

Board Office Use: Legislative File Info.	
File ID Number	15-0253
Introduction Date	3-25-15
Enactment Number	15-0394
Enactment Date	3/25/15 ON



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community Schools, Thriving Students

# Memo

To Board of Education  
Antwan Wilson, Superintendent

Board Meeting Date 3/25/15  
(To be completed by  
Procurement)

Subject Individual Service Agreement Amendment - 1  
Bay Area Community Resources San Rafael CA (Contractor, City/State) -  
Ralph J. Bunche High School (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 Ralph J. Bunche High School for the period of July 1, 2014 through August 21, 2015, in an amount not to exceed \$16,884.00.

**Background**  
*A one paragraph explanation of why an amendment is needed.*  
This is an amendment to the Individual Service Agreement for the contracting of additional services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 25, 2014 (Enactment number 14-1077). This amendment will purchase additional services beyond the initial plan as stated in the original contract for Option C - Lead Agency Unit for Small High School to provide Arts, Recreation, Leadership, and Family Literacy activities. BACR will bring in a Spanish speaking Family outreach coordinator and to fund Job Readiness stipends, specifically for Green Construction and Leadership, and fund transportation and supplies for wilderness exploration filed trips, After School campus beautification and Art and Supplies for bi-weekly Cultural Identify celebrations.

**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 between the District and Bay Area Community Resources, San Rafael, CA, for the latter to provide additional services to enhance the current comprehensive after school program that serves approximately 75 students daily, increasing program services for Menu of Service Option C: Lead Agency Unit for Small High School for all students and families at Ralph J. Bunche High School for the period of July 1, 2014 through August 21, 2015, in the amount of \$16,884.00, increasing the Agreement from \$130,289.00 to a not to exceed amount of \$147,173.00. All 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 Ralph J. Bunche High School for the period of July 1, 2014 through August 21, 2015, in an amount not to exceed \$16,884.00.

**Fiscal Impact** Funding resource name (please spell out) 21st CCLC ASSETs Core and Family Literacy funds not to exceed \$16,884.00.

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

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	15-0253
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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, 2014, and the parties agree to amend that Agreement as follows:

### MASTER MOU – ORIGINAL ISA INFORMATION

VENDOR NAME	Bay Area Community Resources	LEGISTAR FILE ENACTMENT #	14-1077
SITE NUMBER / NAME	Ralph J. Bunche High School	AMOUNT OF ORIGINAL ISA	\$ 130,289.00
Original ISA Contract, or most recent ISA Contract Amendment period: July 1, 2014 (from date) to August 21, 2015 (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	Option C-Lead Agency Unit	Fee	\$ 156,000.00	UNITS OF SERVICE	9.24	\$ 16,884.00
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 16,884.00

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 base unit.

Purchase New Type of Service.

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:

**Increasing the ISA Not to Exceed Amount to:** \$ 147,173.00

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		DATE 3/25/15
OUSD SITE ADMINISTRATOR	NAME Betsy Steele	TITLE Principal
SIGNATURE		DATE 3-25-15

### APPROVAL BY THE BOARD OF EDUCATION

PRESIDENT OF THE BOARD OF EDUCATION		DATE 3/26/15
Antwan Wilson, Secretary Board of Education		DATE 3/26/15

# 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.k12.ca.us

### VENDOR INFORMATION

CONTRACTOR NAME	Bay Area Community Resources	CITY	San Rafael	STATE	CA
SITE /DEPT NAME	Ralph J. Bunche High School	SITE #	309		

### BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: \_\_\_\_\_ OR  SPSA MODIFICATION DOCUMENTATION ATTACHED

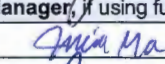
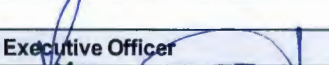
RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
4124	21st CCLC ASSETS Core	3091862401	R0153165	\$ 5,843.00
4124	21st CCLC ASSETS Family Literacy	3081863401	R0153166	\$ 11,041.00
				\$

### Amount and Reason for Amendment

Original PO Number(s)	P1501864 Core	<b>Reason for Amendment to ISA (check appropriate box):</b> <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.
	P1501866 Family Literacy	
Original ISA Amount	\$ 130,289.00	
Amended ISA Amount	\$ 16,884.00	
New Total Contract Amount	\$ 147,173.00	

### 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.

1.	<b>Site Administrator or Manager</b>	Name	Betsye Steele	Phone	510-874-3300	Fax	510-847-3305
		Site / Department	Ralph J. Bunche High School				
	Signature			Date Approved	2-4-15		
2.	<b>Resource Manager</b> , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Schools & Student Services						
	Signature			Date Approved	2-9-15		
	Signature			Date Approved			
3.	<b>Regional or Executive Officer</b>						
	Signature			Date Approved	2/24/15		
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>						
	Signature			Date Approved			
5.	<b>Superintendent or Board of Education</b> Signature on the legal contract						
<b>Legal</b> Required if not using standard contract		Approved		Denied - Reason		Date	
<b>Procurement</b>	Date Received			PO Number			

# AFTER SCHOOL BUDGET PLANNING SPREADSHEET

CARRYOVER

HIGH SCHOOLS 04.2013

Site Name: <b>Ralph J Bunche</b>		<b>21CCLC Core</b>		<b>21CCLC Equitable Access</b>		<b>21CCLC Family Literacy</b>		<b>Program Fees (if applicable)</b>	<b>First School Year Funds</b>	<b>Other Lead Agency Funds</b>
Site #: <b>309</b>		Resource 4214, Program _____		Resource 4124, Program _____		Resource 4124, Program _____				
Average # of students to be served daily (ADA):	%	OUSD	Lead Agency	%	OUSD	Lead Agency	%	OUSD	Lead Agency	Lead Agency
<b>TOTAL Carryover</b>		<b>\$5,843</b>			<b>\$11,041</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PROFESSIONAL DEVELOPMENT, CUSTODIAL</b>										
OUSD Indirect (5%)										
OUSD ASPO admin, evaluation, and training/technical assistance costs										
Custodial Staffing and Supplies at 3.17%										
<b>TOTAL SITE ALLOCATION</b>		<b>\$5,843</b>			<b>\$11,041</b>					
<b>CERTIFICATED PERSONNEL</b>										
1120 Academic Liaison REQUIRED Nestor Gonzales					\$0				\$0	
1120 Certificated Teacher Extended Contracts		\$0			\$0				\$0	
1120 Certificated Teacher - Credit Recovery - English I \$23.16 per hr x 5hr/wk x 36 wks										
1120 Certificated Teacher - Credit Recovery - Algebra I \$23.16 per hr x 5hr/wk x 36 wks										
									\$0	
<b>Total certificated</b>		<b>\$0</b>			<b>\$0</b>				<b>\$0</b>	
<b>CLASSIFIED PERSONNEL</b>										
2205 Site Coordinator (list here, if district employee)									\$0	\$0
2220 SSO									\$0	
Work/Internship Readiness Coordinator (list here, if district employee)										
		\$0								
<b>Total classified</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>BENEFITS</b>										
3000's Employee Benefits for Additional Time (20% of total salaries paid as extended contracts or overtime)		\$0			\$0					
3000's Employee Benefits for Salaried Employees (40%)		\$0			\$0					
3000's Lead Agency benefits (rate: 25 %)										
<b>Total benefits</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>BOOKS AND SUPPLIES</b>										
Supplies (OUSD only, except for Summer Supplemental)									\$0	\$0
Curriculum (OUSD only)									\$0	\$0
Field Trips and Events									\$0	\$0
Equipment (OUSD only)									\$0	\$0
0 Period Academic Support					\$1,500					
Travel(Busses for School Trips)					\$3,200					
Job Readiness Stipends(Going Green/Rainbow Chefs) \$185.00/yr. for 20 students Job Readiness stipend					\$3,699					
Going Green Construction Materials					\$1,200					
Sports Materials, Space Rental and Transportation (Soccer Uniforms)					\$1,000					

Total books and supplies	\$0	\$0	\$0	\$10,599				\$0	\$0
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**CONTRACTED SERVICES**

Rainbow Chefs Culinary Class		\$5,609							
Extended Hours for Digital Arts Instructor Jason King									
Youth Action Team									
Be About It Career Exploration Program									
Hip Hop Chess Federation									
Parent Computer Classes									
Parenting Workshops									
Parent incentives									
Supplies for Parents including Books, software, etc...									
Program Materials									
Transportation (Bart Passes- 75 Students will receive a \$15.00 bart pass) Van Rentals for Field Trips \$1,175.00									
<b>Total services</b>		<b>\$0</b>	<b>\$5,609</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>

