

Board Office Use: Legislative File Info.	
File ID Number	13-0954
Introduction Date	5/22/13
Enactment Number	13-0924
Enactment Date	5/22/13 82



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

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

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

Board Meeting Date _____
(To be completed by Procurement)

Subject Individual Service Agreement Amendment - 1
East Bay Asian Youth Cen Oakland CA (Contractor, City/State) -
Roosevelt Middle School (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and East Bay Asian Youth Center. Services to be primarily provided to Roosevelt Middle School for the period of 07/01/2012 through 08/31/2013, in an amount not to exceed \$ 49,790.00.

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

The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 27, 2012 (Enactment number 12-1876). The Summer Learning programs funded by the WalMart grant will provide 860 students at 9 middle schools with all day summer programs. This funding supplements the morning academic-based programs with an afternoon of Science, Technology, Engineering and Mathematics (STEM) and Enrichment activities consisting of arts, dance and sports.

Discussion
One paragraph summary of the amended scope of work.

Approval by the Board of Education of Amendment No. 1 to the Individual Service Agreement to the Master Memorandum of Understanding (MMOU) between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to provide their Menu Option - Summer Bridge Services, for afternoon STEM/Enrichment activities to extend the morning summer program into a full day program at Roosevelt Middle School for the period of July 1, 2012 through August 31, 2013, in the amount of \$49,790.00, increasing the agreement from \$210,638.00, to an not to exceed amount of \$260,428.00. All terms and conditions of the MMOU remain in full force and effect.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and East Bay Asian Youth Center. Services to be primarily provided to Roosevelt Middle School for the period of 07/01/2012 through 08/31/2013, in an amount not to exceed \$ 49,790.00.

Fiscal Impact Funding resource name (please spell out) 9147/National Summer Learning Association not to exceed \$ 49,790.00.

Attachments

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



Board Office Use: Legislative File Info.	
File ID Number	13-0954
Introduction Date	5/22/13
Enactment Number	13-0929
Enactment Date	5/22/13

INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT NO. 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and East Bay Asian Youth Center (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2012, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION			
VENDOR NAME	East Bay Asian Youth Center	LEGISTAR FILE ENACTMENT #	12-1876
SITE NUMBER / NAME	212 Roosevelt Middle School	AMOUNT OF ORIGINAL ISA	\$ 210,638.00
Original ISA Contract, or most recent ISA Contract Amendment period: 07/01/2012 (from date) to 08/31/2013 (end date).			

ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

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

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

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

Purchase New Type of Service.

Service	Summer Bridge	Fee	\$35,035.00	UNITS OF SERVICE	1.2	\$ 49,790.00
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 49,790.00

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

For a 4 to 6 week summer program (approximately 3-6 hours/day) for up to 80 students.

Increasing the ISA Not to Exceed Amount to: \$ 260,428.00

- The Term (Duration) of the Individual Service Agreement remains unchanged.
- The Term (Duration) has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

ISA Amendment History:

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

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

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

VENDOR	NAME	Gianna Tran	TITLE	Deputy Executive Director
SIGNATURE		<i>Gianna Tran</i>	DATE	4/30/13
OUSD SITE ADMINISTRATOR	NAME	Clifford Hong	TITLE	Principal
SIGNATURE		<i>Clifford Hong</i>	DATE	4/30/13

APPROVAL BY THE BOARD OF EDUCATION

<i>Vice</i> PRESIDENT OF THE BOARD OF EDUCATION		DATE	5/23/13
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION	<i>Edgar Rakestraw, Jr</i>	DATE	5/23/13

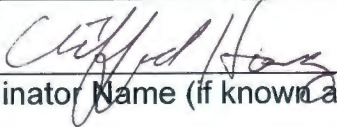
**OUSD NSLA SUMMER ENRICHMENT PROGRAMS
MIDDLE SCHOOLS
SUMMER 2013**

SECTION 1: School Site Information

School Site: Roosevelt Middle School (212)

Date: 4/23/13

Principal Signature:



Summer Lead Agency Signature:



Summer Site Coordinator Name (if known at this time): Angelica Reyes Sosa & Jimmy Lee

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

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

Academics:

- Participants understand how reading, writing and math apply to daily life.
- Participants improve their organizational skills.

Physical Activity:

- Participants are physically active and experience at least 30 minutes of moderate to vigorous activity daily.
- Participants learn ways to maintain good health and well-being over the summer.

Social/Emotional:

- Participants feel safe.
- Participants have a sense of belonging to the program.
- Participants have supportive relationships with adults.
- Participants experience positive social interactions with peers and caring adults.
- Participants transitioning to a new school become familiar with the new school's culture, rules, and students.

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

SECTION 3: SUMMER CALENDAR and DAILY PROGRAM SCHEDULE

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

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

SECTION 4: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

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

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

In addition to the two field trips during summer program (we recommend one trip takes place on July 5; at least one trip must be related to STEM content) and 30 minutes of moderate to rigorous physical activity daily, what additional enrichment activities will be offered?

Type of Enrichment	Description of Program/Activity	Targeted Skills	Measurable Outcome
Team Sports	Students will participate in 3 different traditional and non-traditional sports to practice leadership skills, teamwork, and communication.	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Students will participate in a minimum of 10 hours of moderate to vigorous physical activity.
"Think You Can Dance?"	Students will participate in dance classes that help them to practice skills such as imitating, leading/following, mirroring, and choreography.	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Students will showcase dance choreography at the end of the year celebration & showcase.
Computer Communication/Networking	Students will create email accounts, compose emails to send to peers and instructors, and learn basic computer functions.	<input checked="" type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input checked="" type="checkbox"/> Other (Computer)	Students will have sent 10 emails prior to summer program completion.
Recycled Art	Students will use recycled materials from their home, school, and community to create art pieces that express their thoughts, feelings, and emotions.	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Students will showcase their artwork at the end of the year celebration & showcase.

