

Board Office Use: Legislative File Info.	
File ID Number	13-0380
Introduction Date	3-27-13
Enactment Number	13-0054
Enactment Date	3/27/13 <i>ak</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To The Board of Education

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

Board Meeting Date
(To be completed by Procurement) 3/27/13

Subject Memorandum of Understanding Amendment - 1
Eagle Village Community Center Y Oakland CA (contractor, City State)
213/Westlake Middle School (site/department)

Action Requested Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Eagle Village Community Center Youth. Services to be primarily provided to 213/Westlake Middle School for the period of July 1, 2012 through August 31, 2013.

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

Eagle Village Community Center Youth and Family Services, Inc. will provide additional services for the after school program with two academic instructors for supplemental learning, homework support and/or tutoring to students in the Homework Center, collaborate with other project partners to help make the project activities and design responsive to the needs of participants; and one enrichment instructor to provide expertise, curriculum, and staffing for a sports club for boys, collaborate with other project partners to help make the project activities and design responsive to the needs of participants, and collaborate with the district and its other partners to evaluate key program outcomes.

Discussion
One paragraph summary of the amended scope of work.

Approval by the Board of Education of Amendment No. 1 of the Memorandum of Understanding between District and Eagle Village Community Center and Youth and Family Services, Inc., Oakland, CA, for the latter to provide two academic instructors for supplemental learning, homework support and/or tutoring to students in the Homework Center, collaborate with other project partners to help make the project activities and design responsive to the needs of participants; and one enrichment instructor to provide expertise, curriculum, and staffing for a sports club for boys, collaborate with other project partners to help make the project activities and design responsive to the needs of participants, and collaborate with the district and its other partners to evaluate key program outcomes for the after school program at Westlake Middle School for the period of July 1, 2012 through August 31, 2013, in the amount of \$57,819.50, increasing the Agreement from \$78,092.00 to a not to exceed amount of \$135,911.50.

Recommendation Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Eagle Village Community Center Youth. Services to be primarily provided to 213/Westlake Middle School for the period of July 1, 2012 through August 31, 2013.

Fiscal Impact Funding resource name (please spell out) After School Education and Safety (ASES) not to exceed \$ 57,819.50

- Attachments**
- MOU Amendment
 - Copy of original MOU

Board Office Use: Legislative File Info.	
File ID Number	13-0380
Introduction Date	3-27-13
Enactment Number	13-0554
Enactment Date	3/27/13 O.S.



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

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

The Oakland Unified School District (OUSD) and Eagle Village Community Center You (Agency) entered into a Memorandum of Understanding (MOU) on 07/01/2012. The parties agree to amend that Agreement as follows:

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

Agency agrees to provide the following amended services:

Agency will provide two academic instructors for supplemental learning, homework support and/or tutoring to students in the Homework Center, collaborate with other project partners to help make the project activities and design responsive to the needs of participants; and one enrichment instructor to provide expertise, curriculum, and staffing for a sports club for boys, collaborate with other project partners to help make the project activities and design responsive to the needs of participants, and collaborate with the district and its other partners to evaluate key program outcomes for the after school program at Westlake Middle School.

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

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

- Increase of \$ 57,819.50 to original MOU amount – Funding Source: After School Education and Safety (ASES)
 Decrease of \$ _____ to original MOU amount– Funding Source: _____

The New Cumulative Amount of ISA(s) is not to exceed: One Hundred Thirty Five, Nine Hundred Eleven and 50/100s dollars (\$ 135,911.50).

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

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
 Superintendent

Edmund Lakatun, Jr.
 Secretary, Board of Education

3/28/13
 Date

3/28/13
 Date

AGENCY

[Signature]
 Contractor Signature

3/6/13
 Date

Print Name, Title

File ID Number: 13-0380
 Introduction Date: 3/27/13
 Enactment Number: 13-0554
 Enactment Date: 3/27/13
 By: O.S.

EXHIBIT "A" Scope of Work
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

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

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

Approval by the Board of Education of Amendment No. 1 of the Memorandum of Understanding between District and Eagle Village Community Center and Youth and Family Services, Inc., Oakland, CA, for the latter to provide two academic instructors for supplemental learning, homework support and/or tutoring to students in the Homework Center, collaborate with other project partners to help make the project activities and design responsive to the needs of participants; and one enrichment instructor to provide expertise, curriculum, and staffing for a sports club for boys, collaborate with other project partners to help make the project activities and design responsive to the needs of participants, and collaborate with the district and its other partners to evaluate key program outcomes for the after school program at Westlake Middle School for the period of July 1, 2012 through August 31, 2013, in the amount of \$57,819.50, increasing the Agreement from \$78,092.00 to a not to exceed amount of \$135,911.50.

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

Afterschool Instructor 1 – Academic

Afterschool Instructor 1 will support the Homework Center which enhances student learning in the classroom by providing opportunities for additional learning and assistance with homework. The goal is to support 6th, 7th and 8th grade students who have not met benchmark on the district assessments and proficient on the CST. The measurable outcome is to close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group.

Afterschool Instructor 1 will provide supplemental learning, homework support, and/or tutoring, serving at least 20 students per session, five days a week, averaging about 3.5 hours/session for the 2012-2013 academic year.

Additionally, Afterschool Instructor 1 will collaborate with other project partners to help make the project activities and design responsive to the needs of participants as well as collaborate with the district and its other partners to evaluate key program outcomes.

Expected Outcomes:

1) The first expected outcome of this service is to reach out and inspire at least 20 students to attend school 95% of the time or more by providing meaningful, fun, and interesting hands-on activities that enhance the regular school day's lessons, it will:

- Engage the student
- Increase confidence in students' abilities
- Allow access to qualified and caring instructors

The second expected outcome of this service is that at least 20 students will graduate from high school due to

- Increased homework submission
- Better grades
- Decreased truancy

- Increased confidence in students' abilities

Afterschool Instructor 2 - Academic

Afterschool Instructor 2 will support the Homework Center which enhances student learning in the classroom by providing opportunities for additional learning and assistance with homework. The goal is to support 6th, 7th and 8th grade students who have not met benchmark on the district assessments and proficient on the CST. The measurable outcome is to close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group.

Afterschool Instructor 2 will provide supplemental learning, homework support, and/or tutoring, serving at least 20 students per session, five days a week, averaging about 3.5 hours/session for the 2012-2013 academic year.

Additionally, Afterschool Instructor 2 will collaborate with other project partners to help make the project activities and design responsive to the needs of participants as well as collaborate with the district and its other partners to evaluate key program outcomes.

