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**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community School. Thriving Students

# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Andrea Bustamante, Executive Director, Community Schools and Student Services  
Martha Pena, Coordinator, After School Programs

**Board Meeting Date** June 26, 2019

**Subject** Memorandum of Understanding  
Contractor: East Bay Asian Youth Center  
Services For: MetWest High School

**Action Requested and Recommendation** Approval by the Board of Education of Memorandum of Understanding between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services, as described in the MOU, for MetWest High School's comprehensive After School Program, for the period of August 1, 2019 through July 31, 2020, in an amount not to exceed \$184,837.00.

**Background**

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

The general purpose of the 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program is to provide opportunities for communities to establish or expand activities that focus on 1) Improved academic achievement, 2) Enrichment services that reinforce and complement the academic program, and 3) Family literacy and related educational development services for high school students.

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

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

**Fiscal Impact** Funding resource(s): 4124/21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) Grant.

**Attachments**

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

**After School Template for High School  
Memorandum of Understanding 2019-2020  
Between Oakland Unified School District and  
East Bay Asian Youth Center**

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1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent, contingent upon OUSD's receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with East Bay Asian Youth Center ("AGENCY") to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at 338/MetWest High School under the following grants:
  - California Department of Education ("CDE") 21st Century High School ASSETS Program ("ASSETS Core Grant")
  - California Department of Education ("CDE") 21st Century Equitable Access Grant ("Direct Access")
  - California Department of Education ("CDE") 21st Century Family Literacy Grant ("Family Literacy")
2. **Term of MOU.** The term of this MOU shall be August 1, 2019 through July 31, 2020. The term may be extended by written agreement of both parties.
3. **Termination by OUSD.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
  - a) **No Premature Termination by AGENCY.** AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change and/or unless OUSD deems immediate removal of AGENCY is necessary for cause. In the event AGENCY ceases to provide required services prior to the end of the MOU term, or is terminated for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.
  - b) **Advance Notice by AGENCY for Coming School Year.** AGENCY must provide advance notice to Principal and OUSD After School Programs Office by the end of the first semester if AGENCY cannot continue providing after school lead agency services for the succeeding school year. This date allows the school site to have sufficient time to find a new lead agency partner, and enables OUSD to work to preserve after school grant funding (including OFCY city funding) for the school.
4. **Compensation. Contingent on OUSD receipt of** The 21st Century ASSETS Core Grant, and Direct Access grant award amount for East Bay Asian Youth Center is \$ 184,837.00. Contingent on 21<sup>st</sup> CCLC funding. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:

- 4.1. **Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee and **subject to AGENCY compliance with MOU requirements**, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY. **Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and trainings and in continuous quality improvement efforts.**
- 4.2. **Positive Attendance.** Payment for services rendered related to the ASSETS Core Grant shall be based on actual student attendance rates (\$10.00 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 \$10.00 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 ASSETS Core Grant to be processed. (**Exhibit A - Attendance Reporting Schedule 2019-2020**).
- 4.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASSETS Core Grant for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.
- 4.2.2. **Administrative Charges and Reconciliation.** Reconciliation process for positive attendance based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 4.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance costs.
- 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 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant 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 21st Century ASSETS program. 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 21st Century ASSETS program.
- 4.5. **Program Budget.** The grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2019-2020 and will not exceed \$ 184,837.00 in accordance with **Exhibit B** ("21<sup>st</sup> CCLC After School Program Plan" and "After School Budget Planning Spreadsheet").
- 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 21<sup>st</sup> Century ASSETS program is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance. Programs that charge program fees will waive or reduce these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge fees if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care.

5. **Scope of Work.** AGENCY will serve as lead agency at 338/MetWest High School, will be responsible for operations and management of the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant contracted to AGENCY by OUSD for fiscal year 2019-2020. This shall include the following required activities:

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

5.1.1. **Alignment with Single Plan for Student Achievement ("Site Plan").** AGENCY will ensure the after school program aligns with OUSD and 338/MetWest High School and objectives to ensure the success of students as articulated in the Site Plan. AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

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

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

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

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

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with 21st Century ASSETS Core, Family Literacy, and Direct Access 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 9th through 12th grade students at 338/MetWest High School, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

5.4. Program Requirements

5.4.1. **Program Hours.** Consistent with the 21st Century ASSETS program requirements, AGENCY agrees to operate a minimum of 15 hours per week. This may include after school only OR after school and any combination of before school, weekends, summer intersession and vacation.

5.4.2. **Program Days.** AGENCY shall offer a program for a minimum of 177-180 days during the 2019 – 2020 school year.

5.4.2.1. **Attendance Targets.** AGENCY will operate the program for a sufficient number of days during the 2019 – 2020 school year to ensure that student attendance targets are met. This can include Summer Session.

5.4.2.2. **Program Closure.** AGENCY will close the ASSETS program no more than a maximum of 3 days in the 2019-2020 school year for staff professional development, as permitted by Education Code.

5.4.3. Program Components

5.4.3.1. AGENCY shall provide programming that supports the guidelines as outlined in the ASSETS Core Grant for students at 338/MetWest High School. AGENCY understands that the ASSETS program has three required elements that must be offered in every funded program: academic assistance, enrichment, and family literacy services. AGENCY understands that the academic and enrichment elements must provide additional support for pupils and be coordinated with the regular academic program requirements, standards-aligned curriculum and instructional materials, and assessments of pupil progress. AGENCY agrees to provide programming consistent with grant guidelines understanding that:

5.4.3.1.1. **Academic Assistance.** ASSETS programs will include tutoring, homework assistance, and Credit Recovery in their academic assistance element. The assistance will be aligned with the regular academic programs of the students and will assist them in meeting state and local academic achievement standards in core academic subjects, such as reading, mathematics, and science.

5.4.3.1.2. **Enrichment.** Each ASSETS program will provide an enrichment element that offers participating students a broad array of additional services, programs, and activities designed to reinforce and complement the regular academic program. Services will be actively coordinated with the students' regular high school day program. It is strongly encouraged that programs include an Internship Program to develop Career Skills. In particular, the enrichment element activities must be developed in alignment with appropriate California content standards and standards-aligned instructional materials, related California curriculum frameworks, and other research-based practices.



- 5.4.3.1.3. **Family Literacy Services.** AGENCY shall assess the need for family literacy services among adult family members of the high school students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- 5.4.3.2. **Supplemental and Summer Services.** In all programs receiving 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of activities may be implemented based on local student needs and interests, and district guidelines for summer programming. Supplemental and summer services may be added under this MOU. If summer services will be added, a separate MOU amendment will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.
- 5.4.3.3. **Equitable Access Programming.** AGENCY shall include a component for students at 338/MetWest High School to support full access to program components.
- 5.4.3.4. **Family Literacy Programming.** AGENCY shall offer a component for guardians, parents, and caretakers of students at 338/MetWest High School which includes parent workshop and training on a variety of topics including supporting youth academically, college and career readiness, and adult literacy development.
- 5.4.3.5. **Snacks/Supper/Beverages:** AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:
- 5.4.3.5.1. Provide meals and beverages that meet State and Federal standards;
  - 5.4.3.5.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;
  - 5.4.3.5.3. Provide all supplies including utensils, napkins, forks, required;
  - 5.4.3.5.4. Support compliance by AGENCY with required State and Federal administrative requirements;
  - 5.4.3.5.5. Provide annual training to AGENCY.
- 5.4.3.6. **Each AGENCY participating in the Nutrition Services snack/meal/beverage program shall:**
- 5.4.3.6.1. Attend annual training. In the event that the person responsible for snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;
  - 5.4.3.6.2. Complete After School Snack and Supper Menu Production Worksheets (MPW) on a daily basis;
  - 5.4.3.6.3. Ensure snack and supper count is accurate;
  - 5.4.3.6.4. Submit completed MPW to cafeteria staff by the next business day;
  - 5.4.3.6.5. Return leftovers to cafeteria;
  - 5.4.3.6.6. Ensure that only students are served and receive food from the program;

5.4.3.6.7. Ensure that meals are not removed from campus

5.4.3.6.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination

5.4.3.7. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.