SECTION 5 : Coordination with Morning program and Other Service Providers

As stated in the grant, NSLA is funding a full day summer program. As a grantee you are expected to utilize the recourses of both morning and afternoon academics and activities to enrich the quality of the summer program.

In addition, in the Full Service Community School model, the school becomes a hub of services where various types of service providers come together, work together, and coordinate their efforts to meet the holistic needs of students and families.

<p>Identify how you plan to work with the site administration to organize a programmatic layout that will seamlessly transition students from the morning to afternoon programming.</p>	<p>We began summer program planning in December. School day administration, lead agency staff, and morning program staff will meet daily for community building to help transition students from the morning program to the afternoon program. All staff will participate in field trips and orientation prior to the first day of program to go over the vision, goal, and expectations.</p>
<p>Identify ways in which you have intentionally plan to bridge the communication between the morning and afternoon programs.</p>	<p>Morning and afternoon program staff will have a mailbox in the summer school office. We will make sure that all staff receives the same daily and weekly announcements in the morning. Morning and afternoon staff will be supported by the summer administration and site coordinator and will have daily planning and debrief meetings.</p>
<p>List key community partners whom you will actively collaborate with to accomplish the goals of your program.</p>	<ul style="list-style-type: none"> - Roosevelt Middle School - East Bay Asian Youth Center (EBAYC) - La Clinica De La Raza - Asian Community Mental Health Services (ACMHS) - Oakland Unified School District (OUSD) - Tech Bridge
<p>Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school</p>	<ul style="list-style-type: none"> - School Nurse - School Based Health Center Staff - School Counselor

nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.

- Attendance Clerk
- Cafeteria Manager
- Custodial Staff

Section 6: Program Expectations

I acknowledge the requirements of the program which include the following:

The NSLA Summer STEM program is a full day program; students must participate in both the morning and afternoon components of the program which will run from 8:30 am- 3:15pm. We will serve 80 -120 students at each middle school campus and there must be a 20:1 student to teacher ratio that is maintained throughout the program. Students who participated in the NSLA program in Summer 2012 receive priority for the Summer 2013 program. The program is open to 6th, 7th, and 8th grade students. The program will run from June 24, 2013 - July 19, 2013 (programs will be closed for July 4th holiday). Afternoon STEM & Enrichment program carried out by the Lead Agency partner runs from 12:30 - 3:15 pm. The building must be empty of students and staff by 3:45pm because custodian locks building at 4pm. There is a requirement of 60 minutes of STEM daily and the fifteen STEM curriculum lessons developed by OUSD Science Dept must be used and followed in order. In addition there are two required field trips during summer program and at least one trip must be related to STEM content. Also there is a requirement of 30 minutes of moderate to rigorous physical activity daily.

Signature:



Date:

7/23/13

Roosevelt Summer 2013 Bell Schedule

6th Grade

Period	Class	Time
	Breakfast	8:30 – 8:45
1	Math/ELA	8:45 – 9:45
2	Math/ELA	9:50 – 10:50
	Lunch	10:50 – 11:15
3	Bridge/Transitions	11:20 – 12:20
4	Community Building	12:25 – 12:45
5	STEM	12:45 – 1:45
	Snack	1:45 – 1:55
6	Enrichment	2:00 – 3:00

7th/8th Grade

Period	Class	Time
	Breakfast	8:30 – 8:45
1	Math/ELA	8:45 – 10:00
2	Math/ELA	10:05 – 11:20
	Lunch	11:20 – 11:45
3	Study Skills	11:50 – 12:25
4	Community Building	12:25 – 12:45
5	STEM	12:45 – 1:45
	Snack	1:45 – 1:55
6	Enrichment	2:00 – 3:00

Roosevelt Summer 2013 Calendar

Staff Training Week

Friday, June 21, 2013 – Staff Work Day/Orientation (No Students)

Program – Week 1

Monday, June 24, 2013 – Lesson 1
Tuesday, June 25, 2013 – Lesson 2
Wednesday, June 26, 2013 – Lesson 3
Thursday, June 27, 2013 – Lesson 4
Friday, June 28, 2013 – Lesson 5

Program – Week 2

Monday, July 1, 2013 – Lesson 6
Tuesday, July 2, 2013 – Lesson 7
Wednesday, July 3, 2013 – Field Trip
Thursday, July 4, 2013 – Independence Day Holiday (Schools Closed)
Friday, July 5, 2013 – Independence Day Holiday (Schools Closed)

Program – Week 3

Monday, July 8, 2013 – Lesson 8
Tuesday, July 9, 2013 – Lesson 9
Wednesday, July 10, 2013 – Lesson 10
Thursday, July 11, 2013 – Lesson 11
Friday, July 12, 2013 – Lesson 12

Program – Week 4

Monday, July 15, 2013 – Lesson 13
Tuesday, July 16, 2013 – Lesson 14
Wednesday, July 17, 2013 – Lesson 15
Thursday, July 18, 2013 – Field Trip
Friday, July 19, 2013 – End of Summer Showcase & Celebration

