless the Contractor reinstates in the ACERA system). If Contractor has not previously retired under ACERA, the law does not affect his/her ability to provide services to First 5 Alameda County. If Contractor has previously retired under ACERA, the law permits the ACERA retiree to provide services to First 5 Alameda County without reinstatement from retirement under limited circumstances. Applicable Contractors will be required to complete and submit a self-certification form of ACERA retirement status prior to execution of contract.

EXHIBIT A

PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS

1. Background and Program Description

The California Children and Families First Act of 1998 (Proposition 10) created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The intent of this act is to enable counties to create and implement an integrated, comprehensive and collaborative system of information and services to enhance optimal early childhood development.

First 5 has approved a Strategic Plan for a comprehensive system of early intervention services for children 0 to 5 years of age and families in Alameda County. A key component of the First 5 Strategic Plan is the Neighborhoods Ready for School Strategy, which promotes and strengthens individual, family and neighborhood protective factors through increased social connections, community capacity building and access to needed services (2017-2021 Strategic Plan, page 26). The services of the Contractor have been retained to conduct Summer Pre-K (SPK) programs and provide Early Childhood Education (ECE) and Kindergarten – 5th grade teachers with professional development and orientation to the SPK model. Funding also supports a School Readiness Coordinator (Program Manager) to develop and implement year round school readiness and transition programming including a student passport/snapshot form, conducting neighborhood Kindergarten/Early Care and Education Collaboratives, and a variety of family/child learning activities.

2. Prohibition on Supplantation

By law, First 5 funding may not be used to supplant other funds. First 5 funding may only be used to expand or enhance existing programs or to initiate new services or programs benefiting children prenatal to age five.

3. Performance Requirements

Contractor's approved budget is included as Attachment 1.

Contractor will complete all activities per Attachment 2: Accountability Plan.

4. Reporting Requirements

Contractor will be required to submit semi-annual reports in ECCOnline according to the Accountability Plan outlined in Attachment 2.

Contractor will submit program progress reports, expense reports and a final report as outlined on the payment and report schedule in Exhibit B Terms and Conditions of Payment. Depending on the type of service provided, Contractor may be required to collect and report on specific measures as identified in First 5 2017-2021 Strategic Plan.

5. Fiscal Requirements

Contractor may be required to submit General Ledger expense reports and salaries and benefits documentation supporting expenses to be reimbursed during the funded term. First 5 will identify which reporting period(s) Contractor will be required to submit this information and provide prior notice to the Contractor.

6. ECChange, ECCOnline or Pathways Database Requirements

Contractor will utilize ECCOnline for contract reporting.

7. Budget and/or Scope Revisions

Contractor may submit one budget and/or scope revision per year no later than April 15th of the fiscal year and may be granted or denied per the review and assessment of First 5 staff. For all budget line item adjustments over 10%, a written justification for each line item should be submitted for approval. Budget line item adjustments under 10% are not subject to a formal revision and may be shifted to existing line items (not including administrative/indirect fees) at the Contractor's discretion once per year. All significant revisions to approved scope must be submitted in writing and may be granted or denied per the review and assessment of First 5 staff. Ineligible and previously unapproved contract expenses may be disallowed per First 5 review and assessment.

8. Federal Office of Management & Budget (OMB) Circular Requirements

Contractor is required to comply with all current OMB Circular requirements during the funded term, including but not limited to conflict of interest, internal controls, procurement and subcontractor monitoring if applicable. First 5 reserves the right to audit and collect from Contractor documentation demonstrating allowable activities and costs, eligibility, reporting, subcontractor monitoring and other special tests as identified.

9. Tuberculosis Testing

The Contractor shall require and ensure that staff who have direct and consistent contact with children through the First 5 funded activities undergo standard tuberculosis testing. Contractor will maintain records and documentation of current tuberculosis clearance and retest as appropriate.

10. Filing reports with Child Protective Services (CPS) / Child Care Licensing (CCL)

If a First 5 Contractor has knowledge of or observes a child who they suspect has been the victim of child abuse or neglect within the course of First 5 funded work, it is expected that they will file a report of the situation to CPS. In accordance with CPS guidelines, the report should be filed by phone within 24 hours of the incident, and in writing within 36 hours of the incident. If the abuse or neglect occurs in a licensed child care facility, it is expected that the Contractor will also file a report immediately to CCL.

Reporting suspected child abuse or neglect to First 5 or other persons is not a substitute for making a report to CPS or CCL. Reporting duties are individual and cannot be delegated to another person.

