

Board Office Use: Legislative File Info.	
File ID Number	13-1352
Introduction Date	6-26-13
Enactment Number	13-1173
Enactment Date	6-26-13 <i>ff</i>



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To The Board of Education

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

Board Meeting Date
(To be completed by Procurement) 6-26-13 ff

Subject Professional Services Contract -
East Oakland Youth Development Center Oakland CA (contractor, City State)
922/Family, School, and Community Partnerships Department (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and East Oakland Youth Development Center. Services to be primarily provided to 922/Family, School, and Community Partnerships Department for the period of 07/01/2013 through 08/02/2013.

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

In April, 2013, the CA Department of Education notified OUSD that our 21st Century Community Learning Center (21st CCLC) grant applications would be awarded funding, beginning in FY 2013-14. OUSD's new grant awards include Supplemental Funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with existing after school lead agency partners to provide enhanced and increased summer services for students unserved by OUSD Summer School programs. In partnership with the host school's summer learning program, the community partner will provide 6 hours of daily summer learning and enrichment opportunities for students.

Discussion
One paragraph summary of the scope of work.

Ratification by the Board of Education of a Professional Services Contract between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to work in partnership with the regular summer school program at East Oakland Pride to expand and enhance summer enrichment and support services for students who are unserved by the OUSD summer school program due to lack of summer school capacity; contractor will work collaboratively with the host school to ensure that these additional students receive 6 hours of daily summer learning, enrichment, physical activity, and support services for 5 weeks in the summer for the period of July 1, 2013 through August 2, 2013, in an amount not to exceed \$28,463.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and East Oakland Youth Development Center. Services to be primarily provided to 922/Family, School, and Community Partnerships Department for the period of 07/01/2013 through 08/02/2013.

Fiscal Impact Funding resource name (please spell out) 21st CCLC
not to exceed \$28,463.00

- Attachments**
- Professional Services Contract including scope of work
 - Fingerprint/Background Check Certification
 - Commercial General Liability Insurance Certification
 - TB screening documentation
 - Statement of qualifications



CONTRACT JUSTIFICATION FORM

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

Legislative File ID No. 16-1352

Department: 922/Community Schools and Student Services Department

Vendor Name: Ujimaa Foundation

Contract Term: Start Date: June 19, 2016 End Date: August 19, 2016

Annual Cost: \$ 37,440.00

Approved by: Julie McCalmont

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

This organization has demonstrated experience providing high quality youth development programming, including summer enrichment services, to Oakland students. This organization has worked closely in collaboration with the OUSD Expanded Learning Office to prepare for serving in the lead agency role for an OUSD summer hub. This organization has been successful in leveraging additional dollars and resources to operate a high quality summer program.

Summarize the services this Vendor will be providing.

Consultant will work in partnership with the Title 1-funded morning summer school program in order to provide an additional three hours of afternoon enrichment, including STEM learning, physical activity, arts learning, and other summer learning opportunities for students; program activities will be based on youth development best practices, and will be modeled after successful after school enrichment services provided by the contractor; participating students will be able to experience a full day, 6 hour summer learning opportunity as a result of the partnership between the contractor and the morning summer school program.

Summer School Hub: Allendale Elementary School

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

The OUSD Expanded Learning Office disseminated a summer lead agency application to Oakland's community of after school and summer providers in December 2015. We reviewed applications and selected partners based on their experience and based on previous summer data regarding each organization's ability to run high quality programming and maintain strong attendance over the summer. We also reviewed each organization's capacity to leverage additional resources to augment contracted funds to run the summer program.

2) Please check the competitive bid exception relied upon:

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

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PROFESSIONAL SERVICES CONTRACT 2013-2014

This Agreement is entered into between the Oakland Unified School District (OUSD) and East Oakland Youth Development Center (CONTRACTOR). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 07/01/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,500, whichever is later. The work shall be completed no later than 08/02/2013.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Twenty Eight Thousand, Four Hundred, Sixty Three Dollars (\$28,463.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: N/A.

