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| Board Office Use: Legislative File Info. | |
| File ID Number | 12-1234 |
| Introduction Date | 05/23/2012 |
| Enactment Number | 12-1357 |
| Enactment Date | 5-23-12 <i>yo</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) 5-23-12

Subject Memorandum of Understanding Amendment - 1
Safe Passages Oakland CA (contractor, City State)
226/Roots International Academy (site/department)

Action Requested Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Safe Passages. Services to be primarily provided to 226/Roots International Academy for the period of July 1, 2011 through June 30, 2012.

Background
A one paragraph explanation of why an amendment is needed.

Increased after school enrichment and academic mentoring services will be provided to Roots International Academy as a result of an augmentation of the ASES grant award for Roots from the California Department of Education. An additional 1,473 hours of after school activities including dance, soccer, performing arts, cooking, urban arts, and academic mentoring will be provided to Roots, enabling an additional 31 students to receive after school services daily.

Discussion
One paragraph summary of the amended scope of work.

Approval by the Board of Education of Amendment No. 1 of the Memorandum of Understanding between District and Safe Passages, Oakland, CA, for the latter to provide an Increased after school enrichment and academic mentoring services will be provided to Roots International Academy as a result of an augmentation of the ASES grant award for Roots from the California Department of Education. An additional 1,473 hours of after school activities including dance, soccer, performing arts, cooking, urban arts, and academic mentoring, enabling an additional 31 students to receive after school services daily for the period of July 1, 2011 through June 30, 2012, in the amount of \$40,000.00, increasing the agreement from \$76,062.00 to a not to exceed amount of \$116,062.00.

Recommendation Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Safe Passages. Services to be primarily provided to 226/Roots International Academy for the period of July 1, 2011 through June 30, 2012.

Fiscal Impact Funding resource name (please spell out) 6010/After School Education and Safety Grant not to exceed \$ 40,000.00

Attachments

- MOU Amendment
- Copy of original MOU

| | |
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**AMENDMENT NO. 1 TO
MEMORANDUM OF UNDERSTANDING**

The Oakland Unified School District (OUSD) and Safe Passages (Agency) entered into a Memorandum of Understanding (MOU) on 07/01/2011. The parties agree to amend that Agreement as follows:

1. **Services:** The Funding Source has changed. The scope of work has changed. Additional Scope of Work Attached
If scope of work changed: Provide the revised scope of work including description of expected final results, such as services, materials, additional sites to receive services, additional duties, and/or reports; attach additional pages as necessary.

Agency agrees to provide the following amended services:

(Pending verbiage)

2. **Terms** (duration): The term of the MOU is unchanged. The term of the MOU has changed.
If term is changed: The term of the MOU is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

3. **Compensation:** The compensation is unchanged. The compensation has changed.
If the compensation is changed: The MOU price is amended by:

- Increase of \$ 40,000.00 to original MOU amount – Funding Source: 6010/After School Education and Safety Grant
 Decrease of \$ _____ to original MOU amount– Funding Source: _____

The New Cumulative Amount of ISA(s) is not to exceed: One Hundred Sixteen Thousand, Sixty-Two Dollars dollars (\$ 116,062.00).

4. **Remaining Provisions:** All other provisions of the MOU, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:** There are no prior amendments to this MOU. This MOU has previously been amended as follows:

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

6. **Approval:** This MOU is not effective and no payment shall be made to Agency until it is approved. Approval requires signature by the Board of Education, and/or the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature]
 President, Board of Education

Superintendent
[Signature]
 Secretary, Board of Education

5/24/12
 Date

5/24/12
 Date

AGENCY

[Signature] 4/11/12
 Contractor Signature Date

Josefina Alvarado-Mena, Executive Director
 Print Name, Title

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.

Approval by the Board of Education of Amendment No. 1 of the Memorandum of Understanding between District and Safe Passages, Oakland, CA, for the latter to provide an increased after school enrichment and academic mentoring services will be provided to Roots International Academy as a result of an augmentation of the ASES grant award for Roots from the California Department of Education. An additional 1,473 hours of after school activities including dance, soccer, performing arts, cooking, urban arts, and academic mentoring, enabling an additional 31 students to receive after school services daily for the period of July 1, 2011 through June 30, 2012, in the amount of \$40,000.00, increasing the agreement from \$76,062.00 to a not to exceed amount of \$116,062.00.

SCOPE OF WORK

Safe Passages _____ will provide a maximum of 1,473.00 hours of services at a rate of \$ _____ per hour for a total not to exceed \$40,000.00. Services are anticipated to begin on 07/01/2011 and end on 06/30/2012.

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.

Increased after school enrichment and academic mentoring services will be provided to Roots International Academy as a result of an augmentation of the ASES grant award for Roots from the California Department of Education. An additional 1,473 hours of after school activities including dance, soccer, performing arts, cooking, urban arts, and academic mentoring will be provided to Roots, enabling an additional 31 students to receive after school services daily.

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.

Please see attached, After School Outcomes and Impact for detailed summary.

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 type="checkbox"/> Develop social, emotional and physical health | <input type="checkbox"/> Safe, healthy and supportive schools |
| <input 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 |

In July 2011, OUSD received the ASES grant award notifications from CDE. Based on the 2010-2011 increase in average daily attendance of the after school program at Root, the ASES award to Roots was augmented and the Roots ASES grant award was adjusted from \$108K to the maximum middle school level of \$150K to run a full after school program. The full grant award will increase the number of service hours by 1,473 hours. Below is breakdown in the expansion of service hours.

| Program Component | Reduced ASES Award | Full ASES Award for 2011-2012 | Increase in Service Hours |
|--------------------------|--|---|----------------------------------|
| Program Assistant | 2hrs pr day x 180 days | 4 hrs pr day x 180 days | 360 |
| Academic Mentors | 3 Mentors 2hrs pr day (prep & direct service) x 144 days (mon-thurs) | 4 Mentors 2hrs pr day (prep & direct service) x 144 days (mon-thurs) | 288 |
| Girls Inc | I semester of Girls Inc (Mon-Fri) | Full year of Girls Inc (Mon-Fri) | 225 |
| Urban Arts | 2hrs pr day (prep & direct service) x 72 days | 2hrs pr day (prep & direct service) x 144 days *72 of these days were leveraged through an in-kind match | 144 |
| Performing Arts Dance | N/A | 2hrs pr day (prep & direct service) x 72 days | 144 |
| Performing Arts Drama | N/A | 2hrs pr day (prep & direct service) x 36 days | 72 |
| Girls Soccer | N/A | 2hrs pr day (prep & direct service) x 72 days | 144 |
| Cooking | N/A | 3hrs pr day (prep & direct service plus cost of food/materials) x 32 days | 96 |

OUSD Strategic Questions: After School Outcomes/Impact

With the new OUSD Strategic Plan, all partners will be expected to align with the district's four key outcomes for students. Please work collaboratively with school leadership to complete the table below with specific information about how your after school program will support one or more of the desired outcomes listed below.

School: ROOTS International Middle School

Lead Agency Partner: Safe Passages

| Strategic Questions & Desired Outcomes | Activities: What after school program activities will support the desired outcomes? | Metrics: How will the program measure its efforts to support the desired outcomes? |
|--|---|---|
| <p>High School Graduation: How many more Oakland children are graduating from high school?</p> | <p>The after school program at ROOTS International led by Safe Passages, will include an academic component every day throughout the school year. The academic component will run for approximately 75 minutes each day providing students with academic support that is equivalent to 37.5 additional school days. The following activities will prepare students for the successful completion of their high school diploma and will foster a love of learning that will support their college and career goals beyond high school.</p> <ul style="list-style-type: none"> • Academic skill building activities that reinforce grade level Math & ELA content standards introduced during the traditional school day. Students will be grouped by grade level these activities will be staffed at 1/18 adult student ratio. • Students with below a 2.5 GPA and students who score below or far below basic on the CST will receive additional instruction in core content areas. Students will be grouped by grade level these activities will be staffed at 1/10 adult student ratio. • ELL students will work with an academic mentor to develop English Language skills. Students will be grouped by grade level these activities will be staffed at 1/10 adult student ratio. • Family engagement activities include, parent workshops, adult education opportunities, family nights, student showcases, and performances. • Monthly collaborative meetings between lead agency | <ul style="list-style-type: none"> • 85% of program participants will demonstrate an increase in understanding of core content subjects, measured through increase in GPA, mastery of grade level benchmarks, and CST scores. • 85% of program participants will demonstrate increased school engagement as measured by student, parent, and teacher year-end surveys. • 85 % of program participants classified as English Language Learners will demonstrate an increase/improvement in vocabulary development and reading comprehension which is a common indicator linked to successful completion of the CAHSEE required for high school graduation. • 85 % of families will report in |