Expected Outcomes:

The first expected outcome of this service is to reach out and inspire at least 20 students to attend school 95% of the time or more by providing meaningful, fun, and interesting hands-on activities that enhance the regular school day's lessons, it will:

- Engage the student
- Increase confidence in students' abilities
- Allow access to qualified and caring instructors

The second expected outcome of this service is that at least 20 students will graduate from high school due to

- Increased homework submission
- Better grades
- Decreased truancy
- Increased confidence in students' abilities

Afterschool Instructor 3 - Enrichment

Afterschool Instructor 3 will create and execute a fun and exciting program where students will build lifelong mentor relationships through sports activities. Additionally, students will learn teamwork, physical skills and have a whole lot of energetic fun in a variety of different sports.

Afterschool Instructor 3 will provide expertise, curriculum, and staffing for a sports club for boys, serving at least 15 students per session, five days a week, averaging about 3.5 hours/session for the 2012-2013 academic year.

Additionally, Afterschool Instructor 3 will collaborate with other project partners to help make the project activities and design responsive to the needs of participants as well as collaborate with the district and its other partners to evaluate key program outcomes.

Expected Outcomes:

The expected outcome of this service is to reach out and inspire at least 15 students to attend school 95% of the time or more by providing meaningful, fun, and interesting hands-on activities that enhance the regular school day's lessons, it will:

- Engage the student
- Increase confidence in students' abilities
- Allow access to qualified and caring instructors

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

- Ensure a high quality instructional core
- Develop social, emotional and physical health
- Create equitable opportunities for learning
- High quality and effective instruction

- Prepare students for success in college and careers
- Safe, healthy and supportive schools
- Accountable for quality
- Full service community district

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

Please select:

Action Item included in Board Approved SPSA (no additional documentation required) – Action Item Number: _____

Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
2. Meeting announcement for meeting in which the SPSA modification was approved.
3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
4. Sign-in sheet for meeting in which the SPSA modification was approved.

Westlake Middle School After School Program

The Eagle Village Community Center, Westlake's Lead Agency, was established in 2001. EVCCYFS strives to create a safe place to support the development of the "whole child, both in and out of the classroom, through academic, cultural, recreational and mental health services.

2012-2013 AFTER SCHOOL PROGRAM SCHEDULE

	MON	TUES	WED	THURS	FRI
STAFF CHECK-IN 2:30 pm – 3:10 pm (M,T,Th,F) Cafeteria 12:30 – 1:00 pm (W) Staff Lounge	Site Coordinator ensures all After School Staff sign-in and completes their timesheets. Staff is updated and informed about Westlake and EVCCYFS events and activities. After School Staff prepares for their clubs. Preparation includes: Do Nows, Learning Targets, and Agendas				
STUDENT SIGN IN/ SNACK 3:10 pm – 3:30 pm (M, T, Th, F) 1:00 pm – 1:20 pm (W)	Students have 10 minutes to arrive at the cafetorium. Once students enter the cafetorium, they sign-in with their club instructor. The instructor distributes snack. Once snack time is over, the instructors line their students up and proceed to their assigned classrooms to begin their clubs.				
CLUB TIME 3:30 pm – 6:00 pm (M, T, Th, F) 1:20 pm – 6:00 pm (W) <i>**Clubs are located in the library, classrooms and cafetorium</i>	<ul style="list-style-type: none"> - Homework Center I - Destiny Arts Hip Hop Dance Club - Club 96 AND1 Sports Club - Drumming Club - Girls Basketball/Sports * 	<ul style="list-style-type: none"> - Homework Center II - ArtEsteem Art Club - SCORES Soccer Club - Environmental Science Investigators Club - Houston's Heroes (math) - Boys Basketball/Sports * 	<ul style="list-style-type: none"> - Homework Center I - Destiny Arts Hip Hop Dance Club - Club 96 AND1 Sports Club - Drumming Club - Girls Basketball/Sports * 	<ul style="list-style-type: none"> - Homework Center II - ArtEsteem Art Club - SCORES Soccer Club - Environmental Science Investigators Club - Houston's Heroes (math) - Boys Basketball/Sports * 	<ul style="list-style-type: none"> - Wildlife Program - Girls Basketball/Sports *
CHECK-OUT & PICK UP 6:00 pm – 6:15pm <i>Classrooms, Library, Cafetorium</i>	Staff begins classroom clean up and prepares students for dismissal and check out.				
CLEAN-UP & DATA 6:15 pm – 6:30 pm	Staff completes final clean up, uploads attendance and behavioral data into both the City Span and AERIES database systems.				

* Boys and Girls Basketball will run from January to March and Sports will run from March to June

Eagle Village - Westlake Middle School ASES Carryover Budget Narrative

Carryover Amount: \$57,819.50

Line Item	ASES Amount Requested	Description	
5825	Enrichment Provider: Destiny Arts	\$6,553.00	This agency couldn't provide Eagle Village with the in-kind supplemental funds negotiated during contracting because their funding source(s) was unable to provide the projected amount allocated to their agency; as such, Eagle Village needed to increase the negotiated amount to continue services for Westlake students.
5825	Enrichment Provider: America SCORES	\$1,750.00	This agency couldn't provide Eagle Village with the in-kind supplemental funds negotiated during contracting because their funding source(s) was unable to provide the projected amount allocated to their agency; as such, Eagle Village needed to increase the negotiated amount to continue services for Westlake students.
5825	Enrichment Provider: MusiciansCorps	\$1,000.00	This agency couldn't provide Eagle Village with the in-kind supplemental funds negotiated during contracting because their funding source(s) was unable to provide the projected amount allocated to their agency; as such, Eagle Village needed to increase the negotiated amount to continue services for Westlake students.
5825	ASP Instructors	\$46,192.00	Eagle Village supplied two additional instructors to provide additional clubs and/or support for program participants.
	Lead Agency Admin Cost (indirect)	\$2,324.50	Eagle Village needed to increase this line item for the growing administrative costs associated with programming.
Total		\$57,819.50	