If First 5 staff become aware of suspected child abuse or neglect while providing consultation and/or contract support, and a report is not filed within the legal timeframe by the contractor, First 5 staff will file a report by phone and in writing within 24 hours.

Failing to report abuse or neglect to the appropriate agencies is not consistent with the mandates of First 5 Alameda County to improve health and development of children ages 0-5. Failure to report may result in termination of contract funding.

11. Cultural Access Services Requirements

- A. Contractor shall make a good faith effort to ensure that clients receive from all staff members effective, understandable, and respectful care that is provided in a manner compatible with their cultural health beliefs and practices, and preferred language.
- B. Contractor shall make a good faith effort to ensure that communication among staff and with the clients/population served promotes cultural responsiveness and respect of difference.
- C. Contractor shall make a good faith effort to implement strategies to recruit, retain, and promote at all levels of the organization a diverse, culturally responsive staff and leadership that are representative of the demographic characteristics of the service area.
- D. Contractor shall make a good faith effort to ensure that staff at ALL levels and across all disciplines receive ongoing education and training in culturally and linguistically appropriate service delivery.
- E. Contractor shall make a good faith effort to have a clearly articulated written policy on cultural responsiveness.
- F. Contractor shall make a good faith effort to allocate resources to ensure the delivery of culturally responsive services.

12. Tobacco Control and Education Requirements

The 1998 passage of Proposition 10 added a 50-cent-per-pack increase in the state surtax on cigarettes and tobacco products to fund anti-smoking and early childhood programs. In response, the Commission adopted a Comprehensive Tobacco Control Policy. Based on this policy, all contractors are expected to make a good faith effort to:

- A. Create and/or maintain a comprehensive smoke-free environment; including adherence to applicable secondhand smoke laws and ordinances
- B. Disclose and divest from tobacco related investments
- C. Educate clients and staff about the harmful effects of secondhand smoke on children as appropriate
- D. Provide smoking cessation resources to staff and clients as appropriate

13. Acknowledgement of Funds

The Contractor shall acknowledge the funds received in statements or printed materials as outlined in the guidelines listed below.

- A. The Contractor will announce funding awards *only after* 1) the contract has been signed and returned and 2) after any announcement strategies are discussed with First 5 staff.
- B. The Contractor agrees to use official attribution tools and logos provided by First 5 for promotional materials, public awareness campaigns or special events connected with funding.
- C. First 5 funding will be acknowledged in all materials produced for the purpose of public education and outreach regarding the Contractor's funded project. These materials would include, but are not limited to brochures, flyers, media ads or public service announcements, presentations and handouts and outdoor ads. All printed materials and promotional products will include the following language:

Funded by First 5 Alameda County

- D. Materials produced with First 5 funding may be reproduced only if no changes are made to the content or design of the material, it contains the appropriate acknowledgement of funding from First 5, and the Contractor will not be additionally reimbursed for use or reproduction.

EXHIBIT B

TERMS AND CONDITIONS OF PAYMENT

- 1. **Contractor Name:** Oakland Unified School District
- 2. **Term of Contract:** July 1, 2017- June 30, 2018
- 3. **Terms and Conditions of Payment**

Contractor will adhere to the following payment and reporting schedule:

	Requirement Due	Due Date
1.	1 st Invoice, ECCOnline progress report, accountability plan and expense report for activities from July 1 – December 31, 2017	January 15, 2018
2.	Final Invoice, ECCOnline progress report, accountability plan and expense report for activities from January 1 – June 30, 2018	July 15, 2018

Contractor will submit invoices based on actual expenses. Invoices should be accompanied by an expense report.

Invoices are subject to review and approval by First 5 staff before payment is issued. Payment is contingent on receipt and approval of all required reports. First 5 reserves the right to withhold Contractor payment until required reporting documentation is received. Total payments during the contract term will not exceed \$202,000.00.

4. Invoicing Procedures

Invoices should be submitted to Lisa Erickson at First 5 Alameda County, 1115 Atlantic Avenue, Alameda, CA 94501.

Invoices with original signature on contractor’s agency letterhead are required. Invoices may be submitted electronically or by mail.