5.4.3.7.1. MPW not completed and submitted by the next business day;

5.4.3.7.2. Snacks are ordered and not picked up

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

5.4.3.8.1. Snack: \$1.00

5.4.3.8.2. Supper: \$3.50

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

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

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

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

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

5.5.2. **Attendance Reports.** 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. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by AGENCY for 5 years for auditing purposes.

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

5.5.4. **Maintain Clean, Safe and Secure Environment.** AGENCY shall maintain 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.

5.6. **Alignment of After School Safety Plan with School Site Comprehensive Safety Plan.** AGENCY will use the OUSD After School Program Emergency Plan template and work collaboratively with school site administrator to complete and/or update and submit an annual after school safety plan by mid October which aligns with and is part of the school site's comprehensive safety plan. AGENCY

will seek approval from the OUSD After School Programs Office for any modifications to the OUSD template, in advance of distribution.

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

5.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after school program participants, visitors or staff must be reported via email to [ousdincidents@ccmsi.com](mailto:ousdincidents@ccmsi.com) by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians due to OUSD student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

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

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

- Administration, faculty, and staff of \_\_\_\_\_ 338/MetWest High School
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

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

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

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

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

- 6.1.1. a full description of the trip and scheduled activities
- 6.1.2. student/adult participant health information



- 6.1.3. **Notice of Waiver of All Claims:** Education Code § 35330 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against any school district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion, regardless of who holds the claims. If the field trip or excursion to which this permission slip applies is out-of-state, I hereby knowingly waive all of my and my daughter's/son's/ward's claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion."
- 6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.
- 6.3. No student shall be prevented from making a trip due to lack of sufficient funds.
- 6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.
- 6.5. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.
- 6.6. **Supervision**
- 6.6.1. AGENCY Executive Director must review and approve supervision plan.
- 6.6.2. Trip as structured is appropriate to age, grade level and course of study.
- 6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
- 6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
- 6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
- 6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).

**6.7. Transportation Requirements:** The AGENCY after school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY's own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; (I) students receive instruction in safe conduct on bus or other transport; and, (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

6.8. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.

6.9. Vendor is licensed to provide all proposed activities.

6.10. All after school program student participants on field trips, off site events or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)

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

**6.11.1. Definition of High Risk Activities**

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

- Amusement Parks
- Interscholastic Athletic Activities
- Bicycle riding
- Circus Arts
- Hiking (Moderate to rigorous terrain or length) vs short nature "walks"
- Hang gliding
- Horseback riding
- Ice Skating
- In-line or Roller Skating
- Rock climbing, climbing walls

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

- 6.12.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.
- 6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.
- 6.12.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.
- 6.12.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- 6.12.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- 6.12.3.8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.
- 6.12.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.
- 6.12.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

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

- 6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (**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 21st Century ASSETS Core Grant, Direct Access, and Family Literacy grant funds contracted to AGENCY by OUSD for fiscal year 2019-2020. AGENCY will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines for the federal 21<sup>st</sup> Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and to

communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

- 7.1. **Accounting Records.** AGENCY will maintain its accounting records based upon the principles of fund accounting.
- 7.2. **Disputes.** AGENCY shall make all records related to 21<sup>st</sup> Century ASSETS, Family Literacy, and Direct Access grants 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 21<sup>st</sup> Century Core Grant, Direct Access, or Family Literacy grant 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 21<sup>st</sup> Century Grants.** For services rendered related to the 21<sup>st</sup> Century ASSETS grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the 21<sup>st</sup> Century ASSETS grants, with a cumulative total for 2019-20 not to exceed \$ 184,837.00 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10<sup>th</sup> of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (**Exhibit F**). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.
9. **Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASEP and 21<sup>st</sup> CCLC programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.

## 10. Changes



10.1. **Agency Changes.** AGENCY may, at any time, by written order, make changes consistent with Section 5 Scope of Work of this MOU. If such changes cause an increase or decrease in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 5.4, or both. In the event that AGENCY encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, AGENCY shall so advise OUSD immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given to OUSD prior to the time that AGENCY performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written amendment to this MOU and signed by OUSD prior to AGENCY's implementation of such changes.

10.2. **Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during an academic school year. This MOU may be amended during the 2019-20 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant

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

11.1.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense sufficient Mandated Reporter training to all AGENCY agents at least annually within their first month working with OUSD students and comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.

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

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

11.1.4. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are

present on site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching and preparation time to enable staff and agent performance to meet the goals of the ASES/21<sup>st</sup> Century after school grant program and provide a safe and secure program.

- 11.2. **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.
- 11.3. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- 11.4. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.5. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 11.6. **Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents.
- 11.7. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American

male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.

12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, audit fines, assessments, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.
13. **Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance and shall require each subcontractor to do the same:
  - 13.1. **Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.
  - 13.2. **Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.
  - 13.3. **Property and Fire** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before work commence under this MOU. If at any time said policies of insurance lapse or become canceled, this MOU shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or AGENCY to OUSD. **Exhibit H** ("Certificates of Insurance").
14. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
15. **Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
16. **Program Books and Supplies.** Supplies can only be purchased by OUSD, not by Lead Agency. Supplies to be used in both the school day and after school program must be joint funded, with a maximum of 50% applied to ASES/21st. The only exception is that supplies for Supplemental programming on non-school days can be purchased by the lead agency. All supplies purchased with grant funding is and remains the property of OUSD and must remain at the site.

17. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, verifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov>

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

**OAKLAND UNIFIED SCHOOL DISTRICT**

*Aimee Eng*  
 \_\_\_\_\_ 6/26/19  
 President, Board of Education      Date  
 State Administrator  
 Superintendent

*[Signature]*  
 \_\_\_\_\_ 6/26/19  
 Secretary, Board of Education      Date

DocuSigned by:  
*Andra Bustamante*      5/31/2019  
 \_\_\_\_\_  
 Executive Director      Date  
 Community Schools and Student Services Dept.