2012-2013 Elementary/Middle School After School Program Budget

AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 03 2012

Site Name:	Westlake	ASES	OFCY	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds	
Site #:	213	Resource 0010 Program 1553	Grantee:	Lead Agency	OUUSD	Lead Agency	
		OUUSD	Lead Agency	Grantee:	Lead Agency	OUUSD	Lead Agency
TOTAL GRANT AWARD		\$57,820	\$0	\$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		\$57,820	\$0	\$0	\$0	\$0	
CERTIFICATED PERSONNEL							
1120	Academic Liaison	\$0			\$0		
1120	Certificated Teacher Extended Contracts	\$0			\$0		
					\$0		
	Total certificated	\$0			\$0		
CLASSIFIED PERSONNEL							
2205	Site Coordinator (list here, if district employee)	\$0	\$0	\$0	\$0	\$0	
2220	SSO	\$0			\$0		
	*Founder/Executive Director		\$0	\$0			
	*Family Resource Center Coordinator		\$0	\$0			
	*Program Assistant		\$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)	\$0					
3000's	Employee Benefits for Salaried Employees (40%)	\$0					
3000's	Lead Agency benefits (rate: 25 %)						
	Total benefits	\$0	\$0	\$0	\$0	\$0	
BOOKS AND SUPPLIES							
4310	Supplies (OUUSD only, except for Summer Supplemental)	\$0		\$0	\$0	\$0	
4310	Curriculum (OUUSD only)	\$0			\$0	\$0	
5829	Field Trips	\$0			\$0	\$0	
4420	Equipment (OUUSD only)	\$0			\$0	\$0	
	Total books and supplies	\$0	\$0	\$0	\$0	\$0	
CONTRACTED SERVICES							
5825	Site Coordinator (list here if CBO staff)	\$0	\$0	\$0			
5825	Enrichment Provider: Destiny Arts (flat rate: \$13,500)	\$0	\$6,553	\$0			
5825	Enrichment Provider: America SCORES (flat rate: \$7,000)		\$1,750	\$0			
5825	Enrichment Provider: Nikao Youth (flat rate: \$10,000)		\$0	\$0			
5825	Enrichment Provider: Attitudinal Healing (flat rate: \$5,750)		\$0	\$0			
5825	Enrichment Provider: Lawrence Hall of Science (flat rate: \$5,000)		\$0	\$0			
5825	Enrichment Provider: Musicians Corps (flat rate: \$5,000)		\$1,000	\$0			

2012-2013 Elementary/Middle School After School Program Budget

5825	ASP Instructor - 4 instructors x \$18.33/hr x 3.5hrs x 180days = \$46,191.60			\$46,192	\$0			
5825								
5825								
5825								
5825								
	Total services			\$0	\$55,495	\$0	\$0	\$0

IN-KIND DIRECT SERVICES

							\$0	\$0
							\$0	\$0
	Total value of in-kind direct services						\$0	\$0

LEAD AGENCY ADMINISTRATIVE COSTS

	Lead Agency admin (4% max of total contracted \$)			\$2,325	\$0			\$0
--	---	--	--	---------	-----	--	--	-----

SUBTOTALS

	Subtotals DIRECT SERVICE	96	\$0	\$55,495	\$0	\$0	\$0	\$0
	Subtotals Admin/Indirect		\$0	\$2,325	\$0	\$0		\$0

TOTALS

	Total budgeted per column		\$0	\$57,820	\$0	\$0	\$0	\$0
	Total BUDGETED	100	\$57,820		\$0	\$0	\$0	\$0
	BALANCE remaining to allocate		\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL GRANT AWARD/ALLOCATION TO SITE		\$57,820	\$0	\$0	\$0	\$0	\$0

ASES MATCH REQUIREMENT

ASES requires 25% match for every grant award dollar awarded.	
Total Match amount required for this grant:	19,273
Facilities count toward 25% of this match requirement:	4,818
Remaining match amount required:	14,455
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	0
Total Match amount left to meet:	14,455

Required Signatures for Budget Approval:

Principal:	
Lead Agency:	

Search Results

Current Search Terms: Eagle* village* community* center* Youth* and* family* services* Inc.*

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.732.20130222-1427

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





MEMORANDUM OF UNDERSTANDING 2012-1013

AMENDMENT ROUTING FORM

Basic Directions

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

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

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

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

Agency Information

Agency Name	Eagle Village Community Center Youth	Agency's Contact Person	Valorie Hutson
Street Address	P.O. Box 10408	Title	Executive Director
City	Oakland	State	CA
Telephone	(510) 938-6906		
Zip Code	94610	OUSD Vendor Number	1005008
Email	valoriehutson@yahoo.com		

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

Compensation – Must be within OUSD Billing Guidelines

Original MOU Amount	\$ 78,092.00	Original PO Number	P1300789
Amended MOU Amount	\$ 57,819.50	New Requisition Number	R0311257
New Total MOU Amount	\$ 135,911.50		

Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount
6010	ASES	2131553401	5825	\$57,819.50
			5825	
			5825	
			5825	

OUSD Contract Originator Information

Name of OUSD Contact	Misha Karigaca	Email	Misha.Karigaca @ousd.k12.ca.us
Telephone	(510) 879-2130	Fax	(510) 835-7170
Site/Dept. Name	213/Westlake Middle School		

Approval and Routing (in order of approval steps)

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

- 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			
2. Resource Manager, if applicable			3/7/13
3. Network or Regional Executive Officer			3/6/13
4. Cabinet (Deputy Superintendent)			3-13-13
5. Superintendent or Board of Education			
Legal – Required if not standard MOU Amendment			
Procurement	Date Received		

Board Office Use: Legislative File Info.	
File ID Number	12-1970
Introduction Date	8/1/12
Enactment Number	12-2044
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 15, 2012

Subject Memorandum of Understanding - Eagle Village Community Center Youth and Family Services, Inc. (contractor) - 213/Westlake Middle School(site/department)

Action Requested Approval of Memorandum of Understanding between Oakland Unified School District and Eagle Village Community Center Youth and Family Services, Inc. Services to be primarily provided to Westlake Middle School for the period of July 1, 2012 through August 31, 2013.

Background
A one paragraph explanation of why the consultant's services are needed.
 The After School Education and Safety (ASES) Program is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California Education Code 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe, constructive alternatives for students in kindergarten through ninth grade. The ASES program is defined within the language of SB 638 and Education Code (EC) sections 8482 through 8484.6.

Discussion
One paragraph summary of the scope of work.
 Approval by Board of Education of a Memorandum of Understanding between the District and Eagle Village Community Center Youth and Family Services, Inc., Oakland, CA, for the latter to provide services as lead agency to provide program coordination, math intervention, homework support, student supervision and a variety of enrichment services for Westlake Middle School's comprehensive After School Program in the capacity of the After School Education and Safety (ASES) Grant for the period of July 1, 2012 through August 31, 2013, in the amount of \$78,092.00.

Recommendation Approval of Memorandum of Understanding between Oakland Unified School District and Eagle Village Community Center Youth and Family Services, Inc. Services to be primarily provided to 213/Westlake Middle School for the period of July 1, 2012 through August 31, 2013.

Fiscal Impact Funding resource name (please spell out) 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$78,092.00.

Attachments

- Memorandum of Understanding
- Certificate of Insurance
- Program Planning Tool and Budget
- Statement of qualifications

**Memorandum of Understanding 2012-2013
Between Oakland Unified School District and
Eagle Village Community Center**

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent to contract with Eagle Village Community 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 213/Westlake Middle School under the following grants:
 - After School Education and Safety Program ("ASESP")
 - California Department of Education ("CDE") 21st Century Community Learning Center ("21st CCLC")
 - Oakland Fund for Children and Youth - This MOU will also outline services provided on OUSD school grounds through the Oakland Fund for Children and Youth ("OFCY") After-School Initiative funds that shall be utilized as matching funds to CDE ASEP and 21st CCLC funds.
 - Private grants
2. **Term of MOU.** The term of this MOU shall be July 1, 2012 to August 31, 2013 and may be extended by written agreement of both parties.
3. **Termination.** OUSD may at any time terminate this MOU for any or no reason upon not less 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.
4. **Compensation.** The ASEP and 21st CCLC grant award amount for 213/Westlake Middle School is \$78,092.00. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:
 - 4.1. **Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY.
 - 4.2. **Positive Attendance.** Payment for services rendered related to the ASEP and 21st CCLC grants shall be based on actual student attendance rates (\$7.50 a day per student), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$7.50 a day per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASEP and 21st CCLC grants to be processed. (**Exhibit A - Attendance Reporting Schedule 2012-2013**)
 - 4.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASEP, 21ST CCLC (Core Grant) for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the

review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.