| | | |
|---|---|--|
| | <p>and school leadership to co-develop after school programming that is aligned with the regular school day program and supports school goals for student achievement.</p> <ul style="list-style-type: none"> • Regular monitoring of academic performance of program participants by Site Coordinator and Academic Liaison; development of targeted academic support activities to support student skill-building. • Engaging project-based learning and skill building activities such as music and video production, drama/performing arts, tech-bridge, robotics, and student leadership. | <p>year-end surveys that they have increased understanding of how to support their child's learning and progress toward high school graduation.</p> <ul style="list-style-type: none"> • 85% of Teacher and Principal year-end survey results indicate that the after school program supports school goals and student achievement. |
| <p>School Day Attendance: How many more Oakland children are attending school 95% or more?</p> | <ul style="list-style-type: none"> • Ongoing monitoring of school day attendance data for all after school participants; parent communication regarding regular absences. • Mentoring to students regarding the importance of coming to school daily. • Monthly attendance achievement awards and incentives to after school participants who attend school 95% or more. | <ul style="list-style-type: none"> • 85% of program participants will demonstrate increased school engagement as measured by student, parent, and teacher year-end surveys. • 90% of enrolled participants who do not attend school at least 95% will receive mentoring, parent communication, and parent support regarding attendance concerns. |
| <p>Job Skills/Career readiness: How many more students have meaningful internships and/or paying jobs?</p> | <ul style="list-style-type: none"> • Program participants will have the opportunity to plan and facilitate leadership activities and positive school climate activities. Leadership students will receive a student stipend. • Program participants will have the opportunity to participate in skill-building enrichment activities that will foster habits of career readiness, including public speaking, punctuality, teamwork, and goal setting. • Career preparation through technology skill building and instruction. | <ul style="list-style-type: none"> • 90% of program participants will make receive information regarding career opportunities related to the activities they participate in as well as the educational pathways/qualifications related to those careers. |

| | | |
|--|---|--|
| <p>Health Services: How many more Oakland children have access to, and use, the health services they need?</p> | <p>One of the key elements of the Safe Passages Middle School Strategy is the institutionalization of a Coordination of Services Team (COST) that meets weekly to discuss student referrals and allocate appropriate school and community based services including behavior health, physical health, and dental health. The team consists of the Site Coordinator, who convenes the COST, a licensed mental health therapist, a clinical case manager, a site administrator, the After School Coordinator, Academic Liaison and teachers. A Safe Passages School Linked Services Senior Policy Associate provides on-going technical assistance and training to support the COST process. The COST process has been implemented at the ROOTS International Campus for the past 7 years.</p> | <ul style="list-style-type: none"> • After school site coordinator will participate in at least 80% of COST meetings. • 80% of families will receive information on health services. |
|--|---|--|

Narrative for Board Memo: (please complete all highlighted sections)

The After School Lead Agency, Safe Passages will provide daily, comprehensive after school services during the 2011-12 school year at ROOTS International Middle School. The Lead Agency will work collaboratively with school leadership to develop after school programming that is aligned with the OUSD Strategic Plan, complements the regular school day program, and supports each school's overarching goals and priorities for student achievement. Specifically, the after school program, working in close collaboration with school leadership and faculty, will provide the following services aligned with OUSD strategic outcomes:

High School Graduation: Access to academic support in a positive learning environment after school helps students build their basic skills and gain the academic self-confidence necessary for success. Students benefit from safe and enriching activities, in which they can develop skills, build self-confidence, pursue interests, express themselves, and interact in positive ways with caring adults and their peers. ROOTS International's program is designed to develop resiliency skills such as peaceful conflict resolution, healthy decision-making, and the self-confidence youth need to succeed academically and socially. The after school program at ROOTS International led by Safe Passages, will include an academic component every day throughout the school year. The academic component will run for approximately 75

minutes each day providing students with academic support that is equivalent to 37.5 additional school days. The following activities will prepare students for the successful completion of their high school diploma and will foster a love of learning that will support their college and career goals beyond high school.

Increase School Day Attendance: Safe Passages will work collaboratively with school leadership and faculty to monitor participating students' attendance. Program participants will demonstrate increased school engagement as measured by student, parent, and teacher year-end surveys. Enrolled participants who do not attend school at least 95% will receive mentoring, parent communication, and parent support regarding attendance concerns.

Job Skills/Career readiness: The after school program will be designed to create opportunities for youth to participate in challenging academic, enrichment, and recreation activities in an emotionally and physically safe environment. Meaningful youth participation in after school programming supports youth in the development of skills such as self-confidence and self-reliance, which are necessary for a positive and healthy transition from childhood to young adulthood. Youth participants will have the opportunity to set goals, design activities, solve problems, and make decisions in areas that directly affect them and their community. After school programs designed to incorporate meaningful youth participation will develop a sense of belonging, ownership, and investment among youth participants.

Access to Health Services: One of the key elements of the Safe Passages Middle School model is the institutionalization of a Coordination of Services Team (COST) that meets regularly at the school to discuss student referrals. The team consists of the Site Coordinator, who convenes the COST, the mental health therapist, the case manager, a site administrator, the After School Coordinator, Academic Liaison and teachers. A Safe Passages School Linked Services Senior Policy Associate provided on-going technical assistance and training to support the COST process. The COST process has been implemented at ROOTS International for the past 7 years. School staff and community members are trained to use the Safe Passages' referral system to identify students that are in need of support for a variety of reasons. This gathering of school professionals and care-givers provides a forum for discussion of student referrals and an opportunity for collaboration, decision-making, and action regarding appropriate support and/or interventions. COST members are well versed in youth development practice. The COST also facilitates alignment between the after school program and the school day.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: PC

DATE (MM/DD/YYYY)

05/26/11

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 Chapman License #0522024 P. O. Box 5455 Pasadena, CA 91117-0455 | 626-405-8031 626-405-0585 | CONTACT NAME: | |
| | | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| | | E-MAIL ADDRESS: | |
| | | PRODUCER CUSTOMER ID #: SAFEP-1 | |
| INSURED Safe Passages 250 Frank Ogawa Plaza #6306 Oakland, CA 94612 | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | INSURER A : Nonprofits' Insurance Alliance | | NIAC |
| | INSURER B : | | |
| | INSURER C : | | |
| | INSURER D : | | |
| | INSURER E : | | |

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

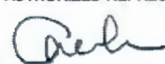
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|-------------------------------------|---------------|-------------------------|-------------------------|--|---------------------------------|
| A | GENERAL LIABILITY | | 201121017NPO | 05/09/11 | 05/09/12 | EACH OCCURRENCE | \$ 1,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | <input checked="" type="checkbox"/> | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 500,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | MED EXP (Any one person) | \$ 20,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | GENERAL AGGREGATE | \$ 3,000,000 |
| | AUTOMOBILE LIABILITY | | | | | PRODUCTS - COMP/OP AGG | \$ 3,000,000 |
| | <input type="checkbox"/> ANY AUTO | | | | | | \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | | | | | COMBINED SINGLE LIMIT (Ea accident) | \$ |
| | <input type="checkbox"/> SCHEDULED AUTOS | | | | | BODILY INJURY (Per person) | \$ |
| | <input type="checkbox"/> HIRED AUTOS | | | | | BODILY INJURY (Per accident) | \$ |
| | <input type="checkbox"/> NON-OWNED AUTOS | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | UMBRELLA LIAB | <input type="checkbox"/> | | | | | \$ |
| | EXCESS LIAB | <input type="checkbox"/> | | | | EACH OCCURRENCE | \$ |
| | <input type="checkbox"/> OCCUR | | | | | AGGREGATE | \$ |
| | <input type="checkbox"/> CLAIMS-MADE | | | | | | \$ |
| | <input type="checkbox"/> DEDUCTIBLE | | | | | | \$ |
| | <input type="checkbox"/> RETENTION \$ | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | <input type="checkbox"/> WC STATUTORY LIMITS | <input type="checkbox"/> OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | <input type="checkbox"/> | N/A | | | E.L. EACH ACCIDENT | \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |

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

The Oakland Unified School District, it's officers, employees, volunteers, and/or agents are named as additional insureds with respect to the operations of the named insured per the attached CG 2026 endorsement.

CERTIFICATE HOLDER**CANCELLATION**

| | |
|--|--|
| OAKLAND Oakland Unified School District Oakland and Success Office 495 Jones Street Oakland, CA 91603 | 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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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) |
|---|
| <p>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, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. 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.</p> <p>The Oakland Unified School District, it's officers, employees, volunteers, and/or agents</p> |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

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:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: PC

DATE (MM/DD/YYYY)

07/14/11

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.

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| | | | | |
|---|--|---|--|------------------------------|
| PRODUCER Chapman License #0522024 P. O. Box 5455 Pasadena, CA 91117-0455 | | 626-405-8031 626-405-0585 | CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: SAFEP-1 | FAX (A/C, No): |
| INSURED Safe Passages 250 Frank Ogawa Plaza #6306 Oakland, CA 94612 | | INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits' Insurance Alliance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: | | NAIC # NIAC |

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

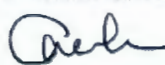
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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.