SUMMER BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 04.2013

Site Name:	Roosevelt Middle School (Summer 2013)	National Summer Learning Association Funding			21CCLC Supplemental		Program Fees (if applicable)	Other Lead Agency Funds
		Resource	Program	%	Resource 4124	Program	Lead Agency	Lead Agency
Site #:	212	OUUSD	Lead Agency	%	OUUSD	Lead Agency	Lead Agency	Lead Agency
Average # of students to be served daily (ADA):								
TOTAL GRANT AWARD		\$49,790			\$0		\$0	\$0
CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES								
OUUSD Indirect (4.25%)					\$0			
OUUSD ASPO admin, evaluation, and training/technical assistance costs					\$0			
Custodial Staffing					\$0			
Custodial Supplies					\$0			
TOTAL SITE ALLOCATION		\$49,790			\$0			
CERTIFICATED PERSONNEL								
1120	Certificated Teacher Extended Contracts	\$0			\$0		\$0	
Total certificated		\$0			\$0		\$0	
CLASSIFIED PERSONNEL								
2220	SSO						\$0	
Total classified		\$0	\$0		\$0	\$0	\$0	\$0
BENEFITS								
3000's	Employee Benefits for Additional Time (20% of total salaries paid as extended contracts or overtime)							
3000's	Employee Benefits for Salaried Employees (40%)							
3000's	Lead Agency benefits (rate: 25 %)							
Total benefits		\$0	\$0		\$0	\$0	\$0	\$0
BOOKS AND SUPPLIES								
4310	(Enrichment) Supplies		\$1,280				\$0	\$0
5829	Field Trips		\$3,200				\$0	\$0
	Transportation		\$6,280				\$0	\$0
	Snacks		\$2,880					
4310	Incentives							
Total books and supplies		\$0	\$13,640		\$0	\$0	\$0	\$0
CONTRACTED SERVICES								
5825	Summer Site Coordinator		\$8,784					
5825	STEM instructors (8)		\$22,840					
5825	Enrichment instructors		\$0					
5825	Training and Professional Development							
5825								
5825								
5825								
5825								
5825								
Total services		\$0	\$31,624		\$0	\$0	\$0	\$0
IN-KIND DIRECT SERVICES								
							\$0	\$0
							\$0	\$0
Total value of in-kind direct services							\$0	\$0


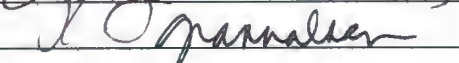
LEAD AGENCY ADMINISTRATIVE COSTS

2012-2013 Elementary/Middle School After School Program Budget

	Lead Agency admin (10% max of total contracted dollars for private funds; 4% max for state funds)		\$4,526					\$0
SUBTOTALS								
	Subtotals DIRECT SERVICE	\$0	\$45,264	###	\$0	\$0	\$0	\$0
	Subtotals Admin/Indirect	\$0	\$4,526	###	\$0	\$0	\$0	\$0
TOTALS								
	Total budgeted per column	\$0	\$49,790		\$0	\$0	\$0	\$0
	Total BUDGETED	\$49,790		###	\$0	\$0	\$0	\$0
	BALANCE remaining to allocate	\$0			\$0			
	TOTAL GRANT AWARD/ALLOCATION TO SITE	\$49,790			\$0			

Required Signatures for Budget Approval:

Date

Principal:		3/29/13
Lead Agency:		



EASTBAA

OP ID: AU

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/31/12

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

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

PRODUCER CCI Financial & Ins. Solutions License #0381524 P. O. Box 5076 San Ramon, CA 94583-1328 George Yin	925-866-7050 925-866-8275	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #
INSURED East Bay Asian Youth Center 2025 E 12th St Oakland, CA 94606	INSURER A : Great American Insurance INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:


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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional 1mil GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	PAC2153134	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PAC2153134	06/01/12	06/01/13	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"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		UMB3070366	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Crime/Employee Dishonesty		PAC2153134	06/01/12	06/01/13	Limit 5,000 Ded 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is named as additional insured.

CERTIFICATE HOLDER

CANCELLATION

OAKLUN1 Oakland Unified School Dist 1025 Second Avenue Oakland, CA 94606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Search Results

Current Search Terms: East* Bay* Asian* Youth* center*

Your search for "East* Bay* Asian* Youth* Center*" returned the following results...

Entity **EAST BAY ASIAN YOUTH CENTER**

Status: **Active**

DUNS: 867936601

CAGE Code: 4QB11

[View Details](#)

Has Active Exclusion?: No

DoDAAC:

SAM | System for Award Management 1.0

IBM v1.863.20130412-1616

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



Individual Service Agreement (ISA)

Amendment Routing Form

Basic Directions

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

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

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

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

OUSD Staff Contact Emails about this ISA amendment should be sent to: renee.mcmearn@ousd.k12.ca.us

VENDOR INFORMATION

CONTRACTOR NAME	East Bay Asian Youth Center	CITY	Oakland	STATE	CA
SITE /DEPT NAME	Roosevelt Middle School	SITE #	212		

BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

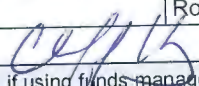
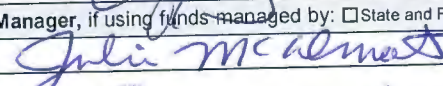

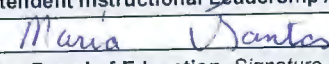
RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
9147	National Summer Learning Assoc.	9224871110	R0318517	\$49,790.00
				\$
				\$

Amount and Reason for Amendment

Original PO Number(s)	P1300706	Reason for Amendment to ISA (check appropriate box): <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 210,638.00	
Amended ISA Amount	\$ 49,790.00	
New Total Contract Amount	\$260,428.00	

Approval and Routing (in order of approval steps)

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

1.	Site Administrator or Manager	Name	Clifford Hong	Phone	(510) 535-2877	Fax	(510) 535-2883
	Site / Department	Roosevelt Middle School					
	Signature			Date Approved	4/30/13		
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Complementary Learning / After School Programs						
	Signature			Date Approved	4/26/13		
	Signature						
3.	Regional or Executive Officer						
	Signature			Date Approved	4/26/13		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	Signature			Date Approved	5-6-13		
5.	Superintendent or Board of Education Signature on the legal contract						
	Legal Required if not using standard contract	Approved		Denied - Reason		Date	
	Procurement	Date Received		PO Number			



Board Office Use: Legislative File Info.	
File ID Number	12-2106
Introduction Date	8/1/12
Enactment Number	12-2253
Enactment Date	8-1-12



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

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

Board Meeting Date
 (To be completed by Procurement) August 1, 2012

Subject Individual Service Agreement - Master Memorandum of Understanding - East Bay Asian Youth Center (contractor) - 212/Roosevelt Middle School (site)

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and East Bay Asian Youth Center, for services to be provided primarily to 212/Roosevelt Middle School.