**IN-KIND DIRECT SERVICES**

BACR Director of Academics									\$0
BACR East Bay Director									
BACR Administrative Assistant									
Volunteer Time: 1 Volunteer per year valued at \$13/hr x 15 hours per year = \$195									
Trainings (CPS, Classroom Management, Lesson Planning, etc.									
<b>Total value of in-kind direct services</b>								<b>\$0</b>	<b>\$0</b>

**LEAD AGENCY ADMINISTRATIVE COSTS**

Lead Agency admin (4% max of total contracted \$)		\$233.72		\$441.64					\$0
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**SUBTOTALS**

<b>Subtotals DIRECT SERVICE</b>	100	\$0	\$5,843	100	\$0	\$11,041	###		\$0	\$0
<b>Subtotals Admin/Indirect</b>	0	\$0	0	0	\$0		###		\$0	\$0

**TOTALS**

Total budgeted per column		\$0	\$5,843		\$0	\$11,041			\$0	\$0
Total BUDGETED	100	\$5,843		100	\$11,041		###		\$0	\$0
BALANCE remaining to allocate		\$0			\$0					
<b>TOTAL GRANT AWARD/ALLOCATION TO SITE</b>		<b>\$5,843</b>			<b>\$11,041</b>					

Required Signatures for Budget Approval:

Principal:	<i>Betsy L. Steels</i>
Lead Agency:	<i>[Signature]</i>

2014-2015

# THE S.P.O.T

SUPPORTING POSITIVE OPPORTUNITIES FOR TEENS

## RALPH J. BUNCHE Academy



**FREE!!**



our community  
takes  
responsibility  
by supporting  
students'

### SCHEDULE: EVERY CLASS GETS 2.5-5 CREDITS AND A GRADE!

MON	TUE	WED	THUR	FRI
O Period				
AM Study Hall 8:00a-9:00a Obama Rm Mr. Holliday	AM Study Hall 8:00a-9:00a Obama Rm Mr. Holliday	AM Study Hall 8:00a-9:00a Obama Rm Holliday	AM Study Hall 8:00a-9:00a Obama Rm Mr. Holliday	AM Study Hall 8:00a-9:00a Obama Rm Mr. Holliday
6 <sup>th</sup> Period / After School				
Green Construction 2:08p-3:01p Rm 20 Mr. Cox	Photo Journalism 2:08p-3:01p Rm 20 Bro. Penn	Green Construction 2:08p-3:01p Rm 20 Mr. Cox	Photo Journalism 2:08p-3:01p Rm 20 Bro. Penn	Urban Ecology 2:08p-3:01p Rm 12 Dr. Seigal
Cosmetology 2:08p-3:01p Rm 19 Ms. Bianca		Cosmetology 2:08p-3:01p Rm 19 Ms. Bianca	Senior Project 2:08p-3:01p Rm 6 Mr. Rasheed	Creative Writing 2:08p-3:01p Rm 13 Mr. Shawn
Culinary Arts 3:01-4:00 Defrermery Park Rainbow Chefs	Basketball 2:08p-3:01p Gym Coach Leon	Basketball (games) 2:08p-3:01p Gym Coach Leon	Basketball 2:08p-3:01p Gym Coach Leon	Culinary Arts 3:01-4:00 Defrermery Park Rainbow Chefs
Wolverine Soccer 3:01-4:00 Gym Coach Wvant		Wolverine Soccer 3:01-4:00 Gym Coach Wvant		Wolverine Soccer 3:01-4:00 Gym Coach Wvant

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	14-1791
Introduction Date	8/27/14
Enactment Number	14-1573
Enactment Date	8-27-14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Antwan Wilson, 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) 8-27-14

**Subject** Individual Service Agreement - Master Memorandum of Understanding - Bay Area Community Resources (contractor) - 309/Ralph J. Bunche Academy (site)

**Action Requested** Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Bay Area Community Resources, for services to be provided primarily to 309/Ralph J. Bunche 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 25, 2014 (Enactment number 14-1077).

**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 Bay Area Community Resources, San Rafael, CA, for the latter to provide their Menu Option C-Lead Agency Unit for Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Ralph J. Bunche Academy for the period of July 1, 2014 through August 21, 2015, in an amount not to exceed \$130,289.00, 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 Bay Area Community Resources for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Ralph J. Bunche Academy for the period July 1, 2014 through August 21, 2015.

**Fiscal Impact** Funding Resource: 4124/21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) Grant: \$91,507.00 for Core funding, \$21,545.00 for Equitable Access, and \$17,237.00 for Family Literacy funding, for a total amount not to exceed \$130,289.00.

**Attachments**

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

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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**INDIVIDUAL SERVICE AGREEMENT (ISA) 2014-2015**

<b>MASTER MOU INFORMATION</b>			
VENDOR NAME	Bay Area Community Resources		
VENDOR #	1001628	ENACTMENT #	14-1077
SITE / DEPT NAME	Ralph J. Bunche Academy	SITE #	309
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		renee.mcmeam@ousd.k12.ca.us	

<b>ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) – SELECT DESIRED SERVICE</b>				
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)
C-Lead Agency Cost for Small High School	9-12	\$ 156,000	.84	\$ 130,289
		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				<b>\$ 130,289</b>
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. 1d. School opting to fund School Security Officer, reducing above costs to provide safe and secure after school				
R0150799 Core R0150803 Family Literacy				

<b>BUDGET INFORMATION</b>					
REQUISITION NUMBER	R0150804	START DATE	July 1, 2014	END DATE	August 21, 2015
RESOURCE #	RESOURCE NAME	ORG KEY	AMOUNT		
4124	21st CCLC Core	3091862401	\$91,507		
4124	21st CCLC Equitable Access	3091863401	\$21,545		
4124	21st CCLC Family Literacy	3091864401	\$ 17,237		

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	MARTIN WEINSTEIN	TITLE	CEO
SIGNATURE			DATE	6/17/14
OUSD SITE ADMINISTRATOR	NAME	BETSY STEELE	TITLE	PRINCIPAL
SIGNATURE			DATE	6-13-14

<b>APPROVAL</b>				
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development				
SPSA ACTION ITEM NUMBER: _____ OR, _____ 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	6-26-14
SIGNATURE			DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER				
SIGNATURE			DATE	7-14-14
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION				
SIGNATURE			DATE	8-28-14
SIGNATURE			DATE	8-28-14





# 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).

<b>PRODUCER</b> Farallone Pacific Insurance Services, License # 0F84441 859 Diablo Avenue Novato, CA 94947 Peter C. Schmale, ext 121	<b>Phone: 415-493-2500</b> <b>Fax: 415-493-2505</b>	<b>CONTACT NAME: Cindy Graham</b> <b>PHONE (A/C, No, Ext): 415-493-2166</b> <b>FAX (A/C, No): 415-493-2505</b> <b>E-MAIL ADDRESS: sgraham@fp-ins.com</b>																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Philadelphia Indemnity Ins Co.</td> <td>32760</td> </tr> <tr> <td>INSURER B:</td> <td>State Compensation Ins. Fund</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></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:	
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:																						
<b>INSURED</b> 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	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <b>Abuse Sublimit</b> <input checked="" type="checkbox"/> <b>1,000,000</b> 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 \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>20,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1197717	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>		PHUB465255	07/01/2014	07/01/2015	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> 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 \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
A	<b>Professional Liability</b>		PHPK1197717	07/01/2014	07/01/2015	Each <b>1,000,000</b> Aggregate <b>2,000,000</b>

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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**AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

HIGH SCHOOLS 02 2014

Site Name: <b>Ralph J. Bunche</b>	21CCLC Core	21CCLC Equitable Access	21CCLC Family Literacy	Program Fees (if applicable)	Other Lead Agency Funds
Site #: <b>399</b>	Resource #214 Program	Resource #114 Program	Resource #113 Program		
Average # of students to be served daily (ASDC)	44	44	44		
<b>TOTAL GRANT AWARD</b>	<b>\$115,000</b>	<b>\$25,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>

**CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PROFESSIONAL DEVELOPMENT, CUSTODIAL**

OJSD Indirect (5%)	\$6,429	\$1,190	\$952		
OUSD ASPO admin, evaluation, and training/technical assistance costs	\$8,411	\$1,558	\$1,246		
Custodial Staffing and Supplies at 3 17409359427633%	\$3,814	\$706	\$565		
<b>TOTAL SITE ALLOCATION</b>	<b>\$116,346</b>	<b>\$21,546</b>	<b>\$17,236</b>		

