

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	20-0205
Introduction Date	4/7/20
Enactment Number	
Enactment Date	



# Memo

**To** Board of Education  
**From** Kyla Johnson-Trammell, Superintendent  
Martha Pena, Coordinator, After School Programs

**Board Meeting Date** April 7, 2020  
**Subject** Amendment No. 1 to Memorandum of Understanding  
Contractor: East Bay Agency for Children  
Services For: Sequoia Elementary School

**Action Requested and Recommendation** Approval by the Board of Education of Amendment No. 1 to Memorandum of Understanding \_\_\_\_\_ between Oakland Unified School District and East Bay Agency for Children, Oakland, CA \_\_\_\_\_, for the latter to fund academic support positions as well as staff participation in mandated Continuous Quality Improvement (CQI) process for the After School Program at Sequoia Elementary School for the period of August 1, 2019 through July 31, 2020, in the additional amount of \$8,815.00, increasing the MOU not to exceed amount from \$103,167.00 to \$111,982.00. All other terms and conditions of the MOU remain in full force and effect

for the period of August 1, 2019 through July 31, 2020 in an amount not to exceed 111,982.

**Prior Contract** The Agreement was previously approved by the Board on June 26, 2019 (Enactment No. 19-1082 ).

**Modification** This amendment modifies the scope of work and compensation. All other provisions remain the same.

**Competitively Bid** Was this contract competitively bid? No

If no, exception:  
**Fiscal Impact** Funding resource(s): After School Education and Safety (ASES/6010)

**Attachments**

- Contract Amendment
- Copy of original contract and all prior amendments (if any)

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	20-0205
Introduction Date	4/7/20
Enactment Number	
Enactment Date	



**AMENDMENT NO. 1 TO**  
Memorandum of Understanding

This Amendment amends Memorandum of Understanding between Oakland Unified School District (OUSD) and East Bay Agency for Children (Contractor) entered into on June 26, 2019 (OUSD Enactment No. 19-1082). The parties agree to amend that Agreement as follows:

1. **Services:**  The scope of work is unchanged.  The scope of work has changed.  
**If the scope of work has changed:** Provide brief description of revised scope of work including measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.  
 Revised scope of work attached. OR  CONTRACTOR agrees to provide the following amended services:  
 Contractor will fund academic support positions as well as staff participation in mandated Continuous Quality Improvement (CQI) process for the After School Program at Sequoia Elementary School.

2. **Term (duration):**  The term of the contract is unchanged.  The term of the contract has changed.  
**If the term has changed:** The contract term began on August 1, 2019 and expires on                     . The parties agree to extend the contract through July 31, 2020.

3. **Compensation:**  The contract price is unchanged.  The contract price has changed.  
**If the compensation has changed:** The contract price is amended by  
 Increase of \$ 8,815 to original contract amount.  
 Decrease of \$                      to original contract amount.  
 The new contract total is One Hundred Eleven Thousand, Nine Hundred Eighty Two Dollars ( 111,982 )

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.
5. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/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, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

6. **Approval:** Approval requires signature by the Board of Education and/or the Superintendent as its designee. This Amendment shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

**OAKLAND UNIFIED SCHOOL DISTRICT**

**CONTRACTOR**

President, Board of Education \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_

Chief or Deputy Chief \_\_\_\_\_

\_\_\_\_\_  
Secretary, Board of Education \_\_\_\_\_ Date \_\_\_\_\_

DocuSigned by:  
*Josh Leonard* \_\_\_\_\_ 2/14/2020  
Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Josh Leonard Chief Executive Officer

\_\_\_\_\_  
Print Name, Title

Form approved by OUSD General Counsel for 2018-19 FY

FOR OUSD PURPOSES ONLY – The following information is not part of the Contract.

OUSD Internal Routing			
Services above original contract cannot be provided before the amendment is fully approved and the PO amount is increased by Procurement.			
	Signature - Approved	Denied - Reason	Date
1. Administrator/Manager	<small>DocuSigned by:</small> <i>Ada Castro</i> <small>1418E9367CC3434</small>		2/13/2020
2. Resource Manager (if restricted funds)	<small>DocuSigned by:</small> <i>Martha Pena</i> <small>673849DC2A164D2</small>		2/14/2020
3. Network Superintendent/Executive Director	<small>DocuSigned by:</small> <i>Lafrelia Martin</i> <small>42DECF0969B334F8</small>		2/18/2020
4. Chief/Deputy Chief	<small>DocuSigned by:</small> <i>Sandra Aguilera</i> <small>8072C88033AD456</small>		3/11/2020
5. Legal (if increase takes contract above \$90,200)			
6. Superintendent, Board of Education	Signature on the legal contract		

**Alignment with Single Plan for Student Achievement – SPSA (required if using State or Federal Funds)**

Please select:

Action Item included in Board Approved SPSA (no additional documentation required)–Item Number: \_\_\_\_\_

Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

- Relevant page of SPSA with action item highlighted. Page must include header with the word “Modified”, modification date, school site name, both principal and school site council chair initials and date.
- Meeting announcement for meeting in which the SPSA modification was approved.
- Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
- Sign-in sheet for meeting in which the SPSA modification was approved.

VendorID: 001473

Vendor Name: East Bay Agency for Children

### COVID Amendment

This Amendment modifies the attached Agreement, incorporated herein by reference, between the Oakland Unified School District ("OUSD") and [East Bay Agency for Children] ("CONTRACTOR", together with OUSD, "PARTIES").

- A. **Recitals.** Both OUSD and CONTRACTOR agree to the following recitals:
- On Friday, March 13, 2020 at 6:00pm, OUSD ceased in-person instruction at all OUSD school sites. Subsequently, OUSD cancelled in-person instruction for the remainder of the school year.
  - The Alameda County Public Health Officer issued a number of shelter-in-place orders that prohibited non-essential work and travel. These effectively prohibited, among other things, non-essential work and travel as well as in-person instruction at all OUSD school sites.
  - The Governor issued a series of Executive Orders that directed "all individuals living in the State of California to stay home or at their place of residence." As with the orders by the Alameda County Public Health Officer, these Executive Orders also prohibited non-essential work and travel as well as in-person instruction at all OUSD school sites.
- B. **Term.** Unless the term of the Agreement ends on or after August 15, 2020, the Agreement is hereby modified to authorize OUSD, at its sole discretion, to extend the term to any date up to and including August 15, 2020; provided that OUSD may only extend the term if CONTRACTOR is unable to perform under the Agreement, as modified herein, for all or part of the time that in-person instruction is prohibited. OUSD may only extend the term for the length of time that CONTRACTOR was unable to perform due to the effective prohibition against in-person instruction.
- C. **Scope of Work.** The scope of work described in the Agreement is hereby modified to enable CONTRACTOR to provide the services described in the Agreement by any means that are consistent with COVID-19-related local, state, and federal orders (including, but limited to, those referenced above in the Recitals), provided that OUSD agrees, in writing, that doing so will provide a meaningful benefit to OUSD. Only a site administrator or central office OUSD employee may give such written permission.
- D. **Invoicing.** The Agreement is modified such that, for services performed on or after March 14, 2020 and that are permitted by Paragraph C above, CONTRACTOR must first receive written permission from OUSD to invoice OUSD for such services. Only a central office OUSD employee may give such written permission; an OUSD employee assigned to a school site may not give such written permission. Any invoice submitted pursuant to this paragraph must, at a minimum, include the following for each date (on or after March 14, 2020) on which an invoiced service was performed: the date and the length of time; a description of the service performed; a description of the individual(s) who performed the service; the medium by which the service was performed (e.g., virtually); and whom at OUSD received and benefited from the service. At its discretion, OUSD may require additional information included in an invoice.

E. **Electronic Signatures.** This Amendment and all future amendments and supplements to the Agreement may be executed in one or more counterparts, all of which shall constitute one and the same amendment. Any counterpart may be executed and delivered by facsimile or other electronic signature (including portable document format) by either of the parties and, notwithstanding any statute or regulations to the contrary (including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom), the counterpart shall legally bind the signing party and the receiving party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received. This section constitutes a waiver by each party of the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom.

**OAKLAND UNIFIED SCHOOL DISTRICT**

Sondra Aguilera 4/15/2020  
 Chief or Deputy Chief Date

Sondra Aguilera, Chief Academic Officer  
 Print Name, Title

**CONTRACTOR**

DocuSigned by: 4/14/2020  
Josh Leonard  
 Contractor Signature Date

Josh Leonard Chief Executive Officer  
 Print Name, Title

\_\_\_\_\_  
 Jody London Date  
 President

\_\_\_\_\_  
 Kyla Johnson-Trammell Date  
 Secretary

*Previously approved as to form by OUSD General Counsel*

# 2019-20 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 01.2019

Site Name: <b>Sequoia</b>							
Site #: <b>151.00</b>							
Average # of students to be served daily (ADA): <b>83</b>	%	Resource 8010 Program 1553	ASES	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds	
<b>TOTAL GRANT AWARD</b>		OUSD	Lead Agency	Lead Agency	OUSD	Lead Agency	
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES</b>		<b>133,169.40</b>		<b>120,000.00</b>	<b>0.00</b>	<b>0.00</b>	

OUSD Indirect (5.00%)							
OUSD ASPO admin, evaluation, and training/technical assistance costs		6,341.40					
Custodial Staffing and Supplies at 3.5%		8,297.16					
		4,148.58					

<b>TOTAL SITE ALLOCATION</b>							
		<b>114,382.26</b>					

**CERTIFICATED PERSONNEL**

1120	Quality Support Coach/Academic Liaison (Highly Recommended)						
		2,000.00					
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)				0.00		
		0.00					
1120	Certificated Teacher Extended Contracts- ELL supports				0.00		
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (recommended for MS)				0.00		
	<b>Total certificated</b>	<b>2,000.00</b>			<b>0.00</b>		

**CLASSIFIED PERSONNEL**

2205	Site Coordinator (list here, if district employee)						
		0.00	0.00				
2220	SSO (optional)				0.00		0.00
		0.00					
		0.00					
		0.00					
	<b>Total classified</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>

**BENEFITS**

3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%)						
		400.00					
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)						
		0.00					
3000's	Employee Benefits for Salaried Employees (benefits at 42%)						
		0.00					
3000's	Lead Agency benefits (rate: 25%)			21,760.54	20,869.75		2,583.19
	<b>Total benefits</b>	<b>400.00</b>	<b>21,760.54</b>	<b>20,869.75</b>	<b>0.00</b>		<b>2,583.19</b>

**BOOKS AND SUPPLIES**

4310	Supplies (OUSD only, except for Summer Supplemental)						
		0.00				0.00	0.00
4310	Curriculum (OUSD only)					0.00	0.00
		0.00					
5829	Field Trips					0.00	0.00
		0.00					
4420	Equipment (OUSD only)					0.00	0.00
		0.00					
	<b>Total books and supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

**CONTRACTED SERVICES**

5825	Site Coordinator (list here if CBO staff)						
		0.00	41,600.00	8,320.00			
	<b>5 Benefited Afterschool Program Instructors: (@ \$18/hr)</b> (\$18/hr X 17 hrs direct service x 38 wks) = \$11,628 (\$18/hr X 30hrs extra minimum days) = \$540 (\$18/hr X (3hrs x 38wks = 114 prep + 38hrs meeting) = 152 prep/mtg hrs) = \$2,736 (\$18hrs X 70hrs/yr PD) = \$1,260 (\$18hrs X 20hrs X 5wks closed days) = \$1,800 Total = \$17,964						
	<b>5 Benefited Afterschool Instructors = \$89,820</b>						
5825			43,032.14	46,787.86			

	<b>1 Benefited Afterschool Program Instructor: (@ \$18.55/hr)</b> (\$18.55/hr X 17 hrs direct service x 38 wks) = \$11,983 (\$18.55/hr X 30hrs extra minimum days) = \$557 (\$18.55/hr X 3hrs x 38wks = 114 prep + 38hrs meeting) = 152 prep/mtg hrs = \$2,820 (\$18.55hrs X 70hrs/yr PD) = \$1,299 (\$18.55hrs X 20hrs X 5wks closed days) - \$1,855 Total = \$18,514 <b>1 Benefited Afterschool Instructor = \$18,514</b>						
5825				2,410.00	16,104.00		
5825	Drumming (contractor)						4,000.00
5825	Gardening (contractor)						2,000.00
5825	Science (contractor)						5,800.00
5825	Program Director				12,267.14		8,312.86
5825							
	Total services		0.00	87,042.14	83,479.00	0.00	20,112.86

<b>IN-KIND DIRECT SERVICES</b>							
						0.00	0.00
						0.00	
	Total value of in-kind direct services					0.00	0.00

<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>							
	Lead Agency admin (4% max of total contracted \$)			3,179.59	15,651.25		59,076.69

<b>SUBTOTALS</b>							
	Subtotals DIRECT SERVICE	85.00	4,391.32	108,802.68	104,348.75	0.00	22,696.05
	Subtotals Admin/Indirect	15.00	16,795.82	3,179.59	15,651.25		59,076.69

<b>TOTALS</b>							
	Total budgeted per column		21,187.14	111,982.26	120,000.00	0.00	81,772.75
	Total BUDGETED	100.00	133,169.40	120,000.00	0.00		81,772.75
	BALANCE remaining to allocate		0.00				
	TOTAL GRANT AWARD/ALLOCATION TO SITE		133,169.40				

<b>ASES MATCH REQUIREMENT:</b>	
ASES requires a 3:1 match for every grant award dollar awarded	
Total Match amount required for this grant:	44,389.80
Facilities count toward 25% of this match requirement:	11,097.45
Remaining match amount required:	33,292.35
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	0.00
Total Match amount left to meet:	33,292.35

**Required Signatures for Budget Approval:**

Principal: *[Signature]*

Lead Agency: *[Signature]*



**AMENDMENT ROUTING FORM 2018-2019**  
**Amendment No. 1 to Memorandum of Understanding**

**Directions**

- Services beyond the original contract cannot be provided until the amendment is fully approved and PO is increased by Procurement.
- To be eligible for an amendment, term end date of the contract cannot not be expired. If expired, a new contract is necessary.
  - Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
  - If contract total amount has increased, the scope of work must change.
  - OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
- When the contract amendment is approved, Procurement will add additional funds to the original Purchase Order.**

Attachment Checklist	<ul style="list-style-type: none"> <li>Contract amendment packet including Board Memo and Amendment Form</li> <li>Board approved copy of the original contract and any prior Amendments.</li> </ul>
----------------------	---

**Contractor Information**

Contractor Name	East Bay Agency for Children	Contractor's Contact	Josh Leonard		
OUSD Vendor ID #	001473	Title	Chief Executive Officer		
Street Address	303 Van Buren Ave	City, State	Oakland, CA	Zip Code	94610
Telephone	510-268-3770	Email (required)	josh.leonard@ebac.org		

**Compensation and Terms**

Current Contract Amount	\$103,167.00	OUSD Vendor ID #	001473	Start Date of Original Contract	8/1/2019
Amount of Increase	8,815	Original PO #	PO20-03048	Current Term End Date	7/31/2020
Amount of Decrease		New Requisition #	VR20-07241	New Term End Date*	
New Total Contract Amount	111,982	% Change	8.54	*Must be no more than five years from the start date	

**Budget Information** (if you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition)

Requisition No.	Budget Number	Resource Name	Amount
VR20-07241	010-6010-0-1110-4000-5825-151-1510-1553-9999-99999	ASES	\$ 8,815.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

**Contract History**

	OUSD Enactment #	Exact Name of Contract	Contract Amount
Agreement	19-1082	19-1186 Memorandum of Understanding - East Bay Agency for Children	\$103,167.00
Amend #	OUSD Enactment #	General Description of Reason for Amendment	Increase/Decrease Amount

**OUSD Contract Originator Information**

Name of OUSD Contact	Ada Carter	Email	ada.carter@ousd.org
Site/Dept. Name	Sequoia Elementary School	Site #	151
		Phone	510-531-6696

**Approval and Routing (in order of approval steps)**

Services above original contract cannot be provided before the amendment is fully approved and the PO amount is increased by Procurement.