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

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 - Individual consultants:
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 - Agencies or organizations:
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* N/A which shall not exceed a total cost of \$ _____.
- CONTRACTOR Qualifications / Performance of Services.**

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

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

- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:

Name: Julia Ma
Site /Dept.: 922/Family, School, and Community Partnerships De
Address: 746 Grand Avenue
Oakland, CA 94610
Phone: (510) 273-1541

CONTRACTOR:

Name: Regina Jackson
Title: President & CEO
Address: 8200 International Boulevard
Oakland CA 94621
Phone: (510) 569-8088

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. Invoicing

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and a statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

9. Status of Contractor: This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

10. Insurance:

1. Commercial General Liability Insurance: Unless specifically waived by OUSD, the following insurance is required:
 - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

11. Licenses and Permits: CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

Professional Services Contract

- 22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **Integration/Entire Agreement of Parties.** This Agreement constitutes 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 both Parties.
- 26. **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. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **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.
- 29. **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.
- 30. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The prospective primary participant 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, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.epls.gov/epls/search.do>)

Summary of terms and compensation:

Anticipated start date: 07/01/2013 Work shall be completed by: 08/02/2013 Total Fee: \$ 28,463.00

OAKLAND UNIFIED SCHOOL DISTRICT

- Resident, Board of Education
- Superintendent or Designee


Secretary, Board of Education

6/24/13
Date

6/27/13
Date

CONTRACTOR


Contractor Signature

Regina Jackson
Print Name, Title

5/30/13
Date

President & CEO

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Ratification by the Board of Education of a Professional Services Contract between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to work in partnership with the regular summer school program at East Oakland Pride to expand and enhance summer enrichment and support services for students who are unserved by the OUSD summer school program due to lack of summer school capacity; contractor will work collaboratively with the host school to ensure that these additional students receive 6 hours of daily summer learning, enrichment, physical activity, and support services for 5 weeks in the summer for the period of July 1, 2013 through August 2, 2013, in the amount of \$28,463.00.

SCOPE OF WORK

East Oakland Youth Development Center will provide a maximum of _____ hours of services at a rate of \$ _____ per hour for a total not to exceed \$28,463.00. Services are anticipated to begin on 07/01/2013 and end on 08/02/2013.

1. Description of Services to be Provided: Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

This contractor will provide at least 6 hours of daily summer learning, enrichment, physical activity, and support services for students during 5 weeks of summer. The contractor will work in partnership with the host school on program outreach efforts, to ensure that students unable to have a slot in summer school can access this summer learning program. Program activities will be based on youth development best practices, and will be modeled after successful after school enrichment services provided by the contractor. The contractor will abide by all 21st Century grant requirements detailed in the standard after school Lead Agency MOU. Specific summer program activities are outlined in the attached Summer Program Plan.

2. Specific Outcomes: What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

Summer learning programs are critical in countering summer learning loss in students. Students will greatly benefit from the opportunity to participate in a full 6-hour summer learning program. The summer learning program will provide students with a safe and supportive place to spend their summer. Students' physical and social-emotional health and well-being will be supported through the summer program's academic, enrichment, and support services. As a result of the summer learning program, students will return to school in the fall feeling more engaged in learning, more connected to the school community, and less affected by summer learning loss. As a result, students will be more prepared to engage in a new school year of learning and more ready to attend school on a daily basis.

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract: (Check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Ensure a high quality instructional core | <input type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input type="checkbox"/> Full service community district |

4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action 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.
 1. 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.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
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2013-2014 Elementary/Middle School After School Program Budget

21ST CENTURY SUMMER AND SUPPLEMENTAL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 04.2013

Number of Summer Program Days: 24 July 1-August 2	73	Ave # of anticipated students served per day for summer program
Number of Supplemental Program Days (including weekends, intercession, and non-school days):	0	Ave # of anticipated students served per day for Supplemental Program Days:

