

Board Office Use: Legislative File Info.	
File ID Number	11-3153
Introduction Date	1-11-12
Enactment Number	12-0032
Enactment Date	1-11-12 JS



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

To Board of Education

From Tony Smith, Ph.D., Superintendent  
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date  
(To be completed by  
Procurement)

1-11-12

Subject Approval of an Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District, Laurel Elementary and Learning for Life/S.F. Bay Area Council, of San Leandro, CA.

**Action Requested** Approval of the Individual Service Agreement to the Master Memorandum of Understanding 10-05 (MOU) between District and Learning for Life/S.F. Bay Area Council, for services to be provided primarily to Laurel Elementary School.

**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 August 1, 2011.

**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 (MOU) between the District and Learning for Life/S.F. Bay Area Council, for the latter to provide support to teachers meeting the educational needs of low-achieving children and limited English proficient children, in its capacity as a Comprehensive Community Based Organization, consisting of 800 hours and serving 300 students/participants at Laurel Elementary School, for the period November 1, 2011 through June 30, 2012, in an amount not to exceed \$ 24,970.00, 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 (MOU) between the District and Learning for Life/S.F. Bay Area Council, for the latter to provide support to teachers meeting the educational needs of low-achieving children and limited English proficient children, in its capacity as a Comprehensive Community Based Organization at Laurel Elementary School, for the period November 1, 2011 through June 30, 2012.

**Fiscal Impact** Funding Resource: 3010/Title 1 in an amount not to exceed \$24,970.00

**Attachments**

- Individual Service Agreement
- Menu of Service

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*Ret'd JH*  
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**OAKLAND UNIFIED SCHOOL DISTRICT**  
*Community Schools, Thriving Students*

RECEIVED  
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**INDIVIDUAL SERVICE AGREEMENT (ISA) 2011-2012**

**MASTER MOU INFORMATION**

VENDOR NAME	SFBAC, Learning for Life		
VENDOR #	V050776	ENACTMENT #	11-1364
SITE / DEPT NAME	Laurel Elementary	SITE #	131
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:	John.Stangl@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- In-School Academic Assistance	K-5	\$ 23,000.00	1	\$ 24,970.00
		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				<b>\$ 24,970.00</b>

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:  
 3C. Variation in hours of service.

**BUDGET INFORMATION**

REQUISITION NUMBER	R0202141	START DATE	11/01/2011	END DATE	06/30/2012
RESOURCE #	3010	RESOURCE NAME	Title 1	ORG KEY	1314850101
				AMOUNT	\$ 24,970.00
				AMOUNT	\$
				AMOUNT	\$

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	Shawntea Hall	TITLE	Director
SIGNATURE		<i>[Signature]</i>	DATE	11/3/11
OUSD SITE ADMINISTRATOR	NAME	John Stangl	TITLE	Principal
SIGNATURE		<i>[Signature]</i>	DATE	11/1/11

**APPROVAL**

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 checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input type="checkbox"/> Complementary Learning / After School Programs			
SIGNATURE	<i>[Signature]</i>	DATE	11/10/11
SIGNATURE		DATE	
<b>NETWORK OR DEPARTMENT EXECUTIVE OFFICER</b>			
SIGNATURE	<i>[Signature]</i>	DATE	11/22/11
<b>PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION</b>			
SIGNATURE	<i>[Signature]</i>	DATE	1/12/12
SIGNATURE	<i>[Signature]</i>	DATE	1/24/12

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## Other Specialized Services

### Specialized Services Option A: In-school Academic Assistance

Academic reading and math assistance provided by trained tutors throughout entire school year.

**1a. Academic support will be focused on increasing English proficiency of limited English proficient children by providing high quality language instruction and educational tutoring.**

**2a. Academic support will be focused on providing assistance to low achieving students.**

Cost: \$23,000 for daily sessions throughout the school year; service for up to 20 youth per tutor.

### Specialized Services Option B: After-school Academic Assistance

Academic assistance including reading, math, skill building and/or homework help provided by trained tutors and mentors throughout entire school year.