Background
A one paragraph explanation of why the consultant's services are needed. The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 27, 2012 (Enactment number 12-1876).

Discussion
One paragraph summary of the scope of work. Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to provide their Menu Option E-Lead Agency Unit for Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Roosevelt Middle School for the period of July 1, 2012 through August 31, 2013, in an amount not to exceed \$210,638.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and East Bay Asian Youth Center for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Roosevelt Middle School for the period July 1, 2012 through August 31, 2013.

Fiscal Impact Funding Resource: 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$210,638.00.

Attachments

- Individual Service Agreement
- Menu of Service
- Certificate of Insurance
- Copy of Master Memorandum of Understanding

Board Office Use: Legislative File Info.	
File ID Number	12-2106
Introduction Date	8/1/12
Enactment Number	12-2253
Enactment Date	8-1-12



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013

MASTER MOU INFORMATION			
VENDOR NAME	East Bay Asian Youth Center		
VENDOR #	V012162	ENACTMENT #	12-1876
SITE / DEPT NAME	Roosevelt Middle School	SITE #	212
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		renee.mcmeam@k12.ca.us	

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) – SELECT DESIRED SERVICE				
SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
Lead Agency Unit of Service, Option E	6 - 8	\$210,638.00	1	\$ 210,638.00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$ 210,638.00
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				

BUDGET INFORMATION					
REQUISITION NUMBER	R0300720	START DATE	07/01/2012	END DATE	08/31/2013
RESOURCE #	RESOURCE NAME	ORG KEY		AMOUNT	
6010	ASES	2121553401		\$210,638.00	
				\$	
				\$	

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

VENDOR	NAME	EBAYC - Gianna Tran	TITLE	Deputy Executive Director
SIGNATURE	<i>Gianna Tran</i>		DATE	7/10/12
OUSD SITE ADMINISTRATOR	NAME	Clifford Hong	TITLE	Principal
SIGNATURE	<i>Clifford Hong</i>		DATE	7/16/12

APPROVAL			
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development			
SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED			
RESOURCE MANAGER, if using funds managed by:			
<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input checked="" type="checkbox"/> After School Programs			
SIGNATURE	<i>Julie Foglia</i>	DATE	7-13-12
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE	<i>[Signature]</i>	DATE	7/16/12
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE	<i>[Signature]</i>	DATE	8/2/12
SIGNATURE	<i>[Signature]</i>	DATE	8/2/12

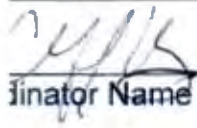
**OUSD After School Programs
of Education and Safety (ASES) and 21st Century Community Learning Center (21st CCLC)
Grants**

**ASES and 21st CCLC After School Program Plan
Elementary & Middle Schools
2012 - 2013**

Site Information

Elementary Middle School

Date: 5/14/12



Lead Agency Signature:



Coordinator Name (if known at this time): Brenda Saechao

School Alignment with Community School Strategic Site Plan (CSSSP)

Identify the Strategic Priority areas of the school's CSSSP where this after school program is identified as a high leverage

- and Literacy Across the Curriculum
- Science, Technology, Engineering, and Mathematics (STEM)
- Career Pathways Pre-K to 12
- 21st Century Workforce
- Student Engagement through Targeted Approaches
- Extended Learning Time
- Family and Community Engagement (including Meaningful Student Engagement)
- Attendance
- Chronic Absence (Attendance)
- Leadership
- Student Engagement
- Instructional Practices

Goals of the After School Program and intended impacts for participating students.

Students' academic performance through homework help and strategic activities.
 Students' leadership capabilities through various enrichment activities.
 Impacts in the students' academic progress.

Strategic Questions
 Answer at least two of the following four OUSD Strategic questions.

Desired efforts...	Strategic Activities: <i>What after school strategic activities will support the desired outcomes?</i>	Outcomes of Strategic Activities: What short-term outcomes will you expect from your efforts by the end of the school year?	Data used to assess the strategic activities: <i>What data will be collected to measure these outcomes?</i>
Question: How many children are attending school?	<ul style="list-style-type: none"> ▪ Homework Sessions ▪ STEM Program ▪ Higher Education & Career Exploration Workshops 	<ul style="list-style-type: none"> ▪ Students will complete program activities. ▪ 95% of ASP students will matriculate to the next grade level. 	<ul style="list-style-type: none"> ▪ Progress Reports ▪ Jupiter Grades ▪ Report Cards
Question: Why are more children attending?	<ul style="list-style-type: none"> ▪ Positive Attendance Incentives (Assemblies, Celebrations, and Field Trips) 	<ul style="list-style-type: none"> ▪ ASP students will achieve 95% or higher program attendance, which indirectly impacts school day attendance. 	<ul style="list-style-type: none"> ▪ Attendance Reports
Question: How many students have... and/or...			
Question: How many children... the... level?			

SECTION 4: Program Model and Lead Agency Selection

For 2012-2013, my site will operate the following program model:

- Traditional After School:** *voluntary program open to all students, with enrollment priorities targeting certain students*
- Extended School Day:** *additional class periods added to the bell schedule during after school hours for students of a particular grade and/or all students of the school*
- Blended/Hybrid:** *combination of some extended day and some traditional after school programming*

Description and Rationale for Selection of Lead Agency

Describe how the selected Lead Agency partner will support the school's plans for Full Service Community School development. Note: If school is managing program, site is considered to be the Lead Agency. In this case, describe how the hired After School Site Coordinator will support school plans for FSCS development.)