**CERTIFICATED PERSONNEL**

1120 Academic Liaison REQUIRED	\$2,500	\$0	\$0	\$0	\$0
1120 Certificated Teacher Extended Contracts	\$0	\$0	\$0	\$0	\$0
1120 Certificated Teacher - Credit Recovery - English I \$23 10hr x 5hrs/wk x 36wks = \$4169.00	\$4,169				
1120 Certificated Teacher - Credit Recovery - Algebra I \$23 10hr x 5hrs/wk x 36wks = \$4169.00	\$4,169				
Total certificated	\$10,838	\$0	\$0	\$0	\$0

**CLASSIFIED PERSONNEL**

2205 Site Coordinator (list here if district employee)					\$0
2220 SSO	\$9,500				\$0
Work/Internship Readiness Coordinator (list here if district employee)					
Total classified	\$9,500	\$0	\$0	\$0	\$0

**BENEFITS**

3000's Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24%)	\$2,601	\$0	\$0	\$0	\$0
3000's Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 20%)	\$1,900	\$0	\$0	\$0	\$0
3000's Employee Benefits for Salaried Employees (40%)	\$0	\$0	\$0	\$0	\$0
3000's Lead Agency benefits (rate 25 %)					
Total benefits	\$4,501	\$0	\$0	\$0	\$0

**BOOKS AND SUPPLIES**

4310 Supplies (OUSD only, except for Summer Supplemental)					\$0
4310 Curriculum (OUSD only)					\$0
5829 Field Trips			\$3,776		\$0
4420 Equipment (OUSD only)					\$0
Work Internship/College Readiness PLC curriculum			\$2,500		
After School Basketball League Fees and Uniforms			\$800		
After School Soccer League Fees and Uniforms			\$800		
BACR Summer Inst	\$150				
Team Trainings	\$150				
Travel	\$150				
Communications			\$500		
Program Materials	\$252		\$800		
Family Engagement Night materials				\$951	
District professional development on district PD days (Bridging the Bay conference and Youth Work Methods trainings)	\$500				
Total books and supplies	\$0	\$1,202	\$9,176	\$0	\$951

**CONTRACTED SERVICES**

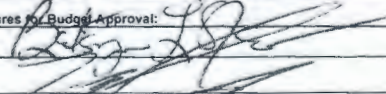
5825 Site Coordinator (list here if CBO staff) Terrance Holiday \$38,000 +25% Fringe \$9,500.00 Total = \$47,500	\$47,500	\$0			
5825 Family Liaison TBD \$20.00/hr x 10hrs/wk x 37 wks = \$7,400.00 + 25% Fringe \$1,850.00 total = \$9,250.00				\$9,250	
5825 Work/Internship Readiness Coordinator (list here, if district employee) TBD \$20.00/hr x 12hrs/wk x 37wks = \$8,880.00 + 25% Fringe \$2,220.00 Total = \$11,100.00	\$11,100				
5825 Youth Internship/Job Readiness Stipends		\$5,000			
5825 Academic Instructors CAHSEE Prep Tutor TBD \$20.00/hr x 6hrs/wk x 18wks = \$1,800.00 + 25% Fringe total = \$2,250.00	\$2,400				
5825 Enrichment Facilitators TBD Digital Media \$20.00/hr x 6hrs/wk x 37wks = \$4,440.00 + 25% Fringe \$1,110.00 Total = \$5,550.00	\$5,550				
5825 Enrichment Facilitators TBD Basketball Coach \$20.00/hr x 12hrs/wk x 37wks = \$8,880.00 + 25% Fringe \$2,220.00 Total = \$11,100.00	\$5,500	\$5,500			
5825 Enrichment Facilitators TBD Soccer Coach \$20.00/hr x 12hrs/wk x 16wks = \$3,840.00 + 25% Fringe \$960.00 Total = \$4,800.00	\$4,800				


2014 - 2015 High School After School Program Budget

HIGH SCHOOLS 02.2014

Site Name: Ralph J. Bunche Site #: 309 Average # of students to be served daily (ADA):	21CCLC Core		21CCLC Equitable Access		21CCLC Family Literacy		Program Fees (if applicable)	Other Lead Agency Funds		
	%	Lead Agency	%	Lead Agency	%	Lead Agency	Lead Agency	%	Lead Agency	
Consultants Career Exploration TBD					\$1,200					
5825 Subcontractors Bay Peace		\$3,000								
5825 BACR Resource Development Coordinator		\$840								
5825 BACR Program Manager John Fuentes (Professional Development Coach, Trainer and program quality assessor) \$10,000.00 +25% Fringe = \$2,500.00 Total = \$12,500.00		\$6,000					\$6,500			
5825										
5825										
5825										
<b>Total services</b>		\$0 \$86,690		\$0 \$11,700		\$0 \$15,750	\$0	\$0	\$0	
<b>IN-KIND DIRECT SERVICES</b>										
BACR East Bay Director								\$0	\$2,160	
BACR Administrative Assistant								\$0	\$1,217	
Trainings (CPS, Class room Management, Lesson Planning, BACR in-house trainings)									\$1,200	
<b>Total value of in-kind direct services</b>								\$0	\$4,577	
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>										
Lead Agency admin (4% max of total contracted \$)		\$3,614.91		\$669.43		\$535.54			\$0	
<b>SUBTOTALS</b>										
Subtotal's DIRECT SERVICE		\$26,858	\$87,892	\$374	\$20,876	\$0	\$299	\$15,701	\$0	\$4,577
Subtotal's Administrative		\$16,635	\$3,615	\$3,081	\$669	\$2,463	\$536	\$0	\$0	
<b>TOTALS</b>										
Total budgeted per column		\$43,493	\$91,507	\$3,454	\$21,545	\$2,764	\$17,237	\$0	\$0	\$4,577
Total BUDGETED	100	\$135,000	100	\$25,000	100	\$20,000	\$0	\$0	\$4,577	
<b>BALANCE remaining to allocate</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL GRANT AWARD/ALLOCATION TO SITE</b>		\$135,000	\$25,000	\$20,000						

Required Signatures for Budget Approval:



Principal: 

Lead Agency: 

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

**21<sup>st</sup> Century ASSETs After School Program Plan**  
**High Schools**  
**2014 – 2015**

**SECTION 1: School Site Information**

School Site: Ralph J Bunche	Lead Agency: Bay Area Community Resources
Principal Signature: 	Lead Agency Signature: 
After School Site Coordinator Name (if known at this time):	Date: 4/8/2014

**SECTION 2: After School Alignment with Community School Strategic Site Plan (CSSSP)**

Mark the following Strategic Priority areas of the school's CSSSP where this after school program is identified as a high leverage strategy.

- Balanced Literacy and Literacy Across the Curriculum
- Science, Technology, Engineering, and Mathematics (STEM)
- Transitions and Pathways Pre-K to 12
- College, Career and Workforce
- Accelerating Students through Targeted Approaches
- Extended Learning Time
- School Culture (including Meaningful Student Engagement)
- Health and Wellness
- Interrupting Chronic Absence (Attendance)
- Building Capacity and Leadership
- Family and Student Engagement
- Strategic Operational Practices

**State 3 – 4 primary goals of the After School Program and intended impacts for participating students.**

**1. Students develop a love for learning.**

Impact: Students have opportunities to acquire new skills, engage in creative learning, share their talents, and leave a positive mark in their school-communities. There is an increase in student attendance during the school day as a result of students feeling more motivated. There is an increase in the number of students accessing higher learning opportunities (career or vocational pathways) beyond high school.

**2. Students are guided and supported in their efforts of realizing their goals, hopes and aspirations.**

Impact: Student engagement in the AS is at 100%; every student participant, regardless of their academic, behavioral or environmental risk factors has a place in AS. Parents are valued for their knowledge and life experiences and there is parent participation frequently in the AS environment.

**3. Students participating in AS gain access to individualized academic support and academic mentoring.**

Impact: Students have ownership of their education, and are successful in their academic development and academic achievement. School faculty supports AS academic alignment, credit recovery/ credit accumulation opportunities, career exploration and college.

**4. Students make healthy choices, understand their cultural history and honor and respect each other's diverse backgrounds and identities.**

Impact: The AS program is a positive environment where students can safely engage in their emotional and socio-cultural development. Students gain cross-cultural understanding and are equipped with skills to successfully navigate our diverse society.

