

Board Office Use: Legislative File Info.	
File ID Number	16-1116
Introduction Date	6-8-16
Enactment Number	16-0863
Enactment Date	6-8-16



Memo

To Board of Education
Antwan Wilson, Superintendent

Board Meeting Date 6-8-16
(To be completed by Procurement)

Subject Individual Service Agreement Amendment - 1
Bay Area Community Resources San Rafael CA (Contractor, City/State) -
193/Reach Academy (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Bay Area Community Resources. Services to be primarily provided to 193/Reach Academy for the period of July 1, 2015 through August 19, 2016, in an amount not to exceed \$ 4,455.00.

Background
A one paragraph explanation of why an amendment is needed.
This is an amendment to the original Individual Service Agreement for contracting of additional services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 24, 2015 (Enactment number 15-1160). This amendment will purchase additional services beyond the initial plan as stated in the original contract for Option A-Lead Agency Unit for Elementary School to provide Intervention, Physical Fitness, Enrichment, Leadership and Family Literacy Activities. As stated in the SPSA, BACR staff will provide academic services during the school day to the students. This may include computer instruction, academic skill building, tutoring, intervention, or instruction of school wide curriculum. Because of this additional service, the school is increasing the amount of funds that were originally contracted.

Discussion
One paragraph summary of the amended scope of work.
Approval by the Board of Education of Amendment No. 1 of the Individual Service Agreement to the Master Memorandum of Understanding (MMOU) between the District and Bay Area Community Resources, San Rafael, CA, for the latter to provide additional services for Option A-Lead Agency Unit for Elementary School to provide Intervention, Physical Fitness, Enrichment, Leadership and Family Literacy Activities to enhance the current comprehensive after school program that serves approximately 93 students for the after school program at Reach Academy for the period July 1, 2015 through August 19, 2016, in the amount of \$4,455.00, increasing the Agreement from \$93,779 to an amount not to exceed \$98,234.00. All other terms and conditions of the MMOU remain in full force and effect.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Bay Area Community Resources. Services to be primarily provided to 193/Reach Academy for the period of July 1, 2015 through August 19, 2016, in an amount not to exceed \$ 4,455.00.

Fiscal Impact Funding resource name (please spell out) 3010/Title I not to exceed \$ 4,455.00.

Attachments

- Individual Service Agreement Amendment
- Copy of original Individual Service Agreement



CONTRACT JUSTIFICATION FORM

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

Legislative File ID No. 16-1116

Department: Community Schools and Student Services

Vendor Name: Bay Area Community Resources (BACR)

Contract Term: Start Date: 7/1/15 End Date: 8/19/16

Annual Cost: \$ 4,455.00

Approved by: Julia Ma / Natasha Flint-Moore

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

This is an amendment ISA to the Master Memorandum of Understanding for BACR. This vendor is the current after school lead agency at Reach Academy.

Summarize the services this Vendor will be providing.

BACR will provide additional services to enhance the current comprehensive program serving approximately 93 students in the after school program.

Was this contract competitively bid? Yes No

If No, answer the following:

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

This vendor has Master Contract with OUSD to offer services under its Menu of Service to select school and central sites for community schools work and a variety of student services.

2) Please check the competitive bid exception relied upon:

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

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OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT NO 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF

UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Bay Area Community Resources (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2015, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION

VENDOR NAME	Bay Area Community Resources	LEGISTAR FILE ENACTMENT #	15-1160
SITE NUMBER / NAME	193/Reach Academy	AMOUNT OF ORIGINAL ISA	\$ 93,779.00
Original ISA Contract, or most recent ISA Contract Amendment period: 7/1/2015 (from date) to 8/19/2016 (end date).			

ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Subtotal				\$ 0.00

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Purchase New Type of Service.

Service	Option H: Day Time Academic Support	Fee	\$ 12,000.00	UNITS OF SERVICE	.37	\$ 4,455.00
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 4,455.00

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

1h. School utilizing other funds to increase level of services and/or number of students served beyond the above based unit.

Increasing the ISA Not to Exceed Amount to: \$ 98,234.00

The Term (Duration) of the Individual Service Agreement remains unchanged.
 The Term (Duration) has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

ISA Amendment History:

There are no previous amendments to this ISA. This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA Amendment being approved by the Board of Education.

VENDOR	NAME	Martin Weinstein	TITLE	CEO
SIGNATURE		<i>Martin Weinstein</i>	DATE	4/20/16
OUSD SITE ADMINISTRATOR	NAME	Natasha Flint-Moore	TITLE	Principal
SIGNATURE		<i>Natasha Flint-Moore</i>	DATE	4-18-16

APPROVAL BY THE BOARD OF EDUCATION	
PRESIDENT OF THE BOARD OF EDUCATION	DATE 6-8-16
Secretary of the Board of Education	DATE 6-8-16



Individual Service Agreement (ISA) Amendment Routing Form

Basic Directions

Services beyond the Individual Service Agreement cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
3. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
4. OUSD contract originator submits ISA amendment packet for approval within 10 days of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist	<input checked="" type="checkbox"/> ISA amendment packet including Board Memo, ISA amendment form, Menu of Services <input checked="" type="checkbox"/> Copy of original Individual Service Agreement <input type="checkbox"/> Copy of Prior Amendments, If Any.
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OUSD Staff Contact Emails about this ISA amendment should be sent to: Renee.McMearn@ousd.org

VENDOR INFORMATION

CONTRACTOR NAME	Bay Area Community Resources	CITY	San Rafael	STATE	CA
SITE /DEPT NAME	193/Reach Academy	SITE #	193		

BUDGET INFORMATION

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:

SPSA ACTION ITEM NUMBER: OR SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
3010	Title 1	1934850101-5825	RO164502	\$ 4,455.00
				\$ 0.00
				\$

Amount and Reason for Amendment

Original PO Number(s)	P1602989	Reason for Amendment to ISA (check appropriate box): <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 93,779.00	
Amended ISA Amount	\$ 4,455.00	
New Total Contract Amount	\$ 98,234.00	

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

	Site Administrator or Manager	Name	Natasha Flint-Moore	Phone	510-729-7775	Fax	510-729-7779
1.	Site / Department	193/Reach Academy					
	Signature	<i>Natasha Flint-Moore</i>			Date Approved	4-18-16	
	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Community Schools & Student Services						
2.	Signature	<i>Richard Staphydois</i>			Date Approved		
	Signature	<i>Richard Staphydois</i>			Date Approved	5-16-16	
3.	Regional or Executive Officer						
	Signature	<i>Centina Lankford</i>			Date Approved		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	Signature	<i>Sam Miller</i>			Date Approved		
5.	Superintendent or Board of Education Signature on the legal contract						
	Legal Required if not using standard contract	Approved		Denied - Reason		Date	
	Procurement	Date Received		PO Number			

Office of Accountability - SPSA Modifications 2015-16

School Site #:	193		School Name:	Reach Academy						
#	SSC Approval Date	Key Practice	Targeted Student Group	Budget Action	Budget Resource	Object Name	Object Code	Position	FTE	Budget Amount
1	5/19/2015	TSA to provide direct classroom support and real-time coaching	Low-income Students	Full-time TSA (CLOSE)	Title I Basic	Teacher on Special Assignment	1119	C11TSA0157	1	\$77,303.46
2		Purchase restorative justice services to optimize a safe supportive environment	Low-income Students	Restorative Justice Coordinator (CREATE)	Title I Basic	Direct Cost Restorative Justice	5736		1	\$50,000.00
3	12/11/2015	TSA to provide direct classroom support and real-time coaching	Low-income Students	Full-time TSA (CLOSE)	Title I Basic	Teacher on Special Assignment	4399	C11TSA0157	1	\$6,007.82
4		Extended Contract for teachers to plan Standard based lessons that support student achievement	All Students	Extended Contract (CREATE)	Title I Basic	Extended Contract	1120	A58		\$5,000.00
5		Purchase books, supplies to support reading instruction	Low-income Students	Purchase Books (CREATE)	Title I Basic	Supplies	4310	A63		\$1,007.82
6	12/11/2015	TSA to provide direct classroom support and real-time coaching	Low-income Students	Full-time TSA (CLOSE)	Title I Basic	Teacher on Special Assignment	1119			\$6,697.18
7		Luna Dance additional grade level	Low-income Students	Contract Amended (CREATE)	Title I Basic	Contract	5825	A55		\$6,000.00
8		Purchase books, supplies to support reading instruction	Low-income Students	Purchase Books/Supplies (CREATE)	Title I Basic	Supplies	4310	A64		\$662.85
9	12/11/2015	TSA to provide direct classroom support and real-time coaching	Low-income Students	Full-time TSA (CLOSE)	Title I Basic	Teacher on Special Assignment	3101			\$5,159.57
10		Purchase Technology/chrome cart for laptops for students testing/classroom use	Low-income Students	Technology (CREATE)	Title I Basic	Office Equipment	4410	A5p		\$5,000.00
11	12/11/2015	TSA to provide direct classroom support and real-time coaching	Low-income Students	Full-time TSA (CLOSE)	Title I Basic	Teacher on Special Assignment	3401			\$7,453.78
12		Purchase Guided Reading Book Sets	Low-income Students	Purchase book Set (CREATE)	Title I Basic	Books other than textbooks	4200	A59		\$5,000.00
13	3/1/2016	Purchase desktop/computer/projector for classroom use	Low-income Students	Technology (CREATE)	Title I Basic	Computers	4420	A65		\$2,111.13
14	12/11/2015	Mid-Year Adjustments		(CLOSE)	Title I Basic		4392			\$11,784.33
15		Purchase books, supplies to support reading instruction	Low-income Students	Purchase Books/Supplies (CREATE)	Title I Basic	Supplies	4310	A62		\$2,329.30
16	3/1/2016	Extended Contract for teachers to plan Standard based lessons that support student achievement	Low income Students	Extended Contract (CREATE)	Title I Basic	Extended Contract	1120	A61		\$5,000.00
17		Amend BACR to add additional funding to support program leader in working with students to provide support during school day core program	Low-income Students	Contract Amended (CREATE)	Title I Basic	Contract	5825	A57		\$4,455.00
18	12/11/2015	SocSec, Med, Altss certified		(CLOSE)			3301			\$3,515.22

AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 01.2015

Site Name:	REACH Academy	ASES		OFCY Match Funds	Program Fees (if applicable)	Other School Funds	Other Lead Agency Funds
Site #:	193	Resource 6010, Program 1553					
Average # of students to be served daily (ADA):	%	OUSD	Lead Agency	Lead Agency	Lead Agency	OUSD	Lead Agency
TOTAL GRANT AWARD		\$112,500		\$67,000		\$4,455	\$6,392
CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES							
OUSD Indirect (5%)		\$5,357					
OUSD ASPO admin, evaluation, and training/technical assistance costs		\$7,009					
Custodial Staffing and Supplies at 3.25%		\$3,254					
TOTAL SITE ALLOCATION		\$96,879					
CERTIFICATED PERSONNEL							
1120 Quality Support Coach/Academic Liaison REQUIRED		\$2,500				\$0	
1120 Certificated Teacher Extended Contracts- math or ELA academic intervention or Common Core academic enrichment		\$0				\$0	
Certificated Teacher Extended Contracts- ELL supports						\$0	
Total certificated		\$2,500				\$0	
CLASSIFIED PERSONNEL							
2205 Site Coordinator (list here, if district employee)		\$0	\$0			\$0	\$0
2220 SSO (optional)		\$0				\$0	
Total classified		\$0	\$0			\$0	\$0
BENEFITS							
3000's Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24%)		\$600					
3000's Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 20%)		\$0					
3000's Employee Benefits for Salaried Employees (benefits at 40%)		\$0					
3000's Lead Agency benefits (rate: 25%)			\$0				
Total benefits		\$600	\$0			\$0	\$0
BOOKS AND SUPPLIES							
4310 Supplies (OUSD only, except for Summer Supplemental)		\$0		\$3,641		\$0	\$0
4310 Curriculum (OUSD only)		\$0				\$0	\$0
5829 Field Trips		\$0				\$0	\$0
4420 Equipment (OUSD only)		\$0				\$0	\$0
BACR Summer Institute				\$150			
Mileage				\$150			
Communications				\$800			
Total books and supplies		\$0	\$0	\$4,741	\$0	\$0	\$0
CONTRACTED SERVICES							
5825 BACR Site Coordinator, Theresa Barnes: \$45,000 salaried, only 10 months coming from ASES + 25% fringe (\$11,250) Total = \$56,250 + Additional Pay = \$812		\$0	\$35,087	\$21,975			
5825 Program Assistant, Denisha Fierro: \$15/hr x 26hrs X 37 weeks = \$14,430 + 49 hours of PD (\$735) = \$15,165 + 25% fringe (\$3,791.25) = \$18,957		\$0		\$19,957			
5825 Program Instructor, Tanzania Enskip: \$13.50/hr x 21hrs x 37 weeks = \$10,489.50 + 49 hours of PD (\$861.50) = \$11,151 + 25% fringe (\$2,787.75) = \$13,939			\$13,939				
5825 Program Instructor, Merika Harris: \$13.50/hr x 21hrs x 16 weeks = \$2,890 + 25% fringe (\$964) = \$3,854			\$3,854				
5825 Program Instructor, Johanna Hurtado: \$13.50/hr x 21hrs x 21 weeks = \$5,954 + 49 hours of PD (\$862) = \$6,616 + 25% fringe (\$1,654) = \$8,270			\$10,085				
5825 Program Instructor, Jeffrey Gaulin: \$13.50/hr x 21hrs x 37 weeks = \$10,489.50 + 49 hours of PD (\$861.50) = \$11,151 + 25% fringe (\$2,787.75) = \$13,939			\$13,939				