	Signature - Approved	Denied - Reason	Date
1. Administrator/Manager			2/13/2020
2. Resource Manager (if restricted funds)			2/14/2020
3. Network Superintendent/Executive Director			2/18/2020
4. Chief/Deputy Chief			3/11/2020
5. Legal (if increase takes contract above \$92,600)			
6. Superintendent, Board of Education	Signature on the legal contract		

Procurement-Date Received: \_\_\_\_\_

**THIS FORM IS NOT A CONTRACT**



<b>Board Office Use: Legislative File Info.</b>	
File ID Number	19-1186
Introduction Date	6/26/19
Enactment Number	19-1082
Enactment Date	6/26/19 er



# Memo

**To** Board of Education  
**From** Kyla Johnson-Trammell, Superintendent  
 Andrea Bustamante, Executive Director, Community Schools & Student Services  
 Martha Pena, Coordinator, After School Programs

**Board Meeting Date** June 26, 2019  
**Subject** Memorandum of Understanding  
 Contractor: East Bay Agency for Children  
 Services For: Sequoia Elementary School

**Action Requested and Recommendation** Approval by the Board of Education of Memorandum of Understanding between the District and East Bay Agency for Children, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services, as described in the MOU, for Sequoia Elementary School's comprehensive After School Program, for the period of August 1, 2019 through July 31, 2020, in an amount not to exceed \$103,167.00.

**Background**  
*(Why do we need these services? Why have you selected this vendor?)*

The After School Education and Safety (ASES) is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California Education Code 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe, constructive alternatives for students in kindergarten through ninth grade. The ASES program is defined within the language of SB 638 and Education Code (EC) sections 8482 and 8484.6.

This organization has demonstrated experience and capacity in serving in the after school lead agency role. This organization successfully met all of the requirements of OUSD's Request for Qualifications process and has been approved as a qualified lead agency partner by the OUSD Expanded Learning Office.

**Competitively Bid** Was this contract competitively bid? No  
 If no, exception:

**Fiscal Impact** Funding resource(s): 6010/After School Education and Safety (ASES) Grant



---

**Attachments**

- Memorandum of Understanding
- Program Plan and Budget
- Certificate of Insurance
- Statement of Qualifications

**After School Template for Elementary and Middle Schools  
Memorandum of Understanding 2019-2020  
Between Oakland Unified School District and  
East Bay Agency for Children**

---

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent, contingent upon OUSD's receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with East Bay Agency for Children ("AGENCY") to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at 151/Sequoia Elementary School under the following grants:
  - After School Education and Safety Program ("ASESP")
  - California Department of Education ("CDE") 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC)
  - Oakland Fund for Children and Youth - This MOU will also outline services provided on OUSD school grounds through the Oakland Fund for Children and Youth ("OFCY") After-School Initiative funds that shall be utilized as matching funds to CDE ASESP and 21<sup>st</sup> CCLC funds.
  - Private grants
  
2. **Term of MOU.** The term of this MOU shall be August 1, 2019 through July 31, 2020. The term may be extended by written agreement of both parties.
  
3. **Termination by OUSD.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
  - a) **No Premature Termination by AGENCY** AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change and/or unless OUSD deems immediate removal of AGENCY is necessary for cause. In the event AGENCY ceases to provide required services prior to the end of the MOU term, or is terminated for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.
  - b) **Advance Notice by AGENCY for Coming School Year.** AGENCY must provide advance notice to Principal and OUSD After School Programs Office by the end of the first semester if AGENCY cannot continue providing after school lead agency services for the succeeding school year. This date allows the school site to have sufficient time to find a new lead agency partner, and enables OUSD to work to preserve after school grant funding (including OFCY city funding) for the school.
  
4. **Compensation. Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education after school grant funds and subject to grant funding levels, the ASES and 21st CCLC grant award amount for East Bay Agency for Children is \$ 103,167.00.** AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:

- 4.1. **Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee and subject to AGENCY compliance with MOU requirements, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY. Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and trainings and in continuous quality improvement efforts.
- 4.2. **Positive Attendance.** Payment for services rendered related to the ASEP and 21st CCLC grants shall be based on actual student attendance rates (\$8.19 a day per student through ASEP and \$7.50 a day per student through 21<sup>st</sup> CCLC), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$8.19 a day for ASEP and \$7.50 a day for 21<sup>st</sup> CCLC per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASEP and 21st CCLC grants to be processed. Exhibit A ("Attendance Reporting Schedule 2019-2020")
- 4.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASEP, 21ST CCLC (Core Grant) for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.
- 4.2.2. **Administrative Charges and Reconciliation.** Reconciliation process for positive attendance based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 4.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall ASEP and 21<sup>st</sup> Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.
- 4.4. **AGENCY Administrative Fees.** AGENCY understands and agrees that it may not charge more than 4% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the ASEP and 21<sup>st</sup> Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASEP and 21<sup>st</sup> CCLC grants must be used for direct administrative costs and cannot be used for agency indirect costs. Direct administrative costs consist of expenditures for administrative activities that provide a direct benefit to the ASEP and 21<sup>st</sup> CCLC programs. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the ASEP and 21<sup>st</sup> CCLC programs.
- 4.5. **Program Budget.** The grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2019-2020 and will not exceed \$ 103,167.00 in accordance with Exhibit B. **Exhibit B** ("ASEP/21<sup>st</sup> CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2019-2020").
- 4.6. **Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by

OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY 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 OUSD and in that case must be replaced by AGENCY without delay.

4.7. **Program Fees.** The intent of the ASEP and 21<sup>st</sup> CCLC programs is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance. Programs that charge program fees will waive or reduce these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge fees if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care.

5. **Scope of Work.** AGENCY will serve as lead agency at 151/Sequoia Elementary School, will be responsible for operations and management of the ASEP, 21st CCLC, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2019-2020. This shall include the following required activities:

5.1. **Student Outcomes.** AGENCY shall achieve the student outcomes as described in the grant application narrative and articulated in documents from the program evaluation team. AGENCY agrees to develop school specific outcomes, as defined in partnership with the principal. AGENCY recognizes that the principal is the chief decision maker for after school and summer programs, and ensures that school site objectives are met.

5.1.1. **Alignment with Single Plan for Student Achievement (“Site Plan”).** AGENCY will ensure the after school program aligns with OUSD and 151/Sequoia Elementary School and objectives to ensure the success of students as articulated in the Site Plan. AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

5.1.2. **Continuous Quality Improvement (CQI).** AGENCY must fully engage in continuous quality improvement (CQI) processes and complete the following steps of the CQI cycle each year, and timely submit corresponding CQI deliverables to the After School Programs Office:

- beginning of year self-assessment using YPQA/SAPQA tool
- planning with data (using self-assessment and external assessment PQA data, and other program data as available)
- development of quality action plan (QAP) with SMART goals for program improvement
- progress check for program quality e.g. quality coaching

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

Agency staff (Site Coordinators and other agency staff) are also required to participate in any OUSD sponsored CQI training provided by the OUSD After School Programs Office.

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASEP and 21<sup>st</sup> CCLC funding guideline requirements and follow OUSD after school policies and procedures. This includes compliance with OUSD staffing requirements and policies including No Child Left Behind and other legislative mandates.

5.3. **Enrollment.** AGENCY will enroll 1st through 5th grade students at 151/Sequoia Elementary School, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

#### 5.4. Program Requirements

5.4.1. **Program Hours.** The program shall be offered Monday through Friday, every regular school day annually, commencing immediately upon the conclusion of the regular school day, operating a minimum of 15 hours/week, and until 6:00 pm daily. Instructional activities must include a balance of both academic and enrichment/recreation components.

5.4.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2019 – 2020 school year. AGENCY will close the ASEP and 21<sup>st</sup> CCLC program no more than a maximum of 3 days in the 2019-2020 school year for staff professional development, as permitted by Education Code. Programs that receive 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer shall additionally operate a sufficient number of days and hours in the summer, on weekends, and during intercession in the manner prescribed by the grant legislation and/or funder, in order to meet attendance goals required by the CA Department of Education and/or the funder.

5.4.3. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASES and 21<sup>st</sup> CCLC grants for students at 151/Sequoia Elementary School. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines understanding that:

- **Educational and Literacy.** An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.
- **Enrichment.** The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports, music, career awareness, college interest, service learning and other youth development activities based upon student needs and interests. All programs must offer both enrichment and recreation/physical fitness activities as core components of the after school program, and summer program if summer program is provided.
- **Family Literacy Services.** AGENCY shall assess the need for family literacy services among adult family members of the students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- **Equitable Access Programming.** AGENCY shall include a component for students at 151/Sequoia Elementary School to support full access to program components.
- **Supplemental and Summer Services.** In all programs receiving 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of

activities may be implemented based on local student needs and interests, and district guidelines for summer programming. Supplemental and summer services may be added under this MOU. If summer services will be added, a separate MOU amendment will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.

- **Middle School Sports League Activities.**

All programs participating in the Middle School Sports League must include those activities in their Program Planning tool and Program Schedule. Middle School Sports League activities, including but not limited to on and off site practices and games, are subject to the field trip policy high risk field trip activities requirements provided in this agreement. All sports participants and volunteers must have on file a completed Middle School Sports Release of Liability and Assumption of Risk prior to participation (attached hereto as Exhibit E (1)).
- 5.4.3.1. Snacks/Supper/Beverages: AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:
- 5.4.3.1.1. Provide meals and beverages that meet State and Federal standards;
  - 5.4.3.1.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;
  - 5.4.3.1.3. Provide all supplies including utensils, napkins, forks, required;
  - 5.4.3.1.4. Support compliance by AGENCY with required State and Federal administrative requirements;
  - 5.4.3.1.5. Provide annual training to AGENCY.
- 5.4.3.2. Each AGENCY participating in the Nutrition Services snack/meal/beverage program shall:
- 5.4.3.2.1. Attend annual training. In the event that the person responsible for snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;
  - 5.4.3.2.2. Complete After School Snack and Supper Menu Production Worksheets (MPW) on a daily basis;
  - 5.4.3.2.3. Ensure meal count is accurate;
  - 5.4.3.2.4. Submit completed MPW to cafeteria staff by the next business day;
  - 5.4.3.2.5. Return leftovers to cafeteria;
  - 5.4.3.2.6. Ensure that only students are served and receive food from the program;
  - 5.4.3.2.7. Ensure that meals are not removed from campus
  - 5.4.3.2.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination
- 5.4.3.3. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.
- 5.4.3.3.1. MPW not completed and submitted by the next business day;
  - 5.4.3.3.2. Snacks are ordered and not picked up

5.4.3.4. In addition to any applicable liability associated with audit findings, AGENCY will be charged the following for each meal that OUSD is unable to claim due to AGENCY's failure to comply with program requirements:

5.4.3.4.1. Snack: \$1.00

5.4.3.4.2. Supper: \$3.50

5.4.3.5. AGENCY will be liable for audit findings and/or assessments (See Section 12 below) that are attributable to AGENCY's failure to comply with the rules and regulations of the Nutrition Services program, including liability if reimbursement is denied Nutrition Services because of AGENCY's failure to comply with program requirements.

5.4.4. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20, with no more than 20 youth for each qualified, adult staff supervisor.

5.5. **Data Collection.** AGENCY will work with OUSD to collect and analyze data on student enrollment, student attendance, student academic performance, student satisfaction, and parent satisfaction. This includes, but is not limited to:

5.5.1. **Accountability Reports.** AGENCY will provide OUSD with the following set of program accountability reports:

- Financial reports
- Activity reports
- Outcomes reports: behavioral and academic

5.5.2. **Attendance Reports.** AGENCY will provide OUSD with attendance reports using the OUSD/OFCY attendance systems and maintaining required attendance records utilizing the OUSD/OFCY attendance systems, including completion of mandatory monthly reports. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by Agency for 5 years for auditing purposes.

5.5.3. **Use of Enrollment Packet.** AGENCY will use OUSD After School Program Parent Permission and Student Information enrollment packet, including early release waiver, for all after school participants. **(Exhibit C)** AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD enrollment packet, in advance of distribution.

5.5.4. **Maintain Clean, Safe and Secure Environment.** AGENCY shall maintaining clean, safe, and secure program environments for staff and students in conjunction with OUSD guidelines. AGENCY, as they view necessary, will initiate and establish additional cleanliness, safety, supervision, training and security policies and protocols sufficient to ensure staff, student and family member safety.

5.6. **Alignment of After School Safety Plan with School Site Comprehensive Safety Plan.** AGENCY will use the OUSD After School Program Emergency Plan template and work collaboratively with school site administrator to complete and/or update and submit an annual after school safety plan by mid October which aligns with and is part of the school site's comprehensive safety plan. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD template, in advance of distribution.

5.7. **Incident and Injury Reporting, Crisis Response and Training; Accident Insurance**

5.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after school program participants, visitors or staff must be reported via email to [ousdincidents@ccmsi.com](mailto:ousdincidents@ccmsi.com) by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians



due to OUSD student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

5.8. **Meeting Participation.** AGENCY will participate in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by OUSD and collaborative partners in conducting program planning, implementation, and evaluation. These include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. AGENCY staff will participate in meetings facilitated by the OUSD After School Programs Office to address program quality, program improvement and general troubleshooting.

5.9. **Relationships.** AGENCY will maintain six essential collaborative relationships to ensure partnerships towards effective program implementation:

- Administration, faculty, and staff of \_\_\_\_\_ 151/Sequoia Elementary School
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

5.10. **Licenses.** AGENCY shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

5.11. **Loss of Standing as Qualified Organization:** AGENCY shall insure MOU requirements are met. Failure to do so may result in loss of standing as a qualified organization and/or termination of partnership.

## 6. Field Trip Policy. FIELD TRIPS, OFF SITE EVENTS AND OFF SITE ACTIVITIES:

- AGENCY shall provide each Site Administrator and the OUSD After School Programs Office with a schedule of all after school program field trips and/or off site events and/or off site activities by the first day of each semester, and a schedule of all summer field trips and/or off site events and activities by the first day of the summer program, if AGENCY is providing summer services (**Exhibit D**)
- AGENCY hereby certifies that after school and any summer program staff and/or subcontractors will comply with the following procedures for all field trips, off site events and off site activities:

6.1. **Licenses Permission Slips/Acknowledgement.** Field trip/excursion permission slip must be signed by parent(s)/guardian(s) of all student participants and an acknowledgement must be signed by all adult chaperones both of which shall include the following information:

6.1.1. a full description of the trip and scheduled activities

6.1.2. student/adult participant health information

6.1.3. **"Notice of Waiver of All Claims:** Education Code § 35330 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against any school district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion, regardless of who holds the claims. If the field trip or excursion to which this permission slip applies is out-of-state, I hereby knowingly waive all of my and my daughter's/son's/ward's claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion."