4.2.2. Administrative Charges and Reconciliation. Reconciliation process for positive attendance based grants must factor in the subtraction of administrative 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 ASEP and 21st Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.

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 ASEP and 21st Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASEP and 21st CCLC grants must be used for direct administrative costs and cannot be used for agency indirect costs. Direct administrative costs consist of expenditures for administrative activities that provide a direct benefit to the ASEP and 21st CCLC programs. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the ASEP and 21st CCLC programs.

4.5. Program Budget. Due to result-based budgeting, the grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2012-2013 and will not exceed \$78,092.00 in accordance with **Exhibit B** ("ASEP/21st CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2012-13").

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 ASEP and 21st CCLC programs is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee

structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance.

5. **Scope of Work.** AGENCY will serve as lead agency at 213/Westlake Middle School, will be responsible for operations and management of the ASEP, 21st CCLC, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2012-2013. 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 Community School Strategic Site Plan (CSSSP).** AGENCY will ensure the after school program aligns with OUSD and 213/Westlake Middle School and objectives to ensure the success of students as articulated in the Community School Strategic Site Plan ("CSSSP"). AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASEP and 21st CCLC funding guideline requirements and follow OUSD after school policies and procedures. This includes compliance with OUSD staffing requirements and policies including No Child Left Behind and other legislative mandates.

5.3. **Enrollment.** AGENCY will enroll 6th through 8th grade students at 213/Westlake Middle 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.** The program shall be offered Monday through Friday, every regular school day annually, commencing immediately upon the conclusion of the regular school day, operating a minimum of 15 hours/week, and until 6:00 pm daily. Instructional activities must include a balance of both academic and enrichment/recreation components.

5.4.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2012 - 2013 school year. AGENCY will close the ASEP and 21st CCLC program no more than a maximum of 3 days in the 2012-13 school year for staff professional development, as permitted by Education Code. Programs that receive 21st CCLC Supplemental grant funds or private funding for summer shall additionally operate a sufficient number of days and hours in the summer, on weekends, and during intercession in the manner prescribed by the grant legislation and/or funder, in order to meet attendance goals required by the CA Department of Education and/or the funder.

5.4.3. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASEP and 21st CCLC grants for students at 213/Westlake Middle School. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines including, but not limited to:

- **Educational and Literacy.** An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.

- **Enrichment.** The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports, music, career awareness, college interest, service learning and other youth development activities based upon student needs and interests. All programs must offer both enrichment and recreation/physical fitness activities as core components of the after school program and summer program.
- **Family Literacy Services.** In all programs receiving 21st CCLC grant funds, AGENCY shall assess the need for family literacy services among adult family members of the 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.
- **Supplemental and Summer Services.** In all programs receiving 21st 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.

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

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

5.5.1. **Accountability Reports.** Providing OUSD with the following set of program accountability reports:

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

5.5.2. **Attendance Reports.** Providing OUSD with attendance reports using the OUSD/OFCY attendance systems and maintaining required attendance records utilizing the OUSD/OFCY attendance systems, including completion of mandatory monthly reports. 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.

5.6. **Maintain Clean, Safe and Secure Environment.** Maintaining clean, safe, and secure program environments for staff and students in conjunction with OUSD guidelines. AGENCY, as they view necessary, will initiate and establish additional cleanliness, safety, and security policies and protocol sufficient to ensure staff, student and family member safety.

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

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

- Administration, faculty, and staff of 213/Westlake Middle School
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

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

- AGENCY 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 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 early childhood education or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school 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 (e.g., current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).

6.7. **Transportation Requirements:** The after school and summer program or subcontractors shall ensure compliance with all state laws and may transport by the use of its own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school 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 after school or summer program arranges and/or contracts with a third party to provide this transportation, the organization or company with whom they contract must be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 automobile and \$1,000,000 General Liability insurance; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; (I) students receive instruction in safe conduct on bus or other transport; and, (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

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

6.9. Vendor is licensed to provide all proposed activities.

6.10. Voluntary Student Accident Insurance must be made available for purchase (required for all trips). All student participants on higher risk activities (e.g., swimming, snow trips, horseback riding, sailing, rafting, etc.) must be covered by medical or accident insurance.

6.10.1. Parents/guardians must be informed that there is no District insurance for the trip;

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

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

6.11.1. **Definition of High Risk Activities**

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

- Amusement Parks
- Interscholastic Athletic Activities
- Bicycle riding
- Circus Arts
- Hiking (Moderate to rigorous terrain or length) vs. short nature "walks"
- Hang gliding
- Horseback riding
- Ice Skating
- In-line or Roller Skating
- Rock climbing, climbing walls
- Skateboarding or use of non-motorized scooters
- Snow sports of any kind
- Trampoline; Jumpers
- Motorcycling
- Rodeo
- Target Shooting
- Water Activities including but not limited to: swimming, snorkeling, scuba diving, sailing, boating, kayaking, river rafting, water slides, water skiing etc.
- Outdoor active, experiential programs (Ropes course, pulley, etc.)
- Other activities determined by the school principal to have a high risk to student safety

6.11.1.2. The cost of insurance coverage for such activities shall be borne by the student and/or AGENCY.

6.11.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.

6.11.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will

need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.

6.11.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test negative shall thereafter be required to take tuberculosis test every four years or sooner if deemed necessary by AGENCY.

6.11.4. Letter must be sent to parent(s)/guardian(s) and a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.

6.11.5. Sleeping arrangements and night supervision are safe and appropriate.

6.11.6. **Vendor Proof of Insurance:** After School 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 the ASESP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2012-2013. AGENCY will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

7.1. Accounting Records. AGENCY will maintain its accounting records based upon the principles of fund accounting.

7.2. Disputes. AGENCY shall make all records related to ASESP, 21ST CCLC available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

8. Invoicing

8.1. Billing Structure. AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.

8.2. Unallowable Expenses. AGENCY may not purchase computers or capital equipment using ASES, 21st Century Core Grant, 21st Century Direct Access, or 21st Century Family Literacy funds.

8.3. Invoice Requirements. AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (**Exhibit F**) for regular invoice submission.