EXHIBIT C

INSURANCE REQUIREMENTS

As a condition of this contract, Contractor must provide proof of insurance or evidence of self insurance if appropriate for the following:

- Commercial General Liability** (attach insurance cover sheet)
Minimum Limit \$1,000,000, Additional Insured Endorsement (see below)
- Professional Liability** (attach insurance cover sheet)
Medical \$1,000,000/3,000,000, Other \$1,000,000
- Automobile insurance** (attach insurance cover sheet)
Levels of liability minimum: \$50,000 and \$100,000
- Workers' Compensation (WC)** (attach insurance cover sheet)
Required for all contractors with employees
WC: Statutory Limits

All Insurance Certificates showing proof of insurance must include a 30-day notice of Cancellation. First 5 reserves the right to withhold Contractor payment until required insurance documentation is received.

Additional Insured Endorsement shall name First 5 Alameda County, the individual members thereof, and all First 5 officers, agents, employees and volunteers, and Alameda County, its Board of Supervisors, officers, agents and employees as Additional Insureds with respect to services being provided. Additional insured endorsement shall be equivalent to ISO form CG 20 09 10 93.

Please have Additional Insured Endorsements sent to First 5 Alameda County, 1115 Atlantic Avenue, Alameda, CA 94501, Attention: Contracts.

First 5 reserves the right to withhold Contractor payment until required insurance documentation is received.



ATTACHMENT 1

BUDGET

July 1, 2017 – June 30, 2018

BUDGET LINE ITEMS	Total Approved Budget	Justification of Expense
PERSONNEL EXPENSES		
<i>List position, FTE % on project, rate</i>		<i>Brief description of job responsibilities</i>
School Readiness Program Manager .70 FTE at \$100,208	\$70,145.00	Provide support to and coordination of the SPK Program
SPK Teacher (4 - Summer 2017)	\$13,640.00	Implementation of SPK Program the last two weeks of summer 2017 (10 days @ an average hourly rate of \$55)
SPK Aide (4 - Summer 2017)	\$4,720.00	Implementation of SPK Program the last two weeks of summer 2017 (10 days @ an average hourly rate of \$20)
SPK Teacher (4 - Summer 2018)	\$12,100.00	Implementation of SPK Program the first two weeks of summer 2018 (11 days @ average hourly rate of \$55)
SPK Aide (4 - Summer 2018)	\$5,000.00	Implementation of SPK Program the first two weeks of summer 2018 (11 days @ average hourly rate of \$22.70)
SPK Teacher (4 -Professional Development (PD))	\$720.00	6 hours of training for summer 2018 at varying PD rates
SPK Aid (4- PD)	\$500.00	6 hours of training for summer 2018 at varying PD rates
Family Orientation Teacher	\$200.00	1.5 hours at \$34.67/hr (4 teachers)
Family Orientation Aid	\$150.00	1.5 hours at varying PD rate (4 aides)
Home Visits Teacher	\$1,600.00	12 visits \$34.67 (4 teachers)
Home Visits Aides	\$1,300.00	12 visits (varying rate) (2 aides/2 preschool)
Total Salaries	\$110,075.00	
Personnel Benefits	\$33,832.00	20% summer labor and 25% for manager position
PERSONNEL EXPENSES SUBTOTAL	\$143,907.00	

BUDGET LINE ITEMS	Total Approved Budget	Justification of Expense
GENERAL EXPENSES		
Training	\$13,000.00	SPK catering & PD materials, Year round Family Ed and Engagement
Program Materials	\$10,650.00	SPK Instructional materials, SPK class supplies, Parent Ed materials, Parent incentives
Printing	\$1,200.00	
Office Supplies	\$2,100.00	
Staff Travel	\$2,250.00	Parking permits and other traveling fees
Stipends	\$3,500.00	Year round stipends for SPK teachers and aids for joint meetings (PreK-K transition practices, family engagement events, planning and child care).
Consulting Services <i>List hourly unit cost, # of hours, term</i>	-	
Evaluation	\$1,000.00	
Miscellaneous	\$12,000.00	Cost for collaborative events yet to be determined (e.g. program material, catering, etc for events such as Kinder Readiness, Play & Learn, etc)
Postage/Tech	\$500.00	
Translation	\$1,200.00	Oral and written documents for year round and SPK
	-	
GENERAL EXPENSES SUBTOTAL	\$47,400.00	
EQUIPMENT <i>Itemize equipment costs more than \$2,000</i>		
	-	
	\$0	
EQUIPMENT SUBTOTAL	-	
SUBCONTRACTORS <i>Requires First 5 prior approval; List separately, if more than one subcontractor</i>		
	-	
	\$0	
SUBCONTRACTORS SUBTOTAL	-	