The East Bay Asian Youth Center's mission is to inspire young people to be life-long builders of a just and compassionate multicultural society. EBAYC serves a racially and ethnically diverse membership of 1,000 children, youth, and their families who live in Oakland's San Antonio neighborhood. We believe that if a neighborhood is a place that fosters the healthy development of children, youth and families, young people will grow to be safe, smart, and socially responsible. We work to make our neighborhood a great place for families to raise their children by providing young people a seamless continuum of support services and engaging their families to make positive change in their community.

EBAYC Service Strategies

Violence Prevention

EBAYC helps young people who are on probation, parole, or are gang-involved move toward a healthy and productive life pathway. We provide young people intensive mentoring, case management, and transitional employment services. Recidivism among young people is reduced by over 50% when they participate in EBAYC.

High Quality Schools

EBAYC partners with eight neighborhood schools to provide summer and after school education, work-based learning, attendance case management, and medical and mental health services. We help parents collaborate with their child's teachers, and to be leader in school governance. We support high school students to graduate and enter higher education. EBAYC consistently demonstrates high standards of program quality and performance as indicated by city, county, and school district evaluation.

Economic Opportunities

EBAYC is the founding member of the Oak-to-Ninth Community Benefits Coalition that successfully established a partnership with Oakland Harbor Partners and the City of Oakland to build 465 new affordable family housing units, and to create new construction apprenticeships opportunities for 300 residents. In partnership with the Oakland Unified School District – Nutrition Services Department, EBAYC created "Oakland Fresh", a network of produce market and wrap-around nutrition education services at 25 schools.

SECTION 5: ATTENDANCE, PROGRAM DATES, AND PROGRAM SCHEDULE

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

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

Required # of Program Days your program will operate during School Year 2012-2013:	180 days required*
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Projected Daily Attendance during School Year 2012-2013:	180
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Program Schedule

Submit program schedule as an attachment, using the standard program schedule template.

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

SECTION 6: Academics

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

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

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

Academic activities should be aligned with school goals and support specific student achievement needs defined by the school. Activities should be based on sound instructional strategies aligned with the regular school day program.

	Target Population	Academic Support (choose one)	CSSSP goal(s) or school need supported by activity	Measurable Outcomes	Description of program/activity	Instructional Strategies
1	All Students enrolled in the ASP	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	A quality school offers a coordinated and integrated system of academic and learning support services, provided by adults and youth.	<ul style="list-style-type: none"> ▪ Students' interest and curiosity in STEM will increase. 	<ul style="list-style-type: none"> ▪ STEM program that helps students gain and practice STEM skills. 	<ul style="list-style-type: none"> ▪ Small groups organized by grade level ▪ Standards-based curricula & assessments.
2	All Students enrolled in the ASP	<input checked="" type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	A quality school offers a coordinated and integrated system of academic and learning support services, provided by adults and youth.	<ul style="list-style-type: none"> ▪ Students' homework completion rate will increase. 	<ul style="list-style-type: none"> ▪ Structured homework support facilitated by college mentors. 	<ul style="list-style-type: none"> ▪ Small groups organized by grade level ▪ Weekly check-ins between ASP staff & school day teachers about assignments, homework completion, and submission.
3	All Students enrolled in the ASP	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	A quality school offers a coordinated and integrated system of academic and learning support services, provided by adults and youth.	<ul style="list-style-type: none"> ▪ Students' interest and curiosity in higher education and careers will increase. 	<ul style="list-style-type: none"> ▪ Workshops with different topics (i.e. high school, college, careers, and etc.) created and facilitated by college mentors. 	<ul style="list-style-type: none"> ▪ Small group organized by grades.

4	Students who are identified and enrolled in the ASP	<input type="checkbox"/> Homework Support <input checked="" type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	A quality school offers a coordinated and integrated system of academic and learning support services, provided by adults and youth.	▪ Students will improve on ELA and/or Math knowledge based on SES pre/post assessments.	▪ Small group intervention and tutoring program focused on ELA and/or Math.	▪ SES program will provide staffing and curricula.
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SECTION 7: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

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

Type of Enrichment	Rationale	CSSSP goal(s) or school need supported by activity	Brief Description	Targeted Skills	Measurable Outcome
Physical Activity and Fitness	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Quality physical education is provided for the required amount of time to all students	Students can choose from various team sports (soccer, flag football, basketball) or activities (bike club)	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Select students will engage in 3 hours of physical activity per week to learn and practice skills of activity.
Arts & Crafts	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	A quality school provides enrichment supports before, during, and after school	Students will use various materials to create art projects.	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Select students will engage in 3 hours of Arts & Crafts per week and present their projects in a showcase.
Yearbook	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	A quality school provides enrichment supports before, during, and after school	Students will create the school's yearbook.	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Select students will engage in 3 hours of yearbook per week and present their final product in a showcase.
Fashion Design	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	A quality school provides enrichment supports before, during, and after school	Students will use various materials to create clothing pieces.	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Select students will engage in 3 hours of fashion class per week and present their final product in a showcase.

Performing Arts/Dance	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	A quality school provides enrichment supports before, during, and after school	Students will create and participate in various dances and skits.	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Select students will engage in 3 hours of performing arts/dance per week and perform in a showcase at the end of the year.
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SECTION 8: FAMILY ENGAGEMENT / FAMILY LITERACY

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

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

Type of Activity	CSSSP goal(s) or school need supported by activity	Brief Description	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Parent Assemblies	A quality school provides opportunities for families to understand what their child is learning; why they're learning it; what it looks like to perform well.	Parents will participate in meetings, workshops, showcases, and family nights to engage in their child's education.	50% of parents attend parent and family events.	Site Coordinator will work in partnership with school day family advocate to align and ensure that events are well organized and attended.