Site Name: EOYDC & East Oakland Pride	21CCLC SUMMER	SCHOOL YEAR SUPPLEMENTAL
Site #:	Resource 4214, Program _____	INDIRECT 112%, Program _____
	% OUSD Lead Agency	% OUSD
TOTAL GRANT AWARD	\$26,280	\$0

CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES

OUUSD Indirect (5%)	\$1,251		\$0
OUUSD ASPO admin, evaluation, and training/technical assistance costs	\$1,637		\$0
Custodial Staffing and Supplies at 3.17%	\$742		\$0

TOTAL SITE ALLOCATION	\$22,650		\$0
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BENEFITS

3000's Lead Agency benefits (rate: 25 %)		\$0	
Total benefits	\$0	\$0	\$0

BOOKS AND SUPPLIES

4310 Supplies (can be purchased by lead agency for summer supplemental programming)			
4310 Curriculum			
5829 Field Trips (5)		\$4,150	
4420 Equipment (OUUSD only)			
Bus Transportation (5)		\$5,250	
Total books and supplies	\$0	\$9,400	\$0

CONTRACTED SERVICES

5825 Site Coordinator (1-Teresa)		\$2,000	
5825 Academic Instructors (9 instructors \$10 4 hours daily for 5 weeks)		\$9,000	
5825 Enrichment Facilitators (4 Artists & Residents \$30 per hour)		\$1,500	
5825 Subcontractors (please list each specific subcontracting agency)			
5825			
5825			
5825			
5825			
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5825			
5825			
Total services	\$0	\$12,500	\$0

IN-KIND DIRECT SERVICES

2013-2014 Elementary/Middle School After School Program Budget

5825	Subcontracted Services (5 interns \$400 each)			\$2,000		
5825	Total value of in-kind direct services					

LEAD AGENCY ADMINISTRATIVE COSTS

	Lead Agency admin (4% max of total contracted \$)			\$750		
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SUBTOTALS

	Subtotals DIRECT SERVICE	85	\$393	\$21,900	#DIV/0!	\$0
	Subtotals Admin/Indirect	15	\$3,237	\$750	#DIV/0!	\$0

TOTALS

	Total budgeted per column		\$3,630	\$22,650		\$0
	Total BUDGETED	100	\$26,280		#DIV/0!	\$0
	BALANCE remaining to allocate		\$0			\$0
	TOTAL GRANT AWARD/ALLOCATION TO SITE		\$26,280			\$0

Required Signatures for Budget Approval:

Principal:		Date: 5/30/13
Lead Agency:		Date: 5/30/13

**OUSD 21ST CENTURY COMMUNITY LEARNING CENTER (21ST CCLC)
SUMMER AND SUPPLEMENTAL PROGRAM PLANNING TEMPLATE
SUMMER 2013**

SECTION 1: School Site Information

School Site: East Oakland Pride

Date: 5/23/2013

Principal Signature:

Summer Lead Agency Signature: EOYDC

Summer Site Coordinator Name (if known at this time): Regina Jackson

SECTION 2: Learning Goals of Summer Program and intended impacts for participating students.

Indicate which OUSD Summer Learning Goals will be supported with this program (select at least one goal for each of the three categories below):

Academics:

Participants understand how reading, writing and math apply to daily life.

Participants improve their organizational skills.

Physical Activity:

Participants are physically active and experience at least 30 minutes of moderate to vigorous activity daily.

Participants learn ways to maintain good health and well-being over the summer.

Social/Emotional:

Participants feel safe.

Participants have a sense of belonging to the program.

Participants have supportive relationships with adults.

Participants experience positive social interactions with peers and caring adults.

Participants transitioning to a new school become familiar with the new school's culture, rules, and students.

Identify any other learning goals your program will focus on this summer:

Character Development, Conflict Resolution, Leadership

SECTION 3: SUMMER CALENDAR and DAILY PROGRAM SCHEDULE

Summer enrichment programs will augment and complement OUSD morning academic summer learning programs to provide students with a full day 6 hour day of summer learning for 4 weeks of the summer.

Submit summer calendar and daily summer program schedule as an attachment.

