

Board Office Use: Legislative File Info.	
File ID Number	12-0605
Introduction Date	3-28-12
Enactment Number	12-0958
Enactment Date	3-29-12



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 3-28-12
(To be completed by Procurement)

Subject Individual Service Agreement Amendment - 1
SFBAC, Learning for Life (Contractor, City/State) -
Laurel Elementary (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and SFBAC, Learning for Life. Services to be primarily provided to Laurel Elementary for the period of 01/15/2012 through 06/30/2012, in an amount not to exceed \$ 15,783.00.

Background *A one paragraph explanation of why an amendment is needed.* The Amendment for 15,783.00 is needed for SFBAC, Learning for Life to continue providing services as a subcontractor. The school has increased the number of units by 700 hours with the addition of 1 media lab consultant. Learning for Life will continue to deliver high quality programming through instructional services in order to meet the grant compliance. Services will be delivered by qualified and trained individuals.

Discussion *One paragraph summary of the amended scope of work.* Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life, for the latter to provide instructional services in the form of Media Lab Assistance in the Technology Media Center meeting the needs of low achieving children and limited English proficient children, in its capacity as a Comprehensive Community Based Organization at Laurel Elementary, for the period of January 15, 2012 through June 30, 2012.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and SFBAC, Learning for Life. Services to be primarily provided to Laurel Elementary for the period of 01/15/2012 through 06/30/2012, in an amount not to exceed \$ 15,783.00.

Fiscal Impact Funding resource name (please spell out) _____ not to exceed \$ 15,783.00.

Attachments

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

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INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT NO. 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and SFBAC, Learning for Life (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on October 1, 2011, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION					
VENDOR NAME	SFBAC, Learning for Life	MASTER CONTRACT #	V050776	ENACTMENT #	11-2823
SITE NAME / NUMBER	Laurel Elementary	131	AMOUNT OF ORIGINAL ISA	\$ 28,645.00	
Original ISA Contract, or most recent ISA Contract Amendment period: 10/01/2011 (from date) to 06/30/2012 (end date).					

ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

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

Service	A- In School Academic Assistance	Fee	\$ 20,000	UNITS OF SERVICE	1	\$ 15,783.00
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 15,783.00

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

3c. Variance in hours of service

Purchase New Type of Service.

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

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

Increasing the ISA Not to Exceed Amount to: \$ 44,428.00

The Term (Duration) of the Individual Service Agreement remains unchanged.

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

ISA Amendment History:

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

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

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

VENDOR	NAME	Shawntea Hall	TITLE	Director
SIGNATURE			DATE	1/19/12
OUSD SITE ADMINISTRATOR	NAME	John Stangl	TITLE	Principal
SIGNATURE			DATE	1/20/12

APPROVAL BY THE BOARD OF EDUCATION

Jody London, President of the Board of Education		DATE	3/29/12
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION		DATE	3/29/12

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

After School Services include:

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

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

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 15:1.

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

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

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

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

Other Specialized Services

Specialized Services Option A: In-school Academic Assistance

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

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

2a. Academic support will be focused on providing academic intervention to low achieving students through tutoring, media research, language instruction or professional development.

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

Specialized Services Option B: After-school Academic Assistance

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

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

Specialized Services Option C: Enrichment Services

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

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

Specialized Services Option D: Operational and Programmatic Support

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

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

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

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

Units of Service for Lead Agency: _____ Learning for Life _____

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

After School Services include:

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

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

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

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

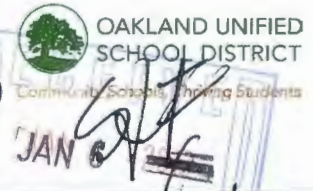
Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

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

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

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

John Stangl
JAN 3



Individual Service Agreement (ISA) Amendment Routing Form

Basic Directions

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

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

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

Attachment Checklist	<input checked="" type="checkbox"/> ISA amendment packet including Board Memo, ISA amendment form, Menu of Services <input checked="" type="checkbox"/> Copy of original Individual Service Agreement <input type="checkbox"/> Copy of Prior Amendments, If Any.
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OUSD Staff Contact Emails about this ISA amendment should be sent to: John.Stangl@ousd.k12.ca.us