DocuSigned by:  
*Michelle Deiro*      5/29/2019  
 \_\_\_\_\_  
 Principal      Date

DocuSigned by:  
*[Signature]*      6/2/2019  
 \_\_\_\_\_  
 Network Superintendent      Date

DocuSigned by:  
*Sandra Aguilera*      6/3/2019  
 \_\_\_\_\_  
 Chief Academic Officer      Date

**AGENCY**

DocuSigned by:  
*David Kakishiba*      5/29/2019  
 \_\_\_\_\_  
 Agency Director Signature      Date  
 David Kakishiba      Executive Director

\_\_\_\_\_  
 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
- **Exhibit J.** Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY

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

Legislative File ID: 19-1181

Exhibit A

**ATTENDANCE REPORTING SCHEDULE**

Oakland Unified School District After School Programs Attendance Reporting Schedule	
<b>Monthly Attendance Period</b>	<b>Deadline to Input Attendance Data into Cityspan</b>
July 1 – July 31, 2019	<b>August 10, 2019</b>
August 1 - August 30, 2019	<b>September 8, 2019</b>
September 1-30, 2019	<b>October 10, 2019</b>
October 1-30, 2019	<b>November 9, 2019</b>
November 1-30, 2019	<b>December 8, 2019</b>
December 1-31, 2019	<b>January 10, 2020</b>
January 1-31, 2020	<b>February 9, 2020</b>
February 1-29, 2020	<b>March 9, 2020</b>
March 1-31, 2020	<b>April 10, 2020</b>
April 1-30, 2020	<b>May 10, 2020</b>
May 1-31, 2020	<b>June 8, 2020</b>
June 1-30, 2020	<b>June 15, 2020</b>



Exhibit B

**21<sup>ST</sup> CCLC AFTER SCHOOL PROGRAM PLAN  
AND AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

*(Template distributed separately)*

**INSERT HERE**

# 2019-20 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

HIGH SCHOOLS 02.2019

Site Name:	METWEST HIGH SCHOOL		%	21CCCLC Core		%	21CCGLC Equitable Access		%	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds
Site #:	338	139		CLUSD	Lead Agency		CLUSD	Lead Agency		Lead Agency	CLUSD	Lead Agency
Average # of students to be served daily (ADA)				250000.00	0.00		0.00	0.00		0.00	0.00	0.00
TOTAL GRANT AWARD				250000.00	0.00		0.00	0.00		0.00	0.00	0.00
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PROFESSIONAL DEVELOPMENT, CUSTODIAL</b>												
OUSD Indirect (3.98%)	9569.10						0.00					
OUSD ASPO admin, evaluation, and training/technical assistance costs	15729.12						0.00					
Custodial Staffing and Supplies at 3.5%	7864.56						0.00					
<b>TOTAL SITE ALLOCATION</b>				<b>216937.17</b>			<b>0.00</b>					
<b>CERTIFICATED PERSONNEL</b>												
1120 Quality Support Coach/Career Pathways' Liaison (Highly Recommended)	2500.00						0.00				0.00	
1120 Certificated Teacher Extended Contracts	20000.00						0.00				0.00	
1120 Certificated Teacher - Credit Recovery - English I												
1120 Certificated Teacher - Credit Recovery - Algebra I												
1120 Career Pathway Certificated Teacher Extended Contracts												
Total certificated	22500.00						0.00				0.00	0.00
<b>CLASSIFIED PERSONNEL</b>												
2220 SSO	0.00										0.00	
Total classified	0.00						0.00				0.00	0.00
<b>BENEFITS</b>												
3000's Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%)	4500.00						0.00				0.00	
3000's Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)	0.00						0.00					
3000's Employee Benefits for Salaried Employees (42%)												
3000's Lead Agency benefits (rate: 25 %)												
Total benefits	4500.00						0.00				0.00	0.00

**BOOKS AND SUPPLIES**

4310	Supplies (OUSD only, except for Summer Supplemental)		5000.00						0.00	0.00	0.00
4310	Curriculum (OUSD only)								0.00	0.00	0.00
5829	Field Trips			8714.00					0.00	0.00	0.00
4420	Equipment (OUSD only)								0.00	0.00	0.00
	Transportation / Buses			600.00							
	District professional development on district PD days (Bridging the Bay conference and Youth Work Methods trainings)			500.00							
	Total books and supplies		5000.00	9814.00				0.00	0.00	0.00	0.00

**CONTRACTED SERVICES**

5825	Site Coordinator (100% FTE)			75046.01					0.00		
5825	Family Liaison										
5825	College & Career Readiness Coach (required for All Ed)										
5825	Credit Recovery Coach										
5825	Academic Mentor for 9th graders										
5825	Youth Internship Stipends										
5825	Academic Instructors (5 instructors @ 36 weeks, 7 hours per week, \$22.71 per hour)			28615.00							
5825	Enrichment Facilitators (4 instructors @ 36 weeks, 2 hours a week, \$31.26 per hour)			9000.00							
5825	Subcontractors (List specific agency name for each subcontractor)			40000.00							
5825	Staff time to participate in Continuous Quality Improvement trainings and meetings			14850.00							
5825	Program Director (15% FTE)										
5825	Total services		0.00	167511.01				0.00	0.00	0.00	0.00

**IN-KIND DIRECT SERVICES**

	Total value of in-kind direct services								0.00	0.00	0.00
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**LEAD AGENCY ADMINISTRATIVE COSTS**

	Lead Agency Admin (4%, max of total contracted \$)			7512.16					0.00		0.00
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**SUBTOTALS**

	Subtotals DIRECT SERVICE	85	35774.99	177325.01	#DIV/0!	0.00	0.00	#REF!	0.00	0.00	0.00
	Subtotals Administrative	15	29387.84	7512.16	#DIV/0!	0.00	0.00	#REF!			0.00

**TOTALS**

	Total budgeted per column		65162.83	184837.17		0.00	0.00		0.00	0.00	0.00
	Total BUDGETED	100	250000.00	#DIV/0!		0.00	0.00	#REF!	0.00	0.00	0.00
	BALANCE remaining to allocate		0.00			0.00					
	TOTAL GRANT AWARD/ALLOCATION TO SITE		250000.00			0.00					








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

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

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

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION	
School Site Name: MetWest High School	School Type (check one) <input type="checkbox"/> Elementary (K-5) <input type="checkbox"/> Elementary (K-8) <input type="checkbox"/> Middle (6-8) <input checked="" type="checkbox"/> <b>X High School (9-12) (neither of the options below)</b> <input type="checkbox"/> Continuation High School <input type="checkbox"/> Comprehensive High School
CDS Code: 01 61259 0100701	After-School Lead Agency: East Bay Asian Youth Center
Is this school-site committed to a new lead agency for 2019-2022? No	
Principal Name: Michelle Deiro	Principal Signature and date:  5/1/19
Lead Agency Director Name: Gianna Tran	Lead Agency Director Signature and date: 
After-School Site Coordinator (if known at this time): Etang Inyang	After-School Site Coordinator Signature and date:  5/1/2019





**SECTION 2: PROGRAM OPERATIONS**

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

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

<b>Projected daily attendance for 2019-20 school year program.</b>	<b>135</b>
--	------------

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

CDE allows programs to close for a **maximum of 3 days** during the school year for professional development. Families must be notified of these program closure dates in advance, and the lead agency must maintain and upload documentation of professional development activities offered on these dates, including training agenda and staff sign-in sheets.

**List the three days (if any) your program plans to close this year for PD. The program must be open every other day of the school year. (We don't plan to close any program day)**

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

**Projected Number of Minimum Days for School Year 2019-2020: 38**  
*\*School should provide lead agency with a calendar of minimum days for the 1st day of school.*  
**X School-day bell schedule attached**

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

**There is no projected additional minimum days at this time.**



**SECTION 3a: PROGRAM MODEL.**

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

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

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

Students at all grade levels are at yearlong internships on Tuesdays and Thursdays - some internships are on site, most internships are off campus.

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

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

**ENROLLMENT PROCESS & TIMELINE**

Attach your enrollment timeline to this document

*Important dates to include in your timeline:*

- **April - June:** Spring enrollment for 2019-20 programs.
- Families will be notified of 2019-20 after school enrollment before the **last day of school, May 30, 2019.**
- After school programs begin on the **first day of school** when enrollment is at a minimum 75% capacity.
- **August - September:** new school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by **September 30, 2019**, except for slots reserved for transitional students (i.e., Homeless, foster youth; Newcomers) entering the program for the first time and/or mid-year
- All programs must maintain **waitlists** after program slots are filled High School and Continuation schools based on alternative schedules and intersession. Please include the items above that are applicable to you schedule and recruitment process.