SECTION 4: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities can provide students with the opportunity to apply their classroom learning in a real, hands-on way.

Enrichment activities can intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

Summer Programs should provide students with both enrichment opportunities, and at least 30 minutes of moderate to vigorous physical activity daily. Please described planned enrichment and physical activities

Type of Enrichment	Description of Program/Activity	Targeted Skills	Measurable Outcome
English & Language Arts	These workshops will be led by Youth Leaders and tutors. They will focus on developing English language and writing skills through interactive projects such as spelling bees, word games, personal reflection, storytelling and reading activities	<input checked="" type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Students will learn to expand language concepts and vocabulary through creative engagement and interactive engagement.
Health and Wellness	The cooking series provides education and nutrition, measurement, safety and team building skills. Students cook a variety of meals and build menus to expand their pallett. Access to a fitness program that provides a fully functioning gym, sports equipment, and skill building for a healthy life style.	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Students will learn fundamental nutrition concepts and development healthy fitness habits through active play.
Arts	Programming designed to encourage engagement with the arts and music. Will offer youth artistic resources and expert instruction in ceramics, drawing, painting, African dance, fashion and guidance in other forms of expression.	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input checked="" type="checkbox"/> Other (specify)	Students will learn to expand visual, performing art concepts through active engagement and special project development.
Science and Math	These workshops are led by EOYDC Youth Leaders and Tutors and will focus on supplementing, supporting and increasing students' knowledge and understanding of	<input checked="" type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership	Students will learn through activities basic understanding of science technology and math

	STEM topics. Students will work on small project based activities that can be easily done at home. This program offers access to computer technologies and provides training on fundamental computer literacy skills needed to thrive in today's world.	<input checked="" type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	concepts students will break down barriers and assumptions using critical thinking skills and project development.
<p>SECTION 5 : Coordination with Morning program and Other Service Providers</p> <p>The 21st Century grant funds will allow schools to expand their Title 1-funded morning summer academic programs with an additional 3 hours of afternoon enrichment and physical activity, providing students with a full-day, 6 hour summer learning program. To ensure a seamless program for students and families, school leadership and after school partners should work closely together to plan an integrated full day program. Additionally, summer programs should leverage additional community resources to meet the holistic needs of students and families over the summer.</p>			
Identify how you plan to work with the site administration to organize a program that will seamlessly transition students from the morning to afternoon programming.	N/A		
Identify ways in which you will intentionally bridge the communication between the morning and afternoon programs.	N/A		
List key community partners whom you will actively collaborate with to accomplish the goals of your program.	Oakland Fire and Police Department Wild Things Incorporated Hop Along Animal Rescue Alameda County Soda free summer Alameda County Fair Monterey Bay Aquarium		
Identify other service providers and support personnel at	N/A		

your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.

Section 6: Summer Program Expectations

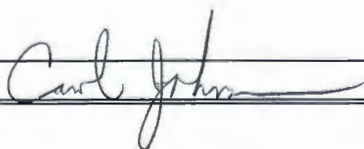
Please review the following summer program requirements:

21st Century Supplemental grant funds will augment Title 1 school funds to provide students with a full day, 6-hour program over the summer. Students must participate in both the morning and afternoon components of the program which will run from 8:30 am- 3:15pm. OUSD summer programs will operate from June 24, 2013 - July 19, 2013 (programs will be closed for July 4th holiday). There must be a 20:1 student to teacher ratio that is maintained throughout the program. The Afternoon Enrichment program will be carried out by the Lead Agency partner from 12:30 - 3:15 pm daily. The building must be empty of students and staff by 3:45pm so that the custodian will lock the building at 4pm. All Supplemental programs, including summer programs, must comply with the same grant requirements that apply to ASES and 21st Century after school programs.