2015-16 Elementary/Middle School After School Program Budget

ELEMENTARY & MIDDLE SCHOOLS 01.2015

Site Name:	Site #:	Average # of students to be served daily (ADA):	%	ASES		OFCY Match Funds	Program Fees (if applicable)	Other Lead Agency Funds
				Resource 6010, Program 1553	Lead Agency	Lead Agency	Lead Agency	Other Lead Agency Funds
				OUUSD	Lead Agency	Lead Agency	Lead Agency	Lead Agency
REACH Academy	193							
		Program Instructor, Tiffany Goodwin: \$13.50/hr x 21hrs x 19 weeks + 25% fringe = \$5,488			\$5,488			
5825		Program Instructor, TBD: \$13.75/hr x 23hrs x 18 weeks = \$5,693 + 21 hours of PD (\$289) = \$5,982 + 25% fringe (\$1,495) = \$7,477			\$7,477			
		Program Instructors hours for additional minimum days and extended hours for showcase/program closure.			\$974	\$3,331		
		Day School support \$13.50 hrly X 15 hrs/wk X 16 wks = \$3,240 + \$810 (25% fringe) = \$4,050 + \$405 (10% BACR Admin.)					\$4,455	
5825		BACR Program Manager, Na'Dra Hennington- (Professional Development, Training, Coaching, Staff Observations, general feedback for program quality): 15% of \$58,000 = \$8,286+ fringe @ 25% (\$2,071) = \$10,357				\$10,357		
		Total services		\$0	\$90,843	\$55,620	\$0	\$4,455
IN-KIND DIRECT SERVICES								
		BACR East Bay Director						\$2,160
		BACR Administrative Assistant						\$2,000
		Trainings (Summer Institute, CPS, Classroom Management, Lesson Planning, etc.)						\$1,217
		Volunteer Time						
		In-kind Subcontractor Providers						
		Other In-kind Providers						
		Total value of in-kind direct services					\$0	\$5,377
LEAD AGENCY ADMINISTRATIVE COSTS								
		Lead Agency admin (4% max of total contracted \$)		\$2,936.42	\$6,639			\$0
SUBTOTALS								
		Subtotals DIRECT SERVICE	85	\$4,782	\$90,843	\$60,361	\$0	\$4,455
		Subtotals Admin/Indirect		\$13,939	\$2,936	\$6,639	\$0	\$0
TOTALS								
		Total budgeted per column		\$18,721	\$93,779	\$67,000	\$0	\$4,455
		Total BUDGETED	100	\$112,500	\$67,000	\$0	\$4,455	\$5,377
		BALANCE remaining to allocate		\$0	\$0			
		TOTAL GRANT AWARD/ALLOCATION TO SITE		\$112,500				

ASES MATCH REQUIREMENT:	
ASES requires a 3:1 match for every grant award dollar awarded.	
Total Match amount required for this grant:	37,500
Facilities count toward 25% of this match requirement:	9,375
Remaining match amount required:	28,125
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	
Total Match amount left to meet:	#REF!

Required Signatures for Budget Approval:

Principal:	
Lead Agency:	

REACH ASP- Monthly Enrichment Theme Workshops Calendar: 2015-2016

Aug./September "Building Intentional Communities"	October: "Healthy Living Month"	November: "You're Powerful Month"
<ul style="list-style-type: none"> • Creating a Safe Community • Who are We? 	<ul style="list-style-type: none"> • Healthy Friendships • Germs, Cleanliness and Hygiene 	<ul style="list-style-type: none"> • Discover Me • Making a Difference (Government and Charity)
<ul style="list-style-type: none"> • Tolerance and Respect • Strengths and Challenges 	<ul style="list-style-type: none"> • Physical Activity • Healthy Minds 	<ul style="list-style-type: none"> • Giving Thanks • Multicultural Celebrations
<ul style="list-style-type: none"> • Trust and Honesty 	<ul style="list-style-type: none"> • Healthy Eating 	Possible Events: Food/Clothes Drive, A Mock Vote, A Political Demonstration, A Group Charity Project
December: "Future Month"	January: "National Safety Month"	February: "Multi-Cultural Month/Black History Month"
<ul style="list-style-type: none"> • Career • College • Winter Celebration/New Year • Resolutions and Time Capsules 	<ul style="list-style-type: none"> • School Safety • Community Safety • Emotional Safety /Bully Prevention • Hero's 	<ul style="list-style-type: none"> • Historical Figures, Pivotal Events/Historical Periods • Science, Technology and Education • Music, Sports and Art • Current Leaders, Local Leaders and Current Movements
Possible Events: Winter Dance, Mock Interviews and Presentations, Guest Speakers....	Possible Events: Blood Drive, Red Cross food/clothes drives, Guest Speakers	Possible Events: Pot Luck, Historical Plays/Skits, Collages Displays.
March: "Got Academics?"	April: "Express Yourself"	May: "Spring Showcase/Spirit Week"
<ul style="list-style-type: none"> • Test Prep • Math Olympics • Science Olympics • Literacy Olympics! 	<ul style="list-style-type: none"> • Theatre Arts and Improv • Poems and Spoken Word • Music and Dance • Story and Joke Telling/Circus Arts 	<ul style="list-style-type: none"> • Creating Props • Dress Rehearsal • Spirit Week • Spring Performance/Showcase
Possible Events: Spelling Bee, Jeopardy	<ul style="list-style-type: none"> • Creating Props 	Possible Events: Cinco De Mayo, Spring Showcase
		June: "Remember the Times"
		<ul style="list-style-type: none"> • Awards • End of the year Celebrations

* Can incorporate themes throughout week, not just on Wednesdays, for (community circle discussions and topics, also during "goal-setting and reflection time"

REACH Academy 2015-2016 School Year Program Schedule



Time	Monday	Tuesday	Wednesday	Thursday	Friday
1:30pm-2:45pm			Community Building Committees/Clubs		
2:45pm - 3:30pm	Snack and Sign In/Physical Activities	Snack and Sign In/Physical Activities	Snack and Sign In/Physical Activities	Snack and Sign In/Physical Activities	Snack and Sign In/Physical Activities
3:30pm-3:45pm	Opening Circle	Opening Circle	Opening Circle	Opening Circle	Opening Circle
3:45pm-4:45pm	Homework and Academic station/skill building	Homework and Academic station/skill building	Homework and Academic station/skill building	Homework and Academic station/skill building	Star Student Awards
4:45 pm- 5:45pm	Enrichment	Enrichment	Enrichment	Enrichment	Fun Friday Organized Physical Activities Reflection
5:45pm-6:00pm	Goal Setting Reflection	Goal Setting Reflection	Goal Setting Reflection	Goal Setting Reflection	
6:00 PM	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure

REACH ASP Staff Calendar/Deliverables 2015-2016



REACH



OFCY
OAKLAND FUND FOR CHILDREN & YOUTH



Aug./September “Building Intentional Communities”	October: “Healthy Living Month”	November: “You’re Powerful Month”
August 24 th : First Day of School/ASP September 3 rd : Parent Orientation September 7 st : No School/ASP September 8 th : No Program/PD September 14 th -25 th : YPQA Self Evals September 28 th : ASP Emergency Drills	October 9 th : YPQA Notes Due October 16 th : No School/ASP (PD Day) October 22 nd - Lights on Event October 26 th : ASP Emergency Drill October 27 th : YPQA October 30 th : Harvest Fest Celebration	November 1 st : Day Light’s Saving Time November 11 th : No School/ASP (Thanks Giving Break) November 16 th : ASP Emergency Drills November 20 th : Thanks Giving Pot Luck November 23 th -27 th : No School
December: “Future Month”	January: “National Safety Month”	February: Multi-Cultural Month/Black History Month
December 14 th : ASP Emergency Drills December 18 ^h - Ginger bread house making celebration December 21 st -31 st : No School/ASP	January 1 st : No School/ASP (New Year’s) January 4 th : Staff Inventory/PD January 18 th : No School January 25 th : ASP Emergency Drills January 29 th : No School/PD Line Staff	February 12 th : Valentine’s Day Dance February 15 th : No School February 22 nd : ASP Emergency Dills
March: “Got Academics?”	April: “Express Yourself”	May/June: Spring Performance/End of the Celebration
March 1 st : Spring Performance Checkin March 13 th : Daylight Saving Time March 21 th : ASP Emergency Drills March 25 th – 31 st : No School/ASP	April 1 st : No School April 4 th -29 th : Spring Performance Check in April 5 th : ASP Emergency Drills	May 9 th : ASP Emergency Drills May 26 ^h th: REACH ASP Spring Performance May 27 & 30 th : No School June 8 th : Last Day of Program/Field Day

REACH ASP Staff Calendar/Deliverables 2015-2016



		June 9 th : Last Day School/ PD Day/Close out
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Board Office Use: Legislative File Info.	
File ID Number	15-1836
Introduction Date	10/14/15
Enactment Number	15-1625
Enactment Date	10/14/15



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

From Antwan Wilson, Superintendent

Board Meeting Date 10/14/15
*(To be completed by
Procurement)*

Subject Individual Service Agreement - Master Memorandum of Understanding - Bay Area Community Resources (contractor) - 193/Reach Academy (site)

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MMOU) between District and Bay Area Community Resources, for services to be provided primarily to 193/Reach Academy.

Background
A one paragraph explanation of why the consultant's services are needed.
The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 24, 2015 (Enactment number 15-1160).

Discussion
One paragraph summary of the scope of work.
Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MMOU) between the District and Bay Area Community Resources, San Rafael, CA, for the latter to provide its Menu Option A-Lead Agency Unit, Arts, Recreation, Leadership and Family Literary activities, as described in the Program Plan, incorporated herein by reference as though fully set forth, at Reach Academy for the period of July 1, 2015 through August 19, 2016, in an amount not to exceed \$93,779.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MMOU) between the District and Bay Area Community Resources for the latter to provide Arts, Recreation, Leadership and Family Literary activities for the After School Program at Reach Academy for the period July 1, 2015 through August 19, 2016.

Fiscal Impact Funding Resource: 6010/After School Education and Safety (ASES) Grant in the amount of \$93,779.00.

- Attachments**
- Individual Service Agreement
 - Program Schedule and Budget
 - Certificate of Insurance
 - Menu of Service
 - Copy of Master Memorandum of Understanding

Board Office Use: Legislative File Info.	
File ID Number	15-1836
Introduction Date	10/14/15
Enactment Number	15-1625
Enactment Date	10/14/15 22



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) 2015-2016

MASTER MOU INFORMATION

VENDOR NAME	Bay Area Community Resources		
VENDOR #	1001628	ENACTMENT #	15-1160
SITE / DEPT NAME	Reach Academy	SITE #	193
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		renee.mcmearn@ousd.k12.ca.us	

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) – SELECT DESIRED SERVICE

SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
A-Lead Agency Unit for Elementary School	K-5	\$96,576.00	.97	\$93,779.00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$93,779.00

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:
 1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.

BUDGET INFORMATION

REQUISITION NUMBER	R0161402	START DATE	07/01/2015	END DATE	08/19/2016
RESOURCE #	RESOURCE NAME	ORG KEY	AMOUNT		
6010	ASES	1931553401	\$93,779.00		
			\$		
			\$		

This Individual Services Agreement is a contract for services. Its execution by an authorized OUSD agent, commits OUSD to pay for services provided by this VENDOR under the terms and conditions of the Master MOU referenced and incorporated herewith.