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|----------|--|--------------------------------------|---------------|-------------------------|-------------------------------------|---|--------------|
| A | GENERAL LIABILITY | X | 201121017NPO | 05/09/11 | 05/09/12 | EACH OCCURRENCE | \$ 1,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 500,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | MED EXP (Any one person) | \$ 20,000 |
| | GENL AGGREGATE LIMIT APPLIES PER: | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | GENERAL AGGREGATE | \$ 3,000,000 | |
| | AUTOMOBILE LIABILITY | | | | | PRODUCTS - COMP/OP AGG | \$ 3,000,000 |
| | <input type="checkbox"/> ANY AUTO | | | | | | \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | | | | COMBINED SINGLE LIMIT (Ea accident) | \$ | |
| | <input type="checkbox"/> SCHEDULED AUTOS | | | | BODILY INJURY (Per person) | \$ | |
| | <input type="checkbox"/> HIRED AUTOS | | | | BODILY INJURY (Per accident) | \$ | |
| | <input type="checkbox"/> NON-OWNED AUTOS | | | | PROPERTY DAMAGE (Per accident) | \$ | |
| | UMBRELLA LIAB | | | | | | \$ |
| | <input type="checkbox"/> EXCESS LIAB | <input type="checkbox"/> OCCUR | | | AGGREGATE | \$ | |
| | | <input type="checkbox"/> CLAIMS-MADE | | | | \$ | |
| | DEDUCTIBLE | | | | | | \$ |
| | RETENTION \$ | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | WC STATUTORY LIMITS | OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | | | | | E.L. EACH ACCIDENT | \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| A | Professional Liab | | 201121017NPO | 05/09/11 | 05/09/12 | E.L. DISEASE - POLICY LIMIT | \$ 1,000,000 |

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

Re: Grant. Oakland Unified School District, its officers and employees are named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement

CERTIFICATE HOLDER**CANCELLATION**

| | |
|---|---|
| OAKLANU Oakland Unified School District 1025 2nd Avenue Room 301 Oakland, CA 94606 | 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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POLICY NUMBER: 201123017NPO

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

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) |
|---|
| <p>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, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. 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.</p> <p>The Oakland Unified School District, it's officers, employees, volunteers, and/or agents</p> |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

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:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

Exhibit I

Statement of Qualifications

INSERT HERE

MEMORANDUM OF UNDERSTANDING 2011-1012
AMENDMENT ROUTING FORM

Basic Directions

Services beyond the original MOU cannot be provided until the amendment has been fully approved and the Purchase Order amount, if applicable, has been increased by Procurement.

1. Agency and OUSD contract originator reach agreement on modification to original MOU.
2. Agency and OUSD contract originator complete an MOU amendment together.
3. If the MOU total amount has increased, OUSD contract originator creates new requisition.
4. OUSD contract originator submits amendment packet for approval within two weeks of creating the requisition.

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

The Legal Department must review and approve all amendments that do not use the OUSD template MOU Amendment form.

Agency Information

| | | | |
|----------------|--------------------------------------|-------------------------|------------------------|
| Agency Name | Safe Passages | Agency's Contact Person | Josefina Alvarado-Mena |
| Street Address | 250 Frank H. Ogawa Plaza, Suite 6306 | Title | Executive Director |
| City | Oakland | State | CA |
| Telephone | (510) 238-6368 | | |
| Zip Code | 94612 | OUSD Vendor Number | I005510 |
| Email | jalvarado@oaklandnet.com | | |

- Attachments
- MOU amendment – (Includes Routing Form and Board Memo)
 - Amended Scope of work (Not Required if Amendment is only for a change in the funding source)
 - If additional consultants will be working on site, attach agency letter verifying additional consultants have met the Fingerprinting/Background Investigation and have a negative tuberculosis status.

Compensation – Must be within OUSD Billing Guidelines

| | | | |
|----------------------|---------------|------------------------|----------|
| Original MOU Amount | \$ 76,062.00 | Original PO Number | P1201160 |
| Amended MOU Amount | \$ 40,000.00 | New Requisition Number | R0204079 |
| New Total MOU Amount | \$ 116,062.00 | | |

Budget Information


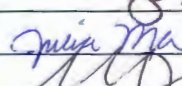
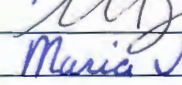
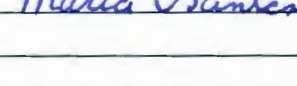
| Resource # | Resource Name | Org Key # | Object Code | Amount |
|------------|---------------|------------|-------------|-------------|
| 6010 | ASES | 2261553401 | 5825 | \$40,000.00 |
| | | | 5825 | |
| | | | 5825 | |
| | | | 5825 | |

OUSD Contract Originator Information

| | | | |
|----------------------|---------------------------------|-------|---------------------------|
| Name of OUSD Contact | Gina Hill | Email | gina.hill @ousd.k12.ca.us |
| Telephone | (510) 639-3226 | Fax | (510) 639-3214 |
| Site/Dept. Name | 226/Roots International Academy | | |

Approval and Routing (in order of approval steps)

Additional services above original MOU amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement. Signing this document affirms that to your knowledge additional services were not provided before the amendment was approved.

| Please sign under the appropriate column. | Approved | Denied – Reason | Date |
|--|---|-----------------|-----------|
| 1. Site Administrator |  | | 4/24/2012 |
| 2. Resource Manager, if applicable |  | | 5/3/12 |
| 3. Network or Regional Executive Officer |  | | 3/7/12 |
| 4. Cabinet (Deputy Superintendent) |  | | 5-10-12 |
| 5. Superintendent or Board of Education | | | |
| Legal – Required if not standard MOU Amendment | | | |
| Procurement | Date Received | | |

| | |
|---|------------|
| Board Office Use: Legislative File Info. | |
| File ID Number | 11-1905 |
| Introduction Date | 8-24-11 |
| Enactment Number | 11-1467 |
| Enactment Date | 8-24-11 JS |



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

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

Board Meeting Date
(To be completed by Procurement) August 24, 2011

Subject Memorandum of Understanding - Safe Passages (contractor) - 226/Roots International Academy (site/department)

Action Requested Approval of Memorandum of Understanding between Oakland Unified School District and Safe Passages. Services to be primarily provided to Roots International Academy for the period of July 1, 2011 through June 30, 2012.

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

The After School Education and Safety (ASES) Program 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 through 8484.6.

Discussion
One paragraph summary of the scope of work.

Approval by Board of Education of a Memorandum of Understanding between Oakland Unified School District and Safe Passages, Oakland, CA, for the latter to provide service as lead agency to provide program coordination, math intervention, homework support, student supervision and a variety of enrichment services for Roots International Academy's comprehensive After School Program in the capacity of the After School Education and Safety (ASES) Grant for the period of July 1, 2011 through June 30, 2012, in the amount of \$76,062.00.

Recommendation Approval of Memorandum of Understanding between Oakland Unified School District and Safe Passages. Services to be primarily provided to 232/Roots International Academy for the period of July 1, 2011 through June 30, 2012.

Fiscal Impact Funding resource name (please spell out) 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$76,062.00.

Attachments

- Memorandum of Understanding
- Certificate of Insurance
- Scope of Work
- Statement of qualifications

OUSD Strategic Questions: After School Outcomes/Impact

With the new OUSD Strategic Plan, all partners will be expected to align with the district's four key outcomes for students. Please work collaboratively with school leadership to complete the table below with specific information about how your after school program will support one or more of the desired outcomes listed below.

School: ROOTS International Middle School

Lead Agency Partner: Safe Passages

| Strategic Questions & Desired Outcomes | Activities: What after school program activities will support the desired outcomes? | Metrics: How will the program measure its efforts to support the desired outcomes? |
|--|---|---|
| <p>High School Graduation: How many more Oakland children are graduating from high school?</p> | <p>The after school program at ROOTS International led by Safe Passages, will include an academic component every day throughout the school year. The academic component will run for approximately 75 minutes each day providing students with academic support that is equivalent to 37.5 additional school days. The following activities will prepare students for the successful completion of their high school diploma and will foster a love of learning that will support their college and career goals beyond high school.</p> <ul style="list-style-type: none"> • Academic skill building activities that reinforce grade level Math & ELA content standards introduced during the traditional school day. Students will be grouped by grade level these activities will be staffed at 1/18 adult student ratio. • Students with below a 2.5 GPA and students who score below or far below basic on the CST will receive additional instruction in core content areas. Students will be grouped by grade level these activities will be staffed at 1/10 adult student ratio. • ELL students will work with an academic mentor to develop English Language skills. Students will be grouped by grade level these activities will be staffed at 1/10 adult student ratio. • Family engagement activities include, parent workshops, adult education opportunities, family nights, student showcases, and performances. • Monthly collaborative meetings between lead agency | <ul style="list-style-type: none"> • 85% of program participants will demonstrate an increase in understanding of core content subjects, measured through increase in GPA, mastery of grade level benchmarks, and CST scores. • 85% of program participants will demonstrate increased school engagement as measured by student, parent, and teacher year-end surveys. • 85 % of program participants classified as English Language Learners will demonstrate an increase/improvement in vocabulary development and reading comprehension which is a common indicator linked to successful completion of the CAHSEE required for high school graduation. • 85 % of families will report in |

