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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

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

Board Meeting Date June 26, 2019

Subject Memorandum of Understanding
Contractor: Higher Ground Neighborhood Development Corporation
Services For: New Highland Academy

Action Requested and Recommendation Approval by the Board of Education of Memorandum of Understanding between the District and Higher Ground Neighborhood Development Corporation, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services, as described in the MOU, for New Highland Academy's comprehensive After School Program, for the period of August 1, 2019 through July 31, 2020, in an amount not to exceed \$102,567.00.

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

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

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

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



Fiscal Impact

Funding resource(s): 6010/After School Education and Safety (ASES) Grant

Attachments

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

**After School Template for Elementary and Middle Schools
Memorandum of Understanding 2019-2020
Between Oakland Unified School District and
Higher Ground Neighborhood Development Corporation**

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent, contingent upon OUSD's receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with Higher Ground Neighborhood Development Corporation ("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 125/New Highland Academy 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 ASESP and 21st CCLC funds.
 - Private grants
2. **Term of MOU.** The term of this MOU shall be August 1, 2019 through July 31, 2020. The term may be extended by written agreement of both parties.
3. **Termination by OUSD.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
 - a) **No Premature Termination by AGENCY** AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change and/or unless OUSD deems immediate removal of AGENCY is necessary for cause. In the event AGENCY ceases to provide required services prior to the end of the MOU term, or is terminated for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.
 - b) **Advance Notice by AGENCY for Coming School Year.** AGENCY must provide advance notice to Principal and OUSD After School Programs Office by the end of the first semester if AGENCY cannot continue providing after school lead agency services for the succeeding school year. This date allows the school site to have sufficient time to find a new lead agency partner, and enables OUSD to work to preserve after school grant funding (including OFCY city funding) for the school.
4. **Compensation. Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education after school grant funds and subject to grant funding levels, the ASES and 21st CCLC grant award amount for Higher Ground Neighborhood Development Corporation is \$ 102,567.00.** 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 and subject to AGENCY compliance with MOU requirements, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY. Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and trainings and in continuous quality improvement efforts.
- 4.2. Positive Attendance.** Payment for services rendered related to the ASEP and 21st CCLC grants shall be based on actual student attendance rates (\$8.19 a day per student through ASEP and \$7.50 a day per student through 21st CCLC), 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 \$8.19 a day for ASEP and \$7.50 a day for 21st CCLC per student. Documentation of attendance must be submitted through the OUSD/OFYC 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 2019-2020")
- 4.2.1. Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the 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.** The grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2019-2020 and will not exceed \$ 102,567.00 in accordance with Exhibit B. Exhibit B ("ASEP/21st CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2019-2020").
- 4.6. Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by

OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by AGENCY without delay.

4.7. **Program Fees.** The intent of the ASESP and 21st CCLC programs is to establish local programs that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance. Programs that charge program fees will waive or reduce these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge fees if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care.

5. **Scope of Work.** AGENCY will serve as lead agency at 125/New Highland Academy, will be responsible for operations and management of the ASESP, 21st CCLC, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2019-2020. This shall include the following required activities:

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

5.1.1. **Alignment with Single Plan for Student Achievement ("Site Plan").** AGENCY will ensure the after school program aligns with OUSD and 125/New Highland Academy and objectives to ensure the success of students as articulated in the Site Plan. AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

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

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

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

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

5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with 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 K through 5th grade students at 125/New Highland Academy, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

5.4. **Program Requirements**

5.4.1. **Program Hours.** The program shall be offered Monday through Friday, every regular school day annually, commencing immediately upon the conclusion of the regular school day, operating a minimum of 15 hours/week, and until 6:00 pm daily. Instructional activities must include a balance of both academic and enrichment/recreation components.