VENDOR	NAME	Marlin Weinstein	TITLE	CEO
SIGNATURE			DATE	8/20/15
OUSD SITE ADMINISTRATOR	NAME	Natasha Moore	TITLE	Principal
SIGNATURE			DATE	8/13/15

APPROVAL

<input checked="" type="checkbox"/> IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development SPSA ACTION ITEM NUMBER: _____ OR, <input checked="" type="checkbox"/> SPSA MODIFICATION DOCUMENTATION ATTACHED			
RESOURCE MANAGER, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input checked="" type="checkbox"/> After School Programs			
SIGNATURE		DATE	8-25-15
SIGNATURE		DATE	
NETWORK / EXECUTIVE OFFICER or DEPUTY CHIEF			
SIGNATURE		DATE	9/2/15
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE		DATE	10/15/15
SIGNATURE		DATE	10/15/15

2015-16 Elementary/Middle School After School Program Budget

AFTER SCHOOL BUDGET PLANNING SPREADSHEET

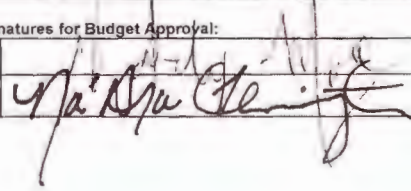
ELEMENTARY & MIDDLE SCHOOLS 01.2015

Site Name:	REACH Academy	ASES	OFCY Match Funds	Program Fees (if applicable)	Other Agency Funds	Other Lead Agency Funds
Site #:	193	Resource 6010 Program 1553				
Average # of students to be served daily (ADA):	%	OUUSD Lead Agency	Lead Agency	Lead Agency	OUUSD	Lead Agency
TOTAL GRANT AWARD		\$112,500	\$67,000	\$0	\$6,392	
CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES						
OUUSD Indirect (5%)	\$5,357					
OUUSD ASPO admin, evaluation, and training/technical assistance costs	\$7,009					
Custodial Staffing and Supplies at 3.25%	\$3,254					
TOTAL SITE ALLOCATION		\$86,879				
CERTIFICATED PERSONNEL						
1120 Quality Support Coach/Academic Liaison REQUIRED	\$2,500				\$0	
1120 Certified Teacher Extended Contracts- math or ELA academic intervention or Common Core academic enrichment	\$0				\$0	
Certificated Teacher Extended Contracts- ELL supports					\$0	
Total certificated	\$2,500				\$0	
CLASSIFIED PERSONNEL						
2205 Site Coordinator (list here, if district employee)	\$0	\$0			\$0	\$0
2220 SSO (optional)	\$0				\$0	
Total classified	\$0	\$0			\$0	\$0
BENEFITS						
3000's Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24%)	\$600					
3000's Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 20%)	\$0					
3000's Employee Benefits for Salaried Employees (benefits at 40%)	\$0					
3000's Lead Agency benefits (rate: 25%)		\$0				
Total benefits	\$600	\$0			\$0	\$0
BOOKS AND SUPPLIES						
4310 Supplies (OUUSD only, except for Summer Supplemental)	\$0	\$3,641			\$0	\$0
4310 Curriculum (OUUSD only)	\$0				\$0	\$0
5829 Field Trips	\$0				\$0	\$0
4420 Equipment (OUUSD only)	\$0				\$0	\$0
BACR Summer Institute		\$150				
Mileage		\$150				
Communications		\$800				
Total books and supplies	\$0	\$0	\$4,741	\$0	\$0	\$0
CONTRACTED SERVICES						
5825 BACR Site Coordinator Theresa Barnes: \$45,000 salaried, only 10 months coming from ASES + 25% fringe (\$11,250) Total = \$56,250	\$0	\$35,087	\$21,163			
5825 Program Assistant (Denisha Fierro): \$15/hr x 28hrs. X 37 weeks = \$14,430 + 49 hours of PD (\$735) = \$15,165 + 25% fringe (\$3,791.25) = \$18,957	\$0		\$19,957			
5825 Program Instructor (Tanzania Enskip): \$13.50/hr x 21hrs. x 37 weeks = \$10,489.50 + 49 hours of PD (\$661.50) = \$11,151 + 25% fringe (\$2,787.75) = \$13,939			\$13,939			
5825 Program Instructor (Merika Harris): \$13.50/hr x 21hrs. x 37 weeks = \$10,489.50 + 49 hours of PD (\$661.50) = \$11,151 + 25% fringe (\$2,787.75) = \$13,939			\$13,939			
5825 Program Instructor (Jeffrey Gaulin): \$13.50/hr x 21hrs. x 37 weeks = \$10,489.50 + 49 hours of PD (\$661.50) = \$11,151 + 25% fringe (\$2,787.75) = \$13,939			\$13,939			

2015-16 Elementary/Middle School After School Program Budget

ELEMENTARY & MIDDLE SCHOOLS 01/2015							
Site Name:	REACH Academy		ASES		OFCY Match Funds	Program Fees (if applicable)	Other Lead Agency Funds
Site #:	193		Resource 6010 Program 1553				
Average # of students to be served daily (ADA):		%	OUSD	Lead Agency	Lead Agency	Lead Agency	Lead Agency
5825	Program Instructor (Tiffany Goodwin): \$13.50/hr x 21hrs. x 37 weeks = \$10,489.50 + 49 hours of PD (\$661.50) = \$11,151 + 25% fringe (\$2,787.75) = \$13,939			\$13,939			
5825	BACR Program Manager Na'Dra Hennington- (Professional Development, Training, Coaching, Staff Observations, general feedback for program quality): 15% of \$56,000 = \$8,280+ fringe @ 25% (\$2,071) = \$10,357				\$10,357		
5825	Girls, Inc.				\$4,143		
5825							
5825							
5825							
5825							
5825							
5825							
5825							
Total services			\$0	\$90,843	\$55,620	\$0	\$0
IN-KIND DIRECT SERVICES							
						\$0	\$0
						\$0	\$0
Total value of in-kind direct services						\$0	\$0
LEAD AGENCY ADMINISTRATIVE COSTS							
	Lead Agency admin (4% max of total contracted \$)			\$2,936.42	\$6,639		\$0
SUBTOTALS							
	Subtotals DIRECT SERVICE	85	\$4,782	\$90,843	\$60,361	\$0	\$0
	Subtotals Admin/Indirect	14	\$13,939	\$2,936	\$6,639	\$0	\$0
TOTALS							
	Total budgeted per column		\$18,721	\$93,779	\$67,000	\$0	\$0
	Total BUDGETED	100	\$112,500		\$67,000	\$0	\$0
	BALANCE remaining to allocate		\$0				
	TOTAL GRANT AWARD/ALLOCATION TO SITE		\$112,500				
ASES MATCH REQUIREMENT:							
ASES requires a 3:1 match for every grant award dollar awarded.							
Total Match amount required for this grant:				37,500			
Facilities count toward 25% of this match requirement:				9,375			
Remaining match amount required:				28,125			
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:				#REF!			
Total Match amount left to meet:				#REF!			

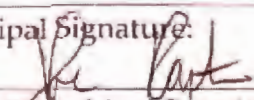
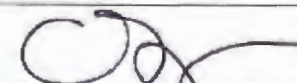
Required Signatures for Budget Approval:

Principal:	
Lead Agency:	

OUSD After School Programs
funded by After School Education and Safety (ASES) and 21st Century Community Learning Center (21st CCLC) Grants

ASES and 21st CCLC After School Program Plan
Elementary & Middle Schools
2015 – 2016

SECTION 1: School Site Information

School Site: REACH Academy	Lead Agency: BACR (Bay Area Community Resources)
Principal Signature: 	Lead Agency Signature: 
After School Site Coordinator Name (if known at this time): Theresa Barnes	Date: March 10 th 2015

SECTION 2: Alignment with Site Plan (SPSA), Major Improvement Priorities
 In collaboration with school leadership, identify the school's Major Improvement Priorities where this after school program is identified for its high leverage practices.

- Mathematics
- School Culture/Family Engagement

LCAP Strategic Priorities
 In collaboration with school leadership, identify the specific LCAP goal(s) that this afterschool program will intentionally support.

- College & Career Readiness (LCAP Goal 1)
- Literacy (Proficiency on Standards, Grade Level Reading, English Learners Reading Fluency-LCAP Goals 2, 3, 4)
- Mathematics/STEM Proficiency (Proficiency on State Standards—LCAP Goal 2)
- Student Engagement (LCAP Goal 5)
- Parent/Family Engagement (LCAP Goal 6)
- Safe, Healthy & Supportive Schools (LCAP Goal 7)

State 3 – 4 primary goals of the After School Program and intended impacts for participating students. Describe how these after school goals align with the school's Major Improvement Goals and Strategies identified in its SPSA plan.

1. Create a seamless school day for all students
2. All REACH ASP students will feel success in achieving an academic grade level goal (Homework goals, studying, coming to class, developing academic skill, ext.
3. REACH ASP will provide resources and strategies to caretakers and parents to help support REACH students
4. REACH ASP will engage in enrichment activities throughout the year that increase their knowledge about different cultures.
5. REACH students will identify their own strengths and be given opportunities to showcase their skills and learning.

SECTION 3: OUSD Strategic Questions

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

Strategic Questions/Desired Outcomes	Strategic Activities	Outcomes of Strategic Activities	Data used to assess the strategic activities
<i>As a result of our ASP efforts...</i>	<i>What after school strategic activities will support the desired outcomes?</i>	<i>What short-term outcomes will you expect from your efforts by the end of the school year?</i>	<i>What data will be collected to measure these outcomes?</i>
High School Graduation: How many more Oakland children are graduating from high school?	<ul style="list-style-type: none"> • Targeted development plans for each student. • Intentional process to track homework completion. 	<ul style="list-style-type: none"> • Students have a positive attitude about learning and the importance's of school. • Students will engage in 	<ul style="list-style-type: none"> • Student graduation rates • District Benchmark Testing • Pre/post assessment

	<ul style="list-style-type: none"> • Classes that reinforce the school day are learning using the districts pacing guide. • Create a safe, fun, meaningful and challenging learning environment for every student. • Use social and emotional learning strategies to make meaningful connections to academic subjects. • Create curriculum that will highlight and give students an opportunity to develop their skills and talents. • Highlight and put into practice important life skills they will need to succeed in high school. • Prepare 5th grade students to enter high school ready to succeed. • Highlight and encourage college and career readiness. • Host gender based life 	<p>self –exploration and develop skills they will have for life.</p> <ul style="list-style-type: none"> • Alignment with school day vision and goals of student high school graduation expectations. • The majority of youth will understand, complete and turn in all homework. • Youth will have positive role-models that emphasize the importance of completing high school. • Students will understand the meaning of community and learn to work with one another school wide. 	<p>when necessary</p> <ul style="list-style-type: none"> • Dibbles Data • SA-YPQA Evaluation Results • OFCY/OUSD Survey Data • Coordinators/ Weekly Attendance Reports • City Span Data
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	<p>skill classes.</p> <ul style="list-style-type: none"> • Increase school day/extended day attendance. • Provide opportunity for student to participate in physical activities daily, and learning how to work together as a team in different sports leagues, community building activities throughout the year. 		
<p>Satisfactory School Day Attendance: How many more Oakland children are attending school 95% or more?</p>	<ul style="list-style-type: none"> • Target and recruit the students who are identified as chronically absent to be in the program. • Support and align with the school day's vision and goals on attendance expectations and reward/consequences process for attendance. • Track students with poor program attendance and reach out to find out why and how attendance can be improved. 	<ul style="list-style-type: none"> • All students increase their school day attendance. • Every student and parent is aware of the importance of coming to school daily. • Parents are empowered to seek help if they are unable to get their children to school. • Students feel recognized and proud that they come to school daily. • Parents feel supported in getting their student 	<ul style="list-style-type: none"> • City span reports. • Clear attendance policies and procedures. With Quarterly orientation for parent who show chronic absence. • Clear tracking and enforcement of attendance policies. • A list of chronically absent • Students for recruitment. • Daily absent lists • Information from

	<ul style="list-style-type: none"> • Lead by example and ensure staff comes to work daily and on-time. • Students with good attendance will be able to attend a special party, event or trip at the end of each semester provided by the after school program. • Reintegrate the impact missing school has on students' academic success. • Reiterate the importance of coming to school daily during program orientation/other school events and connect attendance to being able to stay in the program and/or participate in big events. • Have fun, exciting and meaningful activities so students look forward to school just so they can go to the extended day program. • Encouraging car pools, 	<p>to school daily</p> <ul style="list-style-type: none"> • Students feel compelled to come to school/extended day excited to participate in the activities. • There is a unified vision and mission between the school day and the extended day program on the expectations for attendance. 	<p>parents on barriers to getting their students to school.</p> <ul style="list-style-type: none"> • Parent contact information. <p>SA-YPQA scores and OFCY/OUSD survey data</p>
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	<p>walking buddy's and wake up buddies (to call others in the morning) within the schools Community</p> <ul style="list-style-type: none"> • Create an incentive/recognition process for parents of those students whose attendance has improved. • Ask for donations in order to provide bus passes and/or alarm clocks to students and/or parents. 		
<p>Job Skills/Career readiness: How many more students have meaningful internships and/or paying jobs?</p>	<ul style="list-style-type: none"> • Each Enrichment and Academic Skill Building offering will have a connection to college and career • There will be a career and college week where we will give each student a chance to research and pick their chosen college and career • Students will learn different strategies to 	<p>Students will create and present on their chosen college and career using the following skills; communication, presentations, computer writing, and comprehension skills.</p>	<ul style="list-style-type: none"> • Cityspan attendance • Program scheduling • Journals • Surveys • YPQA Evaluations • Peer to peer evaluations.

	help them get into/careers they are interested in.		
Health and Well-being: How many more Oakland children have access to, and use, the health services they need?	<ul style="list-style-type: none"> • The ASP will provide Physical education and health science. Classes, Nutrition and Cooking classes. • The ASP will have a health and nutrition week. • ASP staff will engage in making referrals or recommendations for mental health services in partnership with the school day. • ASP will continue to promote happy and healthy families by having family events, in partnership with the Parent Liaison. • Physical education classes • Health and Nutrition Cooking classes. • Mindfulness Practices 	<ul style="list-style-type: none"> • 100% of students will have access to healthy foods (snack, program activities and fundraisers) • Students will make healthy choices. (Nutrition Week) • ASP staff will engage in making referrals or recommendation for mental health services in partnership with the school day • ASP will continue to promote happy and healthy families by having family events, in partnership with the Parent Liaison. • Students will feel better about making healthy choices. 	<ul style="list-style-type: none"> • YPQA Scores • City span Attendance • Recipe books • Events Sign in/out sheets • Students will enjoy being physically active during physical activities. • Students will learn how to make whole nutritious meals • Students will actively participate in Sports leagues. • Specific foods (junk foods will not be allowed). • Increased number of youth accessing mental health services • Increased

		<ul style="list-style-type: none"> • Students will enjoy playing in physical activities • Students will learn how to make whole nutritious meals • Students will actively participate in Sports leagues. • Specific foods (junk foods will not be allowed). 	<p>number of families accessing the family resource center for health and well-being services.</p>
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SECTION 4: Program Model and Lead Agency Selection

For 2015-2016, my site will operate the following program model:

- Traditional After School:** *voluntary program open to all students, with enrollment priorities targeting certain students*
- Extended Day Program:** *additional class periods offered to students after the end of the regular bell schedule, for targeted grades and/or for all students of the school (Note: extended day classes must **not** appear on the school bell schedule)*
- Blended/Hybrid:** *combination of some extended day and some traditional after school programming*

Description and Rationale for Selection of Lead Agency

Describe how the selected Lead Agency partner will support the school’s plans for Full Service Community School development.