| | | |
|---|---|--|
| | <p>and school leadership to co-develop after school programming that is aligned with the regular school day program and supports school goals for student achievement.</p> <ul style="list-style-type: none"> • Regular monitoring of academic performance of program participants by Site Coordinator and Academic Liaison; development of targeted academic support activities to support student skill-building. • Engaging project-based learning and skill building activities such as music and video production, drama/performing arts, tech-bridge, robotics, and student leadership. | <p>year-end surveys that they have increased understanding of how to support their child's learning and progress toward high school graduation.</p> <ul style="list-style-type: none"> • 85% of Teacher and Principal year-end survey results indicate that the after school program supports school goals and student achievement. |
| <p>School Day Attendance: How many more Oakland children are attending school 95% or more?</p> | <ul style="list-style-type: none"> • Ongoing monitoring of school day attendance data for all after school participants; parent communication regarding regular absences. • Mentoring to students regarding the importance of coming to school daily. • Monthly attendance achievement awards and incentives to after school participants who attend school 95% or more. | <ul style="list-style-type: none"> • 85% of program participants will demonstrate increased school engagement as measured by student, parent, and teacher year-end surveys. • 90% of enrolled participants who do not attend school at least 95% will receive mentoring, parent communication, and parent support regarding attendance concerns. |
| <p>Job Skills/Career readiness: How many more students have meaningful internships and/or paying jobs?</p> | <ul style="list-style-type: none"> • Program participants will have the opportunity to plan and facilitate leadership activities and positive school climate activities. Leadership students will receive a student stipend. • Program participants will have the opportunity to participate in skill-building enrichment activities that will foster habits of career readiness, including public speaking, punctuality, teamwork, and goal setting. • Career preparation through technology skill building and instruction. | <ul style="list-style-type: none"> • 90% of program participants will make receive information regarding career opportunities related to the activities they participate in as well as the educational pathways/qualifications related to those careers. |

| | | |
|---|---|--|
| <p>Health Services: How many more Oakland children have access to, and use, the health services they need?</p> | <p>One of the key elements of the Safe Passages Middle School Strategy is the institutionalization of a Coordination of Services Team (COST) that meets weekly to discuss student referrals and allocate appropriate school and community based services including behavior health, physical health, and dental health. The team consists of the Site Coordinator, who convenes the COST, a licensed mental health therapist, a clinical case manager, a site administrator, the After School Coordinator, Academic Liaison and teachers. A Safe Passages School Linked Services Senior Policy Associate provides on-going technical assistance and training to support the COST process. The COST process has been implemented at the ROOTS International Campus for the past 7 years.</p> | <ul style="list-style-type: none"> • After school site coordinator will participate in at least 80% of COST meetings. • 80% of families will receive information on health services. |
|---|---|--|

Narrative for Board Memo: (please complete all highlighted sections)

The After School Lead Agency, Safe Passages will provide daily, comprehensive after school services during the 2011-12 school year at ROOTS International Middle School. The Lead Agency will work collaboratively with school leadership to develop after school programming that is aligned with the OUSD Strategic Plan, complements the regular school day program, and supports each school's overarching goals and priorities for student achievement. Specifically, the after school program, working in close collaboration with school leadership and faculty, will provide the following services aligned with OUSD strategic outcomes:

High School Graduation: Access to academic support in a positive learning environment after school helps students build their basic skills and gain the academic self-confidence necessary for success. Students benefit from safe and enriching activities, in which they can develop skills, build self-confidence, pursue interests, express themselves, and interact in positive ways with caring adults and their peers. ROOTS International's program is designed to develop resiliency skills such as peaceful conflict resolution, healthy decision-making, and the self-confidence youth need to succeed academically and socially. The after school program at ROOTS International led by Safe Passages, will include an academic component every day throughout the school year. The academic component will run for approximately 75

minutes each day providing students with academic support that is equivalent to 37.5 additional school days. The following activities will prepare students for the successful completion of their high school diploma and will foster a love of learning that will support their college and career goals beyond high school.

Increase School Day Attendance: Safe Passages will work collaboratively with school leadership and faculty to monitor participating students' attendance. Program participants will demonstrate increased school engagement as measured by student, parent, and teacher year-end surveys. Enrolled participants who do not attend school at least 95% will receive mentoring, parent communication, and parent support regarding attendance concerns.

Job Skills/Career readiness: The after school program will be designed to create opportunities for youth to participate in challenging academic, enrichment, and recreation activities in an emotionally and physically safe environment. Meaningful youth participation in after school programming supports youth in the development of skills such as self-confidence and self-reliance, which are necessary for a positive and healthy transition from childhood to young adulthood. Youth participants will have the opportunity to set goals, design activities, solve problems, and make decisions in areas that directly affect them and their community. After school programs designed to incorporate meaningful youth participation will develop a sense of belonging, ownership, and investment among youth participants.

Access to Health Services: One of the key elements of the Safe Passages Middle School model is the institutionalization of a Coordination of Services Team (COST) that meets regularly at the school to discuss student referrals. The team consists of the Site Coordinator, who convenes the COST, the mental health therapist, the case manager, a site administrator, the After School Coordinator, Academic Liaison and teachers. A Safe Passages School Linked Services Senior Policy Associate provided on-going technical assistance and training to support the COST process. The COST process has been implemented at ROOTS International for the past 7 years. School staff and community members are trained to use the Safe Passages' referral system to identify students that are in need of support for a variety of reasons. This gathering of school professionals and care-givers provides a forum for discussion of student referrals and an opportunity for collaboration, decision-making, and action regarding appropriate support and/or interventions. COST members are well versed in youth development practice. The COST also facilitates alignment between the after school program and the school day.

Memorandum of Understanding 2011 - 2012
Between Oakland Unified School District and Safe Passages

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent to contract with the Safe Passages (hereinafter "AGENCY") to serve as the lead agency to provide after-school 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 226/Roots International Academy under the following federal, state, and local grants:
 - After School Education and Safety Program ("ASESP")
 - California Department of Education ("CDE") 21st Century Community Learning Center (21st 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 ASEP and 21st CCLC funds.

2. **Term of MOU.** The term of this MOU shall be July 1, 2011 to June 30, 2012 and may be extended by written agreement of both parties.

3. **Termination.** OUSD may at any time terminate this MOU for any or no reason upon not less 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.

4. **Compensation.** The ASEP and 21st CCLC grant award amount for 226/Roots International Academy is \$76,062.00. 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, 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.

 - 4.2. **Positive Attendance.** Payment for services rendered related to the ASEP and 21st CCLC grants shall be based on actual student attendance rates (\$7.50 a day per student), 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 \$7.50 a day 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 2011-2012")
 - 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 charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect and OUSD After School Programs Office administrative fees).
- 4.3. OUSD Administrative Fees.** OUSD shall charge and withhold an 11% administrative fee from the overall ASESP grant award. OUSD shall charge and withhold a 13% administrative fee from the overall 21st Century grant award.
- 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 ASESP and 21st Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASESP and 21st 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 ASESP and 21st 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 ASESP and 21st CCLC programs.
- 4.5. Program Budget.** Due to result-based budgeting, 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 2011-2012 and will not exceed \$76,062.00 in accordance with Exhibit B. **Exhibit B** ("ASESP/21st CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2011-12").
- 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 ASESP and 21st 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.

5. **Scope of Work.** AGENCY will serve as lead agency at 226/Roots International Academy, will be responsible for operations and management of the ASESP, 21st CCLC and OFCY grants contracted to AGENCY by OUSD for fiscal year 2011-2012. 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 programs, and ensures that school site objectives are met.

5.1.1. **Alignment with Single Plan for Student Achievement (SPSA).** AGENCY will ensure that the after school program aligns with OUSD and 226/Roots International Academy and objectives to ensure the success of students as articulated in the School's Single Plan for Student Achievement (SPSA). 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.

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitating collaboration with other service providers. Agency must ensure compliance with ASESP and 21st 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 6th through 8th grade students at 226/Roots International Academy, 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 2011 - 2012 school year. AGENCY will close the ASESP and 21st CCLC program no more than a maximum of 3 days in the 2011-12 school year for staff professional development, as permitted by Education Code.

5.4.3. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASESP and 21st CCLC grants for students at 226/Roots International Academy. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines including, but not limited to:

- **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.

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. Providing OUSD with the following set of program accountability reports:

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

5.5.2. Attendance Reports. Providing 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.

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.

5.6. Maintain Clean, Safe and Secure Environment. 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, and security policies and protocol sufficient to ensure staff, student and family member safety.

5.7. 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.

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

- Administration, faculty, and staff of 226/Roots International Academy
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

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

- AGENCY will 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 (**Exhibit D**)
- AGENCY hereby certifies that after school 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 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 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 Program Coordinator 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 early childhood education 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 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 after school program or subcontractors shall ensure compliance with all state laws and may transport by the use of its own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School 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 after school program arranges and/or contracts with a third party to provide this transportation, the organization or company with whom they contract must 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 and \$1,000,000 General Liability insurance; (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.** Voluntary Student Accident Insurance must be made available for purchase (required for all trips). All student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) must be covered by medical or accident insurance.
- 6.10.1.** Parents/guardians must be informed that there is no District insurance for the trip;

6.10.2. Program fees must include coverage for accidents or injuries to participants by an insurance carrier authorized to do business in California.

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 program trips, events and activities unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has 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 insurance coverage for such activities shall be borne by the student and/or AGENCY.

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 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 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 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 2011-2012. 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. 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, 21st Century Core Grant, 21st Century Direct Access, or 21st 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 ASEP and 21st Century Grants.** For services rendered related to the ASEP and 21st CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASEP and 21ST CCLC grants, with a cumulative total for 2011-12 not to exceed \$76,062.00 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10th 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 ASEP and 21st 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 2011-12 fiscal year to reflect additional changes resulting from such legislation.