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



- Every MetWest High School student participates in our after school programming.

**SECTION 3b: PROGRAM MODEL. (Continued)**  
Average Daily Attendance, Program Dates, Minimum Days & Enrollment

**Who can receive the Golden Ticket?**

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

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

**Every MetWest High School student participates in our after school programming.**

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

We will actively work with the student, their guardian, their advisor and Learning Through Internship mentor to individualize the program needs of the high need transitional student. Every MetWest High School student is a participant in our after school program. We work with each transfer student individually to craft the right academic and enrichment program to meet their social, emotional and academic needs. Students who transition to MetWest mid-year initially meet with our principal, academic counselor, restorative practice coordinators who do a needs assessment with the student. The new student's advisor meets with the student and their family in their home to have a deeper context and understanding of the student's unique needs and interests.

Interventions, Quarterly Family meetings (at minimum), 1-1 meetings with students, monthly internship meetings with students and internship mentors, SEL work infused in all we do, community circles, circles in class, direct students to outside services when needed, weekly COST meetings, transcript analysis.



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

**We will actively work with the student, their guardian, their advisor and Learning Through Internship mentor to individualize the program needs of the high need transitional student. Every MetWest High School student is a participant in our after school program. We work with each transfer student individually to craft the right academic and enrichment program to meet their social, emotional and academic needs. Students who transition to MetWest mid-year initially meet with our principal, academic counselor, restorative practice coordinators who do a needs assessment with the student. The new student's advisor meets with the student and their family in their home to have a deeper context and understanding of the student's unique needs and interests.**

**Interventions, Quarterly Family meetings (at minimum), 1-1 meetings with students, monthly internship meetings with students and internship mentors, SEL work infused in all we do, community circles, circles in class, direct students to outside services when needed, weekly COST meetings, transcript analysis.**

**SECTION 4: PROGRAM COMPONENTS**

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

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

**1. Intentionally develop students’ SEL skills: Community circles are the heart of our program. Individualized Learning Plans center students goal setting with academic goals and non-cognitive variables.**

**2. Increased literacy development for all students grades 9th through 12th.**

**3. Leadership: Peer to peer and mentoring other students.**



<p><b>Educational and literacy Component</b> that includes tutoring/ homework assistance in the core subjects (language arts, math, history /social science, etc.)</p>	<p><b>Describe how your after-school program will provide the educational &amp; literacy component.</b>  <b>How are students building academic skills? How are you integrating social-emotional academic development?</b> <i>(Include specific strategies for creating a <u>Safe &amp; supporting environment through encouragement and Active engaged learning.</u>)</i></p> <p>Our work for next year will be to determine how we are assessing our articulated standards and to identify specific core literacy strategies to ensure all of our students improve and reach clearly articulated growth goals that are integrated in the student learning plan and internship project work. We will measure this through SRI data, student protocols and analysis, internship project staff protocols, and more consistent coaching.</p> <p>We will leverage small group collaboration time with ASP staff with a focus on learning, creating/doing together, while using intentional protocols for reflection and assessment based on data and student work. Through the process of co-creating rubrics we will be pushed to identify the specific skills that we are teaching our students and through a norming process will be able to assess students equitably while also being able to identify specific skills students need more support around.</p>
<p><b>Educational Enrichment Component</b> that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)</p>	<p><b>Describe how your after-school program will offer educational enrichment activities.</b> <i>(Include specific strategies designed to foster <u>skill - building; youth voice and leadership and diversity, access and equity.</u>)</i></p> <p><b>Through leveraging our SEL program, our personalized interventions, and our pathway internship program, all students will receive equitable support and academic interventions to provide the opportunity for rigorous learning and academic success.</b></p> <ol style="list-style-type: none"> <li>1. <b>Advanced Art / Portfolio Development - 11th and 12th grade students / ladder of proficiency. Advanced concepts in Art. Students will explore a variety of materials and 2-D and 3-D techniques.</b></li> <li>2. <b>Maker Lab - 9th through 12th grade students. Design, Art, Engineering, Math.</b></li> <li>3. <b>Graphic Design - 9th through 12th grade students.</b></li> <li>4. <b>Photography - 9th through 12th grade students.</b></li> <li>5. <b>Video Production - 9th through 12th grade students.</b></li> <li>6. <b>Math Lab - 9th through 12th grade students.</b></li> <li>7. <b>BUILD Mentor Session - 9th grade students.</b></li> <li>8. <b>Girls Mentoring - RP Circles - 9th through 12th grade students.</b></li> <li>9. <b>Boys Mentoring - RP circles - 9th through 12th grade students.</b></li> <li>10. <b>Studio Art - 9th through 12th grade students.</b></li> <li>11. <b>Art History - 9th through 12th grade students.</b></li> </ol>



	<p>12. Fashion Design - 9th through 12th grade students.          13. Yearbook - 9th through 12th grade students.          14. SAT Prep - 10th through 12th grade students.          15. ELL Development - 9th through 12th grade students.          16. Gardening - 9th through 12th grade students.          17. MetWest Live - 9th through 12th grade students.          18. Ethnic Studies - 9th through 12th grade students.</p>
<p><b>Physical Activity</b>          other than recess that is structured and supervised with a warm-up, structured physical activities and a cool down. (This should happen for all students in program.)</p>	<p><b>Describe how your after-school program will provide <u>structured physical activity</u> for all participants. (Include specific strategies to promote <u>Healthy Choice and Behaviors</u>.)</b></p> <p><i>CDE asks programs to offer 30-60 minutes of developmentally appropriate, <u>daily</u> physical activity (to help meet CDE recommendation of 60 daily minutes of moderate to vigorous physical activity for youth) This is not 'free play' or recess.</i></p> <ul style="list-style-type: none"> <li>· Plan and evaluate (review fitness test results, track minutes, etc.)</li> <li>· Include a variety of activities throughout the year</li> </ul> <p><b>1. Sports and Fitness: Athletics training and skill development. Nutrition and body empowerment. 3 hours per week.</b></p> <ul style="list-style-type: none"> <li>a. Health and wellness</li> <li>b. 9th - 12th grades</li> </ul> <p><b>2. Biking. 2 hours per week.</b></p> <ul style="list-style-type: none"> <li>a. Health and wellness</li> <li>b. 9th - 12th grades</li> </ul> <p><b>3. Yoga. 2 hours per week.</b></p> <ul style="list-style-type: none"> <li>a. Health and wellness</li> <li>b. 9th - 12th grades</li> </ul> <p><b>4. Running, Training for Oakland Half Marathon. 3 hours per week.</b></p> <ul style="list-style-type: none"> <li>a. Health and wellness</li> <li>b. 9th - 12th grades</li> </ul> <p><b>5. Dance. 2 hours per week.</b></p> <ul style="list-style-type: none"> <li>a. Health and wellness</li> <li>b. 9th - 12th grades</li> </ul> <p><b>6. Gardening. 3 hours per week.</b></p> <ul style="list-style-type: none"> <li>a. Health and wellness</li> <li>b. 9th - 12th grades</li> </ul>
<p><b>Family Literacy Component that</b></p>	<p><b>Describe how your after-school program provides opportunities to promote literacy and/or other educational services to adult family members of students?</b></p>