The BACR philosophy about after school programs extends far beyond keeping children safe. We believe in providing a nurturing and enjoyable environment where students can improve their academic and life skills. We believe in integrating the principles and practices of youth development into all activities. Just as important, we see the schools, students, and parents as our customers, and we believe it is our responsibility to understand and meet their needs.

This approach to after school programs is consistent with the BACR mission of serving youth and families, fostering volunteerism, and building community. As a large diverse community agency, BACR has the organizational capacity and infrastructure to maintain high quality while expanding our services.

SECTION 5: Attendance, Program Dates, Minimum Days, and Program Schedule

In order to remain in compliance and meet minimum funding requirements, the after school program must commence immediately upon the conclusion of the regular day and operate at least until 6pm on every regular school day for elementary and middle schools. (EC 8483)

High school programs are required to operate a minimum of 15 hours per week.

** CDE allows programs to close for a maximum of 3 of these days during the school year for professional development. Families must be notified of these program closure dates in advance, and the lead agency must maintain documentation of professional development activities offered on these dates, including training agenda and staff sign in sheets.*

Required # of Program Days your program will operate during School Year 2015-2016 (programs are required to operate between 177 – 180 days of the school year)	180 days required* We will be taking our 3 PD days
Projected Daily Attendance during School Year 2015-2016	90
Programs are allowed up to three days of program closure during the school year to offer staff professional development. Please list the three days (if any) your program plans to close this year for PD.	October 30, 2015 Januray 9, 2016 June 9 th 2016

Minimum Days

Elementary and middle school after school programs are required to operate from the end of the school day to 6pm. When a school holds minimum days, the after school program must begin early and run a long day until 6pm. Minimum days have significant impact on the after school staffing and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming when the number of minimum days exceeds the typical OUSD schedule of one minimum day per week for the school year.

Projected Number of Minimum Days for School Year 2015-2016	Approx. 9
Describe funding plan to operate program on minimum days, including additional school resources (if any), to support full program implementation on all minimum days: We estimate the amount of minimum days we are to have and add those hours into our budget.	

Program Schedule

1. Submit program schedule as an attachment, using the standard program schedule template. The after school schedule

must indicate the school name and the program year.

2. Submit a copy of the school bell schedule for the 2015-16 school year.

Important Notes: The after school schedule must commence immediately the minute the school day bell schedule ends on all program days. Before submitting, compare the school bell schedule with the after school schedule to ensure that the times are aligned. (i.e. If the school bell schedule ends at 2:55 pm, then the after school schedule must begin at 2:55 pm. The same is true on minimum days.)

Additionally, programs must operate at least until 6pm daily AND must operate at least 3 hours per day. (i.e. If the school bell schedule ends at 3:10 pm, then the after school program must begin at 3:10 pm and run until 6:10 pm)

SECTION 6: Academics

Your site should plan to offer a range of academic supports including:

1) Targeted Interventions 2) Skill-Building 3) Homework Support 4) Tutoring

Other possible supports may include computer lab, library exploration, project-based learning, coordination with SES tutoring.

Academic activities should be aligned with school goals and support specific student achievement needs defined by the school. Activities should be based on sound instructional strategies aligned with the regular school day program.

Required Elementary Academic Programming: Elementary programs are required to provide at least 1 hour of literacy instruction per week for all students. (Curriculum and PD will be provided by OUSD After School Literacy Learning Community.) Programs are highly encouraged to provide after school math and science instruction. There will be learning communities to provide math and science curriculum and PD.

Description of program/activity	Target Population	Academic Support (choose one)	SPSA goal(s) or school need supported by activity	Instructional Strategies	Frequency (hrs/week; # of weeks)	Measurable Outcomes
Academic Stations and Rotations (Homework Time)	Below basic and ELL students	<input checked="" type="checkbox"/> Homework Support <input checked="" type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervention <input type="checkbox"/> Other	Provide academic intervention and Board enrichment support after school.	Staff will provide this support during the Academic Station and rotation hour.	Depending on the grade level. 2-3 grade students will have varies of station set up during the hour and will	Daily student will receive homework help, after homework student will have a choice of different skill building academic

					be able to rotate every 15 minute to complete each station. 4 th -5 th grade students will start on homework for the first 15 min. and then be able to rotate between the stations.	station. 4-5 students will work in groups, Grade appropriate math, Test Prep flash card reading/work problem activities will be provided.
Kidz Math	Below basic and ELL students	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervention <input type="checkbox"/> Other	Providing students with curriculum that is meaningful and challenging to them.	Staff will provide this support during the Academic Station and rotation.	Depending on the grade level. 2-3 grade students will have varies of	100% of ASP students will participate in at least two KidzMath activities a week.

			<p>Using instructional strategies that make learning active for students and provide them with different ways to learn.</p> <p>Provides and ensures equitable access to curriculum and courses that prepare all students for college</p>		<p>station set up during the hour and will be able to rotate every 15 minute to complete each station.</p> <p>4th-5th grade students will start on homework for the first 15 min. and then be able to rotate between the stations</p>	<p>Students will be able to lead at least two of their favorite KidzMath activities.</p>
Kidz/Lit -Reader's Theater is scripts	Below basic and	<input type="checkbox"/> Homework Support	Fluency in word	Staff will provide this	Dependi ng on the	Benchmark testing

<p>feature roles written at multiple reading levels and are effective in enhancing content-area literacy and fluency skills through purposeful practice and performance.</p>	<p>ELL students</p>	<p> <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervention <input type="checkbox"/> Other </p>	<p>recognition and comprehension</p>	<p>support during the Academic Station and rotation.</p>	<p> grade level. 2-3 grade students will have varies of station set up during the hour and will be able to rotate every 15 minute to complete each station. 4th-5th grade students will start on homework for the first 15 min. and then be able to rotate </p>	
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					between the stations.	
Kidz Science	All Students	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Other	Project Based Learning with Common Core Learning Strategies		Staff will provide students at least one hour per week of Science Activities	Survey's
Kahn Academy and Blended Computer programs	All Students	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Other	Project Based Learning with Common Core Learning Strategies		Staff will rotate students into the computer lab to use the Kahn Academy website	Computer program statistics

SECTION 7: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities and physical activity/recreation are required components of the ASES and 21st Century grants. Enrichment activities should provide students with the opportunity to apply their classroom learning in a real, hands-on way. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

Recommended Middle School Program Components: Middle schools are highly encouraged to provide after school

STEM instruction and youth leadership programming for students. (These program components are required for 21st Century middle school programs.) STEM and Building Intentional Communities youth leadership curriculum and PD will be provided by OUSD after school learning communities.

Description of Program/ Activity	Rationale	SPSA goal(s) or school need supported by activity	Target Population and Frequency (hrs/week; number of weeks offered)	Targeted Skills	Measurable Outcome
Weekly Enrichment Theme	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input checked="" type="checkbox"/> Other: Lead Agency	School culture, chronic absences, building capacity and Leadership	Weekly theme will cover holidays and special days in the months. Teacher will create lessons that will connect with day teaching and engage all students	<input checked="" type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social & Emotional Learning <input checked="" type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)	All students will have tangible evidence of their learning.
Wednesday Student choice clubs: <ul style="list-style-type: none"> ▪ Dance Class/ Movement ▪ Cooking Class ▪ Sports ▪ Arts & Crafts ▪ Leadership 	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	School culture, chronic absences, building capacity and Leadership	Each instructor will be responsible for leading a club from following enrichments listed. Student will have a choice of 3	<input checked="" type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social & Emotional Learning <input checked="" type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)	All students will have tangible evidence of their learning.

			different electives for the whole school year. Students will be in the elective for a total of 3 months for each course.		
Sports/Physical Games and Nutrition/ Fun Friday's	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	School culture, chronic absences, building capacity and Leadership	Students will play various sports and participate in physical games. Youth will engage in team games and activities program wide	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social & Emotional Learning <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)	Every youth will engage in physical activities at least twice a week and engage in nutrition education. Every youth will participate in team activities and develop their social emotional skill through team play
Dance and Performing Arts	<input type="checkbox"/> Student Identified	School Culture	All students will be	<input type="checkbox"/> College/Career Readiness	Students are able to

	<input checked="" type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)		provided one hour of performing arts a week.	<input checked="" type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)	verbalize feelings, physical aggression lessens.
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SECTION 8: FAMILY ENGAGEMENT / FAMILY LITERACY

After school provides an excellent context to foster parent involvement, connect families to the larger school community, and share important information related to the after school and regular school day programs. After school family engagement efforts should be aligned with school day efforts, and support school goals for family involvement. A variety of activities may be offered, including: parent workshops, family celebrations, parent-and-child-together activities, parent leadership and volunteer opportunities.

Family literacy is a required component of all 21st Century after school programs. Family literacy services support the educational goals of adult family members, connect them to resources and services in the community, and increase their ability to support their student's learning and development. For 21st Century grantees who receive Family Literacy funding: *The activities listed below must align to your 21st Century Family Literacy budget plan.*

Type of Activity and Frequency	SPSA goal(s) or school need supported by activity	Describe how this activity is connected to student achievement	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Host various family and student Events: Light on event Giving Thanks potluck Gingerbread house making	Family and Community Engagement School Culture	Parents/Caregivers will be given the opportunity to contribute, give input on plan special events for the school community.	95% of extended day parents attending family and student events. Family and Community	REACH ASP will host event that will encourage parents to volunteer and teacher will collaborate to form our schools

<p>Movie Night REACH Dances Winter/Spring Performance with Luna Dance</p>			<p>Engagement School Culture Chronic Absence</p>	<p>community: Increase the amount of opportunities families have to engage on school campus</p>
<p>Homework Challenge Attendance Challenge</p>	<p>Parents/ caregivers will be briefed on all extended day program policies and procedures as well as vision, mission, goals and youth outcomes and Homework/Atten dance expectations.</p>		<p>Community Engagement School Culture Chronic Absence</p>	
<p>Parent/Caregiver Orientation Volunteer opportunities Support team</p>	<p>Family and community engagement School Culture Chronic Absences</p>	<p>Parents/Caregivers will be briefed on all extended day program policies and procedures as will as vision mission, goals and youth outcomes Use fliers, posters and newsletters word of mouth and gorilla recruitment strategies to</p>	<p>100% of parents are oriented, prior to program start date. There is a small group of volunteers that volunteer for different events throughout the school year.</p>	<p>All polices and procedures have been vetted through the school's principal to ensure alignment and consistent messaging. Include all school day volunteer opportunities in the</p>

		encourage parent's volunteers. Parents will be able to support the after school program in developing programming and securing outside resources	Parents/caregivers have an impact on program offerings and support in the development of special events and outside resources.	extended day offerings. Increase the amount of opportunities families have to engage on school campus
Participate in the planning and execution of a family literacy night and other family literacy efforts	Family and community engagement School Culture	Extended Day Participants are expected to participate in family literacy night. Program will accommodate the event by moving out of necessary spaces. Program staff will promote the event and create	95% of extended day parents attend family literacy night	Increase the number of parents/caregivers that attend family literacy night

SECTION 9: Chronic Absence Action Plan

Improving school day attendance for all students and reducing chronic absenteeism is one of the key OUSD strategic goals. The district goal is that all students will attend school at least 95% of the required school days or more, thereby achieving satisfactory attendance. Students who attend school 90% or less of required days are considered chronically absent. Students whose attendance falls in the "grey zone" between 90% - 95% are considered at risk of chronic absenteeism.

In partnership with the school day, after school programs can play an important role in supporting student attendance by doing things like celebrating good attendance, informing parents about the importance of attendance, uncovering what challenges students/families are facing that cause them to miss school, regularly monitoring student attendance data, contacting families to let them know their child was missed at school, etc., in addition to providing meaningful after school learning experiences that help keep students engaged and coming.