- 8.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (**Exhibit G**)
- 8.5. **Submission of Invoices for ASEP and 21st Century Grants.** For services rendered related to the ASEP and 21st CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASEP and 21ST CCLC grants, with a cumulative total for 2012-13 not to exceed \$78,092.00 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10th of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (**Exhibit F**). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.
9. **Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASEP and 21st CCLC programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.

10. Changes

- 10.1. **Agency Changes.** AGENCY may, at any time, by written order, make changes consistent with Section 5 Scope of Work of this MOU. If such changes cause an increase or decrease in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 5.4, or both. In the event that AGENCY encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, AGENCY shall so advise OUSD immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given to OUSD prior to the time that AGENCY performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written amendment to this MOU and signed by OUSD prior to AGENCY's implementation of such changes.
- 10.2. **Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during an academic school year. This MOU may be amended during the 2012-13 fiscal year to reflect additional changes resulting from such legislation.

11. Conduct of Consultant

- 11.1. **Child Abuse and Neglect Reporting Act.** AGENCY will comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.

- 11.2. Staff Requirements.** AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:
- 11.2.1. Tuberculosis Screening.** Current documentation of negative TB Test (PPD) on file for each AGENCY agent working with students.
- 11.2.2. 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.
- 11.2.3. Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education.
- 11.3. Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. Prior to the removal or change of any AGENCY staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.
- 11.4. Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. AGENCY shall not hire any officer or employee of OUSD to perform any service by this Agreement. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- 11.5. Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.6. Anti-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 12. Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at

any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the proceeding paragraph.

13. **Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "AVII" in Best Insurance Rating Guide, the following policies of insurance:

13.1. **Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.

13.2. **Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.

13.3. **Property and Fire** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before work commence under this MOU. If at any time said policies of insurance lapse or become canceled, this MOU shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or AGENCY to OUSD. (Exhibit H - "Certificates of Insurance").

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

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

16. **Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature] 8/2/12
Date

President, Board of Education
 Superintendent

[Signature] 8/2/12
Date

Secretary,
Board of Education

[Signature] Date

Associate Superintendent
Family, School, and Community Partnerships Dept.

[Signature] 6/22/12
Date

Principal

[Signature] 7/17/12
Date

Regional Executive Officer

AGENCY

[Signature] 6/22/12
Date

Agency Director Signature

Valorie Hutson, Bander 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

MOU template approved by Legal May, 2012

LEGISLATIVE FILE

File ID Number 12-1970
Introduction Date 8/1/12
Enactment Number 12-2044
Enactment Date 8/1/12
05

Exhibit A

ATTENDANCE REPORTING SCHEDULE

Oakland Unified School District After School Programs Attendance Reporting Schedule	
Monthly Attendance Period	Deadline to Input Attendance Data into Cityspan
July 1 – July 31, 2012	August 6, 2012
August 1 - August 30, 2012	September 4, 2012
September 1-30, 2012	October 1, 2012
October 1-30, 2012	November 5, 2012
November 1-30, 20112	December 3, 2012
December 1-31, 2012	January 7, 2013
January 1-31, 2013	February 4, 2013
February 1-28, 2013	March 4, 2013
March 1-31, 2013	April 2, 2013
April 1-30, 2013	May 6, 2013
May 1-31, 2013	June 3, 2013
June 1-30, 2013	July 1, 2013

Exhibit B

ASES AND 21ST CCLC AFTER SCHOOL PROGRAM PLAN
AND AFTER SCHOOL BUDGET PLANNING SPREADSHEET

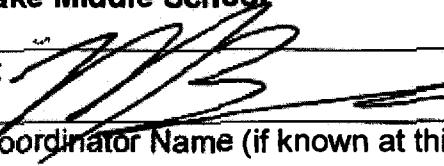

(Template distributed separately)

INSERT HERE

OUSD After School Programs
funded by After School 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

SECTION 1: School Site Information

School Site: Westlake Middle School	Date: 5/15/2012
Principal Signature: 	Lead Agency Signature: 
After School Site Coordinator Name (if known at this time): Morgan Shidler	

- Balanced Literacy and Literacy Across the Curriculum
- Science, Technology, Engineering, and Mathematics (STEM)
- Transitions and Pathways Pre-K to 12
- College, Career and Workforce
- Accelerating Students through Targeted Approaches
- Extended Learning Time
- School Culture (including Meaningful Student Engagement)
- Health and Wellness
- Interrupting Chronic Absence (Attendance)
- Building Capacity and Leadership
- Family and Student Engagement
- Strategic Operational Practices

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

- Provide wrap around services that support the whole child
- Support Westlake Middle School's Program Improvement Restructuring & Achievement Acceleration Plan
- Promoting academic achievement and self-confidence through a broad range of activities
- Frequent assessments and multiple opportunities for students to meet assessment benchmark
- Use of data to drive instruction and to set goals
- Ensuring physical and emotional safety
- Collaborative evaluations
- Improving communication between school and home

SECTION 3: OUSD Strategic Questions

Complete the matrix for *at least two* of the following four OUSD Strategic questions.

Strategic Questions/Desired Outcomes <i>As a result of our ASP efforts...</i>	Strategic Activities: <i>What after school strategic activities will support the desired outcomes?</i>	Outcomes of Strategic Activities: <i>What short-term outcomes will you expect from your efforts by the end of the school year?</i>	Data used to assess the strategic activities: <i>What data will be collected to measure these outcomes?</i>
High School Graduation: How many more Oakland children are graduating from high school?	<ul style="list-style-type: none"> • Homework Centers • Academic Enrichment – Science • Project-based, state standard aligned clubs 	<ul style="list-style-type: none"> • Increased homework submission • Better grades • Decreased truancy • Increased confidence in students' abilities 	<ul style="list-style-type: none"> • Grades • Attendance records • Student surveys • Youth Program Quality Assessment
Satisfactory School Day Attendance: How many more Oakland children are attending school 95% or more?	<ul style="list-style-type: none"> • Homework Centers • Recreational/Physical Activities • Enrichment Activities 	By providing meaningful, fun, and interesting hands-on activities that enhance the regular school day's lessons, it will: <ul style="list-style-type: none"> • Engage the student • Increase confidence in students' abilities • Allow access to qualified and caring 	School day attendance records for all ASP participants will be tracked and monitored closely through the District's AERIES system.

		instructors	
<p>Job Skills/Career readiness: How many more students have meaningful internships and/or paying jobs?</p>	<p>Youth Leadership Class</p>	<ul style="list-style-type: none"> • Develop strong leadership skills • Trained in team-building, conflict resolution, and to embrace diversity & tolerance so youth can work with people of all backgrounds • College/Career Awareness • Exposure to possible career paths • Experience working in a professional setting as an intern in the career field that interests the student most 	<ul style="list-style-type: none"> • Evaluation results provided by SPARKS • Site Administered Pre and Post Future Expectation Survey
<p>Health and Well-being: How many more Oakland children have access to, and use, the health services they need?</p>			

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

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.)