<p>includes literacy activities and other educational services that adult family of students.</p>	<p><b>Our school site hosts adult education ESL classes open to the community. A number of MetWest High School families take advantage of this community resource.</b></p>
<p align="center"><b>Academic Alignment with School Day and District Priorities</b></p>	
<p><b>Please provide a short narrative that identifies how you will support school goals aligned with district priorities.</b></p> <ul style="list-style-type: none"> <li>• Collaborate with your school administrator and consult the School Site Plan to align with the school day.</li> <li>• Consult the descriptions below for the District’s priorities for elementary, middle and high school.</li> </ul>	
<p><b>Elementary OUSD Strategic Strategies</b></p> <p><i>In OUSD’s Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to make sure students are reading at or above grade level and English learners are reaching English fluency.</i></p> <p><b>Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.</b></p>	
<p><b>MIDDLE_ OUSD Strategic Targets</b></p> <p><i>In OUSD’s Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to <b>prepare all students to be college, career, and community ready</b>. To meet this strategic goal, middle schools must prepare their students to be high school ready by the time they graduate from the 8th grade.</i></p> <p><b>Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.</b></p>	
<p><b>High School OUSD Strategic Strategies</b></p> <p><i>Academic activities should be aligned with school goals. Your after-school program should plan to offer a range of academic supports to support students to learn and practice skills and knowledge related to core academic content. There should also be an intentional learning space which allows students to work independently with support.</i></p> <p><b>Please include the following OUSD High School After-School requirements:</b></p> <p><u>For Comprehensive high schools:</u></p> <ul style="list-style-type: none"> <li>• Academic mentoring for 9th graders at risk of failing classes</li> <li>• Academic supports and mentoring for 10th–12th grade students taking credit recovery</li> </ul>	



For Alternative Ed, high schools:

- College and career readiness activities

All MetWest High School students seek out and secure year-long internships based in their interests and passions. All students engage in an authentic internship search process, including visiting internship sites, conducting informational interviews, and participating in shadow days. Our student centered approach exemplifies the social entrepreneurship pathway. All students develop individualized learning plans and secure internships based on their interests. This leads to a wide variety of student internship settings. Students co-create internship learning objectives, much of which are based in 21st century skills.

Summer Math and Learning Through Internship for all incoming 9th grade students. Addresses early intervention with math literacy and ignites internship/career interest exploration.

Continue yearlong homework center led by three staff (minimum) provides academic supports, mentoring and intervention for students in grades 9th through 12th.

Continue to offer a variety of credit recovery course options for students grades 10th through 12th.

Support for this comes through internship (resume building, developing workplace relationships, etc), advisors, EBC, college visits and tours, college write in night, Chapter 510 tutoring and support, dedicated staff person to works with students on concurrent enrollment, transcript analysis in each advisory at every grade, internship coordinator holding year-round opportunities including connections to different career pathways and summer opportunities. We also provide SAT tutoring and school based SAT administration. We need to better systematize this work, however.

Attach your program schedule for in 2019-2020

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

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

- I. **Safe Environment 3.87**
  - A. Emotional Safety 4.33
  - B. Healthy Environment 4.33
  - C. Emergency Preparedness 3.43
  - D. Accommodating Environment 4.00
  - E. Nourishment 3.44
- II. **Supportive Environment 4.13**
  - A. Warm Welcome 4.56
  - B. Session Flow 4.22
  - C. Active Engagement 3.75
  - D. Staff Support Youth in Skill Building 3.87
  - E. Encouragement 4.17



**F. Reframing Conflict 4.20**

**III. Interaction 3.09**

- A. Belonging 3.53
- B. Collaboration 3.00
- C. Leadership 2.60
- D. Adult Partners 3.33

**IV. Engagement 3.03**

- A. Planning 4.00
- B. Choice 2.83
- C. Reflection 2.75

**Instructional Total Score - 3.41**

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

1. We identified the need to leverage more peer to peer leadership and mentoring opportunities with students. The development of a formalized student advisory council and student restorative practices facilitators will be key to positive shifts in school culture and climate and for students leadership beyond MetWest High School.

2. Emergency Preparedness: More systematized routines are needed for a variety of safety drills during after school program hours are needed- both on internship and non- internship school days.

3. \_\_\_\_\_

**PROGRAM SELF-ASSESSMENT**

**Name the stakeholders who participated in the Program**

**Self-Assessment in 2018-2019?**

Please check which stakeholders were involved in your CQI process.

- |  |  |
|--|--|
| <input type="checkbox"/> Internal evaluator          | <input type="checkbox"/> External evaluator          |
| <input type="checkbox"/> School administrator        | <input type="checkbox"/> District administrator      |
| <input type="checkbox"/> Certified staff             | <input type="checkbox"/> Classified staff            |
| <input checked="" type="checkbox"/> Program director | <input checked="" type="checkbox"/> Site coordinator |
| <input checked="" type="checkbox"/> Site level staff | <input type="checkbox"/> Parents/guardians           |
| <input type="checkbox"/> Students                    | <input type="checkbox"/> Community partners          |
| <input type="checkbox"/> Advisory group              | <input type="checkbox"/> Other stakeholders _____    |

**What are some key discoveries you made**

**We identified the need to leverage more peer to peer leadership and mentoring opportunities with students. The development of a formalized student advisory**



<p>doing the program self-assessment? <i>(Strengths, areas of improvement)</i></p>	<p><b>council and student restorative practices facilitators will be key to positive shifts in school culture and climate and for students leadership beyond MetWest High School.</b></p> <p><b>Emergency Preparedness: More systematized routines are needed for a variety of safety drills during after school program hours are needed- both on internship and non- internship school days.</b></p>
<p><i>Which Quality Standards will the program focus on for improvement in the 2019 - 2020 school year?</i></p>	<ol style="list-style-type: none"> <li><b>1. Youth Voice and Leadership.</b></li> <li><b>2. Safe and supportive environment.</b></li> </ol>
<p>Describe how the program will address the improvement in this area? <i>(please include program structures, staffing practices and partnerships.)</i></p>	<ol style="list-style-type: none"> <li><b>1. Restorative Practice student facilitators and advisory council recruitment (all grades represented)</b> <ol style="list-style-type: none"> <li><b>a. Weekly team meeting with student leaders</b></li> <li><b>b. Lunch time meetings to outreach to student leaders</b></li> </ol> </li> <li><b>2. Restorative Practice student facilitators and advisory council curriculum planning</b> <ol style="list-style-type: none"> <li><b>a. Student circle curriculum developed</b></li> <li><b>b. Weekly meeting with student leaders</b></li> </ol> </li> <li><b>3. Restorative Practice student facilitators and advisory council professional development as circle keepers</b> <ol style="list-style-type: none"> <li><b>a. OUSD Restorative Justice training and PD</b></li> <li><b>b. District led restorative justice training for student leaders</b></li> </ol> </li> <li><b>4. Restorative Practice student facilitators and advisory council lead spring semester school wide circles</b> <ol style="list-style-type: none"> <li><b>a. Curriculum and training completed</b></li> <li><b>b. Curriculum and training completed</b></li> </ol> </li> </ol> <ol style="list-style-type: none"> <li><b>1. We ordered walkie talkies for all staff for the 2018-2019 school year to help with schoolwide safety communication, but have not used them. Instead we relied on phone and PA communication. Start the school year with walkie talkie use.</b> <ol style="list-style-type: none"> <li><b>a. Start our August professional development with safety role plays.</b></li> <li><b>b. Schedule staff for training and reflection</b></li> </ol> </li> <li><b>2. Schedule drills without notifying staff of dates to simulate actual emergency conditions.</b> <ol style="list-style-type: none"> <li><b>a. Inform staff that they will not be informed of drill dates.</b></li> </ol> </li> </ol>