5.4.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2019 – 2020 school year. AGENCY will close the ASEP and 21st CCLC program no more than a maximum of 3 days in the 2019-2020 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 ASES and 21st CCLC grants for students at 125/New Highland Academy. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines understanding that:

- **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 if summer program is provided.
- **Family Literacy Services.** 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.
- **Equitable Access Programming.** AGENCY shall include a component for students at 125/New Highland Academy to support full access to program components.
- **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. Supplemental and summer services may be added under this MOU. If summer services will be added, a separate MOU amendment will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.

- **Middle School Sports League Activities.**

All programs participating in the Middle School Sports League must include those activities in their Program Planning tool and Program Schedule. Middle School Sports League activities, including but not limited to on and off site practices and games, are subject to the field trip policy high risk field trip activities requirements provided in this agreement. All sports participants and volunteers must have on file a completed Middle School Sports Release of Liability and Assumption of Risk prior to participation (attached hereto as Exhibit E (1)).

5.4.3.1. Snacks/Supper/Beverages: AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:

5.4.3.1.1. Provide meals and beverages that meet State and Federal standards;

5.4.3.1.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;

5.4.3.1.3. Provide all supplies including utensils, napkins, forks, required;

5.4.3.1.4. Support compliance by AGENCY with required State and Federal administrative requirements;

5.4.3.1.5. Provide annual training to AGENCY.

5.4.3.2. Each AGENCY participating in the Nutrition Services snack/meal/beverage program shall:

5.4.3.2.1. Attend annual training. In the event that the person responsible for snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;

5.4.3.2.2. Complete After School Snack and Supper Menu Production Worksheets (MPW) on a daily basis;

5.4.3.2.3. Ensure meal count is accurate;

5.4.3.2.4. Submit completed MPW to cafeteria staff by the next business day;

5.4.3.2.5. Return leftovers to cafeteria;

5.4.3.2.6. Ensure that only students are served and receive food from the program;

5.4.3.2.7. Ensure that meals are not removed from campus

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

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

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

5.4.3.3.2. Snacks are ordered and not picked up

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

5.4.3.4.1. Snack: \$1.00

5.4.3.4.2. Supper: \$3.50

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

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

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

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

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

5.5.2. **Attendance Reports.** AGENCY will provide OUSD with attendance reports using the OUSD/OF CY attendance systems and maintaining required attendance records utilizing the OUSD/OF CY attendance systems, including completion of mandatory monthly reports. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by Agency for 5 years for auditing purposes.

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

5.5.4. **Maintain Clean, Safe and Secure Environment.** AGENCY shall 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, supervision, training and security policies and protocols sufficient to ensure staff, student and family member safety.

5.6. **Alignment of After School Safety Plan with School Site Comprehensive Safety Plan.** AGENCY will use the OUSD After School Program Emergency Plan template and work collaboratively with school site administrator to complete and/or update and submit an annual after school safety plan by mid October which aligns with and is part of the school site's comprehensive safety plan. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD template, in advance of distribution.

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

5.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after school program participants, visitors or staff must be reported via email to ousdincidents@ccmsi.com by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians

due to OUSD student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

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

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

- Administration, faculty, and staff of 125/New Highland Academy
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

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

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

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

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

6.1.1. a full description of the trip and scheduled activities

6.1.2. student/adult participant health information

6.1.3. **"Notice of Waiver of All Claims:** Education Code § 35330 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against any school district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion, regardless of who holds the claims. If the field trip or excursion to which this permission slip applies is out-of-state, I hereby knowingly waive all of my and my daughter's/son's/ward's claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion."