<b>SECTION 3: OUSD Strategic Questions</b>			
Complete the matrix for <i>at least two</i> of the following four OUSD Strategic questions.			
<b>Strategic Questions/Desired Outcomes</b>	<b>Strategic Activities</b>	<b>Outcomes of Strategic Activities</b>	<b>Data used to assess the strategic activities</b>
<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>
<b>High School Graduation:</b> How many more Oakland children are graduating from high school?	<ul style="list-style-type: none"> <li>• Create CAHSEE prep classes before and after school to target students who have not passed</li> </ul>	<ul style="list-style-type: none"> <li>• Students who participate in the CAHSEE earlier in the year will have greater chances of passing it at the end of the year</li> </ul>	<ul style="list-style-type: none"> <li>• Previous CAHSEE Test Scores for Students</li> <li>• referred by the counselor</li> </ul>
<b>Satisfactory School Day Attendance:</b> How many more Oakland children are attending school 95% or more?	<ul style="list-style-type: none"> <li>• ASP will provide individualized academic support, academic mentoring by creating a healthy, safe and diverse program. ASP will assist students in developing a love for learning; support their efforts in achieving their academic and career goals.</li> </ul>	<ul style="list-style-type: none"> <li>• A well-rounded ASP that meets academic and social-emotional needs of students will result in their increase in attendance of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Run attendance reports every month through youth services (Cityspan) and Aeries to check the stability of our attendance. Attendance reports will be shared with each ASP staff to create accountability.</li> </ul>
<b>Job Skills/Career readiness:</b> How many more students have meaningful internships and/or paying jobs?	<ul style="list-style-type: none"> <li>• Quarter 1: 2x week class offering job and career readiness; leadership; life and organizational skills</li> <li>• Quarter 2: Placements of students begin to career/ job training opportunities</li> <li>• Quarter 3: Continue supporting students with their placements. Goal of Quarter 3 is student retention, and successful transition to summer jobs and career training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• 15+ students will successfully complete the job and career readiness program.</li> <li>• 15+ students will be exposed to a variety of careers by taking field trips to different schools, training centers, business and career fairs</li> <li>• The same 15+ students will be matched with internships, externships, jobs or apprenticeship programs; these student interns will exhibit leadership roles</li> </ul>	<ul style="list-style-type: none"> <li>• Student transcripts: School Counselor will refer Seniors and Sophomores that are maintaining GPA 2.0</li> </ul>

<p><b>Health and Well-being:</b> How many more Oakland children have access to, and use, the health services they need?</p>	<ul style="list-style-type: none"> <li>• All students participating in ASP will access a variety of opportunities that support their social, emotional, physical and financial development.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% Students engaged in ASP will gain access to social emotional support provided by partnering agencies and services.</li> </ul>	<ul style="list-style-type: none"> <li>• Referral and coordination of services through COST</li> </ul>
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#### SECTION 4: Program Model and Lead Agency Selection

For 2014-2015, my site will operate the following program model:

- Traditional After School:** *voluntary program open to all students, with enrollment priorities targeting certain students*
- Extended School Day:** *additional class periods added to the bell schedule during after school hours for students of a particular grade and/or all students of the school*
- × **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.

2014 will mark the seventh year of BACR's and Ralph J. Bunche partnership. As a lead agency, BACR brings a track record of experience in designing and providing youth development programs, including after school programs. BACR after-school programs promote the successful, holistic development of Oakland youth by providing opportunities for young people to acquire new skills, engage in creative learning, share their talents, and leave a positive mark in their communities. We collaborate with fellow community-based organizations and schools to provide high-quality after-school experiences for youth throughout Oakland.

BACR's after-school programs are customized to individual school communities, managed by well-qualified and well-supported staff, leverage a variety of community assets, and continually strive to improve our service. We:

Work with principals and teachers to craft programs that support each school's goals for student development and achievement.

- Provide a full-time, on-site coordinator at each school who is primarily responsible for the day-to-day operation of the program.
- Experienced coordinators support our site-based staff and BACR administrative staff manages most paperwork. These agency-level supports assure that site-based staff are supervised and mentored by seasoned professionals and are required to spend less time on administrative tasks.
- BACR partners with tutors, academic intervention entities, community colleges, arts organizations, and other experts to provide a variety of activities for students, and leverage existing school-based academic support resources to provide a continuum of learning opportunities for students.

**SECTION 5: ATTENDANCE, PROGRAM DATES, 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.

Required # of Program Days your program will operate during School Year 2014-2015: **180 days required\***

Projected Daily Attendance during School Year 2014-2015: 75

**Program Schedule**

Submit program schedule as an attachment, using the standard program schedule template.

*\* 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.*



## SECTION 6: Academics

Your site should plan to offer a range of academic supports and **MUST** include:

1) CAHSEE Prep 2) Credit Recovery 3) Tutoring

*Other possible supports may include computer lab, STEM Programs, Academic Intervention, and project-based learning.*

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.

	Target Population	Academic Support (choose one)	CSSSP goal(s) or school need supported by activity	Measurable Outcomes	Description of program/activity	Instructional Strategies
1	CAHSEE Prep for Senior students and 10 <sup>th</sup> graders who have failed to pass CAHSEE	<input type="checkbox"/> Homework Support <input checked="" type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Credit Recovery <input checked="" type="checkbox"/> CAHSEE Prep <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>Designing and executing a targeted intervention and support.</li> </ul>	<ul style="list-style-type: none"> <li>Increase the graduation rate through students passing CAHSEE</li> </ul>	<ul style="list-style-type: none"> <li>ASP will focus on supporting Seniors who have not passed CAHSEE.</li> <li>CAHSEE prep will be carried out by certificated staff and by competent tutors hired by BACR</li> </ul>	<ul style="list-style-type: none"> <li>Utilization of CAHSEE prep developed by tutors</li> <li>Targeting specific students and bridging gaps by looking at previous test scores</li> </ul>
2	Cyber High for students needing Credit Recovery Programs	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input checked="" type="checkbox"/> Credit Recovery <input type="checkbox"/> CAHSEE Prep <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>Majority of students that enroll at Bunche are deficient in credits due to a number of factors such as lack of attendance, low literacy skills, or lack of social and emotional needs being met.</li> </ul>	<ul style="list-style-type: none"> <li>Most of the students enrolled in ASP's Cyberhigh program will be successful in recovering additional credits not afforded by traditional instructional day</li> </ul>	<ul style="list-style-type: none"> <li>Provide a certificated instructor who can make students feel more comfortable w/ learning by implementing Cyber High curriculum and by including ice breaker, team builders and academic games</li> </ul>	<ul style="list-style-type: none"> <li>Computer software purchased by the site.</li> <li>Self governed program assisted by an instructor who can assign specific courses needed for graduation</li> </ul>
3	Remedial Math and English for students failing and for ELA students	<input type="checkbox"/> Homework Support <input checked="" type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervention <input type="checkbox"/> Credit Recovery <input checked="" type="checkbox"/> CAHSEE Prep <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>ASP will support the school goal of moving students from far below and below basic to proficiency levels</li> </ul>	<ul style="list-style-type: none"> <li>Students participating in ASP academic tutoring will have higher proficiency levels</li> </ul>	<ul style="list-style-type: none"> <li>Intentional work in small groups with similar needs supported by a common tutor; one-on-one tutoring as needed Intervention led by certificated staff and ASP tutors</li> </ul>	<ul style="list-style-type: none"> <li>Intensive collaboration with school day instructors</li> <li>Engage each student in learning by being culturally responsive and individualized instruction</li> </ul>