	<b>b. Reflection with staff</b>
<i>What is one key data point from your program profile that will be a focus for the upcoming school year? (Please include a summary of the data you are responding to.)</i>	<b>Leadership 2.60</b> <b>1 (Y) Practice group process skills X</b> <b>2 (Y) Mentoring opportunities 2.60</b> <b>3 (Y) All youth lead group 3.00</b>



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

**CQI Phase Key:**

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

<i>From a scale of 0 to 3 rate your program on the following <u>Point of Service Quality Standards</u>.</i>		<i>From a scale of 0 to 3 rate your program on the following <u>Programmatic Quality Standards</u>.</i>	
1. Safe and supportive environment	3	1. Quality staff	2
2. Active and engaged learning	3	2. Clear vision, mission, and purpose	2
3. Skill building	3	3. Collaborative partnership	2
4. Youth voice/leadership	2	4. Continuous quality improvement	2
5. Healthy choice and behaviors	2	5. Program Management	2
6. Diversity, access, and equity	3	6. Sustainability	2





**SECTION 6: Facilities**

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

Indoors (specify room numbers and space names)			Outdoors		
Room Number & Name of Space	# of Students	Hours to be used	Room Number & Name of Space	# of Students	Hours to be used
C-130 - Homework Center	20	Mon/Fri 3:15-5pm			
Huerta Art Studio	12	Mon/Fri 3:15-5pm			
C-131, C-132, C-136, C-137 - Tutoring	12 / classroom	Mon/Fri 3:15-5pm			
C-210, C-211, C-214, C-215, C-220, C-221 - Tutoring	12 / classroom	Mon/Fri 3:15-5pm			
Student restrooms - first and second floors	160	Mon/Fri 3:15-5pm			

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

Name of Event	STEAM SHOWCASE	Potential Date	MARCH 2020	Number of Students	200	Hours of Use/Room Numbers	TBD
Name of Event	WE ARE THE PEOPLE CONFERENCE	Potential Date	JANUARY 2020	Number of Students	200	Hours of Use/Room Numbers	TBD
Name of Event	SUMMER BOOTCAMP	Potential Date	JUNE 2019	Number of Students	80	Hours of Use/Room Numbers	TBD



Name of Event	SUMMER BOOTCAM P	Potential Date	JUNE 2020	Number of Students	80	Hours of Use/Room Numbers	TBD
Name of Event		Potential Date		Number of Students		Hours of Use/Room Numbers	

**SECTION 7a: PROGRAM FEES**

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

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

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



SECTION 7b: PROGRAM FEES (Continued)	
Describe how your school/program plans to collect program free and who will be exempt from paying fees or received a reduced fee?	N/A
Describe how all fees collected will be used on site for direct service in your after-school program.	N/A
Describe how fees will be communicated to school leaders/school community.	N/A
<input type="checkbox"/> Attach a copy of written evidence of your program fee materials/process (i.e. parent letters, parent handbook, etc. meeting with agenda/minutes?)	



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

School Site MetWest High School

Lead Agency East Bay Asian Youth Center

Date April 17, 2019

Name of After School Program MetWest HS ASP

After School Site Coordinator Name (if known at this time):  
Etang Inyang

Principal Signature

Lead Agency Signature

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

Principal and Lead Agency representative will **review and discuss** each assurance below.

Please note **hyperlinks** for the following documents referenced below:

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

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

PRINCIPAL INITIALS

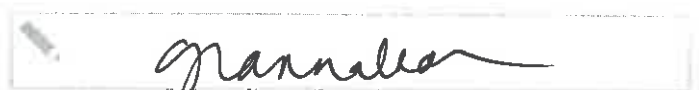
LEAD AGENCY INITIALS

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

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



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

## After School Safety and Emergency Planning

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

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

All staff simulated training and debrief reflection during August 2019 professional development - reviewed throughout the school year. Walkie Talkies.

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

### Facility Keys

It is critical that the After-School Site Coordinator has access to facility keys in order to ensure safety after school should a lockdown or lockout be needed. Will the After-School Program **have access to facility keys** for all areas where after school programming occurs?  Yes  No

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




## After School Safety and Emergency Planning, continued


### SSO Staffing

**Check one:**

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

 *Michelle P*

PRINCIPAL SIGNATURE

 *General*

LEAD AGENCY SIGNATURE

## Continuous Quality Improvement (CQI)

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

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

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

CQI: Continuous quality improvement

QAP: Quality action plan

SAPQA: School Age Program Quality Assessment

YPQA: Youth Program Quality Assessment



PRINCIPAL SIGNATURE

### Review and mark all commitments:

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

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



LEAD AGENCY SIGNATURE

# ADDENDUM #1

## COMPLETED BY MIDDLE SCHOOL AFTER SCHOOL PROGRAMS ONLY Middle School Sports

School Site	N/A
-------------	-----

Lead Agency	N/A
-------------	-----

### Middle School Athletics

Sports are an exciting way to keep students engaged in school, and to support health & wellness and community building. OUSD encourages after school programs to participate in the OUSD middle school sports league, which consists of after school sports practices and games on the weekend. Lead agency staff, teachers on extended contract, and/or classified staff on extra time/overtime can serve as coaches for middle school athletics.

Please **identify** the middle school sports activities that the after-school program will be offering students this year in partnership with the OUSD Middle School Sports League.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Co-ed Flag Football | <input type="checkbox"/> Girls Soccer          | <input type="checkbox"/> Boys Volleyball |
| <input type="checkbox"/> Girls Cross Country | <input type="checkbox"/> Boys Soccer           | <input type="checkbox"/> Other.          |
| <input type="checkbox"/> Boys Cross Country  | <input type="checkbox"/> Girls Track and Field |  |
| <input type="checkbox"/> Girls Basketball    | <input type="checkbox"/> Boys Track and Field  |  |
| <input type="checkbox"/> Boys Basketball     | <input type="checkbox"/> Girls Volleyball      |  |

PLEASE DESCRIBE:

- I understand that my middle school sports activities will be listed on my 2019–20 program schedule  
I understand I will submit a Schedule of Field Trips and Off-Campus Activities form each semester, listing my program's after school athletic games and practices.
- I understand that all students participating in middle school sports will complete an OUSD Release of Liability and Assumption of Risk form for Middle School Sports League Activities  
I understand that individuals providing coaching for middle school sports will need to go through the OUSD coaches hiring process.



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

**ADDENDUM #2**  
**COMPLETED BY HIGH SCHOOL AFTER SCHOOL PROGRAMS ONLY**  
**ASSETs Program Schedule**

**ASSETs Program Schedule**

*Must be completed by all programs that receive or have currently applied for ASSETs funding.*

**Describe your planned programming** on weekends, intercession breaks, summer, and other non-school days during the 2019-20 school year. Your plans must match your proposed program budget.

<b>Number of non-school days you plan to offer during the 2019-2020 fiscal year</b> (JULY 1, 2019–JUNE 30, 2020)	0
<b>Dates of Service</b>	N/A
<b>Proposed Hours of Operation</b>	N/A

**Description of program activities:** *(describe goals of programming, target audience, planned activities, etc.) Please include any programming geared to internships or requiring off campus travel.)*

N/A



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

## ADDENDUM #3

### COMPLETED BY SITES WITH EQUITABLE ACCESS GRANTS ONLY

#### 21<sup>st</sup> Century and ASSETs Equitable Access

#### Equitable Access

*Must be completed by all programs that receive or have applied for 21<sup>st</sup> CCLC Equitable Access funding.*

Some 21<sup>st</sup> CCLC and ASSETs programs receive extra Equitable Access funding. The intent of Equitable Access funding is to provide targeted supports for special populations of students who may face challenges and barriers to program participation. Examples of allowable use of Equitable Access funds include:

- additional academic interventions/supports to struggling students (ie. English Language Learners, students with special needs, etc )
- mental health support services that enable students to fully participate in the after school program
- translation services, bus tickets, and other supports that make it possible for students to participate in program

**How will your 21<sup>st</sup> CCLC/ASSETs program support equitable access in your program? Which population(s) of students in your program will receive extra support through the Equitable Access supplemental grant? Please describe your planned use of Equitable Access funds. *Your plans must align with your Equitable Access budget.***

N/A



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

**Metwest High School  
ENROLLMENT TIMELINE  
2019-2020**

Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2019 and into the new school year.