- 6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.
- 6.3. No student shall be prevented from making a trip due to lack of sufficient funds.
- 6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.
- 6.5. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (eg food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.
- 6.6. **Supervision**
  - 6.6.1. AGENCY Executive Director must review and approve supervision plan.
  - 6.6.2. Trip as structured is appropriate to age, grade level and course of study.
  - 6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
  - 6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
  - 6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
  - 6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).
- 6.7. **Transportation Requirements:** The AGENCY after school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY's own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence

for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

- 6.8. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.
- 6.9. Vendor is licensed to provide all proposed activities.
- 6.10. All after school program student participants on field trips, off site events or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)

**6.11. ADDITIONAL REQUIREMENTS FOR HIGH RISK, OVERNIGHT, OUT OF STATE TRIPS:**

**6.11.1. Definition of High Risk Activities**

6.11.1.1. Because of concerns about the risk to student safety, the after school program coordinator shall not permit the following activities on campus or during AGENCY sponsored after school or summer program trips, events and activities unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has medical or accident insurance coverage:

- Amusement Parks
- Interscholastic Athletic Activities
- Bicycle riding
- Circus Arts
- Hiking (Moderate to rigorous terrain or length) vs short nature "walks"
- Hang gliding
- Horseback riding
- Ice Skating
- In-line or Roller Skating
- Rock climbing, climbing walls
- Skateboarding or use of non-motorized scooters
- Snow sports of any kind
- Trampoline; Jumpers
- Motorcycling
- Rodeo
- Target Shooting
- Water Activities including but not limited to: swimming, snorkeling, scuba diving, sailing, boating, kayaking, river rafting, water slides, water skiing etc.
- Outdoor active, experiential programs (Ropes course, pulley, etc.)

- Other activities determined by the school principal to have a high risk to student safety
- 6.11.1.2. The cost of limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.
- 6.11.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.
- 6.11.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.
- 6.11.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test negative shall thereafter be required to take tuberculosis test every four years or sooner if deemed necessary by AGENCY.
- 6.11.4. Letter must be sent to parent(s)/guardian(s) and if it is an overnight trip, a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.
- 6.11.5. Sleeping arrangements and night supervision are safe and appropriate.
- 6.11.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:
- Facility
  - Program
- 6.12. **Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading**
- 6.12.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
- 6.12.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
- 6.12.3. **Swimming Activities**
- 6.12.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.
- 6.12.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.
- 6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or

equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.

6.12.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.

6.12.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.

6.12.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.

6.12.3.8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.

6.12.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.

6.12.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

**6.13. Additional Requirements for trips to East Bay Regional Park District Bodies of Water (swimming pools, lagoons, shoreline parks and lakes) and Related Facilities**

6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (**attached as Exhibit E**), executed by either the participant if he or she is 18 years of age or older, or the participant's parent or legal guardian if the participant is under 18 years of age

6.13.2. Should AGENCY fail to provide an original, properly completed, signed and dated East Bay Regional Park District Waiver for each trip participant as defined in Section 6.13.1 above, AGENCY agrees to hold harmless, defend and indemnify OUSD, its officers, employees, volunteers and agents from all claims and actions resulting therefrom.

**7. Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASESP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2018-2019. AGENCY will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines for the federal 21<sup>st</sup> Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

**7.1. Accounting Records.** AGENCY will maintain its accounting records based upon the principles of fund accounting.

**7.2. Disputes.** AGENCY shall make all records related to ASESP, 21ST CCLC available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

**8. Invoicing**

- 8.1. **Billing Structure.** AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.
- 8.2. **Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using ASES, 21<sup>st</sup> Century Core Grant, 21<sup>st</sup> Century Direct Access, or 21<sup>st</sup> Century Family Literacy funds.
- 8.3. **Invoice Requirements.** AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (**Exhibit F**) for regular invoice submission.
- 8.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. 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. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (**Exhibit G**)
- 8.5. **Submission of Invoices for ASESP and 21<sup>st</sup> Century Grants.** For services rendered related to the ASESP and 21<sup>st</sup> CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASESP and 21<sup>st</sup> CCLC grants, with a cumulative total for 2019-2020 not to exceed \$ 103,167.00 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10<sup>th</sup> of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (**Exhibit F**). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.
9. **Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASESP and 21<sup>st</sup> CCLC programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. 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 AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.
10. **Changes**
  - 10.1. **Agency Changes.** AGENCY may, at any time, by written order, make changes consistent with Section 5 Scope of Work of this MOU. If such changes cause an increase or decrease in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 5.4, or both. In the event that AGENCY encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, AGENCY shall so advise OUSD immediately upon notice of such condition or contingency. The written notice 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 to OUSD prior to the time that AGENCY performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written amendment to this MOU and signed by OUSD prior to AGENCY's implementation of such changes.

10.2. **Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during an academic school year. This MOU may be amended during the 2019-2020 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant

11.1. **Staff Requirements.** AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:

11.1.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense sufficient Mandated Reporter training to all AGENCY agents at least annually within their first month working with OUSD students and 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.

11.1.2. **Tuberculosis Screening.** AGENCY agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within the prior 60 days. If tuberculosis risk factors are identified, AGENCY agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the AGENCY agent shall obtain an x-ray of the lungs. At his/her discretion, AGENCY agent may choose to submit to the examination instead of the risk assessment.

11.1.3. **Fingerprinting of Agents.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.

11.1.4. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching and preparation time to enable staff and agent performance to meet the goals of the ASES/21<sup>st</sup> Century after school grant program and provide a safe and secure program.

11.2. **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.

- 11.3. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, 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.
- 11.4. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.5. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY 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. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 11.6. **Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents.
- 11.7. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.
12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents 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 OUSD, AGENCY 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 MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD 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 OUSD. If AGENCY should subcontract all



or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.

13. **Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance and shall require each subcontractor to do the same:
  - 13.1. **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.
  - 13.2. **Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.
  - 13.3. **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 AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before work commence under this MOU. If at any time said policies of insurance lapse or become canceled, this MOU 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 AGENCY to OUSD. **Exhibit H** ("Certificates of Insurance").

14. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
15. **Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
16. **Program Books and Supplies.** Supplies can only be purchased by OUSD, not by Lead Agency. Supplies to be used in both the school day and after school program must be joint funded, with a maximum of 50% applied to ASES/21st. The only exception is that supplies for Supplemental programming on non-school days can be purchased by the lead agency. All supplies purchased with grant funding is and remains the property of OUSD and must remain at the site.
17. **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/>

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

**OAKLAND UNIFIED SCHOOL DISTRICT**

*Aimee Eng* \_\_\_\_\_ 6/27/19  
DocuSigned by:

- President, Board of Education \_\_\_\_\_ **Date**  
 State Administrator  
 Superintendent

*Jeff Hunkeler* \_\_\_\_\_ 6/27/19  
DocuSigned by:

Secretary,  
 Board of Education \_\_\_\_\_ **Date**

*Andrea Bustamante* \_\_\_\_\_ 5/29/2019  
DocuSigned by:

Executive Director \_\_\_\_\_ **Date**  
 Community Schools and Student Services Dept.

*Donald Bertolo* \_\_\_\_\_ 5/29/2019  
DocuSigned by:

Principal \_\_\_\_\_ **Date**

*Lakesha Martin* \_\_\_\_\_ 5/30/2019  
DocuSigned by:

Network Superintendent \_\_\_\_\_ **Date**

*Sandra Aguilera* \_\_\_\_\_ 5/30/2019  
DocuSigned by:

Chief Academic Officer \_\_\_\_\_ **Date**

**AGENCY**

*Josh Leonard* \_\_\_\_\_ 5/29/2019  
DocuSigned by:

Agency Director Signature \_\_\_\_\_ **Date**  
 Josh Leonard CEO

Print Name, Title \_\_\_\_\_

**Attachments:**

- Exhibit A. Attendance Reporting Schedule
- Exhibit B. Planning Tool/Comprehensive After School Program Budget
- Exhibit C. Enrollment Packet, including Early Release Waiver
- Exhibit D. List of Anticipated Field Trips, Off Site Events and Off Site Activities
- Exhibit E. Waiver for use of East Bay Regional Park District Bodies of Water (Swimming Pools, Lagoons, Shoreline Parks and Lakes) and Related Facilities
- Exhibit E (1) Middle School Sports Release of Liability and Assumption of Risk
- Exhibit F. Invoicing and Staff Qualifications Form
- Exhibit G. Fiscal Procedures and Policies
- Exhibit H. Certificates of Insurance
- Exhibit I. Statement of Qualifications
- Exhibit J. Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY

Legislative File ID: \_\_\_\_\_ 19-1186

*MOU template approved by Office of the General Counsel May, 2019*

Exhibit A

Attendance Reporting Schedule

<b>Oakland Unified School District After School Programs Attendance Reporting Schedule</b>	
<b>Monthly Attendance Period</b>	<b>Deadline to Input Attendance Data into Cityspan</b>
July 1 – July 31, 2019	August 10, 2019
August 1 - August 30, 2019	September 8, 2019
September 1-30, 2019	October 10, 2019
October 1-30, 2019	November 9, 2019
November 1-30, 2019	December 8, 2019
December 1-31, 2019	January 10, 2020
January 1-31, 2020	February 9, 2020
February 1-28, 2020	March 9, 2020
March 1-31, 2020	April 10, 2020
April 1-30, 2020	May 10, 2020
May 1-31, 2020	June 8, 2020
June 1-30, 2020	June 15, 2020

Exhibit B

ASES and 21<sup>st</sup> CCLC After School Program Plan  
and After School Budget Planning Spreadsheet

*(Template distributed separately)*

**INSERT HERE**

# 2018-19 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 01.2019

Site Name:	Sequoia	ASES	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds	
Site #:	151.00	Resource 6010, Program 1553				
Average # of students to be served daily (ADA)	83	%	OUSS	Lead Agency	Lead Agency	
TOTAL GRANT AWARD			122,850.00	120,000.00	0.00	0.00
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES</b>						
OUSS Indirect (3.98%)			4,702.28			
OUSS ASPO admin, evaluation, and training/technical assistance costs			8,751.88			
Custodial Staffing and Supplies at 3.5%			3,928.86			
<b>TOTAL SITE ALLOCATION</b>			<b>105,567.18</b>			
<b>CERTIFICATED PERSONNEL</b>						
1120	Quality Support Coach/Academic Liaison (Highly Recommended)		2,000.00		0.00	
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)		0.00		0.00	
1120	Certificated Teacher Extended Contracts- ELL supports					
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (recommended for MS)				0.00	
	<b>Total certificated</b>		<b>2,000.00</b>		<b>0.00</b>	
<b>CLASSIFIED PERSONNEL</b>						
2205	Site Coordinator (list here, if district employee)		0.00	0.00	0.00	0.00
2220	SSO (optional)		0.00			0.00
			0.00			
			0.00			
	<b>Total classified</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BENEFITS</b>						
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%)		400.00			
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)		0.00			
3000's	Employee Benefits for Salaried Employees (benefits at 42%)		0.00			
3000's	Lead Agency benefits (rate: 25%)			19,984.50	20,869.75	9,219.27
	<b>Total benefits</b>		<b>400.00</b>	<b>19,984.50</b>	<b>20,869.75</b>	<b>9,219.27</b>
<b>BOOKS AND SUPPLIES</b>						
4310	Supplies (OUSS only, except for Summer Supplemental)		0.00		0.00	0.00
4310	Curriculum (OUSS only)		0.00		0.00	0.00
5829	Field Trips		0.00		0.00	0.00
4420	Equipment (OUSS only)		0.00		0.00	0.00
	<b>Total books and supplies</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CONTRACTED SERVICES</b>						
5825	Site Coordinator		0.00	41,600.00	8,320.00	
	5 Benefited Afterschool Program Instructors: (@ \$18/hr) (\$18/hr X17 hrs direct service x38 wks) = \$11,628 (\$18/hr X 30hrs extra minimum days) = \$540 (\$18/hr X(3hrs x 38wks = 114 prep + 38hrs meeting) =152 prep/mtg hrs) = \$2,736 (\$18hrs X 70hrs/yr PD) = \$1,260 (\$18hrs X 20hrs X 5wks closed days) - \$1,800 Total = \$17,964					
5825	<b>5 Benefited Afterschool Instructors = \$89,820</b>			<b>35,928.00</b>	<b>53,892.00</b>	

	1 Benefited Afterschool Program Instructor: (@ \$18.55/hr) (\$18.55/hr X 17 hrs direct service x 38 wks) = \$11,983 (\$18.55/hr X 30hrs extra minimum days) = \$557 (\$18.55/hr X (3hrs x 38wks = 114 prep + 38hrs meeting) = 152 prep/mtg hrs) = \$2,820 (\$18.55hrs X 70hrs/yr PD) = \$1,299 (\$18.55hrs X 20hrs X 5wks closed days) - \$1,855 Total = \$18,514						
5825	1 Benefited Afterschool Instructor = \$18,514			2,410.00	16,104.00		
5825	Drumming (contractor)						4,000.00
5825	Gardening (contractor)						2,000.00
5825	Science (contractor)						5,800.00
5825	Program Director				5,163.00		15,417.00
5825							
	Total services		0.00	79,938.00	83,479.00	0.00	27,217.00

<b>IN-KIND DIRECT SERVICES</b>							
						0.00	0.00
						0.00	
	Total value of in-kind direct services					0.00	0.00


<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>							
	Lead Agency admin (4% max of total contracted \$)			3,244.68	15,651.25		53,406.00


<b>SUBTOTALS</b>							
	Subtotals DIRECT SERVICE	85.00	4,500.40	99,922.50	104,348.75	0.00	36,436.27
	Subtotals Admin/Indirect	15.00	16,182.42	3,244.68	15,651.25		53,406.00

<b>TOTALS</b>							
	Total budgeted per column		19,682.82	103,167.18	120,000.00	0.00	89,842.27
	Total BUDGETED	####	122,850.00	120,000.00	0.00		89,842.27
	BALANCE remaining to allocate		0.00				
	TOTAL GRANT AWARD/ALLOCATION TO SITE		122,850.00				

<b>BASES MATCH REQUIREMENT:</b>	
BASES requires a 3:1 match for every grant award dollar awarded.	
Total Match amount required for this grant:	40,950.00
Facilities count toward 25% of this match requirement:	10,237.50
Remaining match amount required:	30,712.50
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	0.00
Total Match amount left to meet:	30,712.50

**Required Signatures for Budget Approval:**

Principal: 




Lead Agency: 



**OUSD Expanded Learning Programs -After-School Program**

**ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2019-2020**

**ASES and 21st Century Community Learning Center (21st CCLC) After-School Program Plan**

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION	
<b>School Site Name:</b>  Sequoia Elementary	<b>School Type (check one)</b> <input checked="" type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Elementary (K-8) <input type="checkbox"/> Middle (6-8) <input type="checkbox"/> High School (9-12) <input type="checkbox"/> Continuation High School <input type="checkbox"/> Comprehensive High School
<b>CDS Code:</b> 151	<b>After-School Lead Agency:</b> East Bay Agency for Children
<b>Is this school-site committed to a new lead agency for 2019-2022?</b> No	
<b>Principal Name:</b> Donald Bertolo	<b>Principal Signature and date:</b>  4-9-19
<b>Lead Agency Director Name:</b> Reka Lal	<b>Lead Agency Director Signature and date:</b>  4/9/19
<b>After-School Site Coordinator (if known at this time):</b> Deanna Grant	<b>After-School Site Coordinator Signature and date:</b> 



**SECTION 2: PROGRAM OPERATIONS**

**Average Daily Attendance, Program Dates, Minimum Days & Enrollment**

To be compliant with grant requirements, the after-school program must commence immediately upon the conclusion of the regular day, operate a minimum of 15 hours/week, and be open until at least 6:00 pm on every school day for elementary and middle schools (EC 8483). Programs are required to operate all 180 days of the school year.