BUDGET LINE ITEMS	Total Approved Budget	Justification of Expense
OTHER EXPENSES Additional line items exceeding \$5,000		
Accounting, budgeting, payroll preparation, HR, purchasing/procurement and IT	\$10,693.00	
	-	
OTHER EXPENSES SUBTOTAL	\$10,693.00	
SUBTOTAL OF DIRECT EXPENSES Sum of totals for Personnel, General, Equipment, Subcontractors and Other	\$191,307.00	
ADMINISTRATIVE/INDIRECT COSTS Maximum 15% of Direct Costs	\$0	
TOTAL BUDGET	\$202,000.00	



**ATTACHMENT 2
ACCOUNTABILITY PLAN
July 1, 2017- June 30, 2018**

FIRST 5 ALAMEDA COUNTY HEADLINE MEASURE 1:

- Families have what they need to support their child’s growth and well-being.
- Children are ready for kindergarten.
- Children with concerns demonstrate developmental improvements.
- Providers increase their capacity to deliver best or promising practices.
- Local policy and administrative changes are made to support early childhood

PROJECT SPECIFIC OUTCOME 1: School Readiness and Family Engagement Activities	
STRATEGY 1: SUMMER PRE-K (SPK)	PERFORMANCE TARGET
<p>1. Provide SPK according to <i>Summer PreK Planning Guide</i> for children entering Kindergarten for the 2017-2018 academic year. Provide bilingual SPK where needed. Children with little to no previous licensed preschool or child care experience will receive priority enrollment.</p> <p>2. SPK Teacher Professional Development: In Spring 2017, provide SPK teachers PD on topics outlined in the <i>Summer PreK Planning Guide</i> (Building Blocks of Readiness and learning through play).Also, include Help Me Grow, Strengthening Families overview and strategies for working with fathers and boys of color (e.g. Shawn Bryant, Education for Excellence).</p>	<p>1. Four SPK classrooms implemented at four elementary schools</p> <p>2. 16-18 students per classroom</p> <p>3. 1 credentialed Transitional Kindergarten (TK) or Kindergarten (K) teacher, 1 ECE aide per classroom with a minimum of 24 ECE units (recommended)</p> <p>4. 4 weeks, 4 hours per day, 5 days a week (80 hours of service)</p> <p>5. 100% of SPK Teachers attend at least three SPK trainings</p>

<p>3. SPK Quality: Assess the quality of SPK classrooms using the Assessment of Practices in Early Elementary Classrooms (APEEC) Checklist.</p>	<p>6. All classrooms assessed during Week 1 7. Teachers document any changes made based on APEEC results</p>
<p>4. SPK Family Open House Orientation: Provide an Open House before the SPK program to inform families of the first day, complete paperwork, encourage families to volunteer in the classrooms and inform them about the family visits, workshops and conferences.</p>	<p>8. One Open House held at each SPK site with over 50% of families in attendance</p>
<p>5. Family Visits -Teachers will offer individual family visits for each SPK student prior to SPK program start to discuss student's educational past, establish hopes and dreams (objectives and goals) for student, build relationships with students and families, and answer programmatic questions.</p>	<p>9. All SPK families offered family visits by SPK teacher and program staff. 10. 50% of families will receive visits</p>
<p>6. SPK Family Workshops: Provide family workshops during the SPK term at each school site. Areas to be covered could include:</p> <ul style="list-style-type: none"> a. Social and emotional skill development/child development b. Strategies for supporting early literacy skill development and reducing screen time at home c. Health and nutrition d. Services from local community-based organizations 	<p>11. Five (5) hours (per site) for all SPK families 12. 90% of SPK families will attend at least 50% of the workshops offered</p>
<p>7. SPK Family/Teacher Conference: Provide end-of-program family-teacher conferences so that families better understand their student's school readiness and growth over the course of the program.</p>	<p>13. 90% SPK families participate in end-of-program family-teacher conferences</p>
<p>8. SPK Impact: Teachers will note general trends in children's progress regarding development of school readiness skills over the 4-week period.</p>	<p>14. All teachers complete end of year survey</p>