<b>SECTION 7: CAREER-RELATED ACADEMIC ENRICHMENT &amp; PHYSICAL ACTIVITY / RECREATION</b> Career-related enrichment activities and physical activity/recreation are required components of the ASES and 21 <sup>st</sup> Century grants. Enrichment activities should provide students with the opportunity to develop 21 <sup>st</sup> Century Skills, explore career-related fields, and apply 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 Career Pathways, school goals for health and wellness, positive school climate, arts learning, and student engagement.					
Type of Enrichment	Rationale	CSSSP goal(s) or school need supported by activity	Brief Description	Targeted Skills	Measurable Outcome
Internship Program for students who are excelling in Leadership and academics	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Credit Recovery <input type="checkbox"/> CAHSEE Prep <input checked="" type="checkbox"/> Other	<ul style="list-style-type: none"> <li>•Increased GPA</li> <li>•Increased attendance</li> <li>•Meets OUSD elective requirements</li> <li>•Provides opportunities for students to learn career related skills and to develop 21<sup>st</sup> century work habits</li> </ul>	<ul style="list-style-type: none"> <li>•ASP provides students with an internship that offers H.S credits.</li> <li>•Youth Action Team class offering job and career readiness; leadership; life and organizational skills</li> </ul>	<ul style="list-style-type: none"> <li>× Social &amp; Emotional Learning</li> <li>× Leadership</li> <li><input type="checkbox"/> Academic (specify)</li> <li>× Internships/Linked Learning</li> <li>× 21<sup>st</sup> Century skills</li> <li><input type="checkbox"/> Health and Wellness</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>•Offer job and career readiness; leadership; life and organizational skills</li> <li>• Weekly trainings vocational and career exploration/ job readiness support</li> </ul>
Conditioning /Fitness training	<ul style="list-style-type: none"> <li>× Student Identified</li> <li><input type="checkbox"/> School Identified</li> <li><input type="checkbox"/> Parent Identified</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>•Organizing a safe school environment by encouraging health and wellness</li> </ul>	<ul style="list-style-type: none"> <li>•Physical activity with an emphasis on the connection between the mind and body</li> </ul>	<ul style="list-style-type: none"> <li>× Social &amp; Emotional Learning</li> <li><input type="checkbox"/> Leadership</li> <li><input type="checkbox"/> Academic (specify)</li> <li><input type="checkbox"/> Internships/Linked Learning</li> <li><input type="checkbox"/> 21<sup>st</sup> Century skills</li> <li>× Health and Wellness</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>•10 students will participate on a consistent basis in physical fitness and conditioning.</li> </ul>
Basketball	<ul style="list-style-type: none"> <li>× Student Identified</li> <li><input type="checkbox"/> School Identified</li> <li><input type="checkbox"/> Parent Identified</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>•Provide specific outlet for students who want to participate in competitive, organized sports</li> <li>Provide a team oriented outlet for supporting wellness and safe environment</li> </ul>	<ul style="list-style-type: none"> <li>•Organized practices; establishment of Alt Ed basketball league so Ralph J. Bunche students can participate in competitive games and tournaments</li> </ul>	<ul style="list-style-type: none"> <li>× Social &amp; Emotional Learning</li> <li><input type="checkbox"/> Leadership</li> <li>× Academic (specify)</li> <li><input type="checkbox"/> Internships/Linked Learning</li> <li><input type="checkbox"/> 21<sup>st</sup> Century skills</li> <li>× Health and Wellness</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>•12+ students will participate on a consistent basis in physical fitness and basketball and contribute to a positive school culture and school pride</li> </ul>

Soccer	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student Identified</li> <li><input type="checkbox"/> School Identified</li> <li><input type="checkbox"/> Parent Identified</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a safe and supportive environment by responding to the needs/wants of students</li> <li>• Provide a specific outlet for students who want to participate in competitive, organized sports</li> </ul>	Organized practices; the establishment of Alt Ed soccer league so Ralph J. Bunche students can participate in competitive games in a professional soccer atmosphere (Alameda's Bladium)	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Social &amp; Emotional Learning</li> <li><input checked="" type="checkbox"/> Leadership</li> <li><input type="checkbox"/> Academic (specify)</li> <li><input type="checkbox"/> Internships/Linked Learning</li> <li><input type="checkbox"/> 21<sup>st</sup> Century skills</li> <li><input checked="" type="checkbox"/> Health and Wellness</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>• 12+ students will have better attendance rates than their peers not participating in ASP.</li> <li>• 12+ soccer players will contribute to a Positive school culture and school pride</li> </ul>
Men's Group	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student Identified</li> <li><input type="checkbox"/> School Identified</li> <li><input type="checkbox"/> Parent Identified</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>• Providing a safe and supportive environment for male students to further develop confidence in their skills and abilities while reaching individual goals.</li> <li>• Organizes a positive school culture by involving students in decisions</li> </ul>	<ul style="list-style-type: none"> <li>• 10+ students will participate in intentional activities and discussions that promotes mental health and emotion wellness</li> <li>• 10+ students will have a better grasp of positive decision making, goal setting and overall purpose</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Social &amp; Emotional Learning</li> <li><input checked="" type="checkbox"/> Leadership</li> <li><input type="checkbox"/> Academic (specify)</li> <li><input type="checkbox"/> Internships/Linked Learning</li> <li><input checked="" type="checkbox"/> 21<sup>st</sup> Century skills</li> <li><input checked="" type="checkbox"/> Health and Wellness</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>• 10+ Students will learn and grow in an emotionally safe and fun environment</li> <li>• 10+ Students will experience increased efficacy, higher sense of self, and student empowerment</li> </ul>
BAYB Intro to Business	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student Identified</li> <li><input type="checkbox"/> School Identified</li> <li><input type="checkbox"/> Parent Identified</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>• Providing a safe and supportive environment for students to further develop knowledge and abilities of business and entrepreneurship.</li> <li>• Organizes a positive school culture by involving students in decisions around</li> </ul>	<ul style="list-style-type: none"> <li>• 10+ students will participate in intentional activities and discussions that develop work ethic and business savvy</li> <li>• 10+ students will have a better grasp of positive decision making, goal setting</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Social &amp; Emotional Learning</li> <li><input checked="" type="checkbox"/> Leadership</li> <li><input type="checkbox"/> Academic (specify)</li> <li><input type="checkbox"/> Internships/Linked Learning</li> <li><input checked="" type="checkbox"/> 21<sup>st</sup> Century skills</li> <li><input checked="" type="checkbox"/> Health and Wellness</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>• Offer job and career readiness; leadership; life and organizational skills</li> <li>Creation of a student website, clothing and other marketing materials.</li> </ul>

		school based businesses	and overall purpose		
Women's Group	<ul style="list-style-type: none"> <li>× Student Identified</li> <li><input type="checkbox"/> School Identified</li> <li><input type="checkbox"/> Parent Identified</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>• Providing a safe and supportive environment for female students to further develop confidence in their skills and abilities while reaching individual goals.</li> <li>• Organizes a positive school culture by involving students in decisions</li> </ul>	<ul style="list-style-type: none"> <li>• 10+ students will participate in intentional activities and discussions that promotes mental health and emotion wellness</li> <li>• 10+ students will have a better grasp of positive decision making, goal setting and overall purpose</li> </ul>	<ul style="list-style-type: none"> <li>× Social &amp; Emotional Learning</li> <li>× Leadership</li> <li><input type="checkbox"/> Academic (specify)</li> <li><input type="checkbox"/> Internships/Linked Learning</li> <li>× 21<sup>st</sup> Century skills</li> <li>× Health and Wellness</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<ul style="list-style-type: none"> <li>• 10+ Students will learn and grow in an emotionally safe and fun environment</li> <li>• 10+ Students will experience increased efficacy, higher sense of self, and student empowerment</li> </ul>

**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 21<sup>st</sup> 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. All high school programs will fund a Parent Liaison position to support family literacy programming. *The activities listed below must align to your 21<sup>st</sup> Century Family Literacy budget plan.*

Type of Activity	CSSSP goal(s) or school need supported by activity	Brief Description	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Quarterly Family /Parent/Guardian Events	ASP's Family literacy contributes to organizing for a safe school and supportive environment through assessing the needs of families.	A parent liaison will do outreach to Ralph J Bunche's families/guardians in order to have them attend school-wide events whereby their student will be acknowledged	Attendance at events As a result of participating in a total of 3 parent events there will be an Increased in parent involvement	Parent Liaison will work with families to further the positive effect on their students and help support student stay motivated and on task Helps build a healthy, positive community around our

				students
Monthly community dinners with parents at the center	ASP's Family literacy contributes to organizing for a safe school and supportive environment through assessing the needs of families.	A parent liaison will do outreach to Ralph J Bunche's families/guardians in order to have them attend school-wide events whereby their student will be acknowledged	As a result of participating in monthly dinners there will be an increased in parent involvement in the ASP and school-wide	Parent Liaison will work with families to further the positive effect on their students and help support student stay motivated and on task. Helps build a healthy, positive community around our students
Parent Resource Fair	Parents in this underserved community lack the opportunities and resources due to systemic oppression.	Quarterly resource fair for parents to gain access to local resources	Increased parent participation and involvement. Parent accessing tangible resources	Parent Liaison will work with families to further the positive effect on their students and help support student stay motivated and on task. Helps build a healthy, positive community around our students

**PARENT LIAISON:**

*Describe the anticipated duties of the Parent Liaison in your program. Also identify what supports your school site will provide the Parent Liaison, including training and materials.*

1. Parent Liaison will outreach, and coordinate **three parent/guardian and student orientations** during the academic cycle: Ralph J. Bunche continuation is on a trimester system (12 week cycle). At the conclusion of each cycle we will have a mandatory student and parents/guardian orientations.
2. Parent Liaison will put together **one, school-wide Health College and Career Fair** that will specifically focus on Seniors. Parent Liaison will connect to parents/guardians regarding college, career and job readiness opportunities for their graduating students. This fair will take place in April and the effort will receive school-wide support, as it will be planned in collaboration with school staff.
3. Parent Liaison will coordinate Back to School Night and ASP's Open House in order to reach maximum parent engagement.
4. Parent Liaison will link up with the office of Family and Community Engagement, to access curriculum and support for carrying out workshops for parents throughout the year. The workshops will be selected depending on the needs and interests of parents. Judging from past experiences, parents tend to favor workshops on the following topics: parent/student communication; financial literacy; gangs, and street drugs; economic development opportunities.
5. Parent Liaison will be in constant communication with the parents/guardians of the students participating in the ASP's internship program. All student interns will need to bring their parent/guardians to an initial orientation; by partnering with parents/guardians we will increase student retention and completion rates of internships.
6. Parent Liaison will connect families with resources. These include but are not limited to: FAFSA help; Workforce Re-entry programs, Food

Bank, Housing, and Health services.