Below are several key strategies that after school programs can implement in partnership with the school day, in order to promote positive attendance, and support students and families who are struggling with attendance. Select *at least two* of the following strategies below, and identify specific action steps that your program will implement for each strategy.

Strategies to Support Attendance	Action Steps
a) Recruit and address the needs of students who are at risk of chronic absenteeism.	<p>Accept referrals and recommendations made by school principal, academic liaison, teachers counselors and other school staff</p> <p>Work with the office manager to pull reports identifying students with chronic absenteeism</p> <p>Pending other factors, target these students to enroll in program</p> <p>Identify barriers and solutions for the families to ensure their student will be in school and in program daily</p>
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	<p>Distribute information about OUSD/School and ASP attendance policies and guidelines</p> <p>Review all attendance expectations, policies and procedures as well as rewards and consequences for attendance record</p>
c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	<p>Ensure family and teacher updates around attendance</p> <p>Call parents who did not notify coordinator of absences prior to program start</p>

	<p>Get daily absence list from office</p> <p>Ensure parent/caregiver contact information is up to date</p> <p>Engage school day personnel for additional information around home life and new challenges the student/family may be facing</p>
d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.	<p>Support the school's goal in a 5% increase in student attendance</p> <p>Create/mimic school day recognition process</p> <p>Develop an incentive program that will encourage students to come to school and program daily.</p>

SECTION 10: Transforming School Culture and Climate

After school programs can play a critical role in support the school's efforts to transform school culture and climate, helping to make schools positive, supportive places for all students to stay engaged, be successful, and thrive.

a) The following are paths that OUSD schools are taking to change discipline and transform school culture and climate. What strategy/strategies is your school utilizing to transform school culture and climate?

PBIS (Positive Behavioral Interventions and Support)

Restorative Justice

Social and Emotional Learning

Bullying Prevention

Other: (please specify) _____

b) How will the school and lead agency partner work together to ensure that the after school program is aligned and supporting these efforts, and helping to transform school culture and climate? (ie. shared professional development,

curriculum, coaching, planning meetings, COST meetings, etc.)

BACR is committed to making every effort to train staff, observe staff support their on-going development around school climate and culture. We are also making a targeted effort to identify, reflect on and improve on our areas of growth when it comes to program improvement in order to engage students in their own social development.

c) Reducing the disproportionate suspension rates of African American students is a key priority for OUSD. Please describe any special efforts your after school program is taking to support the school engagement, social-emotional well-being, and/or academic success of African American students at your school (ie. Manhood Development circles, Ethnic Studies curriculum, recognition ceremonies for student accomplishments, Black professionals as role models or mentors, etc.):

The Extended Day Program will provide and or/ support in the development of a manhood development circle during the after school hours. This class may fall under the after school program's Leadership and Gender based enrichment classes. This may include events and assemblies provided by Black professionals, specifically Oakland Policemen. ASP Instructors will identify students to receive additional mental health support. The instructors will receive training on supporting students with extenuating circumstances (homelessness, foster/relative care, hunger violence, family illness) and help provide them with the tools that will allow them to make good decision, interact more positively with peers and adults. The ASP will continue to model the behavior they would like the students to exhibit. The after school program will also review it's disciplinary policy and process so that it is equitable for all students and monitor this throughout the year.

SECTION 11: Coordination with Other Service Providers

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

<p>The after school Site Coordinator or Director will actively participate in which of the following school group(s), in order to increase alignment between after school and school day efforts?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> COST team (Coordination of Services Team) <input type="checkbox"/> SST (Student Study Team) <input type="checkbox"/> SSC (School Site Council) <input type="checkbox"/> ELT (Educational Leadership Team) <input type="checkbox"/> PTA <input type="checkbox"/> Attendance Team/Workgroup <input type="checkbox"/> SPSA Site Planning team <input checked="" type="checkbox"/> School Culture/Climate Committee <input type="checkbox"/> Other (specify)
<p>List key community partners whom you will actively collaborate with to accomplish the goals of your program.</p>	<p>Community School –Cox’s Academy/ASP & Bishop O’Dowd Volunteer programs, PLAN, AAPAC,REACH Family Engagement Council</p>
<p>List all subcontractors who will be paid to deliver after school services.</p>	<p>Luna Dance Americorps</p>
<p>Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.</p>	<p>Principal Academic Liaison Program Staff and Volunteers Family Resource Center Office Manager Custodial Staff School Psychologist/Mental Health Staff School Faculty</p>

2015-16 After School Enrollment Policy for REACH Academy School

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

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

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

Target Population(s)	Specific Data to Inform Selection of Program Participants	(High School Only) Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population
Students that will be able to attend program consistently	Attendance Records	
Families in need of After School Programming	Parent and school faculty identified	
Students in need of academic support to improve and/or sustain current academic performance	Test Data Parent and school faculty identified	
Students in need of social-emotional support	Parent and school faculty identified	

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

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

Additional Notes:

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

Enrollment Process and Timeline: (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in spring 2015. Indicate how families will be notified of 2015-16 enrollments before the last day of school, June 11, 2015.)

Timeline	After School Enrollment Steps/Process	Individual(s) responsible
April 20 th -24 th	Families/Youth will be notified of Registration Procedures and Process	Site Coordinator
April 30 th	Per-Registration/ Orientation	Site Coordinator
May 15 th	Staff Recommendations Accepted	Site Coordinator
June 5 th	75% of slots to be solidified	Site Coordinator and Program Manager
September 25 th 2015	All slots to be solidified	Site Coordinator and Program Manager

Important dates to include in your timeline:

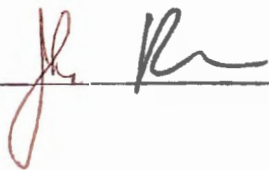
- April – June: Spring enrollment for 2015-16 programs.
- Families will be notified of 2015-16 after school enrollment before the last day of school, June 11, 2015.
- After school programs begin on 1st Day of school, with enrollment at a minimum 75% capacity.
- August – September: New school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by September 30, 2015.
- All programs must maintain waitlists after program slots are filled.

School Support for Program Recruitment

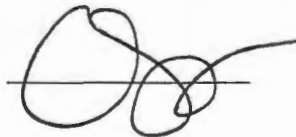
Describe how the school will support after school program recruitment efforts. Specify how school staff will help promote the after school program, refer students, and communicate with families about program opportunities:

REACH Families/Youth will be notified of Registration Procedures and Process in the beginning month of April. Accept referrals and recommendations made by school principal, academic liaison, teacher's counselors and other school staff. A pre-registration orientation will be held towards the end of April. Parents will be notified of slots/acceptances to the REACH ASP in the Months of May-June of 2015.

Principal Signature:









Lead Agency Signature:

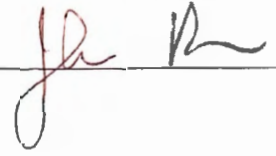


2015-16 Assurances for Grant Compliance and After School Alignment with School Day

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

Principal initials	Lead Agency initials	2015 – 16 Assurances for Grant Compliance and After School Alignment with School Day
JL	OA	Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 st Century Grant Assurances, and understand mandated grant compliance elements.
JL	OA	Site Administrator and Lead Agency Director have reviewed the Lead Agency After School MOU together, and agree to the requirements outlined in the MOU for the lead agency partner.
JL	OA	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
JL	OA	Site will share student outcome data to better refine program (Attendance data, test scores, Report Cards, IEP's, etc).
JL	OA	The principal and lead agency partner have reviewed and discussed the Quality Support Coach key responsibilities. Both Principal and lead agency partner understand that this role is critical for strengthening staff practices and the quality of the after school program. Site will identify a certificated, qualified individual to serve as the program's Quality Support Coach and to fulfill all responsibilities outlined in the role description.
JL	OA	Site will invite Site Coordinator and appropriate after school staff to participate in school day meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning and positive school climate.
JL	OA	Site will invite Site Coordinator to participate on SSC, COST, SST, and/or SPSA planning teams to ensure coordination of services.
JL	OA	Site will coordinate the use of facilities and site level resources in support of program goals.

		
		Site will provide Site Coordinator with office space that includes access to internet and phone.
		Site Administrator will share the School Site Safety Plan with the Site Coordinator and discuss appropriate policies and procedures to ensure safety during the after school hours.

Principal Signature: 

Lead Agency Signature: 

Quality Support Coach (formerly called "Academic Liaison")

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

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

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

Quality Support Coaching Planning

- a) Please identify who will fulfill the Quality Support Coach role for 2015-16:
- A credentialed teacher on staff who has effective skills and experiences in coaching and/or adult learning
 - A qualified professional who is part of the school staff
 - An OUSD coach connected to the school (i.e. LCI Literacy or Math coach, BTSA coach, etc.)
 - Other individual (please specify in detail): Funds will be used to offer one time trainings, observations and modeling for staff by REACH Academy teachers.

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

b) Some schools are challenged in finding a qualified individual on staff who can fulfill the Quality Support Coach role. In this case, the OUSD After School Programs Office will work actively to try to find an OUSD coach to match with the school. Please mark:

My school needs support in finding an individual who can effectively fulfill the role of Quality Support Coach.

Yes No

Teachers on Extended Contract for Direct Service

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

Please list specific after school classes/activities that will be facilitated by teachers paid on extended contract.

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

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

Principal Signature: John R

Lead Agency Signature: [Signature]

After School Safety and Emergency Planning for 2015-16

After School Safety and Emergency Planning

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

Yes No

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

B) Describe the training that site will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.

Staff will be present when school day safety trainings are held and will be provided all training material.

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

Yes No

Facility Keys

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

Yes No

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

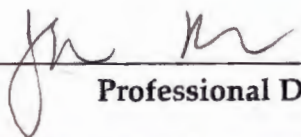
SSO Staffing: (check one)

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

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

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

Principal Signature: _____



Lead Agency Signature: _____



Professional Development and Staff Wellness

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

Coordinator Summer Institute- All Site Coordinators will participate in 4 days of training that will expand their knowledge on Youth Development, Curriculum Development, Grant Compliance, Policies and Procedures, Self-Care, and Program Quality (SA-YPQA). During Summer Institute Coordinators will have the opportunity to review their program schedule and program plan, create their year plan, plan for parent events, and learn from a variety of experts in the after school field.

Trainings over Time: In addition to Summer Institute, coordinators will have the opportunity to participate in BACR led and outside trainings throughout the school year. These training opportunities may include CPR/First Aid trainings, Bridging the Bay, and Region IV trainings. We have also purchased an online training series called "Safe Schools" where coordinators and line staff may access up to 30 modules related to after school safety and instruction techniques.

Team Cluster Meetings- All Site Coordinators will participate in Team Cluster Meetings led by their Program Manager monthly. During these meetings, the Program Manager will communicate updates from the district, the agency, as well as provide the team with professional development surrounding leadership, program development and youth development. Furthermore, the Program Manager will provide space for the Site Coordinators to receive feedback and workshop site based concerns and program quality.

Coordinator Supervisions-All site coordinators will meet at least two times a month to discuss site progress, individual coordinator goals, staff development and other site based subjects with their supervisor. This is opportunity for 1 on 1 support.

Line Staff Summer Institute- All Group Leaders will participate in a 5-day day institute that will expand their knowledge on youth development, classroom/behavior management strategies, project based lesson plans, cooperative games, emergency procedures, mandated reporting, and policies and procedures.

Site Specific Staff Meetings- All Site Coordinators will have the opportunity to plan and lead their own staff meetings with their line staff. At these meetings, Site Coordinators will provide their line staff with lesson planning time, review site safety plans, plan events for students and parents, and review important site information.

Line Staff Supervision-There will be time for line staff to consult with their coordinator, academic liaison and/or assigned grade teacher for consultation on student progress and lesson plan development. Staff will also be evaluated 2 times a year and undergo peer observation opportunities within site teams.

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

Culture Strategies and approval for in-class observations for line staff. Coordinators should also be able to attend any school based meetings that may pertain to after school programing.

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

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

Staff Wellness

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

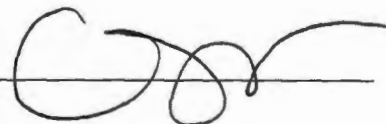
All programs will ensure that staff is well trained and prepared to achieve program goals. There will be an adequate time

to prepare lesson plans so staff are happy with their work and go into program confident and stress free. Throughout the year, BACR will provide opportunities for professional development for staff with their peers, celebrations with their teams (retreats check ins and pot lucks) and recognition for their hard work. BACR will also ensure there is a strong sub process so staff does not feel pressured to come into work if they are not feeling well.

Principal Signature:



Lead Agency Signature:



Addendum for 21st Century Community Learning Center Grantees Only

Equitable Access: (must be completed by all programs that receive 21st Century Equitable Access funding)

Some 21st Century programs receive extra Equitable Access funding. The intent of Equitable Access funding is to provide targeted supports for special populations of students who may face challenges and barriers to program participation.

Examples of allowable use of Equitable Access funds include:

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

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

21st Century Supplemental Programming during 2015-16 School Year

Describe your planned programming on weekends, intercession breaks, and other non-school days during the 2015-16 school year. Your supplemental program plans must match your proposed supplemental program budget.

(Please do NOT include summer program plans here; there will be a separate summer planning template.)