<p>STRATEGY 2: Year-Round Activities Ensure provision of year round activities to support families with children 0-5 years, which might include, parent engagement (with an emphasis on fathers) and education activities, literacy programs, kindergarten transition events, etc. These activities will be based on the needs and existing services in the targeted schools/neighborhoods and should be shaped by the neighborhood collaboratives [see Measure 3: Strategy 5]. An effort will be made to avoid duplication and enhance the coordination of these activities/services in the community.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> 1. By November 1, 2017: <ol style="list-style-type: none"> a. Summary report of findings regarding needs and existing community services b. Planning completed for at least 2 year round activities within each targeted community (three targeted communities identified) 2. At least two (2) year-round activities held within each targeted community
<p>STRATEGY 3: Resource Sharing For Families Information regarding District and community resources and services addressing physical and behavioral health concerns is delivered to ALL families served through SPK and the year-round school readiness activities.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> 1. 100% of SPK and year-round school readiness activity families receive information
<p>Reporting Measures (data source)</p> <ul style="list-style-type: none"> ▪ # of SPK classrooms ▪ # of bilingual SPK classrooms ▪ # of students attending SPK by school ▪ #of students attending SPK at least 75% of time ▪ # of family educational workshops ▪ # of parents/caregivers participating in educational workshops, by topic ▪ # of parents/caregivers attending all educational workshops ▪ # of participants in neighborhood collaboratives, including participants by type (e.g., agency/affiliation and position/job title) ▪ Examples of impact on students attending SPK ▪ Examples of impact of family educational workshops (family surveys) ▪ # out of # of families who report reading, storytelling or singing daily to their children. (family survey) ▪ # out of # of SPK students who have “good” attendance records in TK, K, 1st and 2nd. 	

Supporting documents, if applicable

- Teacher professional development training sign-in sheets (for Spring 2016)
- Professional Development documentation (Spring 2017)
- Description of family educational workshops, sign-in sheets, handouts, and presentation materials
- APEEC Checklists
- Family surveys (post-workshop and end-of-program)
- Teacher surveys
- Enrollment forms
- Sign-in sheets or attendance documentation from the year round activities
- Surveys from families participating in year round activities
- Summary report on the needs of families with children 0-5 years for year-round school readiness supports and existing community services

FIRST 5 ALAMEDA COUNTY HEADLINE MEASURE 2:

- Families have what they need to support their child's growth and well-being.
- Children are ready for kindergarten.
- Children with concerns demonstrate developmental improvements.
- Providers increase their capacity to deliver best or promising practices.
- Local policy and administrative changes are made to support early childhood

PROJECT SPECIFIC OUTCOME 1: Linkages to Services and Support	
<p>STRATEGY 1: Help Me Grow Integration Plan Develop a Help Me Grow integration plan for the Family Resource Centers and Community School programs at each target elementary school.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> Written Help Me Grow integration plan which includes strategies and a timeline by September 1, 2017
<p>STRATEGY 2: SPK Child Health Concerns Pre-existing health concerns will be indicated on the SPK Enrollment Form by families. The information will be delivered to OUSD Health Services.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> All health concerns on the Enrollment Form are delivered to Health Services All students with health concerns receive treatment from Health Services at K-5 HUB
<p>STRATEGY 3: Training on Early Identification Resources Train SPK teachers, family resource center staff and community school managers on Help Me Grow and OUSD's special services process to support early identification of developmental delays. School Readiness Coordinator will collaborate with First 5's Help Me Grow (HMG) Linkage Line Coordinator to support the referral process.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> One (1) training provided to SPK teaching staff w/ on-going site support as needed One (1) training provided to family resource center staff and Community School Managers
<p>STRATEGY 4: Community School Services Offered to Families with Young Children Ensure services and programs offered to elementary age children through the 3 target community schools (see Measure3: Strategy 3) are also offered to the onsite or nearby OUSD child development center, SPK and year-round school readiness activity families.</p>	<p>PERFORMANCE TARGE</p> <ol style="list-style-type: none"> 80% of families receive information

<p>Reporting Measures (data source)</p> <ul style="list-style-type: none"> ▪ # and % of SPK families receiving visits prior to start of SPK ▪ # of students with health concerns identified through the enrollment form and # receiving OUSD Health services ▪ # of students referred to OUSD's special services process and # receiving services ▪ # of students referred to Help Me Grow and # receiving services [F5AC data] ▪
<p>Supporting documents, if applicable</p> <ul style="list-style-type: none"> ▪ Enrollment forms ▪ Minutes and agendas from collaboratives ▪ Summative report on actions resulting from neighborhood collaboratives

<p>FIRST 5 ALAMEDA COUNTY HEADLINE MEASURE 3:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Families have what they need to support their child's growth and well-being. <input type="checkbox"/> Children are ready for kindergarten. <input type="checkbox"/> Children with concerns demonstrate developmental improvements. <input type="checkbox"/> Providers increase their capacity to deliver best or promising practices. <input checked="" type="checkbox"/> Local policy and administrative changes are made to support early childhood