11. Conduct of Consultant

- 11.1. Child Abuse and Neglect Reporting Act.** AGENCY will 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.
- 11.2. 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:
- 11.2.1. Tuberculosis Screening.** Current documentation of negative TB Test (PPD) on file for each AGENCY agent working with students.
- 11.2.2. Background Check.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY will not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY will 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.
- 11.2.3. 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.
- 11.3. 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 or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. 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.
- 11.4. Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. AGENCY shall not hire any officer or employee of OUSD to perform any service by this Agreement. 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.
- 11.5. 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.
- 11.6. Anti-Discrimination.** 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 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).

12. Indemnification. AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, fines, 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 proceeding 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:

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. Litigation. [This section is intentionally deleted by the parties].

15. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

16. 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.

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


OAKLAND UNIFIED SCHOOL DISTRICT

 8/25/11
Date
 President, Board of Education
 State Administrator
 Superintendent

 8/25/11
Date
Secretary,
Board of Education

 8-1-11
Date
Executive Officer
Complementary Learning

 7/15/2011
Date
PRINCIPAL NAME, Principal

 7/29/11
Date
Regional Executive Officer

MOU template approved by Legal April, 2011

AGENCY

 7/15/11
Date
Agency Director Signature
Josefina Alvarado Menz, 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 F.** Invoicing and Staff Qualifications Form
- **Exhibit G.** Fiscal Procedures and Policies
- **Exhibit H.** Certificates of Insurance
- **Exhibit I.** Statement of Qualifications

File ID Number: 11-1905
Introduction Date: 8-24-11
Enactment Number: 11-1467
Enactment Date: 8-24-11
By: JS

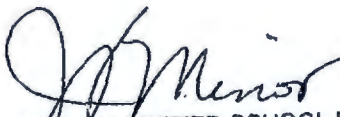

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the General Counsel
1025 - 2nd AVENUE - ROOM 406
OAKLAND, CA 94606

Exhibit A

Attendance Reporting Schedule

| Monthly Attendance Period | Deadline to Input Attendance Data Into Cityspan |
|----------------------------------|--|
| July 1 – August 30, 2011 | September 6, 2011 |
| September 1-30, 2011 | October 3, 2011 |
| October 1-30, 2011 | November 7, 2011 |
| November 1-30, 2011 | December 5, 2011 |
| December 1-31, 2011 | January 2, 2012 |
| January 1-31, 2012 | February 6, 2012 |
| February 1-28, 2012 | March 5, 2012 |
| March 1-31, 2012 | April 2, 2012 |
| April 1-30, 2012 | May 7, 2012 |
| May 1-31, 2012 | June 4, 2012 |
| June 1-30, 2012 | June 30, 2012 |

Exhibit B

Planning Tool / Comprehensive After School Program Budget

(Template distributed separately)

INSERT HERE

2011-2012 Elementary/Middle School After School Program Budget

AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 05.24.2011

| Site Name: | Site #: | ASES | Program Fees (if applicable) | Other Lead Agency Funds |
|--|---------|----------------------------|------------------------------|-------------------------|
| ROOTS | | Resource 6010 Program 1113 | OFCY | |
| Average # of students to be served daily (ADA): | % | OUSD Lead Agency % | Grantee: Lead Agency | Lead Agency |
| TOTAL GRANT AWARD | | \$108,000 | \$59,375 | \$0 |
| CENTRAL COSTS: INDIRECT, ADMIN, EVAL., PD, CUSTODIAL, SUPPLIES | | | | |
| OUSD Indirect (4.25%) | | \$4,403 | | |
| OUSD ASPO admin, evaluation, and training/technical assistance costs | | \$6,777 | | |
| Custodial Staffing | | \$3,553 | | |
| Custodial Supplies | | \$484 | | |
| TOTAL SITE ALLOCATION | | \$92,782 | | |
| CERTIFICATED PERSONNEL: | | | | |
| 1120 Academic Liaison REQUIRED | | \$4,000 | | \$0 |
| 1120 Certificated Teacher Extended Contracts | | \$0 | | \$0 |
| | | | | \$0 |
| Total certificated | | \$4,000 | | \$0 |
| CLASSIFIED PERSONNEL | | | | |
| 2205 Site Coordinator 10 month employee | | \$47,250 | | \$0 |
| SSO | | \$7,200 | | \$0 |
| Program Assistant | | | \$7,600 | \$0 |
| Senior Policy Associate | | | \$11,250 | \$3,750 |
| Total classified | | \$7,200 | \$47,250 | \$18,850 |
| BENEFITS | | | | |
| 3000's Employee Benefits for Additional Time (20%) | | \$2,240 | | |
| 3000's Employee Benefits for Salaried Employees (40%) | | | | |
| 3000's Lead Agency benefits (rate: 25 %) | | | \$11,813 | \$3,063 |
| Total benefits | | \$1,520 | \$11,813 | \$3,063 |
| BOOKS AND SUPPLIES | | | | |
| 4310 Supplies (OUSD only) | | \$0 | \$822 | \$0 |
| 4310 Curriculum (OUSD only) | | \$0 | | \$0 |
| 5829 Field Trips & Special Events | | \$0 | \$1,809 | \$0 |
| 4420 Equipment (OUSD only) | | \$0 | | \$0 |
| Total books and supplies | | \$0 | \$1,809 | \$822 |

2011-2012 Elementary/Middle School After School Program Budget

CONTRACTED SERVICES

| | | | | | | | | |
|------|---|--|---------|----------|----------|-----|-----|-----|
| 5825 | Academic Mentors 3 @ \$20 per hour x 2hrs per day x 144 days | | | \$8,640 | | | | |
| 5825 | Girls Inc | | | | \$4,500 | | | |
| 5825 | Bike Club (2 8 wk sessions) | | | | \$3,000 | | | |
| 5825 | Technology (video/music Production) \$25 pr hour x 2hrs per day x 72 days | | | | \$3,600 | | | |
| 5825 | Soccer \$25 pr hour x 2 hrs per day x 144 days | | | | \$7,200 | | | |
| 5825 | Urban Arts \$30 pr hour x 2hrs pr day x 72 days | | | | \$4,320 | | | |
| 5825 | Sports & Fitness Program \$25 pr hour x 2hrs per day x 144 days | | | | \$7,200 | | | |
| 5825 | Sports & Fitness Girls \$25 pr hour x 2hrs per day x 72 | | | \$3,600 | | | | |
| | | | \$4,000 | \$12,240 | \$29,820 | \$0 | \$0 | \$0 |

IN-KIND DIRECT SERVICES

| | | | | | | | | |
|--|--|--|--|--|--|-----|-----|----------|
| | AmeriCorps Targeted Academic Intervention 1 to 5 ratio 6 members 1 hr per day x 144 days | | | | | | | \$8,640 |
| | Professional Development (172 hrs x \$35 pr hr) | | | | | | | \$6,020 |
| | Curriculum Support | | | | | | | \$3,500 |
| | | | | | | | | |
| | | | | | | | | |
| | Total value of in-kind direct services | | | | | \$0 | \$0 | \$18,160 |

LEAD AGENCY ADMINISTRATIVE COSTS

| | | | | | | | | |
|--|---|--|--|---------|---------|--|--|-----|
| | Lead Agency admin (4% max of total contracted \$) | | | \$2,860 | \$6,820 | | | \$0 |
|--|---|--|--|---------|---------|--|--|-----|

SUBTOTALS

| | | | | | | | | | |
|--|--------------------------|----|----------|----------|-----|----------|-----|-----|----------|
| | Subtotals DIRECT SERVICE | 85 | \$18,831 | \$73,202 | ### | \$52,555 | \$0 | \$0 | \$21,910 |
| | Subtotals Admin/Indirect | | \$13,107 | \$2,860 | ## | \$6,820 | \$0 | | \$0 |

TOTALS

| | | | | | | | | | |
|--|--------------------------------------|--|-----------|----------|----|----------|-----|-----|----------|
| | Total budgeted per column | | \$31,938 | \$76,062 | | \$59,375 | \$0 | \$0 | \$21,910 |
| | Total BUDGETED | | \$108,000 | | ## | \$59,375 | \$0 | \$0 | \$21,910 |
| | BALANCE remaining to allocate | | \$0 | | | \$1 | | | |
| | TOTAL GRANT AWARD/ALLOCATION TO SITE | | \$108,000 | | | \$59,375 | | | \$21,910 |

ASES MATCH REQUIREMENT:

ASES requires a 3:1 match for every grant award dollar awarded.