<b>Timeline</b>	<b>After School Enrollment Steps/Process</b>	<b>Individual(s) responsible</b>
April 2019	Program Announcement	ASP Director
May 2019	Program enrollment and intake – round 1	ASP Director
May 2019	Notification of program acceptance	ASP Director
August 2019	Program enrollment and intake – round 2	ASP Director
August 2019	Program orientation	ASP Director



**2019-20 After School Program Schedule**  
**School Site: MetWest High School 2019-2020**  
**Lead Agency: East Bay Asian Youth Center**  
**Name of Program: MetWest High School After School Program**

Block	Monday	Tuesday	Wednesday	Thursday	Friday
1-2pm	Studio Art / Maker Lab / STEAM / AAMA / Sports and Fitness / MetWest Live	Learning Through Internship placement	Studio Art / Maker Lab / STEAM / AAMA / Sports and Fitness / MetWest	Learning Through Internship placement	Studio Art / Maker Lab / STEAM / AAMA / Sports and Fitness / MetWest
2:05-3:05pm	Art History / STEAM / Maker Lab / Video	Learning Through Internship placement	Art History / STEAM / Maker Lab / Video	Learning Through Internship placement	Art History / STEAM / Maker Lab / Video
3:10-4pm	Fashion Design / STEAM / Ethnic Studies / Gardening / SAT Prep / Sports and Fitness / Mentoring / Tutoring	Learning Through Internship placement	Fashion Design / STEAM / Ethnic Studies / Gardening / SAT Prep / Sports and Fitness / Mentoring / Tutoring	Learning Through Internship placement	Yearbook / Biking / Fashion Design / STEAM / Ethnic Studies / Gardening / SAT Prep / Sports and Fitness / Mentoring / Tutoring
4-5pm	Advanced Art / Ethnic Studies / SAT Prep / Sports and Fitness / Mentoring / Tutoring	Learning Through Internship placement	Advanced Art / Ethnic Studies / SAT Prep / Sports and Fitness / Mentoring / Tutoring	Learning Through Internship placement	Learning Through Internship placement



# MetWest ASP Weekly Schedule 2019-2020

Revised 04/15/19

<b>MONDAY</b>	<b>TUESDAY</b> <i>LTI Day</i>	<b>WEDNESDAY</b>	<b>THURSDAY</b> <i>LTI Day</i>	<b>FRIDAY</b>
<p><b>D BLOCK</b> 1pm-2pm</p> <p>Studio Art Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Math Lab Sports &amp; Fitness AAMA MetWest Live</p>	<p style="text-align: center;"><b>Learning Through Internship</b></p> <p style="text-align: center;">1pm-4pm mimumum</p>	<p><b>D BLOCK</b> 1pm-2pm</p> <p>Studio Art Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Math Lab Sports &amp; Fitness AAMA MetWest Live</p>	<p style="text-align: center;"><b>Learning Through Internship</b></p> <p style="text-align: center;">1pm-4pm minimum</p>	<p><b>D BLOCK</b> 1pm-2pm</p> <p>Studio Art Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Math Lab Sports &amp; Fitness AAMA MetWest Live Biking</p>
<p><b>E BLOCK</b> 2:05pm- 3:05pm</p> <p>Art History Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Math Lab Sports &amp; Fitness AAMA SAT Prep</p>		<p><b>E BLOCK</b> 2:05pm-3:05pm</p> <p>Art History Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Math Lab Sports &amp; Fitness AAMA SAT Prep</p>		<p><b>E BLOCK</b> 2:05pm- 3:05pm</p> <p>Art History Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Math Lab Sports &amp; Fitness AAMA SAT Prep Biking</p>
<p><b>F BLOCK</b> 3:10pm- 4:10pm</p> <p>Fashion Design Advanced Art Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Food Justice SAT Prep</p>		<p><b>F BLOCK</b> 3:10pm-4:10pm</p> <p>Fashion Design Advanced Art Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Food Justice SAT Prep</p>		<p><b>F BLOCK</b> 3:10pm- 4:10pm</p> <p>Fashion Design Advanced Art Maker Lab 9<sup>th</sup> Tutoring/IWT 10<sup>th</sup> Tutoring/IWT 11<sup>th</sup> Tutoring/IWT 12<sup>th</sup> Tutoring/IWT Food Justice SAT Prep Biking</p>

Exhibit C

**PARENT PERMISSION AND RELEASE AND STUDENT INFORMATION**

**OAKLAND UNIFIED SCHOOL DISTRICT  
21st CENTURY ASSETS HIGH SCHOOL AFTER SCHOOL PROGRAMS**

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

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

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

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

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

**EMERGENCY CONTACT INFORMATION**

In case of emergency please contact:

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

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

Does your child have health coverage?  Yes  No

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

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

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

## RELEASE OF LIABILITY

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



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

\_\_\_\_\_  
Date

## AFTER SCHOOL PROGRAM ATTENDANCE POLICIES

I understand that my child is expected to participate fully in the after-school program:

- ❖ **Elementary and Middle School** students are expected to participate in the after-school program **every day until 6pm, for a total of 15 hours per week.**
- ❖ **High 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.**

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

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

## STUDENT RELEASE

**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.**

I give the After-School Program staff permission to release my child from the after-school program without supervision. I understand that my high school-age child will sign himself/herself out of program, and will be released on his/her own.

I understand that my high school-age child may sign himself/herself out from the after-School program and be released prior to 6:00 pm.

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 my child's release from the After-School Program without supervision.



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

\_\_\_\_\_  
Date

### PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS

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



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

\_\_\_\_\_  
Date

### PHOTO/VIDEO RELEASE

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

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

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



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

\_\_\_\_\_  
Date

### SPECIAL NOTE REGARDING PROGRAM FEES

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

# After-School Programs, 2019-20

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

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

## STUDENT HEALTH FORM

### STUDENT INFORMATION

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

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

### PARENT/GUARDIAN INFORMATION

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

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

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

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

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

### EMERGENCY

In case of emergency, please contact:

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

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

### HEALTH

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

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

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

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

Medications needed after school hours: \_\_\_\_\_

## **SPECIAL INSTRUCTIONS**

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

See your School Nurse/Health Services for more information.