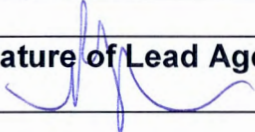
Section 7: Supplemental Programming during the School Year (Weekends, Intercession, and other Non-School Days)

If your school plans to utilize 21st Century Supplemental grant funds during the school year to provide programming during the weekends, intercession breaks, or other non-school days, please describe Supplemental Program Plans, including number of days of Supplemental programming, and anticipated average daily attendance numbers:

Signature of Principal:



Date: 5/30/13

	
Signature of Lead Agency Partner: Regina Jackson	Date: 5/22/2013

MONDAY

	6&7	8&9	10&11	12&13
10am-11am	CREATIVE WRITING/READING <i>Portable 3</i>	HEALTH & WELLNESS <i>Portable 2</i>	LIFE SKILLS (A) <i>Portable 1</i> FASHION (B) <i>Portable 4</i>	ART <i>Portable 5</i>
11am-12pm	HEALTH & WELLNESS <i>Portable 2</i>	COMPUTERS (A) <i>Computer Lab</i> CREATIVE WRITING/ READING (B) <i>Portable 3</i>	ART <i>Portable 5</i>	LIFE SKILLS (A) <i>Portable 1</i> FASHION (B) <i>Portable 4</i>
12pm-12:30pm	LUNCH	LUNCH	YARD	YARD
12:30pm-1pm	YARD	YARD	LUNCH	LUNCH
1pm-2pm	LIFE SKILLS (A) <i>Portable 1</i> FASHION (B) <i>Portable 4</i>	ART <i>Portable 5</i>	COMPUTERS (A) <i>Computer Lab</i> CREATIVE WRITING/ READING (B) <i>Portable 3</i>	HEALTH & WELLNESS <i>Portable 2</i>
2pm-3pm	ART <i>Portable 5</i>	LIFE SKILLS (A) <i>Portable 1</i> FASHION (B) <i>Portable 4</i>	HEALTH & WELLNESS <i>Portable 2</i>	COMPUTERS (A) <i>Computer Lab</i> CREATIVE WRITING/ READING (B) <i>Portable 3</i>
3pm-4pm	FREE CHOICE COMPUTERS <i>Computer Lab</i>	FREE CHOICE ART/ FASHION <i>Portable 5</i>	FREE CHOICE DRAMA <i>Portable 3</i> SCIENCE <i>Portable 1</i>	FREE CHOICE DANCE <i>Multipurpose Room</i> HEALTH & WELLNESS <i>Portable 2</i>

TUESDAY

	6&7	8&9	10&11	12&13
10am-11am	SCIENCE (A) <i>Portable 5</i> DANCE <i>Multipurpose Room</i>	COMPUTERS (B) <i>Computer Lab</i> CREATIVE WRITING/ READING (A) <i>Portable 3</i>	MATH (A) <i>Portable 4</i> Life Skills (B) <i>Portable 1</i>	HEALTH & WELLNESS <i>Portable 2</i>
11am-12pm	CREATIVE WRITING/ READING <i>Portable 3</i>	SCIENCE (A) <i>Portable 5</i> DANCE (B) <i>Multipurpose Room</i>	HEALTH & WELLNESS <i>Portable 2</i>	MATH (A) <i>Portable 4</i> Life Skills (B) <i>Portable 1</i>
12pm-12:30pm	LUNCH	LUNCH	YARD	YARD
12:30pm-1pm	YARD	YARD	LUNCH	LUNCH
1pm-2pm	MATH (A) <i>Portable 4</i> Life Skills (B) <i>Portable 1</i>	HEALTH & WELLNESS <i>Portable 2</i>	SCIENCE (A) <i>Portable 5</i> DANCE (B) <i>Multipurpose Room</i>	COMPUTERS (B) <i>Computer Lab</i> CREATIVE WRITING/ READING (A) <i>Portable 3</i>
2pm-3pm	HEALTH & WELLNESS <i>Portable 2</i>	MATH (A) <i>Portable 4</i> Life Skills (B) <i>Portable 1</i>	COMPUTERS (B) <i>Computer Lab</i> CREATIVE WRITING/ READING (A) <i>Portable 3</i>	SCIENCE (A) <i>Portable 5</i> DANCE (B) <i>Multipurpose Room</i>
3pm-4pm	FREE CHOICE COMPUTERS <i>Computer Lab</i>	FREE CHOICE ART/ FASHION <i>Portable 5</i>	FREE CHOICE DRAMA <i>Portable 3</i> SCIENCE	FREE CHOICE DANCE <i>Multipurpose Room</i> HEALTH & WELLNESS