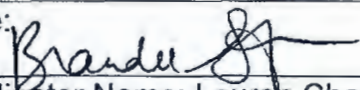
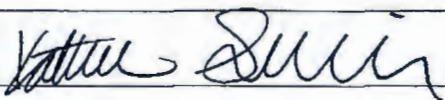
| | |
|--|---------|
| Total Match amount required for this grant: | 36,000 |
| Facilities count toward 25% of this match requirement. | 9,000 |
| Remaining match amount required: | 27,000 |
| Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals: | 81,285 |
| Total Match amount left to meet: | -54,285 |

Required Signatures for Budget Approval:

| | | | |
|--------------|---|-------|-----------|
| Principal: |  | Date: | 6/14/2011 |
| Lead Agency: |  | Date: | 6/28/11 |

**OUSD After School Programs
Comprehensive After School Program Plan
Elementary & Middle Schools
2011 - 2012**

SECTION 1: School Site Information

| | |
|--|--|
| School Site: ROOTS | Date: 2/28/11 |
| Principal Signature:  | Lead Agency Signature:  |
| After School Coordinator Name: Lauren Chambers | |

SECTION 2: After School Program Vision and Goals

Please describe your school site's overall vision for the After School Program. Describe how the after school program fits into the school's larger mission, vision and goals.

Our vision is to provide students with a comprehensive after school program that meets the academic, social, and enrichment needs of Roots students. We believe that the after school program provides an opportunity for students to take elective courses where they can express themselves and develop interest. In addition to enrichment activities the program provides students with academic intervention and support.

The program will collaborate with community partners and solicit the support of families to ensure that program quality remains at a premium. After-school program initiatives were developed with the understanding that young people deserve to enjoy the benefits that a safe after school space with caring adults can provide.

Staff will engage students in sports and recreation, life skills and visual and performing arts instruction. These classes will help build student confidence and enjoyment at school, which in turn will improve student achievement.

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

1. Students who participate in the ASP will improve their academic skills. The ASP will track and monitor the academic progress of enrolled students. Data will be used to monitor the effectiveness and continuously improve programming.
2. The ASP will provide innovative and engaging enrichment activities that will support the academic, social, and emotional development of program participants.
3. The ASP will create a space for students to develop caring, supportive relationships with adults and their peers.
4. The ASP will provide opportunities for families to be involved and participate in their children's education.

SECTION 3: Program Model and Lead Agency Selection

Refer to Appendix A for an overview of extended learning program models.

For 2011-2012, my site selects:

- Coordinated partnership
- Blended/Hybrid
- Extended School Day

Description and Rationale for selection of Lead Agency

Please provide a narrative description of the agency that is managing the program. Indicate why this agency is qualified to manage the site's program, highlighting specific strengths or weaknesses. (Note: If school is managing program, site is considered to be the Lead Agency.)

Safe Passages has a long history in Oakland of developing, implementing and evaluating effective best practices prevention and intervention strategies for children and youth. Now in its 13th year, Safe Passages is an unprecedented partnership of city government, the County of Alameda, school districts, philanthropy, and a variety of community-based organizations **committed to advocating for and targeting resources for vulnerable populations**. The current strategies/initiatives include a Middle School Strategy, which is implemented across 11 middle school sites in Oakland, including the Havenscourt campus.

As the lead agency for that strategy, Safe Passages has designed, managed and provided technical assistance to school sites, through the School Linked Services Middle School Strategy for over a decade. In addition, Safe Passages has managed funding from a variety of sources and leveraged millions of dollars in resources from its public systems partners to support the target school sites.

The Safe Passages Middle School Strategy developed in collaboration with principals, families, public agencies and community based partners, aims to create safe and supportive school environments and reduce the number of suspensions, particularly suspensions due to violence. The strategy includes a violence prevention curriculum, school-based mental health counseling, suspension alternatives, case management, parental involvement, and after school programs. Participating schools experienced a **72% decrease in suspensions** due to violence. Over **5,200** students and families at the targeted middle schools are currently served.

SECTION 4: ATTENDANCE, PROGRAM DATES, AND PROGRAM SCHEDULE

In order to remain in compliance and meet minimum funding requirements, the after school program must commence immediately upon the conclusion of the regular day and operate at least until 6pm *on every regular school day* for elementary and middle schools. (EC 8483)

High school programs are required to operate a minimum of 15 hours per week.

| | |
|--|---------------------------|
| Required # of Program Days your program will operate during School Year 2011-2012: | 180 days required* |
|--|---------------------------|

| | |
|--|-----|
| Projected Daily Attendance during School Year 2011-2012: | 120 |
|--|-----|

Program Schedule

Submit program schedule as an attachment.

** CDE allows programs to close for a maximum of 3 of these days during the school year for professional development.*

SECTION 5: Academics

Your site should plan to offer a range of academic supports including:

1) Targeted Interventions 2) Skill-Building 3) Homework Support 4) Tutoring

Other possible supports may include computer lab, library exploration, project-based learning, coordination with SES tutoring.

Academic activities should be aligned with school goals and support specific student achievement needs defined by the school.

Activities should be based on sound instructional strategies aligned with the regular school day program.

| | Target Population | Academic Support (choose one) | SPSA goal(s) or school need supported by activity | Measurable Outcomes | Description of program | Instructional Strategies |
|---|--|---|---|---|--|---|
| 1 | Students with below a 2.5 GPA and students who score below or far below basic on the CST | <input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other | This activity supports the Academic Achievement of program participants | Increase in student understanding, GPA, CST scores, and academic confidence | Students with below a 2.5 GPA and students who score below or far below basic on the CST will receive additional instruction in core content areas | Students will be Grouped by grade level and content area focus 1/5 adult student ratio |
| 2 | All Students | <input checked="" type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other | This activity supports the Academic Achievement of program participants | Increase in homework completion | Support with assigned homework and skill building activities that reinforce grade level Math & ELA content standards | Students will be grouped by grade level. 1/18 adult student ratio |
| 3 | All Students | <input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other | This activity supports the Academic Achievement of program participants | Increase in student understanding, GPA, CST scores, and academic confidence | Skill building activities that reinforce grade level Math & ELA content standards | Students will be grouped by grade level 1/18 adult student ratio |
| 4 | English Language Learners | <input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input checked="" type="checkbox"/> Other | This activity supports Academic Achievement | Increase in vocabulary development | ELL students will work with the ELL school day teacher and at least one academic mentor to develop English Language skills | 1/10 adult student ratio |

SECTION 6: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities and physical activity/recreation are required components of the ASES and 21st Century grants. Enrichment activities should provide students with the opportunity to apply learning in a real, hands-on way. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

| Type of Enrichment | Rationale | SPSA goal(s) or school need supported by activity | Brief Description | Targeted Skills | Measurable Outcome |
|------------------------|--|--|--|--|--|
| Sports & Fitness | <input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify) | This activity will support the health and wellness of students as well as the development of pro social skills | Students will have the opportunity to participate in non-competitive sports, seasonal team sports, and tournaments | <input checked="" type="checkbox"/> Conflict Resolution <input checked="" type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify) | Students will engage in at least 45 minutes of physical activity |
| Sports & Fitness Girls | <input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify) | This activity will support the health and wellness of students as well as the development of pro social skills | Students will have the opportunity to participate in non-competitive sports, seasonal team sports, and tournaments | <input checked="" type="checkbox"/> Conflict Resolution <input checked="" type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify) | Students will engage in at least 45 minutes of physical activity |
| Soccer | <input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify) | This activity will support the health and wellness of students as well as the development of pro social skills | Students will have the opportunity to participate in soccer programming | <input type="checkbox"/> Conflict Resolution <input checked="" type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify) | Students will engage in at least 45 minutes of physical activity |
| Girls Inc | <input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify) | This activity will support the health and wellness of students as well as the development of pro social skills | Students will have the opportunity to participate in male leadership and community building activities | <input checked="" type="checkbox"/> Conflict Resolution <input checked="" type="checkbox"/> Social Skills <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify) | Students will actively participate in building a positive school climate |

| | | | | | |
|-------------------|--|--|--|---|--|
| Bike Club | <input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify) | This activity will support the health and wellness of students | Students will have the opportunity to participate in Bike Club and will learn bike safety, mechanics, and repair | <input type="checkbox"/> Conflict Resolution <input checked="" type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify) | Increased ability to communicate what they have learned and the mechanics of how a bike operates |
| Technology | <input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify) | This activity will support student engagement through hands on project based learning activities | Students will have the opportunity to participate in Technology based activities | <input type="checkbox"/> Conflict Resolution <input checked="" type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness | Students will have a better understanding of technology skills |
| Urban Arts | <input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify) | Students will be exposed to a variety of enrichment activities that will give the opportunity to creatively express themselves | Students will have the opportunity to participate in visual arts programming | <input type="checkbox"/> Conflict Resolution <input checked="" type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify) | Increased exposure to visual arts programming |

SECTION 7: FAMILY ENGAGEMENT / FAMILY LITERACY

After school provides an excellent context to foster parent involvement, connect families to the larger school community, and share important information related to the after school and regular school day programs. After school family engagement efforts should be aligned with school day efforts, and support school goals for family involvement. A variety of activities may be offered, including: parent workshops, family celebrations, parent-and-child-together activities, parent leadership and volunteer opportunities.