Number of supplemental program days you plan to offer during the 2015-16 school year:	
Dates of Service:	
Hours of Operation: (note that supplemental programs must operate at least 3 hours/session)	

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



BAYAREA-10

RKANEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/23/2015

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 Vantreo Insurance Brokerage 100 Stony Point Rd, Suite 160 Santa Rosa, CA 95401	CONTACT NAME: Sindy Graham PHONE (A/C, No, Ext): (707) 546-2300 FAX (A/C, No): (707) 546-2915 E-MAIL ADDRESS: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A : Philadelphia Indemnity Ins Co</td> <td style="text-align: center;">18058</td> </tr> <tr> <td>INSURER B : California Insurance Company</td> <td style="text-align: center;">38865</td> </tr> <tr> <td>INSURER C : Philadelphia Insurance Companies</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Indemnity Ins Co	18058	INSURER B : California Insurance Company	38865	INSURER C : Philadelphia Insurance Companies		INSURER D :		INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															
INSURED Bay Area Community Resources, Inc. 171 Carlos Drive San Rafael, CA 94903-2005															

COVERAGES**CERTIFICATE NUMBER:****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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		X	PHPK1361041	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse Sublimit \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PHPK1361041	07/01/2015	07/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB506511	08/11/2015	07/01/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A	732183680101	07/01/2015	07/01/2016	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab			PHPK1361041	07/01/2015	07/01/2016	Each Incident 1,000,000
C	D/O Liability			PHSD955266	07/01/2015	07/01/2016	Each Incident 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Oakland Unified School District is named as an Additional Insured, per form PI-GLD-HS 10/11

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District 900 High Street Oakland, CA 94601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Bay Area
Community
Resources

Administrative Office
171 Carlos Drive
San Rafael
California 94903-2005

Phone
415.444.5580
Fax
415.444.5598
Website
www.bacr.org

Martin Weinstein
CEO

Mary Jo Williams
COO

Board of Directors

Lissa Franklin
President

Nancy McEvers Anderson
Bryan Breckenridge
Robert Davisson
Benedict Hur
David Lilienstein
Christina Lee
Rob Ness
Bud Travers
Monica Vaughan
Shannon Vincent

April 29, 2015

To Whom It May Concern:

It is the Bay Area Community Resources policy to ensure to the best of our abilities that everyone we bring into our BACR programs to work with our clients are properly screened so as to minimize any risk, either physical or emotional, to the children and other clients we serve. We achieve this through FBI and DOJ fingerprint background checks on all our employees, independent contractors, subcontractors and volunteers. We are set up to receive subsequent arrest records. In addition, all staff must turn in a negative TB clearance before they begin working with our students.

We certify that all staff meet our staff qualifications including TB clearance, and FBI/DOJ clearance before they begin working with the students. We can provide verification upon demand from OUSD.

Sincerely,

Marisa Ramirez
Program Director
mramirez@bacr.org



Bay Area Community Resources After School Programs

Bay Area Community Resources (BACR) is a regional nonprofit agency founded in 1976 whose mission is to promote healthy development among youth and families, encourage service and volunteerism, and build communities. BACR has provided after-school academic support, enrichment, and physical activity programming in Bay Area communities for more than 30 years; this includes partnerships with 27 schools in the Oakland Unified School District (OUSD) after school programs since 2004. Our after school programs are designed and staffed to be safe, accessible, and effective for students (and families) who are struggling due to poverty, academic and social-emotional challenges, and other life circumstances—helping them overcome obstacles and become high achieving and joyful learners and by doing so, helping to reduce the achievement gap.

- ❖ BACR is the lead community agency— managing the entire program, providing staff, and delivering services—27 schools in Oakland, 13 in San Francisco, 5 in Alameda, 5 in San Rafael, 8 in Antioch, 15 in West Contra Costa County, and 12 in Mt. Diablo Unified in Contra Costa County..

OUR VALUES

- ❖ Provide children with a safe, nurturing and enjoyable environment after school.
- ❖ Integrate youth development practices into everything we do.
- ❖ Meet the needs of the schools, students, parents, and partner non-profits we serve.
- ❖ Empower youth by building confidence in their academic and social abilities
- ❖ Respect and embrace the sociocultural norms and history of the communities we serve in order improve the present, and sustain future generations.
- ❖ Give youth just, equal, and meaningful opportunities to learn, grow, and succeed.
- ❖ We like to have FUN! Take every opportunity to enjoy and celebrate our work.

PROGRAM MODEL

Academic Assistance

- ❖ **Homework support:** Students work in small groups with trained staff.
- ❖ **Academic enrichment:** Students get hands-on opportunities to master academic content, through robotics, chemistry lab, poetry slams, and creative writing workshops.
- ❖ **Academic interventions:** Students who need it get one-on-one review sessions with teachers or tutors and Supplemental Educational Services tutoring.
- ❖ **Test preparation and credit recovery:** High school students get help to graduate.

Enrichment

- ❖ Students explore their interests and build new skills. Visual and performing arts, community service, and student-led projects that promote pride, embody culturally-responsive activities, and integrate learning objectives in California Content Standards.
- ❖ Enrichment activities are tailored to each school site.

Recreation

- ❖ Students can exercise, relax, and build social skills through organized sports, cooperative games, and free time.

Showcases

- ❖ Young people get opportunities to showcase their work and share their achievements with peers and family.

EVIDENCE OF OUTCOMES

Recent Oakland elementary school surveys of youth showed positive outcomes:

Students

- | | |
|---|-----|
| ❖ I feel safe in this program. | 89% |
| ❖ There is an adult at this program who cares about me. | 91% |
| ❖ When I'm in this program, I feel good about myself. | 87% |
| ❖ In this program, I learn how to use my time to finish all my school work. | 91% |

Recent Oakland middle school surveys of youth showed positive outcomes:

Students

- | | |
|--|-----|
| ❖ In this program, there is an adult who wants me to do my best. | 87% |
| ❖ This program helps me to feel like a part of my school. | 72% |

Recent Oakland high school surveys of youth showed positive outcomes:

Students

- | | |
|--|-----|
| ❖ The adults in this program listen to what I have to say. | 95% |
| ❖ This program helps me learn ways to study (like reading directions). | 90% |
| ❖ Since coming to this program, I am better at setting goals for myself. | 90% |

ADVANTAGES FOR PARTNER SCHOOLS

- ❖ **Experience and Commitment.** Over 3 decades of leading after school programs.
- ❖ **Infrastructure.** A strong, well-funded organization and administrative structure.
- ❖ **Flexibility and Adaptability.** A program tailored to each school's after school goals.
- ❖ **High Quality Staff.** We select and support highly committed and professional staff.
- ❖ **Leveraged Resources.** We have the capacity to bring AmeriCorps Members into the program. BACR continuously seeks new funding and new opportunities to add value.

CONTACT US

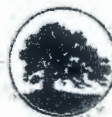
Any location: Marty Weinstein, Executive Director, (415) 755-2321; mweinstein@bacr.org
 East Bay: Marisa Ramirez, (510) 559-3025; mramirez@bacr.org
 San Francisco and Marin County: Don Blasky (415) 755-2311; dblasky@bacr.org
 Visit our website: www.bacr.org

SAM Search Results
List of records matching your search for :

Search Term : Bay* Area* Community* Resources*
Record Status: Active

ENTITY	BAY AREA COMMUNITY RESOURCES, INC.	Status:Active
DUNS: 102947132	+4:	CAGE Code: 3VGW8 DoDAAC:
Expiration Date: Jun 8, 2016	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 171 CARLOS DR		
City: SAN RAFAEL	State/Province: CALIFORNIA	
ZIP Code: 94903-2005	Country: UNITED STATES	

Board Office Use: Legislative File Info.	
File ID Number	15-1154
Introduction Date	6/24/15
Enactment Number	15-1160
Enactment Date	6/24/15



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
From Antwan Wilson, Superintendent

Board Meeting Date June 24, 2015

*(To be completed by
Procurement)*

Subject Master Memorandum of Understanding between Oakland Unified School District and Bay Area Community Resources

Action Requested Authorize the President and Secretary of the Board to enter into and execute a Memorandum of Understanding with Bay Area Community Resources, on behalf of the District to provide services to students. This establishes a one year relationship with Bay Area Community Resources, and a not-to-exceed amount of \$4,045,188.25. This amount is projected using historical cost data, known changes to the number of sites served and expected available grant funding allowable.

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

The Oakland Unified School District enters into contracts each year to provide professional services that support the District's academic mission. The Master MOU establishes all terms and conditions, a defined menu of services with negotiated rates, and allows for the gathering of necessary supporting documentation to further streamline the process of receiving necessary services, while keeping the integrity of checks and balances, as well as maintaining oversight by the Governing Board.

A Menu of Services was established that would allow a principal to "Order" from the Menu using the Individual Service Agreement (ISA). This is essential to promoting transparency of services, and the costs of those services, between like schools. Each Individual Service Agreement is submitted to the board for approval. In the event that this vendor receives more orders for service than anticipated, an amendment to this MOU will request a new not-to-exceed amount.

Discussion
One paragraph summary of the scope of work.

Vendor: Bay Area Community Resources

Overview of Services: Bay Area Community Resources contracts with schools to be a lead agency to provide high quality after school programming consisting of academic enrichment and recreational physical activities, family literacy and targeted Equitable Access services to students that are high risk.

Not-To-Exceed Amount: \$4,045,188.25

Determination of the Not-to-Exceed Amount is based on historical data and projections for the coming school year, it is anticipated that Bay Area Community Resources will provide services to 28 school sites.

The District contracts with agencies to provide various activities and after school programs. Chosen by the number of sites served with District and the long standing relationship with the agencies, the Master Memorandum of Understanding establishes a relationship with Bay Area Community Resources, defining terms and conditions as well as setting a maximum not-to-exceed ceiling amount. This ceiling is derived from historical cost data, and known changes in sites to be served, as well as expected grant funding. In addition, the District has been working with agencies to provide a Menu of Service, which delivers a clear and measurable scope of work. Analogous to ordering from a common table menu, each product is described and the price is clearly quoted, establishing and promoting a more perfect competition where the consumer, here the principal, is informed of the services offered, and the price for those services. This allows the principal to easily compare services and prices, and plan for programmatic needs.

Fiscal Impact

There is no funding associated with the Master Memorandum of Understanding or the Amendment to the Master Memorandum of Understanding herewith. The Master Memorandum of Understanding establishes a relationship, as well as setting the terms and conditions with Bay Area Community Resources. The funding source for each Individual Service Agreement will be determined separately and individually. Funding for the Individual Service Agreement is verified through a review of the BDT budget process, and a review of State and Federal compliance funding when applicable.

Recommendation

Approval of the Master MOU between Bay Area Community Resources and the Oakland Unified School District authorizing the President and Secretary of the Board to enter into and execute the Master Memorandum of Understanding and Individual Service Agreement(s) with Bay Area Community Resources in an amount not-to-exceed \$4,045,188.25.

Attachments

- Master MOU
- Addendum:
 - After School Lead Agency MOU template for elementary and middle school
 - After School Lead Agency MOU template for high school

Board Office Use: Legislative File Info.	
File ID Number	15-1154
Introduction Date	6/24/15
Enactment Number	15-1160
Enactment Date	6/24/15



OAKLAND UNIFIED
SCHOOL DISTRICT

**MASTER MEMORANDUM OF
UNDERSTANDING BETWEEN
OAKLAND UNIFIED SCHOOL DISTRICT and
Bay Area Community Resources**

2015-2016

1. INTENT

- 1.1 **Intent of this Memorandum of Understanding.** This Memorandum of Understanding (hereinafter "MOU") establishes the Oakland Unified School District's (hereinafter "OUSD") intent to establish a relationship with Bay Area Community Resources (hereinafter "CONTRACTOR"), to provide services to OUSD as described and stated in full in the Individual Service Agreement(s).

Cumulative Amount of ISA(s) NOT TO EXCEED \$ 4,045,188.25

- 1.2 **This Master MOU shall include an Individual Services Agreement (hereinafter "ISA")** developed for each OUSD site CONTRACTOR is to provide services. It is understood that this Master MOU does not commit OUSD to pay for services provided by any CONTRACTOR, unless and until an authorized OUSD representative approves the service, and a Purchase Order is issued by OUSD's Procurement department and the ISA(s) are ratified by the Board of Education.