<b>Projected daily attendance for 2019-20 school year program.</b>	85
--	----

**Program Operations for the 2019-2020 school year.**  
 First Day: **August 12, 2019** Last Day: **May 28, 2020**

CDE allows programs to close for a **maximum of 3 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 and upload documentation of professional development activities offered on these dates, including training agenda and staff sign-in sheets.

**List the three days (if any) your program plans to close this year for PD. The program must be open every other day of the school year.**

Date: <b>8/12/19</b>	Date: <b>8/13/19</b>	Date: <b>5/28/20</b>
-------------------------	-------------------------	-------------------------

**Minimum Days.** When a school holds minimum days, the after-school program is required to begin as soon as the school day ends, and execute programming until 6:00 pm. Minimum days have a significant impact on after-school staff and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming.

**Projected Number of Minimum Days for School Year 2019-2020:**  
*\*School should provide lead agency with a calendar of minimum days for the 1st day of school.*  
 **School-day bell schedule attached**

**Please note that the grants from CDE do not increase funding for minimum days. If the school adds additional minimum days beyond the projected number above, what school-site funds will be utilized to fund these additional hours of programs?**

There are no additional school funds to cover the added minimum days. ASES and Parent Fees will be used to cover the additional costs to programming.





**SECTION 3a: PROGRAM MODEL.**

**Average Daily Attendance, Program Dates, Minimum Days & Enrollment**

**For 2019-2020, your site will operate the following program model:**

- Traditional After-School:** *voluntary program, open to all students, with enrollment priorities targeting certain students*
- Extended Day Program:** *additional class periods offered to students after the end of the regular bell schedule, for targeted grades and/or for all students of the school (Note: extended day classes must not appear on the school bell schedule)*
- Blended/Hybrid:** *a combination of some extended day and some traditional after-school programming (If you are conducting a blended/hybrid program, please use the section below to explain your program model type.)*

N/A

**Which grade levels will be served in this program? (check all that apply.)**

TK  K  1  2  3  4  5  6  7  8  9  10  11  12

**ENROLLMENT PROCESS & TIMELINE**

**Attach your enrollment timeline to this document**

*Important dates to include in your timeline:*

- **April - June:** Spring enrollment for 2019-20 programs.
- Families will be notified of 2019-20 after school enrollment before the **last day of school, May 30, 2019.**
- After school programs begin on the **first day of school** when enrollment is at a minimum 75% capacity.
- **August - September:** new school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by **September 30, 2019**, except for slots reserved for transitional students (i.e., Homeless, foster youth; Newcomers) entering the program for the first time and/or mid-year
- All programs must maintain **waitlists** after program slots are filled.

**\*\*This may look different for High School and Continuation schools based on alternative schedules and intersession. Please include the items above that are applicable to you schedule and recruitment process.**

**Describe how your school will identify and recruit students beginning of Spring 2019. Indicate how families will be notified of 2019-2020 enrollment before the last day of school.**

Notice of open enrollment and our enrollment process for the afterschool program will be advertised in the school newsletter, school yahoo group, school website and in the front office. School day teachers will be asked for referrals. Families will be notified by email, mail of their enrollment into the program.



**Average Daily Attendance, Program Dates, Minimum Days & Enrollment**

**Who can receive the Golden Ticket?**

Per federal statute, California Education Code and Oakland Unified School District policy, any students identified by the OUSD Transitional Student and Family Unit can receive a *Golden Ticket*. Transitional students are by definition:

- Any OUSD student who is a homeless youth, as defined by the federal ***\*McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 1143a)***, who is in foster care, or is designated as an unaccompanied minor.
- Any OUSD student who identifies as a newcomer, refugee or as an asylee. ***\*Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.)***
  - *Establishes the definition of homeless used by schools*
  - *Ensures that children and youth experiencing homelessness have immediate and equal access to public education*
  - *Provides for educational access, stability, and support to promote school success*
  - *Needed to address the unique barriers faced by many homeless students*

**How does your program support students and their families who submit a “Golden Ticket?”**

Our program will accept any students who have a “Golden Ticket”. These students will be given priority into the program and space will be made for them.

**How will you modify your enrollment and attendance policies to ensure compliance with the “Golden Ticket” policy, in order to make your program accessible for foster, homeless, and newcomer students who transition into the program during enrollment and/or mid-year?**

If students with a “Golden Ticket” transfer to the school mid-year, we will prioritize them and make space for them in the program.

**SECTION 4: PROGRAM COMPONENTS**



**SECTION 4: PROGRAM COMPONENTS**

\*CDE requires that programs must provide a safe environment and include an **educational component** that provides tutoring and/or homework assistance; and an **educational enrichment** component, which may include, but not limited to STEAM, recreation, prevention and other Social Emotional Learning (SEL) activities (EC Section 8482.6); and provide opportunities for **physical activity**. (EC Section 8483.3[c][7])

**List 2-3 program goals which will support meeting these CDE program requirements.**

1. Enhance student’s learning experiences by providing safe, engaging enrichment/academic activities & allowing students to explore and excel in areas of interest.
2. To provide safe spaces that cultivate resilience and learning in youth and families by nurturing life skills, social emotional learning skills and assets.
3. \_\_\_\_\_

**Educational and literacy Component** that includes tutoring/ homework assistance in the core subjects (language arts, math, history /social science, etc.)

**Describe how your after-school program will provide the educational & literacy component. How are students building academic skills? How are you integrating social-emotional academic development? (Include specific strategies for creating a Safe & supporting environment through encouragement and Active engaged learning.)**  
 Students at Sequoia have a designated academic time. The school is a “no homework” school and therefore the program does not do homework completion during the afterschool program. Program staff focuses on reading and ensures that all students have completed their reading logs. Staff provides at least one hour/week of literacy and math to all students. Students are broken up by grade level for academic time and stay with the same grade level teacher every day. Due to this format, students develop close relationships with their academic teachers. Academic staff is able to get to know students and their academic abilities and can work individually with students on areas of need. Academic programming is at the end of the day so that staff can also communicate and connect with families around academic progress and behavior.

**Educational Enrichment Component** that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)

**Describe how your after-school program will offer educational enrichment activities. (Include specific strategies designed to foster skill - building; youth voice and leadership and diversity, access and equity.)**  
 Students are given the opportunity to provide input on both program enrichment classes being offered as well the specific lesson plans within the offerings. Sequoia Afterschool program offers a variety of enrichment classes spanning from the arts, sports, science, music, gardening etc. Afterschool staff is trained to relate activities to youth experiences, encouraging students to take on leadership roles and ensure that classes are accessible to all students and learners. All EBAC afterschool staff is trained on the SAPQA, SEL practices, Youth Development practices, and Trauma Informed Care.

**Physical Activity**

**Describe how your after-school program will provide structured physical activity for**



<p>other than recess that is structured and supervised with a warm-up, structured physical activities and a cool down. (This should happen for all students in program.)</p>	<p><b>all participants.</b> (Include specific strategies to promote <u>Healthy Choice and Behaviors.</u>)  <i>CDE asks programs to offer 30-60 minutes of developmentally appropriate, <u>daily</u> physical activity (to help meet CDE recommendation of 60 daily minutes of moderate to vigorous physical activity for youth) <b>This is not 'free play' or recess.</b></i>  <i>· Plan and evaluate (review fitness test results, track minutes, etc.)</i>  <i>· Include a variety of activities throughout the year</i></p> <p>The afterschool program offers a variety of physical activities such as recreation, dance, sports, nutrition and cooking, gardening, team building along with recess. Staff also model positive healthy behaviors and activities including what they eat in front of the students.</p>
--	--

<p><b>Family Literacy Component</b> that includes literacy activities and other educational services that adult family of students.</p>	<p><b>Describe how your after-school program provides opportunities to promote literacy and/or other educational services to adult family members of students?</b></p> <p>Sequoia Afterschool Program supports the school day literacy events.</p>
---	--

**Academic Alignment with School Day and District Priorities**

**Please provide a short narrative that identifies how you will support school goals aligned with district priorities.**

- EBAC will collaborate with Sequoia administrator and consult the School Site Plan to ensure our program is aligned with the school day.
- **SEL:** EBAC programs have built in the SEL 3 signature practices into their lesson plans and programs. Our programs use various curriculum such as Building Intentional Communities and the Toolbox to support SEL work both with students and staff. SEL is very important to the work that EBAC does and we believe that adults and youth need to work on their social emotional skills.
- **School Culture:** Afterschool Program staff utilizes the PBIS practices and strategies implemented by the school in all of our classes in order to be aligned with the school day practices. Staff are trained in school PBIS and Toolbox. Our staff are trained on asset based language and trauma informed practices. We meet students where they are and recognize that all students are individuals who have different learning styles and experiences. We have shared values and behavior expectations from school day to afterschool.

**Elementary OUSD Strategic Strategies**

*In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to make sure **students are reading at or above grade level and English learners are reaching English fluency.***

**Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.**

During academic time, students will focus on completing their school day reading logs with afterschool staff supervision. (Sequoia is a no homework school.) Quality Support Coach will train afterschool staff on how to effectively support student silent reading and how to properly facilitate interactive read-alouds and questioning strategies. Students have access to Raz Kids which is a literacy program used during the school. They also have access to a full library of leveled books that they can choose from.



**MIDDLE\_ OUSD Strategic Targets**

*In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to prepare all students to be college, career, and community ready. To meet this strategic goal, middle schools must prepare their students to be high school ready by the time they graduate from the 8th grade.*

**Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.**

**High School OUSD Strategic Strategies**

*Academic activities should be aligned with school goals. Your after-school program should plan to offer a range of academic supports to support students to learn and practice skills and knowledge related to core academic content. There should also be an intentional learning space which allows students to work independently with support.*

**Please include the following OUSD High School After-School requirements:**

For Comprehensive high schools:

- Academic mentoring for 9th graders at risk of failing classes
- Academic supports and mentoring for 10th–12th grade students taking credit recovery

For Alternative Ed, high schools:

- College and career readiness activities

**Attach your program schedule for in 2019-2020**

*\*In the fall, sites are required to resubmit updated program schedule.*

**SECTION 5a: CONTINUOUS QUALITY ASSESSMENT (Alignment with CDE and OUSD)**

An effective program improvement process is ongoing and involves a continuous cycle of assessment, planning, and improvement. While the process should be carried out at the site level, documentation of this process should be submitted by the grantee.

This cycle of improvement revolves around twelve critical standards—the Quality Standards for Expanded Learning in California—which were developed in partnership between the California Department of Education's (CDE) After School Division and the California After School Network (CAN) Quality Committee.

**Name 2-3 Quality Action Plan (QAP) practices that will be implemented in 2019-2020**

1. Staff will consistently interact with children in positive ways by discussing and explaining rules and limits and modeling positive affect.
2. Staff will initiate structured opportunities for children to give feedback on the activities.
3. Staff will have children make connections between current activities and children's prior knowledge or experience.

**PROGRAM SELF-ASSESSMENT**



<p><b>Name the stakeholders who participated in the Program Self-Assessment in 2018-2019?</b> Please check which stakeholders were involved in your CQI process.</p>	<table border="0"> <tr> <td><input type="checkbox"/> Internal evaluator</td> <td><input type="checkbox"/> External evaluator</td> </tr> <tr> <td><input type="checkbox"/> School administrator</td> <td><input type="checkbox"/> District administrator</td> </tr> <tr> <td><input type="checkbox"/> Certified staff</td> <td><input type="checkbox"/> Classified staff</td> </tr> <tr> <td><input checked="" type="checkbox"/> Program director</td> <td><input checked="" type="checkbox"/> Site coordinator</td> </tr> <tr> <td><input checked="" type="checkbox"/> Site level staff</td> <td><input type="checkbox"/> Parents/guardians</td> </tr> <tr> <td><input type="checkbox"/> Students</td> <td><input type="checkbox"/> Community partners</td> </tr> <tr> <td><input type="checkbox"/> Advisory group</td> <td><input checked="" type="checkbox"/> Other stakeholders <u>QSC</u></td> </tr> </table>	<input type="checkbox"/> Internal evaluator	<input type="checkbox"/> External evaluator	<input type="checkbox"/> School administrator	<input type="checkbox"/> District administrator	<input type="checkbox"/> Certified staff	<input type="checkbox"/> Classified staff	<input checked="" type="checkbox"/> Program director	<input checked="" type="checkbox"/> Site coordinator	<input checked="" type="checkbox"/> Site level staff	<input type="checkbox"/> Parents/guardians	<input type="checkbox"/> Students	<input type="checkbox"/> Community partners	<input type="checkbox"/> Advisory group	<input checked="" type="checkbox"/> Other stakeholders <u>QSC</u>
<input type="checkbox"/> Internal evaluator	<input type="checkbox"/> External evaluator														
<input type="checkbox"/> School administrator	<input type="checkbox"/> District administrator														
<input type="checkbox"/> Certified staff	<input type="checkbox"/> Classified staff														
<input checked="" type="checkbox"/> Program director	<input checked="" type="checkbox"/> Site coordinator														
<input checked="" type="checkbox"/> Site level staff	<input type="checkbox"/> Parents/guardians														
<input type="checkbox"/> Students	<input type="checkbox"/> Community partners														
<input type="checkbox"/> Advisory group	<input checked="" type="checkbox"/> Other stakeholders <u>QSC</u>														
<p><b>What are some key discoveries you made doing the program self-assessment?</b> <i>(Strengths, areas of improvement)</i></p>	<p>Afterschool Instructors were warmly greeting students upon arrival. Majority of the students seemed to genuinely enjoy interacting with the afterschool instructors. Students were actively participating and engaging in activities and conversations with their afterschool instructors. Instructors were playing games and engaging students in conversation based on students' interests.</p> <p>Some afterschool instructors openly showed their frustration and responded to students in unsupportive ways.</p> <p>Students didn't seem to have much choice in activities, or knowledge about what the activities were going to be.</p>														
<p><b>Which Quality Standards will the program focus on for improvement in the 2019 - 2020 school year?</b></p>	<p>Safe and supportive environment</p> <ul style="list-style-type: none"> <li>Staff hold participants to high expectations for behavior and achievement by calmly intervening when youth are engaged in unsafe behavior.</li> </ul> <p>Youth voice and leadership</p> <ul style="list-style-type: none"> <li>Staff encourage and engage participants on a regular basis to share their perspectives regarding program design, what they want to learn and the quality of their experience in the program.</li> </ul> <p>Skill Building</p> <ul style="list-style-type: none"> <li>Staff select or create projects that relate to young people's lives.</li> </ul>														
<p><b>Describe how the program will address the improvement in this area?</b> <i>(please include program structures, staffing practices and partnerships.)</i></p>	<ul style="list-style-type: none"> <li>Staff will be provided with more training on how to interact with students in positive ways and how to redirect unwanted behaviors with positive intervention.</li> <li>Staff will provide structured intentional opportunities for students to reflect and provide feedback on classes between each session. As a team we will review and unpack information to improve program quality.</li> <li>Staff will discuss interests with students and create lessons based on student's desired skills and interests.</li> </ul>														
<p><b>What is one key data point from your program profile that will be a focus for the upcoming school year?</b> <i>(Please include a summary of the data you are responding to.)</i></p>	<p>Based on our 17-18 Program Profile, our staff will focus on ensuring that students are not being bullied. "If my friends or I get bullied at the program, an adult steps in to help."</p> <p>Our staff prioritizes safety to see hear that students are feeling that we do not step in feels like there is a gap in communication or understanding.</p>														



**SECTION 5b: Continuous Quality Assessment (CQI): POINT OF SERVICES Quality Standards & PROGRAMMATIC Quality Standards.**

**CQI Phase Key:**

- 0 equals limited awareness of the Quality Standard and the CQI process.
- 1 equals working knowledge of the Quality Standard and the CQI process.
- 2 equals success using the Quality Standard and the CQI process.
- 3 equals mastery using the Quality Standard and the CQI process.