Family literacy is a required component of all 21st Century after school programs. Family literacy services support the educational goals of adult family members, connect them to resources, and increase their ability to support their student's learning and development.

| Type of Activity | SPSA goal(s) or school need supported by activity | Brief Description | Measurable Outcome | Alignment with school day family engagement / family literacy efforts or resources |
|----------------------|---|---|--|--|
| Program Orientation | Family Engagement and Positive School Climate | Orientation to the after school program, the staff, and daily procedures | Increased Family Engagement through connections with the larger school community. This outcome will be measured by the parent/guardian feedback collected through surveys. | This activity will align with the traditional school day by connecting families to the larger school community |
| Game/Activity Night | Family Engagement and Positive School Climate | The family game night is an opportunity for students, their families and staff to socialize and build community | Increased Family Engagement through connections with the larger school community. This outcome will be measured by the parent/guardian feedback collected through surveys. | This activity will align with the traditional school day by connecting families to the larger school community |
| Fall/Spring Showcase | Family Engagement and Positive School Climate | Students will showcase what they learned in ASP activities | Increased Family Engagement through connections with the larger school community. | This activity will align with the traditional school day by connecting families to the larger school community |

| | | | | |
|----------------|---|---|--|--|
| Award Ceremony | Family Engagement and Positive School Climate | Acknowledge students weekly and or monthly for their achievements | Increased Family Engagement through connections with the larger school community. This outcome will be measured by the parent/guardian feedback collected through surveys. | This activity will align with the traditional school day by connecting families to the larger school community |
|----------------|---|---|--|--|

2011-12 After School Enrollment Policy for ROOTS Academy School

OUSD has established district-wide guidelines for Target Population and Enrollment in ASES and 21st Century After School Programs. Within these guidelines, each school will create a site-specific After School Enrollment Policy that will be made public to the school community through the following methods:

- Enrollment policy will be included in After School Enrollment Packet and program materials.
- Enrollment policy will be discussed at after school parent orientation/meetings.
- Enrollment policy will be shared with school faculty.

Target Population: (Describe targeted student populations in order of priority. Specify data that will inform student selection.)

| Target Population(s) | Specific Data to Inform Selection of Program Participants | (High School Only) Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population |
|---|---|---|
| English Language Learners | CELDT | |
| Students who scored BB or FBB the most recent CST. | CST Scores | |
| Students who earned below a 2.5 AGPA during the previous marking period | Student data in Aeries | |

Notes:

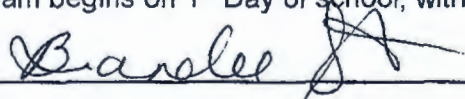
- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot utilize a first come-first serve process for enrolling students; sites should establish priorities for participation.
- Programs are intended to help close the achievement gap by serving a variety of students with academic and other needs.
- If space remains in the program after priority students fill slots, other students must be allowed access to the program.
- Program must enroll adequate numbers of students to meet CDE attendance targets.


Enrollment Process and Timeline: (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2011. Indicate how families will be notified of enrollment prior to the start of the 2011-12 school year.)

| Timeline | After School Enrollment Steps/Process | Individual(s) responsible |
|---------------------------------|---|---|
| May 2011 | 10-11 participants will have the opportunity to re-enroll. | After School Coordinator, after school staff, school site staff, and parents. |
| Spring & Summer 2011 | Outreach and enrollment of new students and rising 6 th graders during summer school, summer mailings, and orientation events. | After School Coordinator, after school staff, school site staff, and parents. |
| August 2011 | Mandatory Back to School registration. | After School Coordinator, after school staff, school site staff, and parents. |

Important dates to include in your timeline:

- Families will be notified of 2011-12 after school enrollment on or before the last day of school.
- After school program begins on 1st Day of school, with enrollment at a minimum 75% capacity.

Principal Signature: 

Lead Agency Signature: 

2011-12 Assurances for Grant Compliance and After School Alignment with School Day

Principal and Lead Agency representative (ie. Program Director and/or Site Coordinator) will review and discuss each assurance below, and initial next to each item to signify agreement. Attached separately are the following documents referenced below: 1) Grant Assurances signed by OUSD Superintendent, 2) After School MOU template, and 3) Revised Academic Liaison Role Description.

| Principal initials | Lead Agency initials | 2011 – 12 Assurances for Grant Compliance and After School Alignment with School Day |
|--------------------|----------------------|---|
| AS | KS | Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 st Century Grant Assurances, and understand mandated grant compliance elements. |
| AS | KS | Site Administrator and Lead Agency Director have reviewed the Lead Agency After School MOU together, and agree to the requirements outlined in the MOU for the lead agency partner. |
| AS | KS | Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals. |
| AS | KS | Site will share student outcome data to better refine program (EduSoft, Report Cards, IEP's, etc). |
| AS | KS | Site Administrator and lead agency rep/site coordinator have reviewed the Academic Liaison role description. Site will identify a certificated, qualified individual to serve as the program's Academic Liaison and to fulfill all responsibilities outlined in the revised role description. |
| AS | KS | Site will invite Site Coordinator and appropriate after school staff to participate in school day meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning and positive school climate. |
| AS | KS | Site will invite Site Coordinator to participate on SSC, COST, and SST to ensure coordination of services. |
| AS | KS | Site will coordinate the use of facilities and site level resources. |
| AS | KS | Site will provide Site Coordinator with office space that includes access to internet and phone. |

Principal Signature: Badee

Lead Agency Signature: [Signature]

After School Safety and Emergency Planning for 2011-12

After School Safety and Emergency Planning

A) Will the site have an Emergency Plan that incorporates the After School Program?

Yes No

If no, explain after school plans to ensure student and staff safety should an incident of violence or other crisis/emergency occur on or near the school campus during after school hours:

B) Describe the training that site will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.

The school site will provide after school staff with training on safety procedures, including lockdown procedures and communication protocols for crisis response during the summer orientation. The ASP coordinator will provide the ASP staff with on-going safety trainings throughout the year as well as regularly scheduled safety drills.

C) Principal and Site Coordinator have reviewed the *OUSD After School Emergency/Crisis 1st Level Response Notification Protocol*.

Yes No

Facility Keys

Will the After School Program have access to facility keys for all areas where after school programming occurs?

Yes No

If no, indicate how the school campus will be secured if crisis should occur during after school hours and if lockdown is necessary:

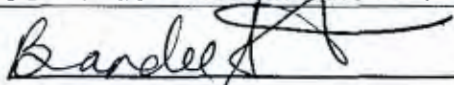
SSO Staffing: (check one)

Site has a school day SSO who can accommodate after school related work as part of their regular salary.

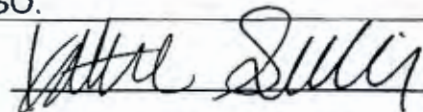
Site will pay Extended time/Over time (ET/OT) to accommodate an after school SSO.

Site does not need an SSO or does not have the resources to have an after school SSO.

Principal Signature:



Lead Agency Signature:



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 after school program activities.

Parent/Guardian Signature: _____ Date _____

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:

Parent/Guardian/Caretaker 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. The program ends by 6:00 p.m. If students are not picked up by 6:00 p.m., After School Program staff are required by law to report to Child Protective 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

I give permission for the After School Program Staff to review my child's school data (test scores, report cards and other performance indices), for the purpose of providing targeted academic instruction and assessing the academic effectiveness of the After School Enrichment Program. I also give permission for After School Program staff to monitor my student's progress and to require my child to complete evaluation surveys for the purpose of determining program effectiveness.

_____ Parent/Guardian Signature

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

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 are expected to participate in the after school program at least 3 days per week until 6pm, for a minimum total of 9 hours per week of participation.

Students who are able to fulfill these attendance requirements 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: 226/Roots International Academy

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: _____

As parent/guardian, 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 that my child may suffer as a result of his/her early release from the After School Program.



Signature of Parent/Guardian

Date

Safe Passages

- 226/Roots International Academy

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

FOR STUDENTS AGES ____ AND OLDER ONLY

School Site: 226/Roots International Academy

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 afterschool program without supervision.

As parent/guardian, 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 as a result of 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.



Signature of Parent/Guardian

Date

Exhibit D

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

This form should be completed by the 1st day of each semester

| | | | |
|------------------------|---------------------------------|------------------|---------------|
| Site Name | 226/Roots International Academy | Lead Agency Name | Safe Passages |
| Name of Contact Person | | Email | |
| Telephone | | Fax | |

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

- Fall Semester- August 29, 2011 to January 27, 2012
- Spring Semester- January 30, 2012 to June 14, 2012

| | | |
|--|--|--|
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| | | |

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's Name _____
(Print)

Name of Custodial Parent or Guardian (if Participant is under 18): _____
(Print)

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

EBRPD Waiver - Swim Use
Rev. 3/09



Exhibit F
OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

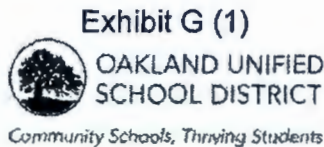
**INVOICING AND STAFF QUALIFICATIONS FORM
2011-12**

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 Name | Safe Passages | Agency's Contact Person | |
| Billing Period | | Contact Phone # | |

| | | | |
|--|--|--|--|
| | | <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 |



PROCEDURE FOR INVOICING
Oakland Unified School District
Comprehensive After School Programs 2011-2012

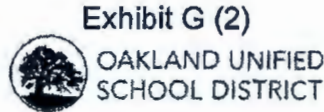
The following procedures are required in submitting invoices that utilize 21st Century and/or ASES funding:

- ◆ All 21st 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 495 Jones Avenue, in the Brookfield Annex.
- ◆ 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 1st through the 30th or 31st.
- ◆ 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 10th of the following month. This is not a steadfast rule; for example, the invoice for September 1-30th is due in our office on the 11th of October (the 10th is a Sunday). **Invoices that are submitted after the due dates listed below will be processed the following monthly invoicing period.**

As of now, the schedule for OUSD payments is anticipated as follows:

| Invoices due to our office by 5:00 pm on: | Accounts Payable checks to be mailed on: |
|--|---|
| August 10, 2011 | August 26, 2011 |
| September 9, 2011 | September 23, 2011 |
| October 10, 2011 | October 24, 2011 |
| November 10, 2011 | November 25, 2011 |
| December 9, 2011 | December 23, 2011 |
| January 10, 2012 | January 23, 2012 |
| February 10, 2012 | February 24, 2012 |
| March 9, 2012 | March 23, 2012 |
| April 10, 2012 | April 23, 2012 |
| May 10, 2012 | May 25, 2012 |
| June 11, 2012 for May invoices | June 25, 2012 |
| June 15, 2012 for Final Billing | TBD |

If there are any questions regarding the invoicing process, please contact our office at (510) 568-1022.