Eagle Village Community Center Youth and Family Services, Inc. (EVCCYFS): Formerly known as Westlake Eagle Village Community Center (WEVCC) received its official nonprofit incorporation from the State of California Secretary of State and is now operating as Eagle Village Community Center Youth and Family Services, Inc. (EVCCYFS), an independent incorporated 501(c)(3) nonprofit organization. For over ten years, EVCCYFS has worked in collaboration with Westlake Middle School to "create a safe place to support the development of the 'whole child', both in and out of the classroom, through academic, cultural, recreational, mental health and family services". EVCCYFS has evolved into a comprehensive community center that provides well-rounded services to Westlake students and their families. Year after year, EVCCYFS continues to serve over half of the Westlake school population through its three pillars: After School Program, Mental Health Services, and the Family Resource Center. EVCCYFS' Founder/Executive Director has been committed to EVCCYFS' mission and goals since its inception, and she continues to work hard to ensure that young people, such as Westlake students, are given access to services and programs that may not otherwise be available to them.

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*
--	---------------------------

Projected Daily Attendance during School Year 2012-2013:	111 students
--	--------------

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	Students in need of academic support and intervention to improve or sustain academic performance.	<input checked="" type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	To support 6 th 7 th and 8 th grade students who have not met benchmark on the district assessments and proficient on the CST	To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group	Homework Center: This activity enhances student learning in the classroom by providing opportunities for additional learning and assistance with homework.	Identify instructional target standards and align to After School curriculum; structure differentiated after-school support.
2	Students in need of being engaged in learning (including students who have already learned regular school day content and need additional academic enrichment).	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input checked="" type="checkbox"/> Academic Intervntn <input type="checkbox"/> Other	<ul style="list-style-type: none"> • Move CST FBB students to Basic • Move/maintain CST Proficient and Advanced students 	To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group	Environmental Science Investigators Club: This club offers hands-on science activities and experiments that are fun and provide students with a better understanding of how science fundamentals work. This class is co-hosted by Lawrence Hall of Science.	Identify instructional target standards and align to After School curriculum; structure differentiated after-school support.

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	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Create multiple opportunities for learning and extracurricular activities	Dance Club: Students will learn dance by using the Katherine Dunham movement blended with Modern dance and Hip-Hop. Students will be instructed in choreography, dance fundamentals and historical figures who have paved the way in dance.	<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)	To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group
Physical Activity	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Create multiple opportunities for learning and extracurricular activities	Soccer Club: Run by the nationally recognized group "Bay Area SCORES", student will learn the fundamentals of soccer and how to work as a team. Additionally, Bay Area SCORES will build service learning and poetry into the sport!	<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 checked="" type="checkbox"/> Other – <u>Service Learning</u>	To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group

Enrichment Activity	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Create multiple opportunities for learning and extracurricular activities	Music Club: This club has three main components: <ul style="list-style-type: none"> • Music Instruction: Project-based instruction focused in composition, improvisation and performance • Academic Support: Use of music learning strategies to heighten students' perception and understanding of core subjects • Leadership Development: Youth develop core skills for life and career success through project-based service experiences, social and emotional learning (SEL) exercises, group music making and consistent mentorship from a caring adult 	<input checked="" type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input checked="" type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic - <u>Support</u> <input type="checkbox"/> Health/Fitness <input checked="" type="checkbox"/> Other – <u>Music Education</u>	To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group
Recreational Activity	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Create multiple opportunities for learning and extracurricular activities	Wyldlife Club: Students participate in a variety of fun activities such as board games, recreational games, movie viewing, and/or art projects.	<input type="checkbox"/> College/Career Readiness <input checked="" 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)	To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group

Enrichment & Physical Activity	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Create multiple opportunities for learning and extracurricular activities	Club 96 & Sports Club: This club is a fun and exciting program where students will build lifelong mentor relationships through sports activities. Additionally, students will learn teamwork, physical skills and have a whole lot of energetic fun in a variety of different sports.	<input type="checkbox"/> College/Career Readiness <input checked="" 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)	To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group
Enrichment Activity	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input checked="" type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Create multiple opportunities for learning and extracurricular activities	Art Club: Students will learn about the elements of art and design. They will explore color theory and the concept of color value using a wide array of materials including acrylic paint, fabric paint and more. This class is led by Art Esteem.	<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 checked="" type="checkbox"/> Other - <u>Art Appreciation and Drawing Skills</u>	To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group

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 Workshop	Support provided for families of targeted students, through Family Resource Center.	Data Nights: Guardians of targeted students will attend parent workshops on strategies to assist their children with raising their achievement levels.	<ul style="list-style-type: none"> • 75% or more of guardians attend targeted students intervention meeting. • To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group 	The Family Resource Center (under the guidance of Eagle Village Community Center Youth and Family Services) will be the hub for parent and community support.
Parent Workshop	Support provided for families of targeted students, through Family Resource Center.	Key Tips on How to Assist Your Child Every Night: Guardians of targeted students will attend parent workshops on strategies to assist their children with raising their achievement levels.	<ul style="list-style-type: none"> • 75% or more of guardians attend targeted students intervention meeting. • To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the 	The Family Resource Center (under the guidance of Eagle Village Community Center Youth and Family Services) will be the hub for parent and community support.

			achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group	
Parent-and-Child Together Activity and Family Celebration	Support provided for families of targeted students, through Family Resource Center.	Family Nights: Guardians of targeted students will attend family events to gain a better understanding of what their child is learning in school/after school, to meet their child's instructor, as well as promote parent involvement. The goal of Family Nights is for parents to learn how to assist their children with raising their achievement levels.	<ul style="list-style-type: none"> • 75% or more of guardians attend targeted students intervention meeting. • To support Westlake's Program Improvement Restructuring and Achievement Acceleration Plan: To close the achievement gap (African Americans and Latinos) on the CST by 50 percent, without dropping the performance of Westlake's sub group 	The Family Resource Center (under the guidance of Eagle Village Community Center Youth and Family Services) will be the hub for parent and community support.

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.	
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	<ol style="list-style-type: none"> 1. A recorded call home on 1st day of absence 2. If absent 2-3 days, the attendance clerk will call home to find out why and how attendance could be improved 3. If absenteeism continues, a SART (Student Attendance Review Team) meeting will be required to reiterate the importance of attendance to the parents. At this meeting, parents sign a contract that they will ensure that their child will attend school regularly
c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	
d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.	Offer meaningful incentives such as achievement awards, parties, raffles, and mini showcases to students who attend program at least 90% of the time.