SECTION 9: Chronic Absence Action Plan

Improving school day attendance for all students and reducing chronic absenteeism is one of the key OUSD strategic goals. The district goal is that all students will attend school at least 95% of the required school days or more, thereby achieving satisfactory attendance. Students who attend school 90% or less of required days are considered chronically absent. Students whose attendance falls in the "grey zone" between 90% - 95% are considered at risk of chronic absenteeism.

In partnership with the school day, after school programs can play an important role in supporting student attendance by doing things like celebrating good attendance, informing parents about the importance of attendance, uncovering what challenges students/families are facing that cause them to miss school, regularly monitoring student attendance data, contacting families to let them know their child was missed at school, etc., in addition to providing meaningful after school learning experiences that help keep students engaged and coming.

Below are several key strategies that after school programs can implement in partnership with the school day, in order to promote positive attendance, and support students and families who are struggling with attendance. Select **at least two** of the following strategies below, and identify specific action steps that your program will implement for each strategy.

Strategies to Support Attendance	Action Steps
a) Recruit and address the needs of students who are at risk of chronic absenteeism.	<ul style="list-style-type: none"> ▪ Partner with Attendance Team to identify "at risk" students to survey and recruit students to join program.
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	<ul style="list-style-type: none"> ▪ Partner with school day staff to send out letters to students and parents to emphasize the importance of attendance with actual individual attendance data.
c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	<ul style="list-style-type: none"> ▪ Partner with Attendance Team and Family Advocate to do individual case managing and home visits.
d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.	<ul style="list-style-type: none"> ▪ Program will implement attendance incentives such as (certificates, awards, celebrations, and field trips).

SECTION 10: Coordination with Other Service Providers

In the Full Service Community School model, the school becomes a hub of services where various types of service providers come together, work together, and coordinate their efforts to meet the holistic needs of students and families.

<p>The after school Site Coordinator or Director will actively participate in which of the following school group(s), in order to increase alignment between after school and school day efforts?</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> COST team (Coordination of Services Team) <input checked="" type="checkbox"/> SST (Student Study Team) <input type="checkbox"/> SSC (School Site Council) <input type="checkbox"/> ELT (Educational Leadership Team) <input type="checkbox"/> PTA <input checked="" type="checkbox"/> Attendance Team/Workgroup <input type="checkbox"/> CSSSP (Community School Strategic Site Planning) team <input type="checkbox"/> School Culture/Climate Committee <input checked="" type="checkbox"/> RPA (Roosevelt Parent Association) <input type="checkbox"/> Other (specify)
<p>List key community partners whom you will actively collaborate with to accomplish the goals of your program.</p>	<ul style="list-style-type: none"> ▪ Cycles of Change ▪ Sylvan ▪ Jair ▪ Americorps ▪ Elev8
<p>Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.</p>	<ul style="list-style-type: none"> ▪ ACMHS ▪ Special Education Resource Specialist ▪ La Clinica Staff ▪ School Nurse

2012-13 After School Enrollment Policy for Roosevelt Middle School

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

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

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

Target Population(s)	Specific Data to Inform Selection of Program Participants	(High School Only) Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population
1. Returning students	11-12 After School Program Enrollment Roster.	
2. Students in grades 6-8 who have been identified by school day teachers and staff that need additional support.	List from school day teachers and staff.	
3. Students who are at risk of becoming chronically absent	Chronically Absent list.	
4. African American and Latino students (currently underrepresented in after school program)	School enrollment data	

Grade levels prioritized for programming: 6th to 8th grades

Note: The ASES and 21st CCLC grants require that programs are open to all students of the school, if space remains after outreach is done to targeted students. (For example, if program slots remain open after you have reached out to fill slots with target populations identified above, then by law, you must accept a kindergarten family that desires program services, even if your program prioritizes students in grades 1-5.)

Additional Notes:

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot simply utilize a first come-first serve process for enrolling students; sites should establish priorities for participation.
- Programs are intended to help close the achievement gap by serving a variety of students with academic and other needs.

- In alignment with OUSD's strategic goal to reduce chronic absenteeism, programs should consider targeting students at risk of chronic absenteeism, as determined by individual attendance rates between 90 – 95% during the current school year. (Programs should collaborate with school site leadership to obtain student attendance data.)
- Program must enroll adequate numbers of students to meet CDE attendance targets.

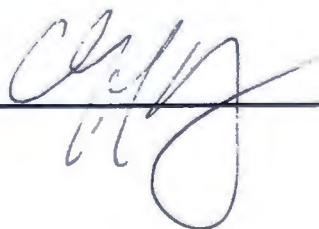
Enrollment Process and Timeline: (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2012. Indicate how families will be notified of 2012-13 enrollment before the last day of school, June 16, 2012.)

Timeline	After School Enrollment Steps/Process	Individual(s) responsible
April 11, 2012	Recruit current students in the after school program.	Jimmy Lee & Brenda Saechao
April 25, 2012	Announce enrollment policy to faculty and handout applications to faculty for referrals.	Jimmy Lee & Brenda Saechao & RMS Teachers
May 16, 2012	Recruit incoming 6 th grade students to join program at the 6 th grade orientation.	Jimmy Lee & Brenda Saechao
May 25, 2012	Collect completed applications from school day teachers and staff.	Jimmy Lee & Brenda Saechao
June 8, 2012	Notification letters distributed to parents	Jimmy Lee & Brenda Saechao
June 13, 2012	Parents confirm students' enrollment	Jimmy Lee & Brenda Saechao

Important dates to include in your timeline:

- April – June: Spring enrollment for 2012-13 programs. ***Schools that are receiving students from School Closures must also outreach to these new families in the Spring, so that they also have a fair chance to participate in the After School program at their new school.***
- Families will be notified of 2012-13 after school enrollment before the last day of school, June 15, 2012.
- After school programs begin on 1st Day of school, with enrollment 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, 2012.
- All programs must maintain waitlists after program slots are filled.