			Portable 1	Portable 2
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WEDNESDAY

	6&7	8&9	10&11	12&13
10am-11am	CREATIVE WRITING/READING <i>Portable 3</i>	HEALTH & WELLNESS <i>Portable 2</i>	LIFE SKILLS (A) <i>Portable 1</i> FASHION (B) <i>Portable 4</i>	ART <i>Portable 5</i>
11am-12pm	HEALTH & WELLNESS <i>Portable 2</i>	COMPUTERS (A) <i>Computer Lab</i> CREATIVE WRITING/READING (B) <i>Portable 3</i>	ART <i>Portable 5</i>	LIFE SKILLS (A) <i>Portable 1</i> FASHION (B) <i>Portable 4</i>
12pm-12:30pm	LUNCH	LUNCH	YARD	YARD
12:30pm-1pm	YARD	YARD	LUNCH	LUNCH
1pm-2pm	LIFE SKILLS (A) <i>Portable 1</i> FASHION (B) <i>Portable 4</i>	ART <i>Portable 5</i>	COMPUTERS (A) <i>Computer Lab</i> CREATIVE WRITING/READING (B) <i>Portable 3</i>	HEALTH & WELLNESS <i>Portable 2</i>
2pm-3pm	ART <i>Portable 5</i>	LIFE SKILLS (A) <i>Portable 1</i> FASHION (B) <i>Portable 4</i>	HEALTH & WELLNESS <i>Portable 2</i>	COMPUTERS (A) <i>Computer Lab</i> CREATIVE WRITING/READING (B) <i>Portable 3</i>
3pm-4pm	FREE CHOICE COMPUTERS <i>Computer Lab</i>	FREE CHOICE ART/ FASHION <i>Portable 5</i>	FREE CHOICE DRAMA <i>Portable 3</i> SCIENCE	FREE CHOICE DANCE <i>Multipurpose Room</i> HEALTH & WELLNESS

Portable 1

Portable 2

THURSDAY

	6&7	8&9	10&11	12&13
10am-11am	SCIENCE (A) <i>Portable 5</i> DANCE <i>Multipurpose Room</i>	COMPUTERS (B) <i>Computer Lab</i> CREATIVE WRITING/ READING (A) <i>Portable 3</i>	MATH (A) <i>Portable 4</i> Life Skills (B) <i>Portable 1</i>	HEALTH & WELLNESS <i>Portable 2</i>
11am-12pm	CREATIVE WRITING/ READING <i>Portable 3</i>	SCIENCE (A) <i>Portable 5</i> DANCE (B) <i>Multipurpose Room</i>	HEALTH & WELLNESS <i>Portable 2</i>	MATH (A) <i>Portable 4</i> Life Skills (B) <i>Portable 1</i>
12pm-12:30pm	LUNCH	LUNCH	YARD	YARD
12:30pm-1pm	YARD	YARD	LUNCH	LUNCH
1pm-2pm	MATH (A) <i>Portable 4</i> Life Skills (B) <i>Portable 1</i>	HEALTH & WELLNESS <i>Portable 2</i>	SCIENCE (A) <i>Portable 5</i> DANCE (B) <i>Multipurpose Room</i>	COMPUTERS (B) <i>Computer Lab</i> CREATIVE WRITING/ READING (A) <i>Portable 3</i>
2pm-3pm	HEALTH & WELLNESS <i>Portable 2</i>	MATH (A) <i>Portable 4</i> Life Skills (B) <i>Portable 1</i>	COMPUTERS (B) <i>Computer Lab</i> CREATIVE WRITING/ READING (A) <i>Portable 3</i>	SCIENCE (A) <i>Portable 5</i> DANCE (B) <i>Multipurpose Room</i>
3pm-4pm	FREE CHOICE COMPUTERS <i>Computer Lab</i>	FREE CHOICE ART/ FASHION <i>Portable 5</i>	FREE CHOICE DRAMA <i>Portable 3</i>	FREE CHOICE DANCE <i>Multipurpose Room</i> HEALTH &