**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.	We will hold students and parent's accountability by utilizing student and parent attendance contracts for students who are below 80% attendance.
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	Parent liaison will outreach and contact guardians to discuss learning loss due to absenteeism.
c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	Site coordinator and parent liaison will identify students' barriers to participation and attendance. Parent liaison will connect with families and will work to improve or remove barriers to participation.
d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.	There will be 3 student assemblies at the conclusion of each trimester to recognize students with consistent attendance

### 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.)

- Our Restorative Justice class led by Eric Butler will take place during after school hours to help youth identify, avoid, and overcome conflict and take responsibility for themselves and their community.
- Our "Youth Action Team" will continue to attend and facilitate workshops with peers across the district about violence prevention and self-awareness.

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.):

We are in partnership with the AAMA (African American Male Achievement) program which focuses on the development socially and emotionally needs our African American Males.

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.	
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?	<ul style="list-style-type: none"> <li>× COST team (Coordination of Services Team)</li> <li>× SST (Student Study Team)</li> <li>× SSC (School Site Council)</li> <li><input type="checkbox"/> ELT (Educational Leadership Team)</li> <li><input type="checkbox"/> PTA</li> <li>× Attendance Team/Workgroup</li> <li>× CSSSP (Community School Strategic Site Planning) team</li> <li>× School Culture/Climate Committee</li> <li><input type="checkbox"/> Other (specify)</li> </ul>
List key community partners whom you will actively collaborate with to accomplish the goals of your program.	<ul style="list-style-type: none"> <li>R-JOY</li> <li>Alliance for West Oakland Development's Going Green Program</li> <li>Laney College</li> <li>Alameda Public Health Department</li> <li>BACR Volunteers</li> <li>City Slickers</li> <li>Oakland Boys and Girls Club</li> <li>Popular Gym</li> <li>Y.E.P.</li> <li>Bladium Sports Complex</li> <li>Brotherhood of Elders Network</li> </ul>
List all subcontractors who will be paid to deliver after school services.	<ul style="list-style-type: none"> <li>Be The Change</li> <li>Destiny Arts</li> <li>Rainbow Chefs</li> </ul>
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.	There will be a restorative justice counselor and a mental health provider from Alameda County on site.



### Section 12: Equitable Access:

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 21<sup>st</sup> 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.***

- Incentives for students and families who would consider earning money and resources out of school
- Career oriented field trips to places that will inspire the youth to stay in school as a career pathway
- Transportation to and from events, field trips, and to and from school.
- Books and supplies for students to access resources and knowledge that will bring awareness to issues that concern them.

Equitable Access will allow us to provide Bart passes for students who may not have the means to stay After School unless they can get home after the regular school day. These funds will also assist us with traveling to cultural centers, museums, local college's and business in support of our pathway initiative.

The ASP will provide stipends to students who participate in job readiness training and career development classes that prepare them for life after high school. This will allow students to develop skills while engaging meaningfully in their school communities when they would otherwise opt out of after school participation to obtain work.

### 2014-15 After School Enrollment Policy for Ralph J Bunche Academy School

OUSD has established district-wide guidelines for Target Population and Enrollment in ASES and 21<sup>st</sup> 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 in danger of dropping out	Students who are transferred from Betty McGee: these students will automatically enroll in ASP	Mandatory
Support students who are on track for graduation	Through transcript literacy ASP staff in coordination with school day staff will be able to identify students who are not on track to graduate and will identify need for referrals in : credit recovery , CAHSEE Prep and academic acceleration	Mandatory
At Risk Youth	Work Readiness/Internship coordinator will work with these students one-on-one to support their social-emotional and academic development.	Optional
African American Males	AAMA	Optional

**Grade levels prioritized for programming:** 9pm-12th

*Note: The ASES and 21<sup>st</sup> CCLC grants require that programs are open to all students of the school, if space remains after outreach is done to targeted students.*

**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 ongoing program outreach and recruitment efforts, beginning in Spring 2014..

Timeline	After School Enrollment Steps/Process	Individual(s) responsible
<b>June 2014</b>	<p>ASP Open House and Enrollment: ASP will take place during the same week students come to Ralph J Bunche to register to register for classes and receive their schedules.</p> <p>ASP student packets will be printed and distributed containing ASP schedule, ASP calendar of events, ASP registration forms and parent survey.</p> <p>Parent liaison will be on board to provide immediate outreach to parents regarding ASP opportunities and family literacy opportunities</p>	ASP Staff, Site Coordinator and Parent Liaison
<b>Summer 2014</b>	Leadership, Job Placements, Life Skills	Site Coordinator
<b>Every six weeks</b>	Since Ralph J Bunche is a continuation high school there will always be ongoing student enrollment. There will be orientations and Registration Process offered to all incoming students and parents	Site Coordinator/ Parent Liaison

**Important dates to include in your timeline:**

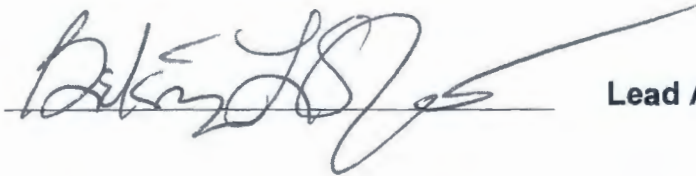
- May – June: Early outreach and recruitment for 2014-15 school year program.
- August – September: New school year enrollment of students for remaining program slots.
- After school programs begin on 1<sup>st</sup> Day of school.
- Parents are notified about their student's participation in program at beginning of school year (specify date).
- All programs must maintain waitlists after program slots are filled.

**School Support for Program Recruitment**

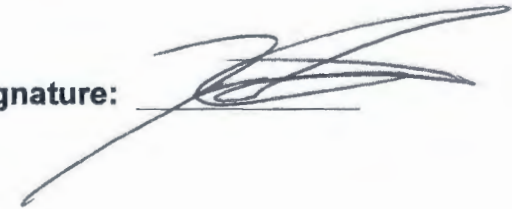
Describe how the school will support after school program recruitment efforts. Specify how school staff will help promote the after school program, refer students, and communicate with families about program opportunities:

1. Site Coordinator, the site team (ASP and Certificated staff) and the school counselor will create plan to recruit and match students with Afternoon classes or ASP opportunities. This may include doing joint school and ASP registration.
2. Student ASP registration packet with ASP schedule will be included in school enrollment packet. Students will enroll in school and ASP at the same time.
3. There will an ASP brochure and informational flyer with the description of classes as well as a calendar of ASP events. Teachers will be knowledgeable of ASP offerings and will refer parents/guardians and /or assign students to them.

Principal Signature:



Lead Agency Signature:

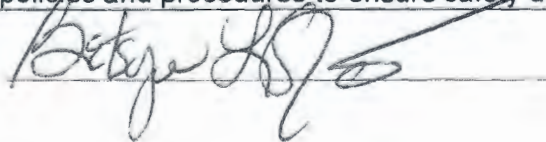


## 2014-15 Assurances for Grant Compliance and After School Alignment with School Day

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	2014 – 15 Assurances for Grant Compliance and After School Alignment with School Day
<i>B</i>	J.F	Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 <sup>st</sup> Century Grant Assurances, and understand mandated grant compliance elements.
<i>Bec</i>	J.F	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.
<i>Be</i>	J.F	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
<i>ByS</i>	J.F	Site will share student outcome data to better refine program (Attendance data, test scores, Report Cards, IEP's, etc).
<i>BK</i>	J.F	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.
<i>BK</i>	J.F	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.
<i>ByS</i>	J.F	Site will invite Site Coordinator to participate on SSC, COST, SST, and/or CSSSP teams to ensure coordination of services.
<i>ByS</i>	J.F	Site will coordinate the use of facilities and site level resources in support of program goals.
<i>ByS</i>	J.F	Site will provide Site Coordinator with office space that includes access to internet and phone.
<i>ByS</i>	J.F	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 2014-15:

- × 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): \_\_\_\_\_

If known, please specify the name of the person who will fill the Academic Liaison 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**

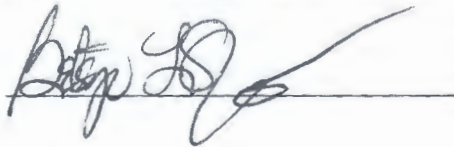
In addition to a Quality Support Coach, some schools choose to have teachers on extended contract to provide direct service to students after school, such as after school intervention, support with programs like Achieve 3000 or Fast Forward, and academic enrichment.