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 checked="" type="checkbox"/> SSC (School Site Council) <input checked="" type="checkbox"/> ELT (Educational Leadership Team) <input checked="" type="checkbox"/> PTA <input checked="" type="checkbox"/> Attendance Team/Workgroup <input checked="" type="checkbox"/> CSSSP (Community School Strategic Site Planning) team <input checked="" type="checkbox"/> School Culture/Climate Committee <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"> • America SCORES – Bay Area • Lawrence Hall of Science (LHS) • Destiny Arts • Nikao Youth • Attitudinal Healing • Musicians Corps • The Partner's Program (The College Preparatory School) • Westlake Middle School • Oakland Unified School District (OUSD) • Oakland Fund for Children and Youth (OFCY)
<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"> • Alameda County Health Care Services Agency • JFK University Holistic Counseling Center • Alliant International University - Psychological Services Center

2012-13 After School Enrollment Policy for Westlake 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.)

Students in need of academic support and intervention to improve or sustain academic performance.	<ul style="list-style-type: none"> • CST • Benchmarks • Grades/GPA • Teacher or counselor referral • Parent/Caregiver feedback • Student self-selection 	
Students in need of being engaged in learning (including students who have already learned regular school day content and need additional academic enrichment).	<ul style="list-style-type: none"> • CST • Benchmarks • Grades/GPA • Teacher or counselor referral • Parent/Caregiver feedback • Student self-selection 	
Students from socio-economically disadvantaged families/backgrounds.	<ul style="list-style-type: none"> • Other data and risk factors identified by site • Parent/Caregiver feedback • Teacher or counselor referral 	
Students at risk of chronic absenteeism (attendance between 90% - 95% attendance).	<ul style="list-style-type: none"> • Attendance data • Grades/GPA • Parent/Caregiver feedback • Teacher or counselor referral 	
Students with siblings already enrolled in after school program based on above priorities.	<ul style="list-style-type: none"> • Parent/Caregiver feedback • Teacher or counselor referral 	

Grade levels prioritized for programming: 6th through 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 enrollments before the last day of school, June 16, 2012.)

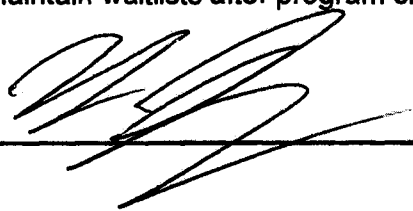
November 2011 – March 2012	Begin program planning for next year's after school program. During this planning, site prioritizes target populations for after school enrollment, based on school needs, program capacity, and district guidelines.	Executive Director Site Coordinator School Principal
April 2012	Defines enrollment priorities and enrollment process in a site-specific "Enrollment Policy" that is reviewed and approved by the ASPO; site shares After School Enrollment Policy with parents and school faculty.	Executive Director Site Coordinator School Principal
April – May 2012	Meet to identify 50%-75% of participants for next school year, based on enrollment policy and student data (leaving at least 25% of slots for incoming students who meet enrollment priorities).	Executive Director Site Coordinator School Principal Academic Liaison
May – June 2012	Conduct spring recruitment and enrollment of priority students identified; family are notified	Site Coordinator Program Assistant

	about next year's program participation by last day of school.	School Staff
August 2012	Meet to identify students to fill remaining slots based on enrollment policy and new data (i.e. test scores released in summer).	Executive Director Site Coordinator School Principal Academic Liaison
August – September 2012	After school program begins on 1 st day of school, with enrollment at a minimum of 75% capacity. Conduct new year recruitment on Student Registration Day and enroll to fill remaining slots to ensure full program enrollment by end of September.	Site Coordinator Program Assistant School Staff
September 2012 – June 2013	Create waitlist and fill openings throughout the year based on criteria established in enrollment policy.	Site Coordinator Program Assistant

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
MC	VH	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.
MC	VH	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.
MC	VH	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
MC	VH	Site will share student outcome data to better refine program (Attendance data, EduSoft, Report Cards, IEP's, etc).
MC	VH	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.
MC	VH	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.
MC	VH	Site will invite Site Coordinator to participate on SSC, COST, SST, and CSSSP team to ensure coordination of services.
MC	VH	Site will coordinate the use of facilities and site level resources in support of program goals.
MC	VH	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

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

Yes No

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

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

The school site will provide the following information at the 2012-2013 After-School Program Staff Orientation.

- Emergency Site Plan with escape routes
- Emergency Site Plan with assigned meeting area
- Emergency Procedures for various situations
- Communication Protocols

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

Yes No

Facility Keys

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

Yes No


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

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

Principal Signature: _____



Lead Agency Signature: _____



Westlake Middle School After School Program

The Eagle Village Community Center, Westlake's Lead Agency, was established in 2001. EVCCYFS strives to create a safe place to support the development of the "whole child, both in and out of the classroom, through academic, cultural, recreational and mental health services.

2012-2013

AFTER SCHOOL PROGRAM SCHEDULE

	MON	TUES	WED	THURS	FRI
STAFF CHECK-IN 2:30 pm – 3:10 pm (M,T,Th,F) Cafeteria 12:30 – 1:00 pm (W) Staff Lounge	Site Coordinator ensures all After School Staff sign-in and completes their timesheets. Staff is updated and informed about Westlake and EVCCYFS events and activities. After School Staff prepares for their clubs. Preparation includes: Do Nows, Learning Targets, and Agendas				
STUDENT SIGN IN/ SNACK 3:10 pm – 3:30 pm (M, T, Th, F) 1:00 pm – 1:20 pm (W)	Students have 10 minutes to arrive at the cafetorium. Once students enter the cafetorium, they sign-in with their club instructor. The instructor distributes snack. Once snack time is over, the instructors line their students up and proceed to their assigned classrooms to begin their clubs.				
CLUB TIME 3:30 pm – 5:00 pm (M, T, Th, F) 1:20 pm – 3:00 pm (W) <i>**Clubs are located in the library, classrooms and cafetorium</i>	<ul style="list-style-type: none"> - Homework Center I - Destiny Arts Hip Hop Dance Club - Club 96 and Sports Club - Music Club 	<ul style="list-style-type: none"> - Homework Center II - ArtEsteem Art Club - SCORES Soccer Club - Environmental Science Investigators Club 	<ul style="list-style-type: none"> - Homework Center I - Destiny Arts Hip Hop Dance Club - Club 96 and Sports Club - Music Club 	<ul style="list-style-type: none"> - Homework Center II - ArtEsteem Art Club - SCORES Soccer Club - Environmental Science Investigators Club 	<ul style="list-style-type: none"> - Wyldlife Program
ADDITIONAL HOMEWORK CENTER AND/OR RECREATIONAL TIME 5:00 pm – 6:00 pm (M, T, Th, F) 3:00 pm – 6:00 pm (W) <i>Library and cafetorium</i>	<ul style="list-style-type: none"> - Homework Center III 	<ul style="list-style-type: none"> - Homework Center III 	<ul style="list-style-type: none"> - Homework Center IV (3:00 - 4:00 pm) - Recreational Activities (4:00 – 6:00 pm) 	<ul style="list-style-type: none"> - Homework Center III 	<ul style="list-style-type: none"> - Recreational Activities
CHECK-OUT & PICK UP 6:00 pm – 6:15pm <i>Classrooms, Library, Cafetorium</i>	Staff begins classroom clean up and prepares students for dismissal and check out.				
CLEAN-UP & DATA 6:15 pm – 6:30 pm	Staff completes final clean up, uploads attendance and behavioral data into both the City Span and AERIES database systems.				