2. TERMS AND CONDITIONS

- 2.1 **Term of Agreement.** The term of this agreement shall be July 1, 2015 to August 19, 2016 and may be extended by written agreement of both parties. **ISA's are void upon termination or expiration of the Master MOU.**
- 2.2 **All terms and conditions apply jointly and severally** to all CONTRACTOR'S employees, agents, partners, subcontractors, and/or volunteers acting on behalf of, and by the direction of CONTRACTOR.
- 2.3 **Notice of Termination.** OUSD may, at any time, terminate this Agreement upon not less than thirty (30) days written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 2.4 **Choice of Law.** This Agreement shall be performed in Oakland, CA, and is governed by the laws of the State of California.
- 2.5 **Licenses and Permits.** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
- 2.6 **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 2.7 **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without first obtaining the prior written approval of OUSD. CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

- 2.8 **Drug-Free / Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
- 2.9 **Anti-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under Contracts, CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s).
- 2.9A **Local, Small Local and Small Local Resident Business Enterprise Program (L/SL/SLRBE).** OUSD requires a twenty percent (20%) minimum local participation requirement for all professional service contracts over the informal bidding threshold (Public Contract Code Section 20111). Contractors shall comply with the twenty percent (20%) local business participation requirement at a rate of ten percent (10%) local and 10% small local and/or small local resident business participation. Business entities must be certified by the City of Oakland in order to earn credit toward meeting the twenty percent participation requirement. A copy of the District's S/SL/SLRBE Policy can be obtained from the OUSD website: www.ousd.k12.ca.us
- 2.10 **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 2.11 **CONTRACTOR costs or expenses.** OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD except as follows: None, in an amount not to exceed \$ 0.00.
- 2.12 **Liability of CONTRACTOR to correct unsatisfactory work.** The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by District and in that case must be replaced by CONTRACTOR without delay.
- 2.13 **Waiver.** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 2.14 **Submittal of Documents.** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:
- a) Signed Agreement
 - b) Workers' Compensation Certification
 - c) Insurance Certificates and Endorsements
 - d) Fingerprinting/Criminal Background Investigation Certification (provided with invoice)
 - e) Tuberculosis Clearance – Test Showing Negative Results (provided with invoice)

- 2.15 **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 2.16 **Changing Legislation.** CONTRACTOR understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of CONTRACTOR during an academic school year. This MOU may be amended during the 2015-16 fiscal year to reflect additional changes resulting from such legislation.

3. ADMINISTRATION OF MASTER MOU.

- 3.1 All notices provided for by this Master MOU shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

Contract Administrator	Michael Moore
Department	Procurement
Address	900 High Street
City, State, Zip	Oakland, CA 94601
Email	Michael.Moore@ousd.k12.ca.us

- 3.2 Notices to CONTRACTOR shall be addressed as indicated:

Name	Martin Weinstein
Title	CEO
Agency	Bay Area Community Resources
Address	171 Carlos Avenue
City, State, Zip	San Rafael, CA 94903
Phone	(415) 444-5580

4. AREAS OF AUTHORITY

- 4.1 **Oakland Unified School District.** The Oakland Unified School District is responsible for fiduciary and programmatic oversight for the expenditure of funds contracted to CONTRACTOR by OUSD for fiscal year 2015-2016.
- 4.2 **Independent Contractor.** This is not an employment contract. CONTRACTOR, is an independent contractor or business entity, and will be responsible for operations and management of its employees to sufficiently carry out the agreed upon Scope of Work. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided or entitled to employees of OUSD, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions necessary to do business in the State of California, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.
- 4.3 **Fiscal oversight and management.** CONTRACTOR shall be responsible for providing oversight, fiscal management, payroll services and technical assistance to its agents, employees or subcontractors. CONTRACTOR may be required to facilitate and collaborate with other service providers as necessary. CONTRACTOR agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASEP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2015-2016. CONTRACTOR will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines for the federal 21st Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds may be required to undergo an annual audit and communicate findings to OUSD, as requested. CONTRACTOR will ensure that all contracted funds are expended as per grant guidelines.

- 4.4 **No Rights in Third Parties.** This agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 4.5 **Ownership of Documents.** All documents created by CONTRACTOR pursuant to this Agreement, including but not limited to reports, designs, schedules, and other materials prepared, or in the process of being prepared, for the services to be performed by CONTRACTOR, are and shall be at the time of creation and thereafter the property of the OUSD, with all intellectual property rights therein vested in the OUSD at the time of creation. The OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of CONTRACTOR or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the OUSD. If any materials are lost, damaged or destroyed before final delivery to the OUSD, CONTRACTOR shall replace them at its own expense and CONTRACTOR hereby assumes all risks of loss, damage or destruction of or to such materials. CONTRACTOR may retain a copy of all materials produced under this Agreement for its use in its general business activities.
- 4.6 **Copyright/Trademark/Patent/Ownership.** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 4.7 **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information and documents received. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
- 4.8 **Contractor Changes.** CONTRACTOR may, at any time, by written order, make changes within the scope of work and services described in this Agreement. If such change(s) cause an increase or decrease in the budgeted cost of, or the time required for performance of the agreed upon work, CONTRACTOR shall so advise the OUSD immediately via the Contracts Administrator with a revised ISA. The revised ISA shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the OUSD prior to the time that CONTRACTOR performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.
- 4.9 **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.

4.10 CONTRACTOR Qualifications / Performance of Services.

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

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

4.11 Employees or Subcontractors of CONTRACTOR. Consistent with invoicing requirements in Section 7, CONTRACTOR shall submit a list of employees or other persons who were working on the District's school sites for the period CONTRACTOR is invoicing. In the event that OUSD, in its sole discretion, at any time during the term of this Agreement, desires the removal of any CONTRACTOR related persons, employee, representative or agent from the OUSD school site and, or property, CONTRACTOR shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

4.12 OUSD's Evaluation of CONTRACTOR. and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:

(a) Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.

(b) Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

5. CONDUCT OF CONTRACTOR.

5.1 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:

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

5.2 Maintain background check. CONTRACTOR certifies that all persons permitted to work on school sites or, may come in contact with children, have been cleared under California law and the Education Code.

5.3 Maintain clean, safe, and secure program environments for staff and students in conjunction with OUSD, and following OUSD guidelines. CONTRACTOR, as they view as necessary, will initiate and establish additional cleanliness, safety, and security policies and protocol sufficient to ensure staff, student and family member safety.

5.4 Comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.

5.5 Mandatory participation in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by the OUSD and collaborative partners in conducting program planning, implementation, and evaluation as necessary. These may include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. Participation in meetings facilitated by OUSD to address program success, areas of concern and for general troubleshooting are also required.

5.6 Ensure compliance with funding guideline requirements and follow OUSD policies and procedures. This includes compliance with District staffing requirements and policies including No Child Left Behind and other legislative mandates.

5.7 **Maintain six sets of essential collaborative relationships** to ensure partnerships towards effective program implementation:

- a) Administration, faculty, and staff of OUSD
- b) OUSD central administration departments
- c) Parents/Guardians
- d) Youth
- e) Community organization and public agencies
- f) OUSD After School Program Office

6. SCOPE OF WORK.

6.1 The attached Menu of Service outlines the specific scope of work, and is described in full and incorporated into this Master MOU. Services are ordered specifically by site as detailed in the Individual Service Agreement. Only the services detailed in the menu may be ordered by an OUSD site.

7. INVOICING.

7.1 **Updated listing of employees and their respective ATI number.** CONTRACTOR agrees as a condition of payment for services provided, CONTRACTOR will provide a complete updated listing with monthly invoices of all employees, subcontracted agencies, and volunteers, and their respective ATI number as registered with the Dept of Justice/FBI, at the site for which CONTRACTOR is providing services and invoicing OUSD.

7.2 **Submission of invoices to OUSD.** CONTRACTOR must submit invoices to OUSD in a format acceptable to OUSD and on a timely and regular basis for services rendered. Invoices must contain the following information: a) the name of the project or school site; b) a daily list of tasks/services performed; the hours (or portion of an hour) worked for each task described; and d) and an itemization of any reimbursable expenses, including receipts. All invoices shall be accompanied by the following verification statement signed by the CONTRACTOR:

I personally reviewed this invoice dated _____.

I have ensured that the invoice is correct and that the services and costs were incurred in compliance with all agreements between me and/or my firm and the Oakland Unified School District.

OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. CONTRACTOR must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. OUSD reserves the right to reject any invoice which does not meet the requirements in this Section 7.2.

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

8. INDEMNIFICATION

8.1 CONTRACTOR shall indemnify, hold harmless and defend the Oakland Unified School District, its Governing Board, State Trustee, Superintendent and each of its officers, officials, employees, volunteers and agents (hereinafter in this Section 8 collectively referred to as "the District") from any loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the District,

CONTRACTOR or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this agreement.

- 8.2 CONTRACTOR obligations under the preceding shall apply jointly and severally regardless of whether the District or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of the District.
- 8.3 If CONTRACTOR should subcontract all or any portion of the work or activities to be performed under this agreement, CONTRACTOR shall require each subcontractor to indemnify, hold harmless and defend the District, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.

9. **INSURANCE**

- 9.1 Throughout the life of the MOU, CONTRACTOR shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance:
- a) **COMMERCIAL GENERAL LIABILITY** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.
 - b) **WORKERS COMPENSATION** insurance, as required by the California Labor Code, with not less than the statutory limits.
 - c) **PROPERTY AND FIRE** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of CONTRACTOR. If any District property is leased, rented or borrowed, it shall also be insured the same as real property.
- 9.2 The above policies of insurance shall be written on forms acceptable to the Risk Manager of the Oakland Unified School District and endorsed to name the Oakland Unified School District, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to the Oakland Unified School District prior to this Master MOU becoming valid. If at any time said policies of insurance lapse or become canceled, this agreement shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or CONTRACTOR to OUSD.

ADDITIONAL ADDENDUM(S) ATTACHED

(If this box is checked, additional terms and conditions apply.)

Yes

No

ASES / 21st CCLC PROGRAM GRANTS (Elementary / Middle)

21st CCLC ASSET GRANT (High School)

FIELD TRIPS ONLY

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

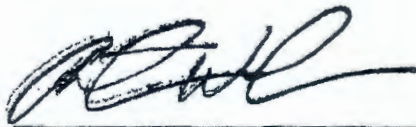
Martin Weinstein, CEO
CONTRACTOR BACR

Date: 6/3/15



President, Board of Education
Oakland Unified School District

Date: 6/25/15



Secretary, Board of Education
Oakland Unified School District

Date: 6/25/15

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at <https://www.sam.gov/>

Units of Service for Lead Agency: Bay Area Community Resources 2015-2016

Lead Agency Unit of Service for Elementary/Middle Schools

After School Services include:

After school program set up at school site and coordination of comprehensive services to ensure ASES and 21st Century grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, and recreational/physical activity components to meet grant compliance. Services will be delivered by qualified and trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 93 students (Elementary School) and 111 (Middle School). Services will be offered daily, Monday through Friday, from August – June. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 20:1.

Alignment of after school program plan with key components of SPSA, Extended Day Model, and collaborative partnerships with students, families, school staff and community partners.

Ongoing after school professional development, training and coaching to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grant writing, and In-Kind or Match Programs).

Lead Agency Option A: Cost for Elementary School lead agency package: \$96,576

Lead Agency Option B: Cost for Middle School Lead Agency package: \$129,145

Lead Agency Unit of Service for High Schools

Description of Services:

After school program set up at school site and coordination of comprehensive services to ensure ASSETS 21st Century grant compliance, integration of extended day model and alignment with school day, program quality, operational and fiscal oversight.

Delivery of high quality after school programming consisting of academic, enrichment, recreational/physical activity, family literacy, and targeted Equitable Access services to students that are high risk and are hard to reach via general services. Services will be delivered by qualified, trained individuals and community providers with subject matter

expertise and youth development experience. Program set-up will ensure student safety.

Services for up to 75 students at the small alternative high schools and up to 120 at the larger continuation high school(s). 15 hours plus of programming per week from September – June.

Coordination, outreach, and delivery of: Family literacy events that meet the needs of both English and Spanish speaking families; Cross-site annual events such as Lights On Music and Arts Festival, Life After High School Conference, and Basketball and Soccer Leagues.

Equitable Access services to students that are hard to reach, may include: Internships (managing student stipends, coordinating student placements and career mentors), Job Readiness, Career Exploration, Life Skills, English and Math Tutoring, and Driver's Education.

Ongoing after school professional development, training and coaching provided to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grantwriting and In-Kind or Match Programs).

Lead agency unit of service includes programmatic and operational costs.