- 6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.
- 6.3. No student shall be prevented from making a trip due to lack of sufficient funds.
- 6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.
- 6.5. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (eg food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.
- 6.6. **Supervision**
 - 6.6.1. AGENCY Executive Director must review and approve supervision plan.
 - 6.6.2. Trip as structured is appropriate to age, grade level and course of study.
 - 6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
 - 6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
 - 6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
 - 6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).
- 6.7. **Transportation Requirements:** The AGENCY after school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY's own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence

for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

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

6.9. Vendor is licensed to provide all proposed activities.

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

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

6.11.1. **Definition of High Risk Activities**

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

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

- Other activities determined by the school principal to have a high risk to student safety
- 6.11.1.2. The cost of limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.
- 6.11.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.
- 6.11.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.
- 6.11.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test negative shall thereafter be required to take tuberculosis test every four years or sooner if deemed necessary by AGENCY.
- 6.11.4. Letter must be sent to parent(s)/guardian(s) and if it is an overnight trip, a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.
- 6.11.5. Sleeping arrangements and night supervision are safe and appropriate.
- 6.11.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:
- Facility
 - Program
- 6.12. **Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading**
- 6.12.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
- 6.12.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
- 6.12.3. **Swimming Activities**
- 6.12.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.
- 6.12.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.
- 6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or

equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.

6.12.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.

6.12.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.

6.12.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.

6.12.3.8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.

6.12.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.

6.12.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

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

6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (**attached as Exhibit E**), executed by either the participant if he or she is 18 years of age or older, or the participant's parent or legal guardian if the participant is under 18 years of age

6.13.2. Should AGENCY fail to provide an original, properly completed, signed and dated East Bay Regional Park District Waiver for each trip participant as defined in Section 6.13.1 above, AGENCY agrees to hold harmless, defend and indemnify OUSD, its officers, employees, volunteers and agents from all claims and actions resulting therefrom.

7. Financial Records. AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASESP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2018-2019. AGENCY will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines for the federal 21st Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

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

7.2. Disputes. AGENCY shall make all records related to 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 ASESP and 21st Century Grants.** For services rendered related to the ASESP and 21st CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASESP and 21st CCLC grants, with a cumulative total for 2019-2020 not to exceed \$ 102,567.00 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 ASESP 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 2019-2020 fiscal year to reflect additional changes resulting from such legislation.

11. Conduct of Consultant

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

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

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

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

11.1.4. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching and preparation time to enable staff and agent performance to meet the goals of the ASES/21st Century after school grant program and provide a safe and secure program.

11.2. **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY

staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.

- 11.3. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- 11.4. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.5. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 11.6. **Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents.
- 11.7. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.
12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, audit fines, assessments, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all

or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.

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

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

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

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

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

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

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

16. **Program Books and Supplies.** Supplies can only be purchased by OUSD, not by Lead Agency. Supplies to be used in both the school day and after school program must be joint funded, with a maximum of 50% applied to ASES/21st. The only exception is that supplies for Supplemental programming on non-school days can be purchased by the lead agency. All supplies purchased with grant funding is and remains the property of OUSD and must remain at the site.

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

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, 2019	August 10, 2019
August 1 - August 30, 2019	September 8, 2019
September 1-30, 2019	October 10, 2019
October 1-30, 2019	November 9, 2019
November 1-30, 2019	December 8, 2019
December 1-31, 2019	January 10, 2020
January 1-31, 2020	February 9, 2020
February 1-28, 2020	March 9, 2020
March 1-31, 2020	April 10, 2020
April 1-30, 2020	May 10, 2020
May 1-31, 2020	June 8, 2020
June 1-30, 2020	June 15, 2020

Exhibit B

ASES and 21st CCLC After School Program Plan
and After School Budget Planning Spreadsheet

(Template distributed separately)