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

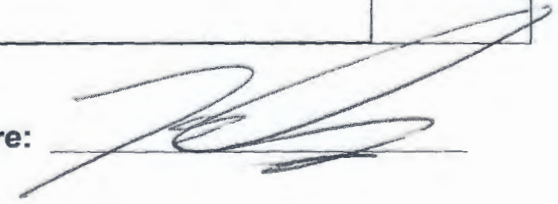
*Important note: Teachers on extended contract who are providing direct services to students after school must be paid at the negotiated rate of \$23.16/hr (per OEA contract). After school grant funds can be utilized for this direct service work. The Quality Support Coach cannot provide direct service 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
Cyber High	11/hrs
Math Tutorials	11/hrs

Principal Signature:



Lead Agency Signature:



## After School Safety and Emergency Planning for 2014-15

### 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.

SSO and Site Coordinator will train all ASP program staff for emergency policies and procedures.

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:



21st Century ASSETS High School After School Programs  
2014-2015



## 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.

a) Programs are allowed up to three days of program closure during the school year to offer staff professional development. Please indicate which three days (if any) your program plans to close this year for PD:

November 7, 2014

February 6, 2015

April 3, 2015

b) What professional development, coaching, and training supports will be provided by the lead agency partner?

- BACR Summer Institute
- Regular team meetings
- One-on-one direct supervision and coaching
- Program Coordinator will regularly review YPQA tool with line staff and provide coaching support.

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

Mandatory School Site Staff Meetings attended by the Site Coordinator and the Academic Liaison on Curriculum development, campus climate and trainings on Trauma, and social and mental development,

d) ASPO professional development will consist of the mandatory August Institute (week of Aug. 4-8), mandatory monthly site coordinator meetings (2 hrs/month), Youth Work Methods trainings (4 hours in October during non-student day), 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).     Yes     No

### Staff Wellness

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

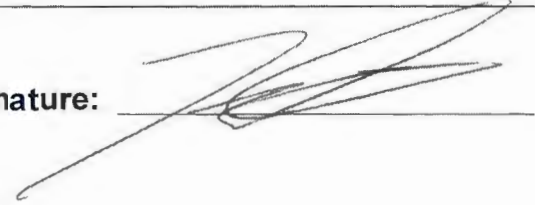
Provide Health and wellness seminars by certified Holistic Health Coaches.

Provide workshops on stress reduction.

Principal Signature:

A handwritten signature in cursive script, appearing to read "Betsy L. Pfeiffer", written over a horizontal line.

Lead Agency Signature:

A handwritten signature in cursive script, written over a horizontal line.

Units of Service for Lead Agency: Bay Area Community Resources 2014-2015

**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 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 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 125 (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 21<sup>st</sup> 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

#### **Option E: Youth Leadership and Career Exploration**

Structured weekly opportunities for youth to interact with trained mentors and engage in community service projects.

Cost: \$6,000 for two sessions/week, from Sept – June; service for up to 20 youth.

#### **Option F: Specialized CAHSEE preparation**

6 week CAHSEE prep intensive: 2 hours every day with up to 3 tutors utilizing *Moving Forward Education* curriculum provided by trained mentors throughout entire school year.

Cost: \$5,720

#### **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.

Cost: \$12,000

#### **Option H: Day Time Academic Support**

Additional academic services will be provide during the school day to the students. This may include computer instruction, tutoring, intervention or instruction of school wide curriculum.

Cost: \$12,000

#### **Option I: Parent workshops**

Specialized family events to foster parent involvement and understanding of how to provide academic support to children.

Cost: \$300 per 2-hour event, for up to 75 families

#### **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.

Cost: \$5,500 to include all school community members.

#### **Option K: Health and Wellness**

Specialized health and wellness activities for students that include: Restorative Justice activities, Wellness champions, behavioral health, etc.

Cost: \$6,000

#### **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.

Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity

**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

Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity

**Option N: Health & Nutrition**

Specialized health and nutrition activities for students to foster healthy eating and educate them on nutrition.

Cost: \$10,000 per activity for 10 months up to 20 students served daily per activity

**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.

Cost: \$60,000 for daily services for entire school year, serve entire school

**BACR Mental Health Services**

**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.

Cost: \$9,000 per year

**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.

**Option Q:** \$13,000 for one day per week for entire school year; 20 students served over the course of the year.

**Option R:** \$65,000 for daily services for entire school year; 80 - 100 students served over the course of the year.

**BACR Summer Programming**

**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.

Cost: \$20,000 for a 4 to 6 week summer program (approximately 3-6 hours/day) for up

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 60-120 students.

**Additional Services for ASES/21<sup>st</sup> 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/21<sup>st</sup> 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 : 21<sup>st</sup> Century Supplemental Program (Saturday and Intersession):** Supplemental Saturday and Intersession project will offer services to approximately 60 – 120 1<sup>st</sup> – 8<sup>th</sup> 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 decrease the above costs for ASES/21<sup>st</sup> 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 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.



## EVIDENCE OF OUTCOMES

A research study showed academic improvement for our after school participants:

- ❖ CAT6 reading scores increased more than peers not in the program, and the difference was statistically significant.. Students initially in the lowest quartile rose 8.7 percentile points.
- ❖ In CST English Language Arts, students showed a statistically significant increase in scores. 48% of students who were Below or Far Below Basic increased 7.5 points.

Recent Oakland elementary school surveys showed positive outcomes:

### Students

#### Program Runs Effectively

- ❖ There is an adult who wants me to do my best. 96%
- ❖ I feel safe when I am here. 81%

#### Benefits from Participating

- ❖ Learn to get along with other kids better 83%
- ❖ Learn to get along with adults at school 84%
- ❖ Get help with my homework 92%
- ❖ Learn good study skills 80%
- ❖ Get more exercise 82%

### Parents

#### Program Runs Effectively

- ❖ The after school program is a safe place for my child. 97%
- ❖ I am satisfied with the after school program. 97%

#### Benefits from Child Participating

- ❖ I can go to work or school. 49%
- ❖ I worry less about my child when she/he is in the after school program. 47%
- ❖ I am more connected to my child's school. 43%

## ADVANTAGES FOR PARTNER SCHOOLS

- ❖ **Experience and Commitment.** Over 2 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.

## BACR AS A FISCAL SPONSOR

For districts who want to operate their own after school programs but need help with the human resources function, BACR can enroll staff and manage payroll and fringe benefits.

- ❖ Competitive fees compared with foundations and other non-profit sponsors.
- ❖ Tailored to each district's needs.

## CONTACT US

Any location: Marty Weinstein, Executive Director, (415) 755-2321; [mweinstein@bacr.org](mailto:mweinstein@bacr.org)

East Bay: Marisa Ramirez, (510) 559-3025; [mr Ramirez@bacr.org](mailto:mr Ramirez@bacr.org)

San Francisco and Marin County: Don Blasky (415) 755-2311; [dblasky@bacr.org](mailto:dblasky@bacr.org)

Visit our website: [www.bacr.org](http://www.bacr.org)



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](http://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

June 13, 2014

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](mailto:mramirez@bacr.org)

Board Office Use: Legislative File Info.	
File ID Number	14-1306
Introduction Date	6/25/14
Enactment Number	14-1077
Enactment Date	6/25/14



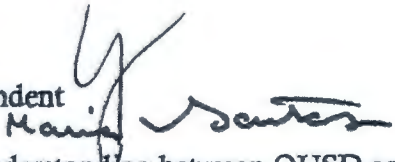
OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education

June 25, 2014

TO: Board of Education

FROM: Gary Yee, Ed.D., Superintendent 

SUBJECT: Master Memorandum of Understanding between OUSD 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 \$4,672,728.30. This amount is projected using historical cost data, known changes to the number of sites served and expected available grant funding allowable.