*From a scale of 0 to 3 rate your program on the following Point of Service Quality Standards.*

*From a scale of 0 to 3 rate your program on the following Programmatic Quality Standards.*

**1. Safe and supportive environment**

**2**

**1. Quality staff**

**2**

**2. Active and engaged learning**

**2**

**2. Clear vision, mission, and purpose**

**2**

**3. Skill building**

**2**

**3. Collaborative partnership**

**2**

**4. Youth voice/leadership**

**2**

**4. Continuous quality improvement**

**2**

**5. Healthy choice and behaviors**

**2**

**5. Program Management**

**2**

**6. Diversity, access, and equity**

**2**

**6. Sustainability**

**2**



**SECTION 6: Facilities**

Plan with your site administrator which rooms and outside spaces your after-school program will use Monday - Friday from the start of program to 6.

Indoors (specify room numbers and space names)			Outdoors		
Room Number & Name of Space	# of Students	Hours to be used	Room Number & Name of Space	# of Students	Hours to be used
Cafeteria	100	M, T, TH, F 3-6 W: 1:20-6	Playground	100	M, T, TH, F 3-6 W: 1:20-6
Auditorium	100	M, T, TH, F 3-6 W: 2:30-6	Garden	20	M, T, TH, F 3-6 W: 1:20-6
Library	20	M, T, TH, F 3-6 W: 1:20-6	Bathrooms in both buildings	100	M, T, TH, F 3-6 W: 1:20-6
Room 12	20	M, T, TH, F 3-6 W: 1:20-6			
Room 10	20	M, T, TH, F 3-6 W: 1:20-6			
Room 8	20	M, T, TH, F 3-6 W: 1:20-6			

In addition choose up to 5 other dates you will use space outside of your normal program hours. Please specify which space will be needed (IE: showcases, events and family engagement). Be advised any additional dates/spaces used outside of these dates, the organization will be responsible for facilities cost.

Name of Event	Lights on Afterschool	Potential Date	10/24/19	Number of Students	100	Hours of Use/Room Numbers	6-8
Name of Event	Session 1 Showcase	Potential Date	11/14/19	Number of Students	100	Hours of Use/Room Numbers	6-8
Name of Event	Session 1 Showcase	Potential Date	2/27/2020	Number of Students	100	Hours of Use/Room Numbers	6-8
Name of Event	End of Year Showcase	Potential Date	5/21/2020	Number of Students	100	Hours of Use/Room Numbers	6-8





SECTION 7a: PROGRAM FEES

Will this after-school program charge program fees for 2019-2020  Yes  No

If, "YES, program fees will be charged," please complete the following assurances. Both the Principal and Lead Agency partner must initial.

Principal	Lead Agency	ASSURANCES
<i>DL</i>	<i>RL</i>	Our program <b>will not turn away</b> any eligible student from program participation due to the inability to pay program fees. We understand that the California Education Code prohibits program fees from being a barrier to program participation.
<i>DL</i>	<i>RL</i>	Our program will <b>communicate</b> in writing and verbally to parents/guardians that an eligible child will not be turned away from program participation due to inability to pay.
<i>DL</i>	<i>RL</i>	Our program will publicize the <b>program fee structure</b> in written program materials for school leaders, parents/guardians, and/or communities members (i.e. communication letter, meetings agenda, etc.)
<i>DL</i>	<i>RL</i>	Our program shall not charge a fee to a family for a child if the program knows that the child is a <b>homeless youth</b> , as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 1143.a), or for a child who the program knows is in foster care.
<i>DL</i>	<i>RL</i>	Our program will provide <b>receipts</b> to parents/guardians for each payment made.
<i>DL</i>	<i>RL</i>	The lead agency will <b>manage funds</b> raised by program fees according to standard accounting practices, and will provide quarterly Income Statements to the Principal and OUSD Expanded Learning Office detailing amount collected from program fees and expenditures. <b>(DUE DATES: October 31st, February 28th, June 28th)</b>
<i>DL</i>	<i>RL</i>	The lead agency will establish a <b>letter of agreement</b> directly with the school site, indicating that all program fees collected will be expended only at this school site for after-school expenditures; will be carried over the following fiscal year if funds for after-school expenditures; will be carried over to the following fiscal year if funds remain; and will remain at the school site if there is a change in lead agency partner.



SECTION 7b: PROGRAM FEES (Continued)	
<b>Describe how your school/program plans to collect program fees and who will be exempt from paying fees or received a reduced fee?</b>	<p>Program fees are optional for all families. We have a program fee chart that is based on family income. We do not ask or verify proof and families are able to self-select their payment options.</p> <p>We do not turn any families away from programming for the inability to pay.</p>
<b>Describe how all fees collected will be used on site for direct service in your after-school program.</b>	<p>Fees that are collected support additional programming services. Fees are used to pay for contractors, send staff to professional development opportunities, supplies, and support direct service staff to have liveable wages.</p>
<b>Describe how fees will be communicated to school leaders/school community.</b>	<p>Fee schedules are attached to the afterschool program applications and are also part of the afterschool program parent handbooks. Applications are accessible to all families via website, yahoo group and in person both at the program office and school office.</p>
<p><b>Attach a copy of written evidence of your program fee materials/process (i.e. parent letters, parent handbook, etc. meeting with agenda/minutes?)</b></p>	



# OUSD EXPANDED LEARNING PROGRAMS Partner Assurances & Agreements 2019–2020

School Site <b>Sequoia Elementary</b>	
Lead Agency : <b>East Bay Agency for Children</b>	Date: <b>March 11, 2019</b>
Name of After School Program <b>Sequoia Healthy Start Afterschool Program</b>	After School Site Coordinator Name (if known at this time): <b>Deanna Grant</b>
Principal Signature 	Lead Agency Signature 

## Assurances for Grant Compliance & After School Alignment with School Day












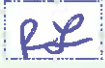




Principal and Lead Agency representative will **review and discuss** each assurance below. Please note **hyperlinks** for the following documents referenced below:

- Grant Assurances signed by OUSD Superintendent
- Quality Support Coach Role Description

1. Site Administrator and Lead Agency Director/Site Coordinator have reviewed the [CA Dept. of Education's ASES and/or 21<sup>st</sup> CCLC Grant Assurances](#), and understand mandated grant compliance elements.
2. Site Administrator and Site Coordinator will **meet at least once monthly** to ensure program is meeting identified goals. *(Bi-weekly check-ins are recommended.)*
3. Site will provide the after-school program with appropriate **facilities and resources** in support of program goals, including office space with internet and phone access for the Site Coordinator, and safe storage for program records.
4. 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. *(See page 3 for details on After School Safety Plan requirements.)*
5. Site Administrator and Site Coordinator understand the program must meet **CDE attendance targets** in order to retain grant funding. Site and program will work collaboratively to ensure strong student recruitment and retention.

PRINCIPAL INITIALS	LEAD AGENCY INITIALS
	
	
	
	
	

# Assurances for Grant Compliance & After School Alignment with School Day, continued

	PRINCIPAL INITIALS	LEAD AGENCY INITIALS
6. School will share <b>student outcome data</b> to better refine program (Attendance data, test scores, Report Cards, IEP's, etc). Site Coordinator will share relevant student and program data with school.		
7. Site Administrator and lead agency partner have reviewed the <b>Quality Support Coach key responsibilities</b> , and understand this role is critical for strengthening staff practices and program quality. Site Administrator will identify and recruit a certificated, qualified individual to serve as the <b>After School Quality Support Coach</b> .		
8. Site will invite Site Coordinator and appropriate staff to participate in <b>faculty meetings and professional development opportunities</b> , in order to ensure consistency in standards of teaching and learning, and positive school culture & climate.		
9. Site will invite Site Coordinator to participate on <b>school committees</b> (ie. SSC, COST, SST, Culture Climate team, SPSA planning team, etc) to ensure coordination of services.		
10. Site Administrator is aware that CDE does not increase after school grant funding for <b>minimum days</b> , and that programs are required to operate until <b>5pm</b> on minimum days. If additional minimum days are added to the school schedule next year, site will allocate resources to help offset the cost of additional hours of programming.		
11. <b>Lead agency will register with/update OUSD provider database.</b> In order to maintain accurate, up-to-date information on the services provided, the Lead Agency shall register in OUSD's provider database, update schools of operation prior to commencing services for school year 2019 – 20, and update during the current school year if schools of operation change.		
12. Lead Agency will ensure that appropriate After School staff <b>participate in OUSD Expanded Learning Office meetings and professional development</b> throughout the year including: mandatory ASPO Summer Institute, ongoing site coordinator meetings; continuous quality improvement (CQI) trainings; agency director meetings; various professional learning communities (time commitment varies); local conferences (i.e., annual Bridging the Bay conference), and other relevant district trainings (i.e., safety, PBIS, etc.).		
13. Site and Lead Agency understand that <b>professional development helps ensure program quality</b> . Lead agency is committed to providing/accessing professional development opportunities for after school staff, based on needs identified by program data. The lead agency 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).		

  
PRINCIPAL SIGNATURE

  
LEAD AGENCY SIGNATURE

## After School Safety and Emergency Planning

1. The 2020–2021 Comprehensive School Site Safety Plan includes the [After School Emergency Plan](#). The Site Administrator and After School Program (ASP) Site Coordinator will update the After-School Emergency Plan annually by discussing and aligning plans and procedures for after school and school day safety, including emergency preparedness and crisis response. **Indicate all actions that will occur to ensure after school program safety and alignment with school day procedures for emergency preparedness and emergency response:**
- Site Administrator and ASP Site Coordinator will meet at beginning of school year to update After School Emergency Plan collaboratively.
  - Site will share Comprehensive School Site Safety Plan with after school partner.
  - School day and after school programs will coordinate emergency drill schedules & procedures (ie earthquake, fire, and lockdown drills).
  - After School staff will participate in site-level faculty safety trainings.
  - School will provide after school staff with access to disaster supplies and other resources in case there is an emergency after school.
  - Site Administrator and ASP Site Coordinator will meet regularly to review after school incidences and update safety plans as needed.
  - The completed After School Emergency Plan (ASEP) will be submitted to Expanded Learning Programs Office by 10/1/19.

Other. SPECIFY:

2. **List the training and resources** the school will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.

School site will train SC on all safety procedures, including lockout/lockdown and communication protocols. SC will train all afterschool staff. All emergency procedures are written in afterschool instructor manuals and posted at sites. SC is trained in OUSD Emergency Preparedness protocols including Active Shooter training.

3. Principal and Site Coordinator have **reviewed** the [OUSD After School Emergency/Crisis 1<sup>st</sup> Level Response Notification Protocol](#) and understand expectations regarding communication and **incident reporting** when an issue involving after school safety occurs.  Yes  No

### Facility Keys

It is critical that the After-School Site Coordinator has access to facility keys in order to ensure safety after school should a lockdown or lockout be needed. 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:

N/A

## After School Safety and Emergency Planning, continued

### SSO Staffing

**Check one:**

- Site will utilize after school and/or school day funds to pay Extra time/Over time (ET/OT) for an after school SSO.
- Site does not need an SSO.
- Site does not have the resources to fund an after school SSO.



A handwritten signature in blue ink, appearing to be 'Dana', is written inside a rectangular box with a dashed border. A small green pencil icon is visible in the top-left corner of the box.

PRINCIPAL SIGNATURE



A handwritten signature in blue ink, appearing to be 'Rebecca', is written inside a rectangular box with a dashed border. A small green pencil icon is visible in the top-left corner of the box.

LEAD AGENCY SIGNATURE


## Continuous Quality Improvement (CQI)

Engaging in continuous quality improvement (CQI) processes is an OUSD expectation for all schools and after school programs, and is a condition for ongoing after school grant funding from the California Dept. of Education. The OUSD Expanded Learning Office has adopted a research-based *Assess-Plan-Improve* CQI process utilizing national quality standards for youth development. All OUSD after school programs are expected to fully engage in and complete the following steps of the CQI cycle each year, and submit corresponding CQI deliverables to the school district on a timely basis. (This process is in review and tools will be updated throughout the year.)

- self-assessment using Youth Program Quality Assessment (YPQA)/School Age Program Quality Assessment (SAPQA) tool
- planning with data (using self-assessment and external assessment PQA data, and other program data as available)
- development of quality action plan (QAP) with goals for program improvement
- QAP progress check

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

CQI: Continuous quality improvement  
QAP: Quality action plan  
SAPQA: School Age Program Quality Assessment  
YPQA: Youth Program Quality Assessment



PRINCIPAL SIGNATURE

### Review and mark all commitments:

*Our lead agency and school partner understand district expectations regarding the after school program's participation in the Continuous Quality Improvement (CQI) process summarized above. We agree to the following expectations:*

- Lead agency will budget adequately to ensure program staff participate collaboratively in each step of the CQI process.
- Site coordinator will participate in CQI trainings to develop her/his leadership in leading continuous quality improvement processes.
- Lead agency director will provide coaching support and monitoring to Site Coordinator to ensure completion of a meaningful CQI process, and thoughtfully completed CQI deliverables.
- Site coordinator will share CQI data with Site Administrator and school staff.
- Lead agency and school partner will work collaboratively to support the implementation of the program's Quality Action Plan, including providing staff with adequate training and resources to improve the quality of their practices.



LEAD AGENCY SIGNATURE



**east bay agency for children**  
**Sequoia Healthy Start**

**2019-2020 PROGRAM FEES**

SHS offers a sliding scale for program fees. Our fee structure is designed to operate a safe, quality program at an affordable cost. Program fees allow us the ability to maintain a high level of quality despite significant reductions in grants that have traditionally supported our program. We thank all of our families for supporting our program and allowing us to maintain a high level of program quality. **We do not turn any families away due to the inability to pay.**

We charge 10 equal payments, starting in August with the last payment due in May. Our program fees are based on an average of school days in each billing period rather than by the exact number of days in a particular month. While some months have less school days, other months have more school days and/or minimum days. Program will be open on school days from when the bell rings until 6 pm. Our fees include all additional minimum days throughout the school year.

Program fees are based on a sliding scale according to families' GROSS (before taxes) monthly household income. We do not ask for proof of income, but expect all families to be honest and fair. By requesting a sliding scale discount and indicating your family income below you are making a financial declaration that the income stated is completely true. However, we reserve the right to request that you provide proof of family income via copies of your most recent 1040 tax forms and/or any other reasonable forms of proof that SHS may request.