2012-2013 Elementary/Middle School After School Program Budget

AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 03 2012

Site Name: Westlake					Program Fees (if applicable)		Other Lead Agency Funds
Site #: 213							
Average # of students to be served daily (ADA): 111	%	OUUSD	ASES	OFCY	Grantsee	Lead Agency	Lead Agency
TOTAL GRANT AWARD		\$150,000		\$86,526	\$0	\$0	\$0

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

OUUSD Indirect (4.25%)		\$6,115					
OUUSD ASPO admin, evaluation, and training/technical assistance costs		\$9,413					
Custodial Staffing		\$4,935					
Custodial Supplies		\$672					
TOTAL SITE ALLOCATION		\$128,864		\$86,526	\$0	\$0	\$0

CERTIFICATED PERSONNEL

1120 Academic Liaison		\$0				\$0	
1120 Certificated Teacher Extended Contracts		\$38,770				\$0	
						\$0	
						\$0	
Total certificated		\$38,770				\$0	

CLASSIFIED PERSONNEL

2205 Site Coordinator (list here, if district employee)		\$0	\$0	\$0		\$0	\$0
2220 SSO		\$3,540				\$0	
*Founder/Executive Director			\$15,774	\$15,774			
*Family Resource Center Coordinator			\$7,500	\$7,500			
*Program Assistant			\$2,500	\$2,500			
Total classified		\$3,540	\$25,774	\$25,774		\$0	\$0

BENEFITS

3000's Employee Benefits for Additional Time (20% of total salaries paid as extended contracts or overtime)		\$8,462					
3000's Employee Benefits for Salaried Employees (40%)		\$0					
3000's Lead Agency benefits (rate: 25 %)							
Total benefits		\$8,462	\$0	\$0		\$0	\$0

BOOKS AND SUPPLIES

4310 Supplies (OUUSD only, except for Summer Supplemental)		\$0		\$494		\$0	\$0
4310 Curriculum (OUUSD only)		\$0				\$0	\$0
5829 Field Trips		\$0				\$0	\$0
4420 Equipment (OUUSD only)		\$0				\$0	\$0
Total books and supplies		\$0	\$0	\$494		\$0	\$0

CONTRACTED SERVICES

5825 Site Coordinator (list here if CBO staff)		\$0	\$23,704	\$27,496			
5825 Enrichment Provider: Destiny Arts (flat rate: \$6,947)		\$0	\$3,374	\$3,573			
5825 Enrichment Provider: America SCORES (flat rate: \$5,250)			\$2,525	\$2,725			
5825 Enrichment Provider: Nikao Youth (flat rate: \$10,000)			\$4,900	\$5,100			
5825 Enrichment Provider: Attitudinal Healing (flat rate: \$5,750)			\$2,775	\$2,975			
5825 Enrichment Provider: Lawrence Hall of Science (flat rate: \$5,000)			\$2,400	\$2,600			
5825 Enrichment Provider: Musicians Corps (flat rate: \$4,000)			\$1,900	\$2,100			
5825 ASP Instructor - 2 instructors x \$18/hr x 3.5hrs x 180days = \$22,680			\$10,340	\$12,340			
5825							
5825							

2012-2013 Elementary/Middle School After School Program Budget

5825								
5825								
	Total services		\$0	\$51,918	\$68,909	\$0	\$0	\$0
IN-KIND DIRECT SERVICES								
							\$0	\$0
							\$0	\$0
	Total value of in-kind direct services						\$0	\$0
LEAD AGENCY ADMINISTRATIVE COSTS								
	Lead Agency admin (4% max of total contracted \$)		\$400	\$1,349				\$0
SUBTOTALS								
	Subtotals DIRECT SERVICE	88	\$63,703	\$77,692	\$86,177	\$0	\$0	\$0
	Subtotals Admin/indirect		\$15,204	\$400	\$1,349	\$0		\$0
TOTALS								
	Total budgeted per column		\$71,908	\$78,092	\$86,526	\$0	\$0	\$0
	Total BUDGETED	100	\$150,000	\$86,526	\$0	\$0	\$0	\$0
	BALANCE remaining to allocate		\$0	\$0				
	TOTAL GRANT AWARD ALLOCATION TO SITE		\$150,000	\$86,526				

ASES MATCH REQUIREMENT:	
ASES requires a 3:1 match for every grant award dollar awarded.	
Total Match amount required for this grant:	50,000
Facilities count toward 25% of this match requirement:	12,500
Remaining match amount required:	37,500
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	
	86,526
Total Match amount left to meet:	-49,026

Required Signatures for Budget Approval:

Principal:	
Lead Agency:	

MEMORANDUM OF UNDERSTANDING ROUTING FORM 2012-2013

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 (<https://www.epls.gov/epls/search.do>)
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

Agency Information

Agency Name	Eagle Village Community Center			Agency's Contact Person	Valorie Hutson
Street Address	P.O. Box 10408			Title	Founder/Executive Director
City	Oakland			Telephone	(510) 938-6906
State	CA	Zip Code	94610	Email	valoriehutson@yahoo.com
OUSD Vendor Number	i005008				
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. (www.epls.gov/epls/search.do)				

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	07/01/2012	Date work will end	08/31/2013	Total Contract Amount Grant: \$78,092	\$78,092.00
------------------------	------------	--------------------	------------	--	-------------

Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
6010	ASES	2131553401	5825	\$78,092.00	R0300554
			5825	\$	
			5825	\$	
			5825	\$	

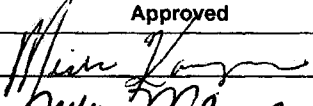
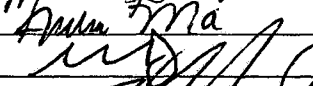
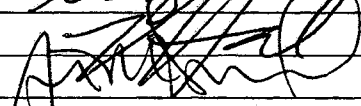
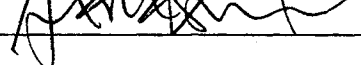

OUSD Contract Originator Information

Name of OUSD Contact	Misha Karigaca	Email	Misha.Karigaca @ousd.k12.ca.us		
Telephone	(510) 879-2130	Fax	(510) 835-7170		
Site/Dept. Name	213	213/Westlake Middle School	After School Program Enrollment Grades	6th	through 8th

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.epls.gov/epls/search.do>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			6/22/12
2. Oakland After School Programs Office			7-13-12
3. Network or Executive Officer			7/16/12
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)			
5. Board of Education or Superintendent			7/8/12
Procurement	Date Received		