<p>PROJECT SPECIFIC OUTCOME 1: Systems Change and Sustainability</p>	
<p>STRATEGY 1: Child Information Sharing Tool Implement a Snapshot/Passport for OUSD PreK and SPK students that will be shared with their Kindergarten and/or TK teachers.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> 1. Summary of progress made
<p>STRATEGY 2: Preschool to TK/K Alignment Increase alignment opportunities between early care and education programs (community and District), TK, and Kindergarten.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> 1. At least three (3) ECE-K teacher meetings at sites containing both ECE and TK or Kindergarten 2. 10-15 participants at each meeting 3. Report providing summary of alignment strategies

<p>STRATEGY 3: Early Childhood Focus in Community Schools Work closely with the full service community school coordinator(s) to ensure early childhood/school readiness is integrated into the full service community school model, and sustained, at each of the 3 schools. The target communities are the neighborhoods surrounding the following three elementary schools: Martin Luther King Jr., New Highland and Garfield.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> Summary of progress made
<p>STRATEGY 4: Early Childhood Focus in District Family Engagement Work closely with the District Family Engagement Coordinator to ensure early childhood is integrated into the District's family engagement program (with specific emphasis on fathers).</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> Summary of progress made
<p>STRATEGY 5: Neighborhood Provider Coordination Facilitate neighborhood collaborative(s) in the 3 targeted communities (see Measure3: Strategy 3) to advise school staff on school readiness-related needs and resources in the community and to facilitate coordination and alignment of school readiness efforts. The collaboratives will include early childhood partners such as CBOs, Parks and Recreation, libraries, child care centers, family child care providers, etc.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> Trimester (3 times per school year) neighborhood collaborative meetings in each targeted community Summative report on actions resulting from collaboratives, which include linkages to other First 5 efforts
<p>STRATEGY 6: District Sustainability Planning Identify a District team to meet twice per year, at a minimum, to contribute to the development of a sustainable school readiness strategy, which includes ongoing coordination and funding for activities. Team members might include: Summer Learning Programs Coordinator, Deputy Chief Academic Office of Early Learning, Director of Community School Partnerships, Family Engagement Program Coordinator.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> Written sustainability plan which includes strategies and timeline
<p>STRATEGY 7: Sustain School Readiness Activities and Practices District-Wide Document piloted school readiness activities and work with District staff to increase the offerings at elementary schools throughout the District.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> Documentation of strategies and list of where strategies were piloted

<p>STRATEGY 8: First 5 Planning Meetings Meet with First 5 School Readiness Staff on at least a quarterly basis to discuss program planning, implementation and the development of mechanisms supporting increased coordination and integration.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> Attendance at four (4) meetings per year
<p>STRATEGY 9: First 5 Alameda County School Readiness Study Conduct outreach to Kindergarten teachers at the three targeted elementary schools to ensure participation in the First 5 School Readiness Study (i.e., K teachers to administer Kindergarten Observation Form (KOF) assessments at the start of the 2017-18 school year).</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> At least all Kindergarten teachers from the three targeted elementary schools participate in the First 5 School Readiness Study (with support at additional sites pending capacity)
<p>STRATEGY 10: Oakland Starting Smart and Strong (OSSSI) Participate in the OSSSI Task Force and the Family Resource Center workgroup, which is part of the Informal Care Pillar of OSSSI.</p>	<p>PERFORMANCE TARGET</p> <ol style="list-style-type: none"> 100% attendance at Starting Smart and Strong Task Force events 100% attendance at Family Resource Center workgroup events
<p>Reporting Measures (data source)</p> <ul style="list-style-type: none"> # of participants in ECE-K activities Summary of efforts to enhance data and information sharing, coordination and alignment Summary of efforts to create a sustainable school readiness strategy Summary of efforts to integrate early childhood/school readiness into the full service community school model/work Examples of new or enhanced infrastructures that promote school readiness and a smooth transition to kindergarten (Teacher surveys, ECE-K Meeting notes and agendas) # and % of Kindergarten teachers participating in First 5 Readiness Study from 3 targeted elementary schools 	
<p>Supporting documents, if applicable</p> <ul style="list-style-type: none"> Sample of Snapshot/Passport Agendas and sign-in sheets for ECE-K activities Written report on early childhood alignment opportunities/strategies with examples 	

Please Note: Accountability plans are subject to negotiation and approval by First 5 Alameda County. Modifications, including additional reporting measures and/or supporting documents, may be required