## **AUTHORIZATION TO TREAT MINOR**

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

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

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

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

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

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

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

***Please return this form immediately to the after-school program. Thank you!***





Exhibit D

**SCHEDULE OF FIELD TRIPS, OFF SITE EVENTS AND OFF SITE ACTIVITIES  
FOR AFTER SCHOOL PROGRAM**

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

Contact Information:			
Site Name		Lead Agency Name	
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 21, 2019 – January 19, 2020
- Spring Semester – January 22, 2020 to June 7, 2020
- Summer Program (Specify dates: \_\_\_\_\_ to \_\_\_\_\_)

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

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

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

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

Exhibit E

EAST BAY REGIONAL PARK DISTRICT

WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

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

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

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

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

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

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

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

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

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

EBRPD Waiver – Swim Use

Rev. 3/09



## INVOICING AND STAFF QUALIFICATIONS FORM 2019-20

Basic Directions
<p><b>Complete the chart below for each subcontractor and attach with Lead Agency monthly invoices.</b></p> <ol style="list-style-type: none"> <li>1. Employee, agent or subcontractor name.</li> <li>2. ATI #. This is the fingerprint clearance number assigned by the Department of Justice.</li> <li>3. Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.</li> <li>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.</li> </ol>

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

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



## PROCEDURE FOR INVOICING

### Oakland Unified School District Comprehensive After School Programs 2019-2020

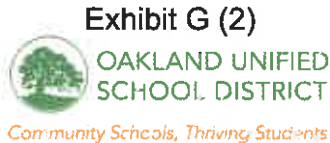
The following procedures are required in submitting invoices that utilize 21<sup>st</sup> Century and/or ASES funding:

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

The tentative schedule for OUSD payments is anticipated as follows:

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

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



**PROCEDURES FOR PAID INSERVICE/EXTENDED CONTRACTS AND TIME SHEETS  
OUSD CERTIFICATED TEACHERS 2019-2020**

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

**Paying OUSD Certificated Employees (Teachers)**

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

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

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



**PROCEDURES FOR EXTENDED TIME AND/OR OVERTIME FORMS (ET/OT)  
FOR OUSD CLASSIFIED EMPLOYEES 2019-2020**

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

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

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

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

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



Exhibit H

**CERTIFICATES OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT**

**INSERT HERE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

March 21, 2019

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

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

<b>PRODUCER</b> License 0757776 HUB International Insurance Service Inc 3000 Executive Parkway Ste 300 San Ramon, Ca., 94583	<b>CONTACT NAME:</b> George Yin <b>PHONE (A/C No. Ext):</b> 925-415-1125 <b>E-MAIL ADDRESS:</b> George.Yin@hubinternational.com <b>PRODUCER CUSTOMER ID #:</b>	<b>FAX (A/C No.):</b> 925-905-4213
<b>INSURED</b> East Bay Asian Youth Center 2025 E 12th St Oakland, CA., 94606	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Non-Profit Insurance Alliance of California	<b>NAIC #</b>
	<b>INSURER B:</b> Oak River Insurance Company	34630
	<b>INSURER C:</b> Scottsdale Indemnity Company	15580
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	201955188	06/01/2019	06/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		201955188	06/01/2019	06/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		201955188	06/01/2019	06/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	EAWC90930	06/01/2019	06/01/2020	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors & Officers		EK13254785	05/14/2019	05/14/2020	Ret: 0 each claim 1,000,000
C	Employment Practices		EK13254785	05/14/2019	05/14/2020	Retention \$7,500 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Nonprofit Insurance Alliance of California Policy #2018-55188 Effective Dates 6/1/2019 to 6/1/2020 Crime policy 2018-55188 Eff 6/1/2019 to 6/1/2020 Limit \$5,000 Deductible \$500  
 Sexual Abuse or Molestation-\$1,000,000 each Claim/\$2,000,000 Aggregate  
 Oakland Unified School District is named as additional insured as per CG2028 04 13 attached

**CERTIFICATE HOLDER****CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

POLICY NUMBER: 20191855188  
Named Insured: East Bay Asian Youth Center

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

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):**

Oakland Unified School District  
Attention: Risk Management  
1000 Broadway Ste 440  
Oakland, Ca., 94607

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

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

However:

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

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

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

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

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

Exhibit I

**STATEMENT OF QUALIFICATIONS**

**INSERT HERE**



## East Bay Asian Youth Center

### Statement of Qualification

EBAYC is dedicated to supporting young people to be safe, smart, and socially responsible. EBAYC offers a continuum of integrated services to a diverse membership of youth and families in Oakland. Our goal is to support students to graduate from high school and pursue higher education. EBAYC provides trusted mentors, educational programs and grassroots policy work, so that all youth may realize their aspirations and personal path to success. Over 3,000 youth are served each year through our expanded learning programs and case management services. Our program strategies resulted in higher school attendance rates and lower school suspension rates. Over the course of four decades, EBAYC consistently demonstrates high standards of program quality and performance as indicated by city, county, and school district evaluation.

## EXHIBIT J

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

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

- 
- President, Board of Education
  - Superintendent or Designee

---

Secretary, Board of Education

AGENCY

---

EMPLOYEE

---





April 17, 2019

Martha Pena  
Coordinator, Expanded Learning Programs  
Community Schools & Student Services  
Oakland Unified School District  
1000 Broadway  
Oakland, CA 94610

Dear Ms. Pena:

This letter explains the East Bay Asian Youth Center (EBAYC) policy for tuberculosis testing, fingerprinting and child abuse and neglect reporting.

EBAYC conducts its own background check on all employees and volunteers. EBAYC employees are not permitted to come into contact with students at any OUSD school sites until EBAYC receives their negative TB test results, fingerprint clearance and re-arrest records from the State of California - Department of Justice, and from the Federal Bureau of Investigation pursuant to Section 11105.3 of the California Penal Code and Section 15660 of the California Welfare and Institutions Code. No EBAYC employees who have been convicted of a violent or serious felony may come into contact with students. EBAYC will include the employees' ATI numbers on the invoices to OUSD, and will make available to OUSD the TB test results upon demand.

EBAYC employees fully comply with the California Child Abuse and Neglect Reporting Act guidelines to report suspicions of possible child abuse and neglect to the appropriate reporting agencies.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gianna Tran', is written over a light blue horizontal line.

Gianna Tran, MSW  
Deputy Executive Director  
East Bay Asian Youth Center

**SAM Search Results**  
**List of records matching your search for :**  
**Search Term : east bay asian youth center\***  
**Record Status: Active**

**No Search Results**



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2018-2019

### Basic Directions

- Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.**
1. Contractor and OUSD Administrator reach agreement about scope of work and compensation,
  2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding,
  3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List,
  4. OUSD contract originator creates the requisition on Escape
  5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

### Agency Information

Agency Name	East Bay Asian Youth Center	Agency's Contact Person	David Kakishiba
Street Address	2025 East 12th Street	Title	Executive Director
City	Oakland	Telephone	510-533-1092
State	CA	Zip Code	94606
OUUSD Vendor Number	001474	Email	junji@ebayc.org
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 <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.sam.gov/portal/public/Sam/">www.sam.gov/portal/public/Sam/</a> )		

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

Anticipated Start Date	August 1, 2019	Date work will end	July 31, 2020	Total Contract Amount	\$ 184,837.00
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### Budget Information

Resource #	Resource Name	Budget #	Amount	Req. #
4124	21st Century	010-4124-0-1110-4000-5825-338-338-1879-0106-99999	\$ 184,837.00	19/20 Funds
			\$	
			\$	
			\$	

### OUUSD Contract Originator Information

Name of OUSD Contact	Michelle Deiro	Email	michelle.deiro@ousd.org		
Telephone	510-451-5902	Fax	510-451-5903		
Site/Dept. Name	338/MetWest High School	Enrollment Grades	9	through	12

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

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

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

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<small>Digitally signed by</small> <i>Michelle Deiro</i>		5/29/2019
2. Resource Manager	<small>Digitally signed by</small> <i>Martha Pena</i>		5/29/2019
3. Network Superintendent/Deputy Chief/Exec Dir.	<small>Digitally signed by</small> <i>[Signature]</i>		6/2/2019
4. Cabinet (CAO, SBO, CFO)	<small>Digitally signed by</small> <i>Sandra Aguilera</i>		6/3/2019
5. Board of Education or Superintendent			
Procurement	Date Received		