Principal Signature: _____



Lead Agency Signature: _____

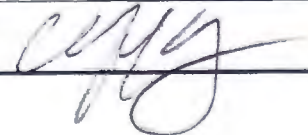


2012-13 Assurances for Grant Compliance and After School Alignment with School Day

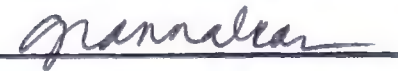
Principal and Lead Agency representative (ie. Program Director and/or Site Coordinator) will review and discuss each assurance below, and initial next to each item to signify agreement. Attached separately are the following documents referenced below: 1) Grant Assurances signed by OUSD Superintendent,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

Principal initials	Lead Agency initials	2012 - 13 Assurances for Grant Compliance and After School Alignment with School Day
CA	tg	Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 st Century Grant Assurances, and understand mandated grant compliance elements.
CA	tg	Site Administrator and Lead Agency Director have reviewed the Lead Agency After School MOU together, and agree to the requirements outlined in the MOU for the lead agency partner.
CA	tg	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
CA	tg	Site will share student outcome data to better refine program (Attendance data, EduSoft, Report Cards, IEP's, etc).
CA	tg	Site Administrator and lead agency rep/site coordinator have reviewed the Academic Liaison role description. Site will identify a certificated, qualified individual to serve as the program's Academic Liaison and to fulfill all responsibilities outlined in the role description.
CA	tg	Site will invite Site Coordinator and appropriate after school staff to participate in school day meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning and positive school climate.
CA	tg	Site will invite Site Coordinator to participate on SSC, COST, SST, and CSSSP team to ensure coordination of services.
CA	tg	Site will coordinate the use of facilities and site level resources in support of program goals.
CA	tg	Site will provide Site Coordinator with office space that includes access to internet and phone.

Principal Signature: _____



Lead Agency Signature: _____



After School Safety and Emergency Planning for 2012-13

After School Safety and Emergency Planning

A) Will the site have an Emergency Plan that incorporates the After School Program?
[X] Yes [] No

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

B) Describe the training that site will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.
After school staff will receive training either from the Principal or from the school's Positive School Climate team on safety procedures and communication protocols in the event of an emergency.

C) Principal and Site Coordinator have reviewed the OUSD After School Emergency/Crisis 1st Level Response Notification Protocol.
[X] Yes [] No

Facility Keys

Will the After School Program have access to facility keys for all areas where after school programming occurs?
[X] Yes [] No

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

SSO Staffing: (check one)

- [] Site has a school day SSO who can accommodate after school related work as part of their regular salary.
[] Site will pay Extended time/Over time (ET/OT) to accommodate an after school SSO.
[X] Site does not need an SSO or does not have the resources to have an after school SSO.

Principal Signature: [Handwritten Signature]

Lead Agency Signature: [Handwritten Signature]

2012-2013 Elementary/Middle School After School Program Budget

AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 03 2012

Site Name: Roosevelt	ASES	DFCY	Program Fees (if applicable)		Other Lead Agency Funds
Site #: 212	Program 1553				
Average # of students to be served daily (ADA):	OUUSD Lead Agency	Grants	Lead Agency		Lead Agency
TOTAL GRANT AWARD	\$250,773	\$86,628	\$0	\$0	\$19,639

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

OUUSD Indirect (4.25%)	\$10,223				
OUUSD ASPO admin, evaluation, and training/technical assistance costs	\$15,737				
Custodial Staffing	\$8,251				
Custodial Supplies	\$1,124				
TOTAL SITE ALLOCATION	\$215,438				

CERTIFICATED PERSONNEL

1120 Academic Liaison REQUIRED	\$4,000				\$0
1120 Certificated Teacher Extended Contracts	\$0				\$0
					\$0
Total certificated	\$4,000				\$0

CLASSIFIED PERSONNEL

2205 Site Coordinator (list here, if district employee)	\$0	\$0	\$0	\$0	\$0
2220 SSO	\$0				\$0
	\$0				\$0
Total classified	\$0	\$0	\$0	\$0	\$0

BENEFITS

3000's Employee Benefits for Additional Time (20% of total salaries paid as extended contracts or overtime)	\$800				
3000's Employee Benefits for Salaried Employees (40%)	\$0				
3000's Lead Agency benefits (rate: 25 %)		\$0			\$0
Total benefits	\$800	\$0	\$0	\$0	\$0

BOOKS AND SUPPLIES

4310 Supplies (OUUSD only, except for Summer Supplemental)	\$0				\$0
4310 Curriculum (OUUSD only)	\$0				\$0
5829 Field Trips	\$0				\$0
4420 Equipment (OUUSD only)	\$0				\$0
Activities			\$9,952		
Facilities			\$2,800		
Utilities			\$600		
Telecommunications			\$360		
Technology			\$600		
Supplies & Services			\$480		
Reprographics			\$480		
Total books and supplies	\$0	\$0	\$15,272	\$0	\$0

CONTRACTED SERVICES

5825 Site Coordinator (\$39.42X40hr/wkX40wks) 10 mo. Position including benefits	\$0	\$30,929	\$32,146		
5825 Enrichment Coordinator (\$27.00/hrX40hrs/wkX40wks) including benefits	\$0	\$18,292	\$7,838		\$17,077
5825 Academic Mentor (10 positionsX\$19.15/hrX20hr/wkX37wks) including payroll tax & worker comp	\$0	\$141,683	\$0		
5825 Cycle of Change assistants (2 positionsX\$23.27/hrX10hrs/wkX37wks) including payroll tax & worker comp.		\$0	\$17,218		
5825 Program Director (\$66.28/hrX4hr/wkX40wks) including benefits		\$10,604			
5825 Program Assistant (\$34.24/hrX4hrs/wkX37wks) including benefits			\$5,479		
5825 Contractual enrichment (\$25/hrX1.5hr/wkX37wks)		\$1,300			
5825					
5825					
5825	\$0				
5825					
5825					
Total services	\$0	\$202,808	\$62,681	\$0	\$17,077