**BACKGROUND**

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

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: \$4,672,728.30

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 \$4,672,728.30.

The Secretary of the Governing Board shall place said Individual Service Agreements on the Consent Calendar for Approval.

**ATTACHMENTS**

- Master MOU

Board Office Use: Legislative File Info.	
File ID Number	14-1306
Introduction Date	6/25/14
Enactment Number	14-1677
Enactment Date	6/25/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

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

**2014-2015**

**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 \$ 4,675,728.30**

- 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, 2014 to August 21, 2015 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 five (5) 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](http://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 2014-15 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 Drive
City, State, Zip	San Rafael, CA 94903
Phone	(510) 418-4952

**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 2014-2015.
- 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.
- 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).

**6. 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/portal/public/SAM>)

- 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 five 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 organizations and public agencies

**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, audit fines, assessments, 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 proceeding 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 "AMII" in Best Insurance Rating Guide, the following policies of insurance:

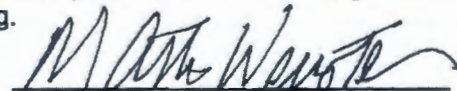
- a) **COMMERCIAL GENERAL LIABILITY** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per 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.

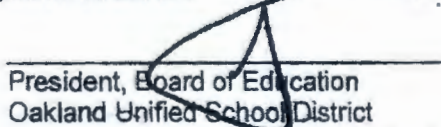
**ADDITIONAL ADDENDUM(S) ATTACHED**  
(If this box is checked, additional terms and conditions apply.)

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| Yes                                 | No                       |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>ASES / 21<sup>st</sup> CCLC PROGRAM GRANTs (Elementary / Middle)</b> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>21<sup>st</sup> CCLC ASSET GRANT (High School)</b>                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <b>FIELDTRIPS ONLY</b>  |

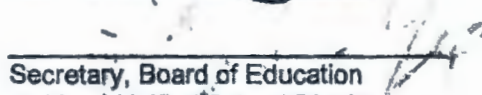
On behalf of our respective institutions or organizations, we hereby execute this Memorandum of Understanding.

  
\_\_\_\_\_  
CONTRACTOR

Date: 5/29/14

  
\_\_\_\_\_  
President, Board of Education  
Oakland Unified School District

Date: 6/26/14

  
\_\_\_\_\_  
Secretary, Board of Education  
Oakland Unified School District

Date: 6/26/14

### Bay Area Community Resources Anticipated Contract Amounts 2014-2015

School	Funding Source	Amount
Alliance	ASES	87,152
Alliance	SIG Funding	62,000
Bridges Academy	ASES	85,886
Bunche	21 St Century- Core	91,507
Bunche	21 St Century- Equitable Access	21,545
Bunche	21 St Century- Family Literacy	17,237
Bunche	21st Century - 2013-14 Carryover	25,000
Claremont	ASES	85,787
Elmhurst Community Prep	ASES	122,454
Elmhurst Community Prep	21 St Century -Base	129,145
Elmhurst Community Prep	21 St Century -Supplemental 2015	29,640
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	70,117
Esperanza Elementary	General Purpose	19,950
Glenview Elementary	ASES	93,855
Global Family	ASES	86,143
Global Family	Measure G	11,000
Global Family	21 St Century -Supplemental 2015	29,640
Grass Valley	ASES	93,855
Greenleaf Elementary	ASES	79,455
Hoover Elementary	ASES	77,156
Hoover Elementary	21 St Century- Base	61,067
Hoover Elementary	21 St Century- Supplemental 2015	24,700
Horance Mann	ASES	93,855
Horance Mann	unknown (for mental health services)	30,000
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 -Supplemental 2015	24,700
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 -Supplemental 2015	39,520.00
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- Supplemental 2015	14,820
Martin Luther King Jr	21 St Century- Supplemental - Saturdays	6,000
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 - 2013-14 Carryover	25,000
Place @ Prescott	ASES	80,857
Place @ Prescott	21 St Century- Base	54,683
Place @ Prescott	21 St Century- Supplemental 2015	14,820
Reach	ASES	93,855
Reach	EIA-SCE-INSTR	15,000
Reach	General Purpose	15,000
Rudsdale	21 St Century- Core	130,289
Rudsdale	21 St Century- Equitable Access	21,545
Rudsdale	21 St Century- Family Literacy	17,237
Rudsdale	21st Century - 2013-14 Carryover	25,000
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	113,246.00
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	16,000.00
	Total Above Anticipated Amount Contracted	4,063,242.00
	Additional Contracts 15% of Anticipated Amount	609486.3
	<b>Total BACR Contract 2014-2015</b>	<b>4,672,728.30</b>

Units of Service for Lead Agency: Bay Area Community Resources 2014-2015

**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 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 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 125 (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 21<sup>st</sup> 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**

**Option E: Youth Leadership and Career Exploration**

Structured weekly opportunities for youth to interact with trained mentors and engage in community service projects.

Cost: \$6,000 for two sessions/week, from Sept – June; service for up to 20 youth.

**Option F: Specialized CAHSEE preparation**

6 week CAHSEE prep intensive: 2 hours every day with up to 3 tutors utilizing *Moving Forward Education* curriculum provided by trained mentors throughout entire school year.

Cost: \$5,720

**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.

Cost: \$12,000

**Option H: Day Time Academic Support**

Additional academic services will be provide during the school day to the students. This may include computer instruction, tutoring, intervention or instruction of school wide curriculum.

Cost: \$12,000

**Option I: Parent workshops**

Specialized family events to foster parent involvement and understanding of how to provide academic support to children.

Cost: \$300 per 2-hour event, for up to 75 families

**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.

Cost: \$5,500 to include all school community members.

**Option K: Health and Wellness**

Specialized health and wellness activities for students that include: Restorative Justice activities, Wellness champions, behavioral health, etc.

Cost: \$6,000

**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.

Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity

**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

Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity

**Option N: Health & Nutrition**

Specialized health and nutrition activities for students to foster healthy eating and educate them on nutrition.

Cost: \$10,000 per activity for 10 months up to 20 students served daily per activity

**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.

Cost: \$60,000 for daily services for entire school year, serve entire school

**BACR Mental Health Services**

**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.

Cost: \$9,000 per year

**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.

**Option Q:** \$13,000 for one day per week for entire school year; 20 students served over the course of the year.

**Option R:** \$65,000 for daily services for entire school year; 80 - 100 students served over the course of the year.

**BACR Summer Programming**

**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.

Cost: \$20,000 for a 4 to 6 week summer program (approximately 3-6 hours/day) for up

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 60-120 students.

**Additional Services for ASES/21<sup>st</sup> 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/21<sup>st</sup> 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 : 21<sup>st</sup> Century Supplemental Program (Saturday and Intersession):** Supplemental Saturday and Intersession project will offer services to approximately 60 – 120 1<sup>st</sup> – 8<sup>th</sup> 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 decrease the above costs for ASES/21<sup>st</sup> 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.

**SAM Search Results**  
**List of records matching your search for :**

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

<b>ENTITY</b>	<b>BAY AREA COMMUNITY RESOURCES, INC.</b>	<b>Status:Active</b>
<b>DUNS: 102947132</b>	<b>+4:</b>	<b>CAGE Code: 3VGW8 DoDAAC:</b>
<b>Expiration Date: Sep 6, 2014</b>	<b>Has Active Exclusion?: No</b>	<b>Delinquent Federal Debt?: No</b>
<b>Address: 171 CARLOS DR</b>	<b>State/Province: CALIFORNIA</b>	
<b>City: SAN RAFAEL</b>	<b>Country: UNITED STATES</b>	
<b>ZIP Code: 94903-2005</b>		



# CERTIFICATE OF LIABILITY INSURANCE

BAYAR-3 OP ID: SG

DATE (MM/DD/YYYY)  
07/11/13

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).

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

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 I/TR	TYPE OF INSURANCE	ADDL SUBR INSR W/O/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <b>Abuse Sublimit</b> <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	PHPK1041818	07/01/13	07/01/14	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$ 20,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COM/OP AGG	\$ 2,000,000
							\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1041818	07/01/13	07/01/14	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB426381	07/01/13	07/01/14	EACH OCCURRENCE	\$ 5,000,000
						AGGREGATE	\$
							\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A		400110249	07/01/13	07/01/14	<input checked="" type="checkbox"/> WC STATUTORY 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	<b>Professional Liability</b>		PHPK1041818	07/01/13	07/01/14	Each	1,000,000
						Aggregate	2,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

Oakland Unified School District  
 1025 Second Avenue  
 Oakland, CA 94606-2212

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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