VENDOR INFORMATION

CONTRACTOR NAME	SFBAC, Learning for Life	CITY	San Leandro	STATE	CA
SITE /DEPT NAME	Laurel Elementary	SITE #	131		

BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
3010	Title 1	1314850101	R0202140	\$ 15,783.00
				\$
				\$

Amount and Reason for Amendment

Original PO Number(s)	P1204222	Reason for Amendment to ISA (check appropriate box): <input checked="" type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 28,645.00	
Amended ISA Amount	\$ 15,783.00	
New Total Contract Amount	\$ 44,428.00	

Approval and Routing (in order of approval steps)

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

	Site Administrator or Manager	Name	John Stangl	Phone	(510) 879-1310	Fax	(510) 531-6725
1.	Site / Department	Laurel Elementary					
	Signature	<i>[Signature]</i>			Date Approved	1/4/12	
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature	<i>[Signature]</i>			Date Approved	1/27/12	
	Signature	<i>[Signature]</i>			Date Approved	2/24/12	
3.	Regional or Executive Officer						
	Signature	<i>[Signature]</i>			Date Approved	2/24/12	
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	Signature	<i>[Signature]</i>			Date Approved	3-1-2012	
5.	Superintendent or Board of Education Signature on the legal contract						
	Legal Required if not using standard contract	Approved		Denied - Reason		Date	
	Procurement	Date Received		PO Number			

Rev. 9/2011 v1

1557

THIS FORM IS NOT A CONTRACT

Board Office Use: Legislative File Info.	
File ID Number	11-2823
Introduction Date	12-5-11
Enactment Number	11-2477
Enactment Date	12-14-11



OAKLAND UNIFIED
SCHOOL DISTRICT

ng Students

Memo

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

Board Meeting Date
 (To be completed by
 Procurement)

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

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

Background *A one paragraph explanation of why the consultant's services are needed.*
 The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on August 1, 2011.

Discussion *One paragraph summary of the scope of work.*
 Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/S.F. Bay Area Council, for the latter to provide Enrichment Services in the form of media lab assistance in the Technology Media Center to students, in its capacity as a Comprehensive Community Based Organization, consisting of 800 hours of and serving 300 students/participants at Laurel Elementary School, for the period Oct 1, 2011 through June 30, 2012, in an amount not to exceed \$28,645.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/S.F. Bay Area Council, for the latter to provide Enrichment Services in the form of media lab assistance in the Technology Media Center to students, in its capacity as a Comprehensive Community Based Organization at Laurel Elementary School, for the period October 1, 2011 through June 30, 2012.

Fiscal Impact Funding Resource: 0089/Measure G in an amount not to exceed \$28,645.00

Attachments

- Individual Service Agreement
- Menu of Service

Board Office Use: Legislative File Info.	
File ID Number	11-2823
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Enactment Date	12-14-11 13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) 2011-2012

MASTER MOU INFORMATION

VENDOR NAME	SFBAC, Learning for Life		
VENDOR #	V050776	ENACTMENT #	11-1364
SITE / DEPT NAME	Laurel Elementary	SITE #	131
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		John.stangl@ousd.k12.ca.us	

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

SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
Specialized Services Option C-Enrichment	K-5	\$20,000.00	1	\$28,645.00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$28,645.00

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

3C. Variation in the number of students being served. Number of students per unit is 20. Number of students being served at Laurel Elementary is more than double the amount per unit.

BUDGET INFORMATION

REQUISITION NUMBER	R0201418	START DATE	10/01/2011	END DATE	06/30/2012
RESOURCE #	0089	RESOURCE NAME	Measure G	ORG KEY	1311552205
				AMOUNT	\$28,645.00
				AMOUNT	\$
				AMOUNT	\$

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

VENDOR	NAME	Shawntea Hall	TITLE	Director
SIGNATURE			DATE	9-27-11
OUSD SITE ADMINISTRATOR	NAME	John Stangl	TITLE	Principal
SIGNATURE			DATE	9/30/11

APPROVAL

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE MANAGER, if using funds managed by:

State and Federal Quality Community School Development Complementary Learning / After School Programs