- The amount you contribute will remain confidential.
- *You may qualify to claim childcare credit on your income taxes.* EBAC Tax ID #: **94-1358309**
- Please let us know if you have financial difficulties so we can work with you to make the program accessible. **Again, we do not turn any families away due to the inability to pay.**

We accept cash, cashier's check, check, money order or bill pay (MADE OUT TO: East Bay Agency for Children (EBAC), 3730 Lincoln Ave, Oakland CA 94602). Please write your child's name on the memo line. Program fees are due on the 7<sup>th</sup> of each month and should be given directly to the coordinator. Late invoices will be sent at the end of the month.

**Please indicate your monthly household income using the chart below:**

Please state the number of people in your household: \_\_\_\_\_

Please state the total GROSS monthly income for your household: \_\_\_\_\_

Please state the number of students enrolled in the SHS Program: \_\_\_\_\_

**Directions:** Using the scale below, look at the top row and find the number that corresponds to the number of people living in your household. Then look down the column and find the box that matches your GROSS (before taxes) household monthly income. Then look to the left and see what category you are in: full cost, moderate, reduced or low. Using the chart on the next page find the category and see what your monthly program fee will be.

Income categories are based on GROSS monthly income (before taxes) & Family Size					
Persons in Family/Household	2	3	4	5	6
<b>Full Cost</b>	Over \$2,725	Over \$3,225	Over \$3,725	Over \$4,225	Over \$4,725
<b>Moderate</b>	\$2,225-2,725	\$2,725-3,225	\$3,225-3,725	\$3,725-4,225	\$4,225-4,725
Persons in Family/Household	2	3	4	5	6
<b>Reduced</b>	\$1,724-2,224	\$2,224-2,724	\$2,724-3,224	\$3,224-3,724	\$3,724-4,224
<b>Low</b>	\$1,223-1,723	\$1,723-2,223	\$2,223-2,723	\$2,723-3,223	\$3,223-3,723
<b>Partial Scholarship</b>	Less than \$1,223	Less than \$1,723	Less than \$2,223	Less than \$2,723	Less than \$3,223



Monthly Program Fees			
Persons in Family/Household	Cost for First Child Academic & Enrichment	Cost of Additional Child	Enrichment Only
Full cost	\$315	\$155	\$180
Moderate	\$235	\$115	\$135
Reduced	\$155	\$75	\$90
Low	\$100	\$50	\$60
Partial Scholarship	\$60	\$30	\$40

I agree to pay a monthly family fee of \$\_\_\_\_\_

I choose make my payments installments:                      monthly                      biweekly

I would like to contribute an additional amount to help sponsor a student: \_\_\_\_\_  
 This extra amount will be seen as a donation and you can receive a charitable contribution tax credit.

If you pay a monthly amount of:	You are paying an hourly rate of:
\$60/month	Less than \$1/hour
\$100/month	\$1.51/hour
\$155/month	\$2.35/hour
\$235/month	\$3.56/hour
\$315/month	\$4.75/hour

**Sequoia Healthy Start:**

- is well aligned with the school's academic and social goals
- offers a wide array of quality enrichment programs
- is non-profit agency program and subsidized by grants and donations
- has built solid relationships with the school and staff for over 10 years
- has a long history with Sequoia families
- employs high quality and caring staff who are screened and well trained
- is an on-site program, with no need to worry about transportation

I certify that all of the information I have provided on this form is true, accurate, and complete information to the best of my knowledge. I understand that the information provided will be used in consideration of scholarship, that SHS may verify the information provided and that the deliberate misrepresentation of any information will be grounds for the denial of my application.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2019-20 After School Program Schedule**

School Site: Sequoia Elementary

Lead Agency: East Bay Agency for Children

Name of Program: Sequoia Healthy Start Afterschool Program

School Day End Time on Regular Days (according to Bell Schedule): 3:00

School Day End Time on Minimum Days (according to Bell Schedule): 1:20

Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
1:20-1:30			Sign In & Bathroom		
1:30-3:00			Lego Club		
			Challenge Island		
			Illustration		
			Multi-media		
			Iron Chefs		
			Team Building		
3:00-3:30	Sign In/Snack/Recess	Sign In/Snack/Recess	Snack/Recess	Sign In/Snack/Recess	Sign In/Snack/Recess
3:30-4:30	Literacy Center	Math Center		Math Center	Literacy Center
	Arts & Crafts	Geography		Geography	Arts & Crafts
	Dance	Creative Club		Creative Club	Creative Club
	Baseball	Basketball		Basketball	Baseball
	Computers	Film		Film	Computers
	Gardening	Drumming		Drumming	Gardening
4:30-6:00	Academic Hour (1-5)	Academic Hour (1-5)	Academic Hour (1-5)	Academic Hour (1-5)	Academic Hour (1-5)
6:00 PM	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure

**Important Notes:**

\* Please note that the after school program must start immediately at the same time that the regular school day ends. Please check the official school bell schedule for 2018-19 for the exact ending time of the regular school program. On minimum days, the after school program must start immediately at the end of minimum day.

Programs must submit this program schedule, along with a copy of the school's 2018-19 bell schedule, to the ASPO office for review and approval.

Sign-out and Program Closure cannot occur earlier than 6pm for elementary and middle school programs. Programs must operate at least 3 hours per day and at least 15 hours per week.

Programs will be asked to re-submit updated program schedules at the beginning of each semester.



## 2019-20 Bell Schedule

<b>TK</b>			<b>Minimum Day Schedules</b>	
8:45 - 9:20	Instruction		<p>All students are released at <b>1:20</b> on <b>Minimum Days</b>. On those days, please confirm arrangements have been made to ensure your child is not left in the office or on the schoolyard without supervision.</p>	
9:20 - 9:50	Snack/Recess			
9:50 - 11:00	Instruction			
11:20 - 12:05	Recess/Lunch			
12:05 - 1:00	Instruction			
1:00 - 1:50	Enrichments			
1:50 - 3:00	Instruction			
<b>3:00</b>	<b>Dismissal</b>			

<b>Kindergarten</b>			<b>First Grade</b>	
8:45 - 9:20	Instruction		8:30 - 10:55	Instruction
9:20 - 9:50	Snack/Recess		10:55 - 11:40	Recess/Lunch
9:50 - 11:00	Instruction		11:40 - 12:30	Enrichments
11:20 - 12:05	Recess/Lunch		12:30 - 1:10	Instruction
12:05 - 1:00	Instruction		1:10 - 1:30	Snack/Recess
1:00 - 1:50	Enrichments		1:30 - 3:00	Instruction
1:50 - 3:00	Instruction		<b>3:00</b>	<b>Dismissal</b>
<b>3:00</b>	<b>Dismissal</b>			

<b>Second Grade</b>			<b>Third Grade</b>	
8:30 - 9:40	Instruction		8:30 - 9:50	Instruction
9:40 - 10:30	Enrichments		9:50 - 10:10	Snack/Recess
10:30 - 11:45	Instruction		10:10 - 12:10	Instruction
11:45 - 12:30	Recess/Lunch		12:10 - 12:55	Recess/Lunch
12:30 - 1:50	Instruction		12:55 - 2:10	Instruction
1:50-2:10	Recess/Snack		2:10 - 3:00	Enrichments
2:10 - 3:00	Instruction		<b>3:00</b>	<b>Dismissal</b>
<b>3:00</b>	<b>Dismissal</b>			

<b>Fourth Grade</b>			<b>Fifth Grade</b>	
8:30 - 8:40	Opening		8:30 - 8:40	Opening
8:40 - 9:30	Enrichments		8:40 - 9:30	Enrichments
9:30 - 10:30	Instruction		9:30 - 10:30	Instruction
10:30 - 10:50	Recess		10:30 - 10:50	Recess
10:50 - 12:35	Instruction		10:50 - 12:35	Instruction
12:35 - 1:20	Recess/Lunch		12:35 - 1:20	Recess/Lunch
1:20 - 3:00	Instruction		1:20 - 3:00	Instruction
<b>3:00</b>	<b>Dismissal</b>	<b>3:00</b>	<b>Dismissal</b>	

## Sequoia Enrollment Timeline 2019-2020

<b>Timeline</b>	<b>After School Enrollment Steps/Process</b>	<b>Individual(s) responsible</b>
<b>April 2019</b>	Look at student District Benchmark scores and FRL list.	Site Coordinator, Principal and Quality Support Coach
<b>April 2019</b>	Contact school-day teachers and school counselor for referrals.	Site Coordinator
<b>First week of May</b>	Inform families of enrollment process.	Site Coordinator
<b>Last week of May 2019</b>	Release applications for 2018-19 school year and begin accepting applications	Site Coordinator
<b>First week of June</b>	Notify families who will be enrolled for the 2019-20 school year.	Site Coordinator
<b>Second week of June</b>	Notify families on the waiting list for 2019-20 school year.	Site Coordinator
<b>June-August 2019</b>	Continue accepting applications and adding students to the program until program is full and add families to waitlist once program is filled. Inform families as applications come in.	Site Coordinator

# PARENT PERMISSION AND RELEASE AND STUDENT INFORMATION

## OAKLAND UNIFIED SCHOOL DISTRICT

### ASES and/or 21st CENTURY ELEMENTARY & MIDDLE SCHOOL AFTER-SCHOOL PROGRAMS

I give my child permission to participate in the 2019-20 \_\_\_\_\_ After-School Program.

Name of School: \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian Name (Please print) \_\_\_\_\_ Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

In case of emergency, please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: work/home/cell \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: work/home/cell \_\_\_\_\_

Does your child have health coverage?  Yes  No

Name of Medical Insurance \_\_\_\_\_ Policy/ Insurance # \_\_\_\_\_ Primary Insured's Name \_\_\_\_\_

I authorize After-School Program Staff to furnish and/or obtain emergency medical treatment which may be necessary for my child during the After-School Program.

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## RELEASE OF LIABILITY

I understand the nature of the After-School program and that participation is voluntary. I understand that the Oakland Unified School District is not responsible for loss, damage, illness, or injury to person or property as a result of participation in the After-School program. I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from any and all claims for injury, illness, death, loss or damage as a result of participation in the After-School program.



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## AFTER-SCHOOL PROGRAM ATTENDANCE POLICIES

I understand that my child is expected to participate fully in the After-School program:

- ❖ **Elementary School** students are expected to participate in the After-School program **every day until 6pm, for a total of 15 hours per week.**
- ❖ **Middle School** students who participate in the After-School program **at least 3 days per week until 6pm, for a minimum total of 9 hours per week** will be given priority for enrollment.

I understand that eligible students who are able to fulfill these attendance requirements have priority for enrollment and that if my child cannot fully participate, my child may lose his/her spot in the program.

I understand that my child (in 2<sup>nd</sup> grade or higher) must sign in to program daily and my child (applicable to high school students) or his/her parent/guardian must sign out of program daily.

## STUDENT RELEASE/ PICK UP POLICY

**As parent/guardian, I understand that the After-School Program will begin immediately After-School is out and will end by 6:00 p.m.** Students will not be released to go home from the After-School Program until they are signed out by the parent/guardian or one of the individuals listed below unless parent/guardian has completed and returned a Waiver of Pick Up Policy:



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

When I am unable to pick my child up, I give After-School Program staff permission to release my child to:

\_\_\_\_\_  
Name/Relationship

\_\_\_\_\_  
Phone Numbers: Home/Work/Cell

\_\_\_\_\_  
Name/Relationship

\_\_\_\_\_  
Phone Numbers: Home/Work/Cell

**REMEMBER:** Please pick up your child on time at the end of stated program closure. If students are not picked up by the end of program, After-School Program staff may be required to contact Child Protective Services or law enforcement. **Please note: Three instances of tardiness in picking up your child will result in his/her dismissal from the program.**

## PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS

For the 2019-2020 school year, I give consent to Oakland Unified School District to disclose to After-School Program Staff my child's confidential academic data (test scores, report cards, attendance, and other performance indices), and input my child's data into the database created for afterschool programs for the sole purpose of providing targeted support and academic instruction and assessing the academic effectiveness of the After-School Program. I also give permission for After-School Program staff to monitor my student's progress and to request my child to voluntarily participate in evaluation surveys for the purpose of determining program effectiveness. I understand that consent to disclose information and evaluate programs is not a requirement to participate in the after-school program and that I can withdraw this consent at any time by notifying the After-School Program and the OUSD After-School Programs office in writing.



\_\_\_\_\_  
Parent/Guardian/Caretaker Signature

\_\_\_\_\_  
Date

## PHOTO/VIDEO RELEASE

During your child's attendance in the After-School Program, s/he may participate in an activity that is being photographed or videotaped; these photographs/video recordings may be used for promotional purposes.

My child \_\_\_\_ may \_\_\_\_ may not be photographed/videotaped by the After-School program for promotional purposes.

I authorize the OUSD or any third party it has approved to photograph or videotape my child during After-School program activities and to edit or use any photographs or recordings at the sole discretion of OUSD. I understand that I and my child shall have no legal right or interest arising from the recording, including economic interest. I also agree to release and hold harmless the OUSD and any third party it has approved from and against all claims, demands, damages, and liabilities arising out of or use of the recording.



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## SPECIAL NOTE REGARDING PROGRAM FEES

Some After-School Programs may charge fees on a sliding scale in order to serve more students and provide more services. Programs that charge family fees will waive or reduce the cost of these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge a fee if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care. **No eligible student will be denied enrollment due to a family's inability to pay program fees.**

## EARLY RELEASE WAIVER (OPTIONAL)

### ELEMENTARY AND MIDDLE SCHOOL STUDENTS

- ❖ **Elementary School** students are expected to participate in the After-School program every day until 6pm, for a total of 15 hours per week.
- ❖ **Middle School** students who to participate in the After-School program at least 3 days per week until 6pm, for a minimum total of 9 hours will be given priority.

Eligible students who are able to fulfill these attendance requirements daily have priority for enrollment.

Based on the OUSD Early Release Policy, families can request Early Release of their child from the After-School Program for any of the following reasons:

- Parallel Program
- Family Emergency
- Personal Family Circumstance
- Medical appointment
- Transportation
- Community safety
- Child accident
- Other conditions, as deemed appropriate

School Site: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

I request early release of my child from the After-School Program at \_\_\_\_\_ o'clock p.m.  
(Please check reason)

- I am concerned for my child's safety in returning home by him/herself after dark.
- I am unavailable to pick my child up after this time.
- Other: \_\_\_\_\_

I hereby release and discharge the Oakland Unified School District and its officers, employees, agents and volunteers from all claims for injury, illness, death, loss or damage arising from my child's early release from the After-School Program.



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# WAIVER OF PICK UP POLICY AND PERMISSION TO RELEASE WITHOUT SUPERVISION (OPTIONAL)

**FOR STUDENTS AGES 12 AND OLDER ONLY**

School Site: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Birth of Student: \_\_\_\_\_

If I arrive, later than the dismissal time or am unable to pick up my child at the end of the After-School Program:

I give the After-School Program staff permission to release my child from the After-School Program without supervision.

I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from all claims for injury, illness, death, loss or damage arising from the release of my child without supervision if I arrive later than dismissal time or am unable to pick up my child at the end of the After-School Program day.