				SCIENCE <i>Portable 1</i>	WELLNESS <i>Portable 2</i>
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/4/2013

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

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


PRODUCER Debra Bell Insurance Services 4100 10 Redwood Rd PMB 319 Oakland, CA 94619		CONTACT NAME: PHONE (A/C, No, Ext): (510) 568-9442 FAX (A/C, No): (510) 380-5138 E-MAIL: ADDRESS: PRODUCER CUSTOMER ID#															
INSURED East Oakland Youth Development Center 8200 International Blvd Oakland, CA 94621 () -569-8088		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Non Profits Insurance Alliance</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Non Profits Insurance Alliance		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
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INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

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

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

SNR LTR	TYPE OF INSURANCE	ACCL. BOND	PLUR. BOND	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		14690	1-1-13	1-1-14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY/AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		14690	1-1-13	1-1-14	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Disciplinary in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> INC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - SA/EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Oakland Unified School District 1025 2nd Ave Oakland, CA 94606	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/3/2013

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

PRODUCER All-Cal Insurance Agency 505 Vernon Street Roseville CA 95678	CONTACT NAME: Linda Tanhola PHONE (A/C, No, Ext): (916) 784-9070 E-MAIL ADDRESS: linda@all-calinsurance.com	FAX (A/C, No): (916) 784-0158
	INSURER(S) AFFORDING COVERAGE	
INSURED East Oakland Youth Development Center 8200 International Blvd Oakland CA 94621	INSURER A: State Fund Compensation	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

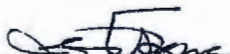
COVERAGES **CERTIFICATE NUMBER:** CL134303259 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
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/N <input type="checkbox"/>	N/A	9047051-13	2/28/2013 2/28/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

THIS CERTIFICATE IS PROVIDED ONLY AS EVIDENCE OF COVERAGE.

CERTIFICATE HOLDER (510) 879-1860 OAKLAND UNIFIED SCHOOL DISTRICT (OUSD) 1025 2ND AVE OAKLAND, CA 94606	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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EAST OAKLAND YOUTH DEVELOPMENT CENTER

For more information, contact:
Ms. Regina Jackson, President and CEO
East Oakland Youth Development Center
8200 International Blvd., Oakland, CA 94621
510-569-8088 | regina@eoydc.org | www.eoydc.org

The East Oakland Youth Development Center (EOYDC) is a community-based nonprofit agency dedicated to developing the social and leadership capacities of youth & young adults (ages 6 – 24) so that they are prepared for employment, higher education, & leadership opportunities.

Since 1978, EOYDC has been a safe haven in Oakland's "killer corridor." EOYDC is a welcome presence for more than 2,000 at-risk young people annually in the Elmhurst district of East Oakland, a community that struggles to overcome widespread poverty, rampant crime, low educational attainment, high unemployment, and poor health outcomes.

Five days per week, EOYDC offers free, comprehensive, research-based youth development programs and services to meet the emotional, physical, intellectual, and economic needs of its participants. EOYDC's core programs include job training and leadership development (*Project JOY – Job Opportunities for Youth*), education empowerment, arts education, and physical development.

Fundamental to all of the programs and activities at EOYDC is a theory of change that emphasizes three elements of success – **character building, readiness, and access** – so that program participants may become social ambassadors of positive change in their respective communities, throughout their lives.

“The Center taught me to value my gifts and talents and see beyond my circumstances.”

– Selena Wilson
EOYDC member since 1989

EOYDC youth are 49% male, 51% female; and largely African-American (70%) and Latino (20%). Over 80% are age 19 and younger. Approximately 80% of EOYDC youth qualify for free lunches.