SIGNATURE	DATE
SIGNATURE	DATE
NETWORK OR DEPARTMENT EXECUTIVE OFFICER	
SIGNATURE	DATE 10/11/11
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION	
SIGNATURE	DATE 12/15/11
SIGNATURE	DATE 12/15/11

LEGISLATIVE FILE

File ID Number 11-2823
 Introduction Date 12-5-11
 Enactment Number 11-2477
 Enactment Date 12-14-11

1345

State and Federal Compliance

SECTIONS 4 & 5: Academic and School Climate Action Plan

School Name: Laurel School Site #: 131 SSC Chairperson's Initials: [Signature] Principal's Initials: [Signature] 10/5/2011

Priority Area	Actions	Student Group Impacted	Measure of Success	Resource #	Resource Name	Object Code #	Object Code Name	Budget Amount
Math, ELA, School Climate	Clearly Explain What Specific Actions Are Planned.	FBB, BB, B, ELL, GATE	CST, CELDT, CAHSEE, ETC.					
✓ ELA/Math	Extend PREP Teacher .176 time (for a total of 1.0) to provide instruction in ELA and math to FBB-B students, based upon CST scores, over and above the normal classroom instruction to ensure their growth toward grade level achievement.	FBB-B	CST	3010	Title I	1105	teacher salaries	\$20,172.00
✓ ELA/math	Extend hours of two Media Center Consultants through Learning for Life to provide technology services, tutoring using library media for research, literature groups and professional development for teachers, addressing needs of students scoring FBB-B, based upon the CST scores, above and beyond the normal classroom instruction to ensure their growth towards grade level.	FBB-B	CST	3010	Title I	5825	contraserv	\$15,783.00
✓ ELA/Math	Provide copier maintenance agreements to support needs of students scoring FBB-B, based upon the CST scores, above and beyond the normal classroom instruction to ensure their growth towards grade level standards	FBB-B	CST	3010	Title I	5610	copymaint	\$5,000.00
✓ ELA/Math	Provide laminator maintenance agreements or repair to support instruction of students scoring FBB-B, based upon the CST scores, above and beyond the normal classroom instruction to ensure their growth towards grade level standards.	FBB-B	CST	3010	Title I	5675/ 5610	repairs/ copymaint	\$1,000.00





Individual Service Agreement (ISA) Amendment Routing Form

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

Attachment Checklist ISA amendment packet including Board Memo, ISA amendment form, Menu of Services
 Copy of original Individual Service Agreement
 Copy of Prior Amendments, If Any.

OUSD Staff Contact Emails about this ISA amendment should be sent to John.Stangl@ousd.k12.ca.us

VENDOR INFORMATION

CONTRACTOR NAME	SFBAC, Learning for Life	CITY	San Leandro	STATE	CA
SITE /DEPT NAME	Laurel Elementary	SITE #	131		

BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

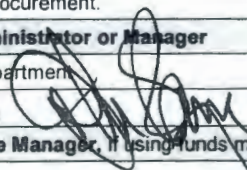
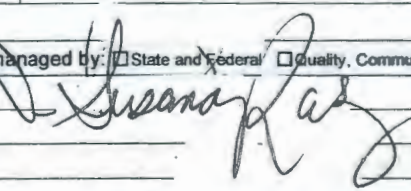
RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
3010	Title 1	1314850101	R0202140	\$ 15,783.00
				\$
				\$

Amount and Reason for Amendment

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Original ISA Amount	\$ 28,645.00	
Amended ISA Amount	\$ 15,783.00	
New Total Contract Amount	\$ 44,428.00	

Approval and Routing (in order of approval steps)

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

1.	Site Administrator or Manager	Name	John Stangl	Phone	(510) 879-1310	Fax	(510) 531-6725	
	Site / Department	Laurel Elementary						
	Signature				Date Approved	1/4/11		
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs				Signature			
	Signature	Date Approved						
3.	Regional or Executive Officer	Signature	Date Approved					
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	Signature	Date Approved					
5.	Superintendent or Board of Education Signature on the legal contract							
Legal Required if not using standard contract		Approved	Denied - Reason		Date			
Procurement	Date Received	PO Number						

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