Community Schools, Thriving Students

**PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS
OUSD CERTIFICATED TEACHERS 2011-2012**

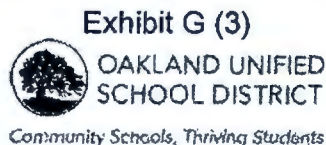
The following procedures are required in submitting fiscal forms for Paid Inservice/Extended Time for OUSD employees utilizing 21st Century and/or ASES funding:

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 Oakland SUCCESS After School Programs Office — All 21st 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 495 Jones Avenue, in the Brookfield Annex.
- ◆ **Union Contract rate for teachers is \$23.16/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$30.12/hr.**
- ◆ Once the Paid Inservice form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

| Paid Inservice/Extended Contract Timesheets Due to After School Programs Office on: | OUSD Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 2 weeks .*** |
|---|--|
| September 30, 2011 | October 14, 2011 |
| October 31, 2011 | November 15, 2011 |
| November 30, 2011 | December 15, 2012 |
| December 16, 2011 | January 13, 2012 |
| January 31, 2012 | February 15, 2012 |
| February 29, 2012 | March 15, 2012 |
| March 30, 2012 | April 13, 2012 |
| April 30, 2012 | May 15, 2012 |
| May 31, 2012 | June 15, 2012 |
| June 15, 2012 | July 5, 2012 |

If there are any questions regarding these documents or procedures, please contact our office at (510) 568-1022.



**PROCEDURES for EXTENDED TIME and/ or OVERTIME FORMS (ET/OT)
for OUSD CLASSIFIED EMPLOYEES 2011-2012**

The following procedures are required in submitting fiscal forms for Extended Time and/or Overtime (ET/OT) for OUSD classified employees utilizing 21st 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 Mynette Theard in the SSO Office at 1011 Union St.
- ◆ Any other ET/OT forms for 21st 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 495 Jones Avenue, in the Brookfield Annex.
- ◆ Rate varies depending on employee's hourly rate

| ET/OT Forms Due to After School Programs Office on: | OUSD Payroll Issue Dates |
|---|--------------------------|
| September 15, 2011 | September 30, 2011 |
| September 30, 2011 | October 14, 2011 |
| October 14, 2011 | October 31, 2011 |
| October 31, 2011 | November 15, 2011 |
| November 15, 2011 | November 30, 2011 |
| November 30, 2011 | December 15, 2011 |
| December 15, 2011 | December 30, 2011 |
| December 30, 2011 | January 13, 2012 |
| January 13, 2012 | January 31, 2012 |
| January 31, 2012 | February 15, 2012 |
| February 15, 2012 | February 29, 2012 |
| February 29, 2012 | March 15, 2012 |
| March 15, 2012 | March 30, 2012 |
| March 30, 2012 | April 13, 2012 |
| April 13, 2012 | April 30, 2012 |
| April 30, 2012 | May 15, 2012 |
| May 15, 2012 | May 31, 2012 |
| May 31, 2012 | June 15, 2012 |
| June 15, 2012 | June 29, 2012 |

If there are any questions regarding these documents and procedures, please contact our office at (510) 568-1022.

Exhibit H

Certificates of Insurance and Additional Insured Endorsement

INSERT HERE

MEMORANDUM OF UNDERSTANDING ROUTING FORM 2011-2012

Basic Directions

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

1. Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
2. Contractor and OUSD contract originator agree on terms for MOU and create MOU.
3. OUSD contract originator creates the requisition.
4. Within 2 weeks of creating the requisition the OUSD contract originator submits complete MOU packet for approval.

Agency Information

| | | | |
|--------------------|--|-------------------------|--------------------------|
| Agency Name | Safe Passages | Agency's Contact Person | Josefina Alvarado-Mena |
| Street Address | 250 Frank H. Ogawa Plaza. Suite 6306 | Title | Executive Director |
| City | Oakland | Telephone | (510) 238-6368 |
| State | CA | Zip Code | 94612 |
| | | Email | jalvarado@oaklandnet.com |
| OUSD Vendor Number | V056292 | | |
| Attachments | <input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Program Planning Tool and Budget | | |

Compensation and Terms – Must be within OUSD Billing Guidelines

| | | | | | |
|------------------------|------------|--------------------|------------|-----------------------|----------|
| Anticipated Start Date | 07/01/2011 | Date work will end | 06/30/2012 | Total Contract Amount | \$76,062 |
|------------------------|------------|--------------------|------------|-----------------------|----------|

Budget Information

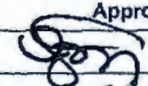
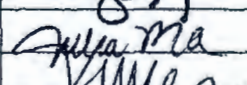
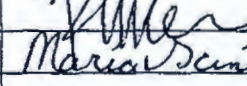
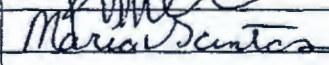
| Resource # | Resource Name | Org Key # | Object Code | Amount | Req. # |
|------------|---------------|------------|-------------|----------|----------|
| 6010 | ASES | 2261553401 | 5825 | \$76,062 | R0200302 |
| | | | 5825 | \$ | |
| | | | 5825 | \$ | |
| | | | 5825 | \$ | |

OUSD Contract Originator Information

| | | | | | |
|----------------------|---------------------------------|--|--------------------------|---------|---|
| Name of OUSD Contact | Gina Hill | Email | Gina.Hill@ousd.k12.ca.us | | |
| Telephone | (510) 639-3226 | Fax | (510) 639-3214 | | |
| Site/Dept. Name | 226/Roots International Academy | After School Program Enrollment Grades | 6 | through | 8 |

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.

| Please sign under the appropriate column. | Approved | Denied – Reason | Date |
|---|---|-----------------|---------|
| 1. Site Administrator |  | | 7/15/11 |
| 2. Oakland After School Programs Office |  | | 7-17-11 |
| 3. Network or Executive Officer |  | | 7/29/11 |
| 4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup) |  | | 8/1/11 |
| 5. Board of Education or Superintendent | | | |
| Procurement | Date Received | | |



250 Frank H. Ogawa Plaza, Suite 6306, Oakland, CA 94612
phone: 510.238.6368 fax: 510.238.2062
www.safepassages.org

Safe Passages was founded when Oakland was chosen, in 1996, as one of five urban cities to participate in the Urban Health Initiative of the Robert Wood Johnson Foundation, designed to improve the health and safety of children. The focus of Safe Passages was to create large scale systems change to improve public system service delivery. To this end, Safe Passages developed an unprecedented partnership in Oakland among the city government, the County of Alameda, the Oakland Unified School District (OUSD), the East Bay Community Foundation (EBCF), and a variety of community-based organizations. For the majority of its tenure, the work of Safe Passage focused on bringing and implementing, on a city-wide scale, effective, research based practices in Oakland aimed at reducing the effects of exposure to violence on young children and youth. Safe Passages undeniable success in this endeavor led the board of Safe Passages in 2004 to expand the work of this unprecedented collaborative to other high need areas of Alameda County.

Today over 65 governmental agencies, community service providers, schools, early childhood centers, and philanthropic organizations work together under the Safe Passages umbrella to design, fund, implement, and evaluate programs for poor and vulnerable families in Oakland, particularly those *exposed to community violence*.

Safe Passages has a demonstrated track record in managing multi-year, multimillion dollar grants since 1995, including \$5.2 million in direct cash grants from public agencies including the City of Oakland, Alameda County, Oakland Unified School District, U.S. Department of Justice, U.S. Department of Health & Human Services, California State Board of Corrections, State Asset Forfeiture Fund, and Oakland Police Department; an additional \$9.7 million in direct cash grants from private foundations including Robert Wood Johnson Foundation, The California Endowment, East Bay Community Foundation, United Way, Evelyn & Walter Haas Jr. Fund, Walter S. Johnson Foundation, and the San Francisco Foundation.

Safe Passages will facilitate seamless program delivery; coordinate involvement of collaborative agencies; implement weekly communication strategies with the help of the School Site Coordinator; and fulfill fiscal monitoring and grant reporting responsibilities.