\_\_\_\_\_  
Parent/Guardian/Caretaker Signature

\_\_\_\_\_  
Date

## After-School Programs, 2019-20

AFTER-SCHOOL PROGRAM NAME: \_\_\_\_\_

SCHOOL SITE: \_\_\_\_\_

### STUDENT HEALTH FORM

#### STUDENT INFORMATION

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade in 2019-20 \_\_\_\_\_ Language spoken in the home \_\_\_\_\_

#### PARENT/GUARDIAN INFORMATION

Parent/Guardian Name (First, Last) \_\_\_\_\_

Student's Home Address \_\_\_\_\_

Phone (home) \_\_\_\_\_

Parent/Guardian Cell # \_\_\_\_\_ Parent/Guardian Work # \_\_\_\_\_

Name of Child's Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

#### EMERGENCY

In case of emergency, please contact:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### HEALTH

Please check if your child has any of these Health Conditions and requires management after school:

HEALTH CONDITION	MEDICATION
<input type="checkbox"/> Severe Allergy to: _____	<input type="checkbox"/> Student has EpiPen® at school
<input type="checkbox"/> Asthma	<input type="checkbox"/> Student has inhaler at school
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Seizures	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Sickle Cell Anemia	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Other conditions: _____	<input type="checkbox"/> Student has medication at school

Medical History that may be of importance \_\_\_\_\_

List any Allergies: \_\_\_\_\_

Medications needed during the school day: \_\_\_\_\_

Medications needed After-School hours: \_\_\_\_\_

## **SPECIAL INSTRUCTIONS**

All students with asthma, diabetes, and severe allergies should have emergency medication available to After-School Program staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a medical management plan (Diabetes, Severe Allergy, or Asthma Action Plan) signed by you and your doctor. The After-School Program will need to have medication for your child that is separate from the medication you provide the regular school day program.

See your School Nurse/Health Services for more information.

## **AUTHORIZATION TO TREAT MINOR**

I give permission for the After-School Program staff to administer medication that my child may require during the After-School Program.

I authorize After-School Program Staff to furnish and/or obtain emergency medical treatment, which may be necessary for my child during the After-School Program.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Does your child have vision problems? \_\_\_\_\_

Have you ever been notified that your child has difficulty seeing? \_\_\_\_\_

Is your child supposed to wear glasses? \_\_\_\_\_

***Please return this form immediately to the After-School Program. Thank you!***



**Exhibit D**

**Schedule of Field Trips, Off Site Events and Off Site Activities for After School Program**

This form should be submitted by the 1<sup>st</sup> day of each semester, and by the 1<sup>st</sup> day of the summer program (if applicable).

**Contact Information:**

<b>Site Name</b>		<b>Lead Agency Name</b>	
<b>Name of Contact Person</b>		<b>Email</b>	
<b>Telephone</b>		<b>Fax</b>	

**The following Field Trips, Off Site Events and Off Site Activities for the After School Program will occur during:**

- Fall Semester- August 21, 2019 to January 19, 2020
- Spring Semester- January 22, 2020 to June 7, 2020
- Summer Program (Specify dates: \_\_\_\_\_ to \_\_\_\_\_)

Name of Field Trip, Off Site Event, and/or Off Site Activities	Date(s)	Time(s)

Site Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Lead Agency Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Exhibit E

EAST BAY REGIONAL PARK DISTRICT

WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

Waiver and Release of Liability. In consideration of being allowed to use and participate in activities at East Bay Regional Park District's facilities, including but not limited to its pools, lakes, shorelines and swimming lagoons ("Recreational Activity"), I, for myself and my spouse, my child, heirs, personal representatives, next of kin, and assigns, voluntarily agree to release, waive, discharge, and promise not to sue the East Bay Regional Park District, its officers, directors, agents, volunteers, and employees (collectively the "District") from any and all liability for any accident, illness, injury, death, wrongful death, or property damage/loss arising out of my participation in the Recreational Activity and/or use of District facilities and equipment (along with the use of transportation provided, arranged, or paid for by the District, including such transportation for medical treatment), whether occurring on or off District property, and whether caused by any negligence of the District or otherwise, excepting only to the extent caused by District's gross negligence.

Assumption of Risk. I understand that participation in the Recreational Activity and the use of District facilities, equipment, and transportation carry inherent risks that cannot be eliminated regardless of the care taken to avoid injury. These risks may result in injuries that include, but are not limited to, disease, cuts, eye injuries, blindness, broken bones, concussions, heart attacks, heat stroke, dehydration, joint or back injuries, slipping on uneven surfaces, brain injuries, drowning, paralysis, and death, as well as damage/loss of personal property. I also understand that these risks might arise for a variety of reasons, including but not limited to, actions, inaction or negligence of other parties, participants, or the District. I further understand that there may be other risks that are not known to me or reasonably foreseeable at this time. By signing below, I acknowledge that participation in the Recreational Activity and the use of District facilities, equipment, and transportation is voluntary and that I knowingly assume any and all risks, known and unknown.

Indemnity Agreement. In consideration for the District's permission to participate in the Recreational Activity, I voluntarily agree to indemnify and hold harmless the District from all claims, demands, and causes of action brought by me or anyone else as a result of my participation in the Recreational Activity and/or use of District facilities and equipment (along with the use of transportation provided, arranged, or paid for by the District, including such transportation for medical treatment), whether caused by any negligence of the District or otherwise, and agree to reimburse the District for any resulting costs, expenses, and attorneys' fees

Severability. I understand and acknowledge that this Agreement is intended to be as broad and inclusive as permitted by law. If any portion of this Agreement is deemed invalid, it is agreed that the remaining portion of the Agreement shall continue in full legal force and effect.

Minor Participants. If Participant is under 18, Participant's custodial parent or legal guardian must sign below, warranting that he or she is the Participant's custodial parent or legal guardian, and is agreeing to the terms and conditions of this Agreement, on both his or her and the Participant's behalf. Parent or legal guardian acknowledges by their signature that they are giving up the same rights for the minor as they would be giving up if they signed this Agreement on their own behalf.

I have read this Agreement and understand that I am giving up substantial rights by signing it, but do so voluntarily and intend to completely release the District from the liability described above to the greatest extent allowed by law. I also understand that this Agreement is legally binding on me and my child (if applicable), spouse, heirs, personal representatives, assigns, and next of kin.

Participant Name \_\_\_\_\_  
(Print)

Name of Custodial Parent or Guardian (if Participant is under 18): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Participant Signature (if over 18) or Custodial Parent or Guardian Signature

EBRPD Waiver - Swim Use

Rev. 3/09

Exhibit E (1)  
Middle School Sports Release of Liability and Assumption of Risk

**OAKLAND UNIFIED SCHOOL DISTRICT AND \_\_\_\_\_**  
**20\_\_-20\_\_ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES**

**RELEASE OF LIABILITY AND ASSUMPTION OF RISK**

In exchange for being permitted to participate or have my child/ward participate in activities and use equipment and facilities, I agree to release, indemnify and discharge Oakland Unified School District ("OUSD"), \_\_\_\_\_, and their respective agents, directors and employees on behalf of myself, my spouse/domestic partner, children, heirs, assigns, and estate as described below.

1. I am familiar with the Middle School Sports League Activities and facility rules and agree that I and my child will follow them. I understand that the recreational activities or use of the facilities or equipment carries inherent risks which cannot be eliminated regardless of the presence of coaches or other care taken to avoid injury. I understand that OUSD and \_\_\_\_\_ are not responsible for loss, damage, illness, or injury, or death, to person or property as a result of use of the facilities or equipment or participation in the Middle School Sports League activities offered after school and on designated weekend days as scheduled.
2. As parent/guardian, I certify that my child is physically fit and medically able to participate in the Middle School Sports League activities and that parent/guardians have not been advised otherwise by a qualified medical person. I authorize OUSD, \_\_\_\_\_, or Middle School Sports League staff to furnish and/or obtain emergency medical treatment which may be necessary for me or my child during Middle School Sports League activities. Participant and/or parent/guardian agree to pay all costs associated with medical care and transportation for the participant as provided by law.
3. As parent/guardian, I have reviewed the schedule(s) for Middle School Sports League activities and understand that weather permitting the Middle School Sports League activities generally run after school and on designated weekend days of each month as scheduled. Parent/Guardians understand that they are responsible for transporting their child/children and picking up their children promptly at the end of the program and that there is no OUSD or \_\_\_\_\_ supervision for children after the Middle School Sports League program ends.
4. I agree as an adult participant, or the Parent/Guardian of a minor participant, to grant the right and permission to photograph and/or record me or my child/ward in connection with Middle School Sports League and to use the photograph and/or recording for all purposes.

By signing this document (Release of Liability and Assumption of Risk), I understand that if anyone is hurt or property damaged in connection with Middle School Sports League activities, I may be found to have waived my or my child/ward's right to maintain a lawsuit against OUSD, \_\_\_\_\_, or their respective agents, directors, and employees and I am voluntarily choosing to participate.

**SIGNATURE \_\_\_\_\_**  
**(Participant or Parent/Legal Guardian if under age of 18)**

**Today's Date \_\_\_\_\_**

\_\_\_\_\_  
**Participant Name (print)**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**School**

**(COMPLETE INFORMATION ON BOTH SIDES)**

**OAKLAND UNIFIED SCHOOL DISTRICT AND \_\_\_\_\_**  
**20\_\_-20\_\_ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES**

Participant Name (print) \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

In case of emergency please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: work/home/cell \_\_\_\_\_

**If the Participant Is A Minor (under age 18):**

Print name of Parent or Legal Guardian of Minor \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **Today's Date** \_\_\_\_\_  
**(Participant or Parent/Legal Guardian if under age of 18)**

**Student Participant Health Conditions**

- Severe Allergy to: \_\_\_\_\_  Student has an Epi-pen at school
- Asthma  Student has an inhaler at school
- Diabetes  Student has medication at school
- Seizures  Student has medication at school
- Sickle Cell Anemia  Student has medication at school
- Other condition(s): \_\_\_\_\_  Student has medication at school

Medications needed during the school day:

Medications needed after school hours:

Special Instructions:

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by you and your doctor. See your School Nurse/Health Services for more information.

Health Insurance Plan Name: \_\_\_\_\_ Subscriber/Policy No. \_\_\_\_\_  
**(COMPLETE INFORMATION ON BOTH SIDES)**





**Exhibit F**

**INVOICING AND STAFF QUALIFICATIONS FORM  
 2019-2020**

**Basic Directions**

**Complete the chart below for each subcontractor and attach with Lead Agency monthly invoices.**

1. Employee, agent or subcontractor name.
2. ATI #. This is the fingerprint clearance number assigned by the Department of Justice.
3. Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.
4. IA Requirement. No Child Left Behind Law requires that any staff who directly supervise students and are included in the 20:1 student-to-adult ratio meet the IA requirement. This documentation should be maintained in Lead Agency files.

**Agency Information**

Agency Name		Agency's Contact Person	
Billing Period		Contact Phone #	

Employee, Agent, or Subcontractor Name	ATI #	Current TB Clearance Documentation on File	IA Requirement Documentation on File
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Exhibit G (1)



**PROCEDURE FOR INVOICING**  
**Oakland Unified School District**  
**Comprehensive After School Programs 2019-2020**

---

The following procedures are required in submitting invoices that utilize 21<sup>st</sup> Century and/or ASES funding:

- ◆ All 21<sup>st</sup> Century and/or ASES invoices must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency and individual contractors.
- ◆ To maintain invoicing consistency so that all necessary information is included, please use the attached invoicing format. Simply cut and paste the format onto your organization's letterhead. Please utilize the sample invoice as a guide. All of the information in the top section of the invoice template **MUST** be completed in order to process for payment. Also, in the body of the template, a detailed breakdown of charges must be provided, including number of hours worked and hourly rate. **Failure to fully complete an invoice according to these specifications may result in a delay of payment.**
- ◆ All invoices should cover only one calendar month, i.e. the 1<sup>st</sup> through the 30<sup>th</sup> or 31<sup>st</sup>.
- ◆ Contractor, Agency, Site Coordinator, and Principal signatures must be secured prior to submission of invoices to the After School Programs Office. All of these signatures must be originals.
- ◆ Invoices for the month are generally due in the After School Programs Office by 5:00 p.m. on the 10<sup>th</sup> of the following month. This is not a steadfast rule; for example, the invoice for November 1-30<sup>th</sup> is due in our office on the 9<sup>th</sup> of December (the 10<sup>th</sup> is a Saturday). **Invoices that are submitted after the due dates listed below will be processed the following monthly invoicing period.**

The tentative schedule for OUSD payments is anticipated as follows:

<b>Invoices due to our office by 5:00 pm on:</b>	<b>Accounts Payable checks to be mailed on:</b>
August 10, 2019	August 25, 2019
September 8, 2019	September 22, 2019
October 10, 2019	October 24, 2019
November 9, 2019	November 21, 2019
December 8, 2019	December 21, 2019
January 10, 2020	January 25, 2020
February 9, 2020	February 27, 2020
March 9, 2020	March 23, 2020
April 10, 2020	April 25, 2020
May 10, 2020	May 23, 2020
June 7, 2020 for May invoices	June 22, 2020
June 15, 2020 for Final Billing	TBD

If there are any questions regarding the invoicing process, please contact our office at (510) 879-2888.

Exhibit G (2)



**PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS  
OUSD CERTIFICATED TEACHERS 2019-2020**

The following procedures are required in submitting fiscal forms for Paid In-service/Extended Time for OUSD employees utilizing 21<sup>st</sup> Century and/or ASES funding:

**Paying OUSD Certificated Employees (Teachers)**

- ◆ Academic Liaisons should submit a Paid Inservice form and Extended Contract teachers should submit a “Request for Extended Contract” IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ **The FIRST submission of the Paid Inservice/Extended Contract paperwork must be accompanied by a timesheet in order to be processed by OUSD Payroll. No payment will be rendered until timesheets are submitted to our office.**
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign Paid Inservice/Extended Contract & ALL Time Sheets
- ◆ Please be sure to submit ORIGINALS of all documents
- ◆ Please use only ONE SIDED Time Sheets
- ◆ Deliver to OUSD After School Programs Office — All 21<sup>st</sup> Century and/or ASES Paid Inservice/Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ **Union Contract rate for teachers is \$26.61/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$34.67/hr.**
- ◆ Once the Paid In-service form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

Paid In-service/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 5 weeks.***
September 15, 2019	October 20, 2019
October 16, 2019	November 22, 2019
November 15, 2019	December 22, 2019
December 15, 2019	January 22, 2020
January 12, 2020	February 22, 2020
February 15, 2020	March 22, 2020
March 15, 2020	April 20, 2020
April 16, 2020	May 22, 2020
May 15, 2020	June 22, 2020
June 7, 2020	June 29, 2020

If there are any questions regarding these documents or procedures, please contact our office at (510) 879-2888.