EOYDC is a community-based solution for solving social injustice and inequality, and a national model for youth development and youth-led mentoring. EOYDC nurtures youth and young adults with the skills, training and values they need to become dynamic leaders and responsible citizens.

Brotherhood Across America: Youth-Led Mentoring for Developing a College-Bound Culture

A key program at EOYDC is Pathway to College (PTC). Serving an estimated 350 young people every year, PTC guides students, both re-entry and high school age, through the rigors of transitioning to college. PTC provides academic counseling, scholarship assistance, college tours, workshops and internships to introduce an array of human and social service professions and opportunities, SAT testing, personal statement reviews, and financial aid counseling. Alumni mentors are also available to work one-on-one with students to help them achieve their academic goals.

Each year, EOYDC celebrates at least 30 graduating high school seniors who effectively become part of the organization's *Brotherhood Across America* network of alumni. Imbued with a strong sense of loyalty and responsibility to contribute to their community wherever they go, these young adults provide critical role modeling and mentoring to their younger peers at EOYDC.

EOYDC's alumni mentors in *Brotherhood Across America* are undergraduate and graduate students in dozens of states, in a wide variety of fields, including business, law, social sciences, and the arts. Nearly 20% attend Historically Black Colleges, such as Morehouse and Clark Atlanta. Other EOYDC alumni are students at UC Berkeley, Harvard University, New York University, Georgetown University, Northwestern University, University of Michigan, among many other institutions.

“EOYDC taught me not to be afraid of my potential.”

– Javarte Bobino
EOYDC member since 1999

Impact: 100% of young people who successfully complete EOYDC's Pathway to College program matriculate to two- and four-year colleges and universities; 96% of these students graduate from those institutions. Approximately half of these college graduates return to participate as alumni mentors in *Brotherhood Across America*. Upon graduation, many of these young people enter service-oriented careers as teachers, social workers, fire fighters, doctors, lawyers, and nonprofit professionals.

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2013-2014

Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including The Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist	<input type="checkbox"/> For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
	<input type="checkbox"/> For individual consultants: Proof of negative tuberculosis status within past 4 years.
	<input checked="" type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.sam.gov/portal/public/SAM/)
	<input checked="" type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
	<input checked="" type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
	<input checked="" type="checkbox"/> For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

OUSD Staff Contact *Emails about this contract should be sent to: (required)* renee.mcmearn@ousd.k12.ca.us

Contractor Information

Contractor Name	East Oakland Youth Development Center	Agency's Contact	Regina Jackson				
OUSD Vendor ID #	1000681	Title	President & CEO				
Street Address	8200 International Boulevard	City	Oakland	State	CA	Zip	94621
Telephone	(510) 569-8088	Email (required)	regina@eoydc.org				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	07/01/2013	Date work will end	08/02/2013	Other Expenses	\$
Pay Rate Per Hour (required)	\$	Number of Hours (required)			

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
4124	21st CCLC		5825	\$ 28,463.00
			5825	\$
			5825	\$
Requisition No. (required)			Total Contract Amount	\$ 28,463.00

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract 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/portal/public/SAM/>)

1.	Administrator / Manager (Originator)	Name	Julia Ma	Phone	(510) 273-1541	
	Site / Department	922/Family, School, and Community Partnerships Department			Fax	(510) 273-1551
	Signature	<i>Julia Ma</i>			Date Approved	5/31/13
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Family, Schools, and Community Partnerships					
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)					
	Signature	<i>Julia McAlmest</i>			Date Approved	5/31/13
	Signature (if using multiple restricted resources)	<i>Mcmearn</i>			Date Approved	5/31/13
3.	Regional Executive Officer					
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site					
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work					
	Signature	<i>Christina Lauby</i>			Date Approved	6.7.13
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations				Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000	
	Signature	<i>Maria Santos</i>			Date Approved	6-12-2013
5.	Superintendent, Board of Education <i>Signature on the legal contract</i>					
Legal Required if not using standard contract		Approved		Denied - Reason	Date	
Procurement	Date Received			PO Number		