IN-KIND DIRECT SERVICES

					\$0
					\$0

2012-2013 Elementary/Middle School After School Program Budget

						\$0	
	Total value of in-kind direct services				\$0	\$0	\$0
LEAD AGENCY ADMINISTRATIVE COSTS							
	Lead Agency admin (4% max of total contracted \$)		\$7,830	\$8,575			\$2,562
SUBTOTALS							
	Subtotals DIRECT SERVICE	\$8,701	\$202,808	\$77,853	\$0	\$0	\$17,077
	Subtotals Admin/Indirect	\$30,434	\$7,830	\$8,575	\$0		\$2,562
TOTALS							
	Total budgeted per column	\$40,135	\$210,638	\$86,528	\$0	\$0	\$19,639
	Total BUDGETED	100	\$250,773	\$86,528	\$0	\$0	\$19,639
	BALANCE remaining to allocate		\$0	\$0			
	TOTAL GRANT AWARD/ALLOCATION TO SITE		\$250,773	\$86,528			
ASES MATCH REQUIREMENT:							
ASES requires a 3:1 match for every grant award dollar awarded.							
	Total Match amount required for this grant:		83,591				
	Facilities count toward 25% of this match requirement:		20,898				
	Remaining match amount required:		62,693				
	Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:		86,528				
	Total Match amount left to meet:		-23,835				

Required Signatures for Budget Approval:

Principal:	
Lead Agency:	

**EBAYC AT ROOSEVELT
12-13 AFTER SCHOOL PROGRAM
SCHEDULE**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:54 School Bell Rings	2:54 School Bell Rings	12:58 School Bell Rings	2:54 School Bell Rings	2:54 School Bell Rings
2:54 - 3:15 Snack/ Sign-In	2:54 - 3:15 Snack/ Sign-In	12:58 - 1:15 Snack/ Sign-In	2:54 - 3:15 Snack/ Sign-In	2:54 - 3:15 Snack/ Sign-In
3:15 - 4:30 Homework Session	3:15 - 4:30 Homework Session	1:15 - 2:30 Homework Session	3:15 - 4:30 Homework Session	3:15 - 5:45 Enriching Electives
4:30 - 5:45 Enriching Electives	4:30 - 5:45 Math/STEM Session	2:30 - 3:45 Enriching Electives	4:30 - 5:45 Math/STEM Session	
5:45 - 6:00 Closing Circle	5:45 - 6:00 Closing Circle	3:45 - 4:00 Closing Circle	5:45 - 6:00 Closing Circle	
6:00 Program Dismissal	6:00 Program Dismissal	4:00 - 6:00 REC Program	6:00 Program Dismissal	6:00 Program Dismissal
		6:00 Program Dismissal		



EASTBAA OP ID: AU

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/31/12

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

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

PRODUCER CCI Financial & Ins. Solutions License #0381524 P. O. Box 5076 San Ramon, CA 94583-1328 George Yin	925-866-7050 925-866-8275	CONTACT NAME: PHONE (A/C, No., Ext): E-MAIL ADDRESS: FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED East Bay Asian Youth Center 2025 E 12th St Oakland, CA 94606	INSURER A: Great American Insurance	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:


REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	PAC2153134	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Professional limit					PERSONAL & ADV INJURY \$ Excluded
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY		PAC2153134	06/01/12	06/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	UMB3070366	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A			WG STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Crime/Employee Dishonesty		PAC2153134	06/01/12	06/01/13	Limit 5,000 Ded 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is named as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

OAKLUN1 Oakland Unified School Dist 1025 Second Avenue Oakland, CA 94606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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EAST BAY ASIAN YOUTH CENTER

The East Bay Asian Youth Center's mission is to inspire young people to be life-long builders of a just and compassionate multicultural society. EBAYC serves a racially and ethnically diverse membership of 1,000 children, youth, and their families who live in Oakland's San Antonio neighborhood. We believe that if a neighborhood is a place that fosters the healthy development of children, youth and families, young people will grow to be safe, smart, and socially responsible. We work to make our neighborhood a great place for families to raise their children by providing young people a seamless continuum of support services and engaging their families to make positive change in their community.

EBAYC Service Strategies

Violence Prevention

EBAYC helps young people who are on probation, parole, or are gang-involved move toward a healthy and productive life pathway. We provide young people intensive mentoring, case management, and transitional employment services. Recidivism among young people is reduced by over 50% when they participate in EBAYC.

High Quality Schools

EBAYC partners with eight neighborhood schools to provide summer and after school education, work-based learning, attendance case management, and medical and mental health services. We help parents collaborate with their child's teachers, and to be leader in school governance. We support high school students to graduate and enter higher education. EBAYC consistently demonstrates high standards of program quality and performance as indicated by city, county, and school district evaluation.

Economic Opportunities

EBAYC is the founding member of the Oak-to-Ninth Community Benefits Coalition that successfully established a partnership with Oakland Harbor Partners and the City of Oakland to build 465 new affordable family housing units, and to create new construction apprenticeships opportunities for 300 residents. In partnership with the Oakland Unified School District – Nutrition Services Department, EBAYC created "Oakland Fresh", a network of produce market and wrap-around nutrition education services at 25 schools.

PCL XL error

Subsystem: GED1

Error: MemAllocError

Operator: ReadImage

Position: 97632