Lead Agency Option C: Cost for Small High School Programs serving up to 75 students: \$156,000

Lead Agency Option D: Cost for Large High School Programs serving up to 120 students: \$227,000

Factors that may reduce or increase the school charge for above lead agency units:

- 1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e. School opting to fund high school academic liaison, reducing above costs to ensure academic alignment.
- 1f. School opting to provide after school program leadership, reducing the above costs for Site Coordinator.
- 1g. Other specialty services from this menu have been selected to augment or replace some of the basic lead agency services included in package above.
- 1h. School utilizing other funds to increase level of services and/or number of students

served beyond the above base unit.
Other Specialized Services
<p>Option E: Youth Leadership and Career Exploration Structured weekly opportunities for youth to interact with trained mentors and engage in community service projects.</p> <p>Cost: \$6,000 for two sessions/week, from Sept – June; service for up to 20 youth.</p>
<p>Option F: Specialized CAHSEE preparation 6 week CAHSEE prep intensive: 2 hours every day with up to 3 tutors utilizing <i>Moving Forward Education</i> curriculum provided by trained mentors throughout entire school year.</p> <p>Cost: \$5,720</p>
<p>Option G: Specialized Title 1 Services Specialized Title 1 services will provide underprivileged children an enriched and accelerated educational program, including the use of school wide curriculum/programs or additional services such as intervention that increases the amount and quality of instructional time.</p> <p>Cost: \$12,000</p>
<p>Option H: Day Time Academic Support Additional academic services will be provided during the school day to the students. This may include computer instruction, tutoring, intervention or instruction of school wide curriculum.</p> <p>Cost: \$12,000</p>
<p>Option I: Parent workshops Specialized family events to foster parent involvement and understanding of how to provide academic support to children.</p> <p>Cost: \$300 per 2-hour event, for up to 75 families</p>
<p>Option J: Farmers Market Services Specialized health and nutrition activities for student to foster healthy eating and educate them on healthy eating by providing a produce stand on a weekly basis.</p> <p>Cost: \$5,500 to include all school community members.</p>
<p>Option K: Health and Wellness Specialized health and wellness activities for students that include: Restorative Justice activities, Wellness champions, behavioral health, etc.</p> <p>Cost: \$6,000</p>
<p>Option L: Physical Fitness Specialized physical fitness activities may include: all seasonal sport leagues (but not limited to) basketball, flag football, soccer, and track/field. It may also include: martial arts, capoeira, yoga, recreational activities, wrestling, or other physical activity as needed.</p>

<p>Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity</p> <p>Option M: Visual or Performing Arts Specialized services may included: Drama, Studio production, Drawing/ Painting/ Murals, Video/Photography, Spoken Word, Music, Hip Hop and Social Action, Dance and Cultural Dance, Drumming and cultural music, or other Visual and Performing Art programs as needed</p> <p>Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity</p>
<p>Option N: Health & Nutrition Specialized health and nutrition activities for students to foster healthy eating and educate them on nutrition.</p> <p>Cost: \$10,000 per activity for 10 months up to 20 students served daily per activity</p>
<p>Option O: Full Service Community Schools Community School Manager will provide coordination of all aspects of Community School, including developing and maintaining partnerships with outside service providers, integrating various non-academic programs at the school site (e.g. after school, mental health, parent engagement), developing parent leadership and parent education opportunities, etc.</p> <p>Cost: \$60,000 for daily services for entire school year, serve entire school</p>
<p style="text-align: center;">BACR Mental Health Services</p>
<p>Mental Health Services Option P: Individual and group counseling and other mental health services, consultation with families and school personnel and limited crisis response. Approximately 25 clients served annually. Services provided by Graduate Intern for 1 ½ - 2 ½ days per week for 36 weeks. Clinical supervision provided.</p> <p>Cost: \$9,000 per year</p>
<p>Mental Health Services Option Q & R: Individual, group and family counseling, case management and other mental health services, consultation with school personnel and crisis response. Classroom education or other school-wide interventions as needed. Services provided by Master's level Mental Health Staff. Clinical supervision is provided.</p> <p style="padding-left: 40px;">Option Q: \$14,000 for one day per week for entire school year; 20 students served over the course of the year.</p> <p style="padding-left: 40px;">Option R: \$70,000 for daily services for entire school year; 80 - 100 students served over the course of the year.</p>
<p style="text-align: center;">BACR Summer Programming</p>
<p>Option S: Small Summer Programming Services: Variety of services to decrease the summer learning loss of youth by providing a safe, enriching, and dynamic summer program that involves the whole family and community. Services customized to meet school and community needs, and may include: STEM activities, Physical Fitness, Enrichment activities, and/or Fieldtrips.</p> <p>Cost: \$20,000 for a 4 to 6 week summer program (approximately 3-6 hours/day) for up</p>

to 40-60 students.

Option T: Large Summer Programming Services: Variety of services to decrease the summer learning loss of youth by providing a safe, enriching, and dynamic summer program that involves the whole family and community. Services customized to meet school and community needs, and may include: STEM activities, Physical Fitness, Enrichment activities, and/or Fieldtrips.

Cost: \$30,000 for a 4 to 6 week summer program (approximately 3-6 hours/day) for up to 60-180 students.

Additional Services for ASES/21st Century Elementary, Middle, and High Schools

Option U: Family Literacy Services: Variety of services to engage parents and support them in helping their children succeed in school. Services customized to meet school and community needs, and may include: parent workshops, parent outreach, and adult literacy support.

Services will be open to families of all students participating in ASES/21st Century after school programming. Services will be provided by qualified, trained individuals and/or community providers with subject matter expertise.

Cost: \$17,237

Option V: Equitable Access Services: Services customized to meet school needs, and may include: services to enhance student access to after school program; special support services for English learners and other high need students; translation services; and services to promote conflict resolution and positive program climate.

Services will complement after school programming occurring daily, September – June.

Cost: \$21,545

Option W: 21st Century Supplemental Program (Saturday and Intersession): Supplemental Saturday and Intersession project will offer services to approximately 60 – 120 1st – 8th grade students during the months of September and May. Program offerings will build and enhance students' academic skills, increase students' participation in and knowledge of health and wellness behaviors/activities, and/or provide organized sports and community games.

Cost: \$8,000

Factors that would reduce the above costs to ASES/21st Century Additional Services:

- 2a. School opting to provide a portion of family literacy services with own staffing and resources.
- 2b. School opting to provide a portion of Equitable Access services with own staffing and resources.
- 2c. School providing own supplies to support family literacy or equitable access services.
- 2d. School partnering with other providers to provide a portion of family literacy or equitable access services.

Bay Area Community Resources Anticipated Contract Amounts 2015-2016

School	Funding Source	Amount
Alliance	ASES	91,993
Alliance	SIG Funding	10,000
Bridges Academy	ASES	85,886
Bunche	21 St Century- Core	58,865
Bunche	21 St Century- Equitable Access	21,545
Bunche	21 St Century- Family Literacy	17,237
Bunche	21st Century - 2014-15 Carryover	15,000
Elmhurst Community Prep	ASES	122,454
Elmhurst Community Prep	21 St Century -Base	129,145
Elmhurst Community Prep	21 St Century -Equitable Access	21,545
Elmhurst Community Prep	21 St Century- Family Literacy	17,237
Emerson	ASES	93,855
Esperanza Elementary	ASES	80,000
Glenview Elementary	ASES	93,855
Global Family	ASES	90,000
Global Family	Measure G	11,000
Grass Valley	ASES	93,855
Grass Valley	General Purpose	12,000
Greenleaf Elementary	ASES	79,455
Hoover Elementary	ASES	82,000
Hoover Elementary	21 St Century- Base	61,067
Howard Elementary	ASES	93,855
Korematsu	ASES	82,803
Lafayette Elementary	ASES	73,703
Lafayette Elementary	21 St Century- Base	94,067
Lafayette Elementary	21 St Century -Summer Supplemental 2016	19,760
Madison Middle	ASES	97,429
Madison Middle	21 St Century- Equitable Access	11,905.00
Madison Middle	21 St Century- Base	104,711.00
Madison Middle	21 St Century- Family Literacy	17,237.00
Madison Middle	21 St Century -Summer Supplemental 2016	29,000.00
Madison Middle	21 St Century- Supplemental - Saturdays	8,254.00
Markham Elementary	ASES	85,635
Martin Luther King Jr	ASES	80,776.00
Martin Luther King Jr	21 St Century- Base	96,576
Martin Luther King Jr	21 St Century- Summer Supplemental 2016	9,880
Martin Luther King Jr	unknown (for full service community schools)	25,000
Melrose	ASES	126,174
Melrose	21 St Century -Supplemental 2015	29,640
Oakland Tech	21 St Century- Core	200,956
Oakland Tech	21 St Century- Equitable Access	21,545
Oakland Tech	21 St Century- Family Literacy	17,237
Oakland Tech	21st Century - 2014-15 Carryover	10,000
Place @ Prescott	ASES	80,857

Bay Area Community Resources Anticipated Contract Amounts 2015-2016		
School	Funding Source	Amount
Place @ Prescott	21 St Century- Base	54,683
Place @ Prescott	21 St Century- Summer Supplemental 2016	9,880
Reach	ASES	93,855
Rudsdale	21 St Century- Core	88,074
Rudsdale	21 St Century- Equitable Access	21,545
Rudsdale	21 St Century- Family Literacy	17,237
Rudsdale	21st Century - 2014-15 Carryover	15,000
Sankofa Elementary	ASES	124,795
Sankofa Elementary	21 St Century- Base	96,955.00
Sankofa Elementary	21 St Century- Supplemental - Saturdays	9,624.00
Street Academy	21 St Century- Core	80,903.00
Street Academy	21 St Century- Equitable Access	21,545.00
Street Academy	21 St Century- Family Literacy	17,237.00
Street Academy	21st Century - 2013-14 Carryover	25,000.00
Urban Promise Academy	ASES	112,468
Urban Promise Academy	21 St Century -Supplemental 2015	19,760.00
Health and Wellness Project	Bechtel Student Health	4,000.00
	Total Above Anticipated Amount Contracted	3,517,555.00
	Additional Contracts 15% of Anticipated Amount	527633.25
	Total BACR Contract 2014-2015	4,045,188.25

ADDENDUM

Legislative File ID #15-1154

Master Memorandum of Understanding Bay Area Community Resources

The following documents are included with Master Memorandum of Understanding:

- After School Lead Agency MOU template for elementary and middle school After School Education and Safety (ASES) and 21st Century Community Learning Centers (21st CCLC) programs
- After School Lead Agency MOU template for high school 21st Century High School After School Safety and Enrichment for Teens (ASSETs) programs

Inclusion of the Elementary/Middle and High School Memorandum of Understanding ensures that this Master Contract agency is held to all the ASES, 21st CCLC, and 21st CCLC ASSETs grant-specific policies and requirements that the Oakland Unified School District has established for all its after school lead agency partners. These additional policies and procedures augment the policies and procedures described in this Master Contract.



CERTIFICATE OF LIABILITY INSURANCE

BAYAR-3

OP ID: SG

DATE (MM/DD/YYYY)

07/08/2014

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

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

PRODUCER Farallone Pacific Insurance Services, License # 0F84441 859 Diablo Avenue Novato, CA 94947 Peter C. Schmale, ext 121	Phone: 415-493-2500 Fax: 415-493-2505	CONTACT NAME: Sindy Graham PHONE (A/C, No., Ext): 415-493-2166 FAX (A/C, No.): 415-493-2505 E-MAIL ADDRESS: sgraham@fp-ins.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia indemnity Ins Co.</td> <td>32760</td> </tr> <tr> <td>INSURER B: State Compensation Ins. Fund</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia indemnity Ins Co.	32760	INSURER B: State Compensation Ins. Fund		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER E:															
INSURER F:															
INSURED Bay Area Community Resources, Inc. 171 Carlos Drive San Rafael, CA 94903-2005															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Abuse Sublimit <input checked="" type="checkbox"/> 1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X	PHPK1197717	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1197717	07/01/2014	07/01/2015
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB465255	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 5,000,000 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 N	9065014-2014	07/01/2014	07/01/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <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	Professional Liability		PHPK1197717	07/01/2014	07/01/2015	Each 1,000,000 Aggregate 2,000,000

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

Oakland Unified School District is named as an Additional Insured, per the attached endorsement

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District
 900 High Street
 Oakland, CA 94601

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

Sindy Graham

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Bay Area Community Resources After School Programs

Bay Area Community Resources (BACR) is a non-profit community agency that has served youth and families since 1976. We have delivered after school programs for over 20 years. Our programs promote successful youth development by providing opportunities for young people to acquire new skills, learn, share their talents, and make a mark in their community.

We have two management roles at elementary, middle or high schools:

1. BACR is the lead community agency— managing the entire program, providing staff, and delivering services—24 schools in Oakland, 13 in San Francisco, 5 in Alameda, 5 in San Rafael, 2 in San Leandro Unified, 15 in West Contra Costa County, and 12 in Mt. Diablo Unified in Contra Costa County..
2. BACR is the fiscal sponsor— managing human resources, payroll and fringe benefits

OUR VALUES

- ❖ Give children a safe, nurturing and enjoyable environment after school.
- ❖ Integrate youth development practices into everything we do.
- ❖ Schools, students, parents and partner non-profits are our customers. Meet their needs.
- ❖ Youth are valuable. Support them in realizing their power.
- ❖ Respect our ancestors, improve the present, and sustain future generations.
- ❖ Give youth just, equal and meaningful opportunities to learn, grow and succeed.
- ❖ We like to have FUN! Take every opportunity to enjoy and celebrate our work.

PROGRAM MODEL

Academic Assistance

- ❖ **Homework support:** Students work in small groups with trained staff.
- ❖ **Academic enrichment:** Students get hands-on opportunities to master academic content, through robotics, chemistry lab, poetry slams, and creative writing workshops.
- ❖ **Academic interventions:** Students who need it get one-on-one review sessions with teachers or tutors and Supplemental Educational Services tutoring.
- ❖ **Test preparation and credit recovery:** High school students get help to graduate.

Enrichment

- ❖ Students explore their interests and build new skills. Visual and performing arts, community service, and student-led projects that promote pride, embody culturally-responsive activities, and integrate learning objectives in California Content Standards.
- ❖ Enrichment activities are tailored to each school site.

Recreation

- ❖ Students can exercise, relax, and build social skills through organized sports, cooperative games, and free time.

Showcases

- ❖ Young people get opportunities to showcase their work and share their achievements with peers and family.