Cost: \$20,000 for daily sessions throughout the school year; service for up to 20 youth per tutor/mentor.

### Specialized Services Option C: Enrichment Services

Enrichment classes provided by trained providers including art, drama, computers, fitness, gardening or music.

Cost: \$20,000 for daily sessions from throughout the school year; service for up to 20 youth per enrichment provider.

### Specialized Services Option D: Operational and Programmatic Support

Additional year-long administrative and program support to ensure seamless delivery of services and strong program operations.

Cost: \$21,000 for daily assistance from throughout the school year.

### Factors that may reduce or increase the school charge for above specialized services:

- 3a.** School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 3b.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 3c.** Variation in hours of service
- 3d.** Variation in number of students served

Units of Service for Lead Agency: \_\_\_\_\_ Learning for Life \_\_\_\_\_

**Option A: Lead Agency Unit of Service – ASES/21<sup>st</sup> Century After School Program**

**After School Services include:**

After school program set up at school site and coordination of comprehensive services to ensure ASES and 21<sup>st</sup> 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, trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. 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.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

**Cost for Elementary School lead agency package: \$95,000**

**Factors that may reduce or increase the school charge for above lead agency unit for ASES/21<sup>st</sup> Century After School Program:**

- 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.** Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 1f.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

## **Option B: Lead Agency Unit of Service – OFCY After School Enrichment**

### **After School Services include:**

After school program set up at school site and coordination of comprehensive services to ensure OFCY 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 enrichment and components to meet grant compliance. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. 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 15:1.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

**Cost for Elementary School lead agency package: \$89,000**

### **Factors that may reduce or increase the school charge for above lead agency unit for OFCY After School Enrichment:**

- 2a.** School opting to provide own enrichment instructors or contract with a different service provider for specialized enrichment services, reducing the academic programming charges to the cost above.
- 2b.** School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 2c.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 2d.** Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 2e.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

State and Federal Compliance

SECTIONS 4 & 5: Academic and School Climate Action Plan

School Name: **Laurel** School Site #: **131** SSC Chairperson's Initials: \_\_\_\_\_ Principal's Initials:  10/5/2011

Priorit y Area	Actions Clearly Explain What Specific Actions Are Planned.	Student Group Impacte d FBB, BB, B, ELL, GATE	Measur e of Success CST, CELDT, CAHSEE, ETC.	Resour ce #	Resource Name	Object Code #	Object Code Name	Budget Amount
ELA/ math	Purchase Audio/Video Equipment to support instruction of students scoring FBB-B, based upon CST scores, above and beyond the normal classroom instruction to ensure their growth towards grade level standards.	FBB-B	CST	3010	Title I	4474	audioeq	\$2,000.00
ELA/ Math	Hire H.E.R.O.'s consultant to provide mentoring and foster engagement in games and physical activities, addressing needs of students scoring FBB-B, based on the CST scores, over and above normal classroom instruction to ensure growth toward grade level achievement.	FBB-B	CST	523	Tier 3-SIP	5825	contraserv	\$10,000.00
ELA/ Math	Purchase computer supplies to support instruction of students scoring FBB-B, based upon CST scores, above and beyond the normal classroom instruction to ensure their growth towards grade level standards.	FBB-B	CST	7090	EIA/SCE	4315	cmsup	\$2,000.00
ELA/M ath	Remove salary deficit for psychologist support services needed to support instruction of students scoring FBB-B, based upon CST scores, above and beyond the normal classroom instruction to ensure their growth towards grade level standards.	FBB-B	CST	3010	Title I psych	1205	PupilSuppt Salaries	\$385.00
ELA/ Math	Hire Consultant through Learning for Life to coordinate testing, implement grants and provide professional development for teachers, addressing needs of students scoring FBB-B, based upon the CST scores, above and beyond the normal classroom instruction to ensure their growth towards grade level.	FBB-B	CST/ CELDT	3010	Title I	5825	contraserv	\$24,970.00