Exhibit G (3)



**PROCEDURES for EXTENDED TIME and/or OVERTIME FORMS (ET/OT)  
for OUSD CLASSIFIED EMPLOYEES 2019-2020**

The following procedures are required in submitting fiscal forms for Extended Time and/or Overtime (ET/OT) for OUSD classified employees utilizing 21<sup>st</sup> Century and/or ASES funding:

**Paying OUSD Classified Employees (SSOs, Custodians, Instructional Aides, etc.)**

- ◆ Complete “Combined ET/OT/CT and Move-Up/Acting Time Report”, using appropriate Budget Org Key
- ◆ Have Employee Sign Form
- ◆ Have Site Coordinator Sign Form
- ◆ Have Principal Approve and Sign Form
- ◆ All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- ◆ All SSO ET/OT forms must be submitted to the SSO Office at 1011 Union St.
- ◆ Any other ET/OT forms for 21<sup>st</sup> Century and ASES classified staff must be delivered to Oakland SUCCESS After School Programs Office in order to be processed and paid. Please see payment schedule in chart below. **Forms that are submitted after the due dates listed below will be paid on the following Payroll Issue Date.** We are located at 1000 Broadway, Suite 150.
- ◆ *Rate varies depending on employee’s hourly rate*

<b>ET/OT Forms Due to After School Programs Office on the following anticipated dates:</b>	<b>OUSD Anticipated Payroll Issue Dates</b>
September 15, 2019	September 29, 2019
September 29, 2019	October 12, 2019
October 12, 2019	October 31, 2019
October 31, 2019	November 15, 2019
November 15, 2019	November 30, 2019
November 30, 2019	December 15, 2019
December 15, 2019	December 29, 2019
December 22, 2019	January 12, 2020
January 12, 2020	January 31, 2020
January 31, 2020	February 15, 2020
February 15, 2020	February 28, 2020
February 28, 2020	March 15, 2020
March 15, 2020	March 29, 2020
March 29, 2020	April 14, 2020
April 13, 2020	April 30, 2020
April 30, 2020	May 15, 2020
May 15, 2020	May 31, 2020
May 31, 2020	June 15, 2020
June 7, 2020	June 29, 2020

If there are any questions regarding these documents and procedures, please contact our office at (510) 879-2888.

Exhibit H

**INSERT HERE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2017

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

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

<b>PRODUCER</b> Cook, Disharoon & Greathouse, Inc. 1942 Embarcadero Oakland CA 94606		<b>CONTACT NAME:</b> Lynda Reynolds-Brown <b>PHONE (A/C No, Ext):</b> (510) 437-1900 <b>FAX (A/C, No):</b> (510) 437-1979 <b>E-MAIL ADDRESS:</b> lbrown@cdgiinsurance.com	
<b>INSURED</b> East Bay Agency for Children 303 Van Buren Avenue Oakland CA 94610		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nonprofits Insurance Alliance <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL17103007435      **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	ADDITIONAL INSURED (INS)	WITHIN (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y		201708866NPO	11/14/2017	11/14/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Professional Lib - Agg \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			201708866NPO	11/14/2017	11/14/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			201708866UMBPO	11/14/2017	11/14/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/M	N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Improper Sexual Conduct Liquor Liability			201708866NPO	11/14/2017	11/14/2018	Each Claim & Aggregate \$1,000,000 Each Claim & Aggregate \$1,000,000

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

Per Acord guidelines, please refer to 2nd page COMMENTS/REMARKS section for Additional Insured and special endorsement information.

**CERTIFICATE HOLDER****CANCELLATION**

Oakland Unified School District Attn: Risk Management  
 1000 Broadway, Suite 440

Oakland

CA 94607

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

## COMMENTS/REMARKS

Oakland Unified School District, its officers employees, volunteers or agents are Additional Insured per the attached policy form #CG2026 0413, provided it is required in a written contract between the Named Insured and the Additional Insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
  2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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

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

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

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



Exhibit I

Statement of Qualifications

**INSERT HERE**



Trauma and social disparities inhibit, impede, and sometime preclude well-being in children, youth and families. Children can't learn when distracted by emotional or behavioral challenges they are ill-equipped to handle. Nor can families thrive when they struggle to secure food, shelter and medical care.

East Bay Agency for Children focuses on interrupting the cycles that perpetuate adverse childhood experiences.

Children have a strong ability to overcome exposure to adversity if they and their families are given guidance and tools to build resilience and aid in recovery.

At East Bay Agency for Children, we work every day so children and families impacted by trauma can ultimately reach their full potential.

*"I finally feel like someone understands what I am going through and is willing to help me help my son."*

## GET INVOLVED

Join us in bringing hope to struggling children and families. Volunteer, donate or advocate. A gift of your time, treasure or talent can build a brighter future for a child!



east bay agency for children



east bay agency for children

### Administrative Office

303 Van Buren Ave  
Oakland, CA 94610  
510-268-3770

For more information:  
510.268.3770  
Info@ebac.org

[www.EBAC.org](http://www.EBAC.org)



# Agency Overview

# Reducing the Impact of Trauma and Social Inequities

BEGUN IN 1952, EAST BAY AGENCY FOR CHILDREN CONTINUES TO BE A BAY AREA LEADER IN STRENGTHENING CHILDREN'S SOCIAL-EMOTIONAL HEALTH. TODAY, OUR COMPREHENSIVE CONTINUUM OF SERVICES POSITIVELY IMPACT THOUSANDS OF CHILDREN AND FAMILIES ANNUALLY.

## School-based Therapeutic Intervention

Children can act out or become withdrawn as a result of emotional triggers they don't understand and can't control. Often these behaviors result from adverse childhood experiences such as abuse or neglect; separation from a love one by death, incarceration or deportation; or the stress of living in poverty or in neighborhoods or homes impacted by violence.

Every year, East Bay Agency for Children delivers school-based treatment to support healing and building resilience in over 1,000 Alameda County children impacted by trauma.

## Trauma Transformed

Trauma Transformed is the only regional center and clearinghouse serving the entire Bay Area to promote trauma-informed systems.

Trauma Transformed provides trainings and policy guidance to systems of care professionals and organizations, building awareness and knowledge of trauma to reduce the re-traumatization of youth and families and the professionals who serve them. [TraumaTransformed.org](http://TraumaTransformed.org)

## Family and Community Wellness

A strong and stable family is critical to a child's long-term wellness. East Bay Agency for Children delivers services that foster family engagement and strengthen over 10,000 families and children annually. Our services:

- **Enhance** student achievement through quality afterschool and parent-child school readiness programs
- **Connect** vulnerable children and families to health insurance, dental care, food programs and other safety net and social services
- **Train** children and adults how to protect against child assault, abuse and neglect
- **Strengthen** the well-being of children, families, and school communities experiencing loss, grief, life threatening illness, trauma, and violence

### Service Strategies

Our programs and services incorporate one or more of these three key strategies

- **Build Resilience**
- **Aid Recovery**
- **Prevent exposure to trauma**

## Mission

East Bay Agency for Children's mission is to improve the well-being of children, youth and families by reducing the impact of trauma and social inequities.

We support children and families who are disproportionately impacted by poverty, violence, marginalization, loss of loved ones, or other forms of trauma.

To best serve our client's needs, our comprehensive services are trauma-informed, culturally relevant, linguistically appropriate, and primarily located on school campuses where children and families already congregate.

## Outcomes

East Bay Agency for Children's staff work diligently to produce these desired and life changing results:

- Children face less emotional and physical risk
- Children and families in all neighborhoods are healthier because they have affordable health insurance, food assistance and other public benefits they need
- Children exposed to trauma can heal, and they are better able to withstand exposure to future adversity



## EXHIBIT J

### Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY

As set forth in Paragraph 11.4 of the Memorandum of Understanding between AGENCY and Oakland Unified School District ("OUSD"), this Agreement ("Agreement") allows for the employment of the EMPLOYEE, \_\_\_\_\_, for distinct and separate employment roles with OUSD and with AGENCY. These two employment positions do not overlap in duties, hours, or control by the respective employers, OUSD or AGENCY. As used in this Agreement, "Parties" means Employee, OUSD, and AGENCY.

1. Employment Position. OUSD shall provide Employee with a written document describing the position that Employee shall perform for OUSD. AGENCY shall provide Employee with a written document describing the position that Employee shall perform for AGENCY. None of the duties performed for either employer shall interfere or conflict with their responsibilities for the other employer.
2. Hours of Work. OUSD shall inform Employee of the hours of work for the OUSD employment position. AGENCY shall inform Employee of the hours of work for the AGENCY position. None of the work hours shall be overlapping. Employee shall not work any hours beyond the regular working hours for either OUSD or AGENCY unless express written approval is given by the Employer for whom the extra hours are being worked.
3. Control & Supervision – OUSD Employment. During the employment position and working hours performed for OUSD, EMPLOYEE will devote their full services to OUSD and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to OUSD. EMPLOYEE shall be supervised by designated OUSD personnel and OUSD will provide the information, tools, and equipment necessary for such employment. OUSD shall control all aspects of the employment relationship for the work performed for OUSD. EMPLOYEE shall not use the information, tools, or equipment of OUSD in performing the work for AGENCY, without OUSD's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. AGENCY shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's OUSD work hours.
4. Control & Supervision – AGENCY Employment. During the employment position and working hours performed for AGENCY, EMPLOYEE will devote their full services to AGENCY and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to AGENCY. EMPLOYEE shall be supervised by designated AGENCY personnel and AGENCY will provide the information, tools, and equipment necessary for such employment. AGENCY shall control all aspects of the employment relationship for the work performed for AGENCY. EMPLOYEE shall not use the information, tools, or equipment of AGENCY in performing the work for OUSD, without AGENCY's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. OUSD shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's AGENCY work hours.
5. Workers Compensation Liability Insurance. As required by California and federal law, each employer shall maintain workers compensation liability insurance for Employee's behalf for the employment position for which EMPLOYEE is employed by each of them.
6. Wages. OUSD is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the OUSD employment position. OUSD shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position, and AGENCY agrees to indemnify, defend, and hold harmless OUSD from any such claim. Similarly, AGENCY is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position. AGENCY shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the OUSD employment position, and OUSD agrees to indemnify, defend, and hold harmless OUSD from any such claim.
7. No Joint Employer Relationship. The Parties acknowledge and agree that it is not their intent to create any joint employer relationship and, instead, each employment relationship is separate and distinct as set forth in this Agreement. Notwithstanding, EMPLOYEE understands and agrees personnel information may be exchanged between OUSD and AGENCY.
8. Termination. Subject to any applicable employment laws, any Party may terminate this Agreement or any employment relationship created under this Agreement with two weeks written notice to the other Parties.

9. Litigation. This Agreement shall be performed in Oakland, California and is governed by the Laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
10. Integration/Entire Agreement of Parties: This Agreement and the Memorandum of Understanding between AGENCY and OUSD from which this Agreement stems, constitute the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by all Parties.
11. 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.
12. Signature Authority. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
13. Employment Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement or employment of EMPLOYEE until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to EMPLOYEE absent formal approval. This Agreement shall be deemed to be approved when it has been signed all Parties and employment of EMPLOYEE has been approved by the Governing Board.

OAKLAND UNIFIED SCHOOL DISTRICT

- 
- President, Board of Education
  - Superintendent or Designee

---

Secretary, Board of Education

AGENCY

---

EMPLOYEE

---



## east bay agency for children

March 18, 2019

Oakland Unified School District  
Attention: Risk Management  
1000 Broadway, Suite 440  
Oakland, California 94607

To Whom It May Concern:

This letter is to confirm that all East Bay Agency for Children employees, interns, and volunteers are required to have DOJ & FBI fingerprint and TB clearances to be employed by EBAC and therefore to be assigned to any of our partner school districts.

We will also receive, via our agreement with the California Department of Justice, reports of any subsequent arrests for any of our employees, interns, or volunteers who received clearance through their agency.

Additionally, all of our employees, interns, and volunteers are required to renew their TB skin tests and/or chest x-rays every four years.

Proof of fingerprinting and TB testing for any staff that we assign to OUSD School will be available to OUSD upon demand.

Best regards,

Tammy Jones  
Chief Operating Officer  
510-844-6709  
[tammy@ebac.org](mailto:tammy@ebac.org)

**ADMINISTRATIVE OFFICES**  
303 Van Buren Avenue  
Oakland, CA 94610  
Ph: 510.268.3770  
F: 510.268.1073  
[www.EBAC.org](http://www.EBAC.org)

### SERVICES

School-Based Behavioral Health  
*Schoolbased therapy*

Intensive Behavioral Health  
*Counseling enriched classrooms*  
*Therapeutic nursery school*  
*Youth empowerment services*

Family & Community Wellness  
*Afterschool programs*  
*Early childhood services*  
*Family resource centers*  
*Grief and loss support*  
*School-based health center*

Trauma Informed Collaborative  
*Trauma Transformed center*

### BOARD OF DIRECTORS

Gary Cox  
*President*  
Mimi Park  
*Treasurer and Finance Chair*  
Matthew Nelson  
*Governance Chair*  
Tess Singha  
*Secretary*  
Tim Sommer  
*Quality and Impact Chair*

Mary Colby  
Leah Hughes  
Joanne Karchmer  
Rhonda Morris  
Nate Oubre  
Patrick Piette  
Jackie Lynn Ray  
Daniel Shulman

### CHIEF EXECUTIVE OFFICER

Josh Leonard

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

**Search Term : east bay agency for children\***  
**Record Status: Active**

<b>ENTITY</b>	<b>EAST BAY AGENCY FOR CHILDREN</b>	<b>Status: Active</b>
---------------	-------------------------------------	-----------------------

<b>DUNS: 070159215</b>	<b>+4:</b>	<b>CAGE Code: 34ZD6</b>	<b>DoDAAC:</b>
------------------------	------------	-------------------------	----------------

<b>Expiration Date: 02/28/2020</b>	<b>Has Active Exclusion?: No</b>	<b>Debt Subject to Offset?: No</b>
------------------------------------	----------------------------------	------------------------------------

<b>Address: 303 VAN BUREN AVE</b>	<b>State/Province: CALIFORNIA</b>
<b>City: OAKLAND</b>	<b>Country: UNITED STATES</b>
<b>ZIP Code: 94610-4340</b>	



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2018-2019

### Basic Directions

**Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.**

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on Escape
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

### Agency Information

Agency Name	East Bay Agency for Children	Agency's Contact Person	Josh Leonard
Street Address	303 Van Buren Ave	Title	Chief Executive Officer
City	Oakland	Telephone	510-268-3770
State	CA	Zip Code	94610
Email	josh.leonard@ebac.org		
OUSD Vendor Number	001473		
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input checked="" type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Program Planning Tool and Budget <input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.sam.gov/portal/public/Sam/">www.sam.gov/portal/public/Sam/</a> )		

### Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	August 1, 2019	Date work will end	July 31, 2020	Total Contract Amount	\$ 103,167.00
------------------------	----------------	--------------------	---------------	-----------------------	---------------

### Budget Information

Resource #	Resource Name	Budget #	Amount	Req. #
6010	ASES	010-6010-0-1110-4000-5825-151-1510-1553-9999-99999	\$ 103,167.00	19/20 Funds
			\$	
			\$	
			\$	

### OUSD Contract Originator Information

Name of OUSD Contact	Donald Bertolo	Email	donald.bertolo@oused.org		
Telephone	510-531-6696	Fax	510-531-6611		
Site/Dept. Name	151/Sequoia Elementary School	Enrollment Grades	TK	through	5

### Approval and Routing (in order of approval steps)

Services cannot be provided before the MOU is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<small>Digitally signed by</small> <i>Donald Bertolo</i>		5/29/2019
2. Resource Manager	<small>Digitally signed by</small> <i>Martha Pena</i>		5/29/2019
3. Network Superintendent/Deputy Chief/Exec Dir.	<small>Digitally signed by</small> <i>Lakesha Martin</i>		5/30/2019
4. Cabinet (CAO, SBO, CFO)	<small>Digitally signed by</small> <i>Sandra Aguirre</i>		5/30/2019
5. Board of Education or Superintendent			
Procurement	Date Received		