INSERT HERE

2018-19 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 01.2019

Site Name:	NEW HIGHLAND ACADEMY			ASES	OFCY Match Funds	Program Fees (if applicable)	Other School Use Funds	Other Lead Agency Funds
Site #:	125.00			Resource 8310 Program 1553				
Average # of students to be served daily (ADA)	85	%		Lead Agency	Lead Agency	Lead Agency	Lead Agency	Lead Agency
TOTAL GRANT AWARD				122,850.00	85,000.00		0.00	0.00
CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES:								
	OUSD Indirect (3.98%)			4,702.28				
	OUSD ASPO admin, evaluation, and training/technical assistance costs			8,751.68				
	Custodial Staffing and Supplies at 3.5%			3,826.88				
TOTAL SITE ALLOCATION				105,567.18				
CERTIFICATED PERSONNEL								
1120	Quality Support Coach/Academic Liaison (Highly Recommended)			2,500.00			0.00	
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (required for MS)			0.00			0.00	
1120	Certificated Teacher Extended Contracts- ELL supports							
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention (recommended for MS)						0.00	
Total certificated				2,500.00			0.00	
CLASSIFIED PERSONNEL								
2205	Site Coordinator (list here, if district employee)			0.00	0.00		0.00	0.00
2220	SSO (optional)			0.00			0.00	
				0.00				
				0.00				
Total classified				0.00	0.00		0.00	0.00
BENEFITS								
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%)			500.00				
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)			0.00				
3000's	Employee Benefits for Salaried Employees (benefits at 42%)			0.00				
3000's	Lead Agency benefits (rate: 25%)				0.00			
Total benefits				500.00	0.00		0.00	0.00
BOOKS AND SUPPLIES								
4310	Supplies (OUSD only, except for Summer Supplemental)			0.00			0.00	0.00
4310	Curriculum (OUSD only)			0.00			0.00	0.00
5829	Field Trips			0.00	500.00	5,600.00	0.00	0.00
4420	Equipment (OUSD only)			0.00			0.00	0.00
	Bus tickets for students				1,368.00			
	District professional development on district PD days (Bridging the Bay conference, Youth Work Methods trainings)				500.00	2,500.00		
Total books and supplies				0.00	2,368.00	8,100.00	0.00	0.00
CONTRACTED SERVICES								
5825	Site Coordinator (list here if CBO staff)			25,100.00	21,000.00			
5825	Literacy academic instructors (required for ES)			18,999.30	5,600.00			
5825	Math academic instructors (required for ES)			13,002.10	10,000.00			
5825	Talk of the Town(5hrs/wk x \$60 x 14.7 wks)			299.00	4,111.00			
5825	East Coast West Coast Tennis(5 hrs/wk x \$60/hr x 14.7wks)			299.00	4,111.00			
5825	Townweilness(5hrs/wk x \$60 x 14.7wks)			299.00	4,111.00			
5825	HTM Martial Arts(5hrs/wk x \$60 x 14.7wks)			299.00	4,111.00			
5825	STEM instructors (required for middle school)			8,920.00	7,880.00			

5825	College/career awareness facilitator			5,400.00				
5825	Restorative Justice Lead Facilitator (recommended for 21st Century sites that have a school-day RJ coordinator)			1,440.00				
5825	Family Liaison (recommended for 21st Century sites)							
5825	1 HG Coach			12,632.00	4,000.00			
5825	Mental Health consultant (optional)		0.00					
5825	Staff time to participate in Continuous Quality Improvement trainings and meetings (required)			3,464.70	3,552.00			
5825	Direct Service work of agency director to the site			6,800.00	5,024.00			
5825								
5825								
	Total services		0.00	36,954.10	73,500.00	0.00	0.00	0.00

IN-KIND DIRECT SERVICES								
							0.00	0.00
							0.00	
	Total value of in-kind direct services						0.00	0.00

LEAD AGENCY ADMINISTRATIVE COSTS								
	Lead Agency admin (4% max of total contracted \$)			3,245.00	3,400.00			0.00

SUBTOTALS								
	Subtotals DIRECT SERVICE	85.00	5,100.40	99,322.10	###	81,600.00	0.00	0.00
	Subtotals Admin/indirect	###	15,182.42	3,245.00	###	3,400.00	0.00	0.00

TOTALS								
	Total budgeted per column		20,282.82	102,567.18		85,000.00	0.00	0.00
	Total BUDGETED	###	122,850.00	###	###	85,000.00	0.00	0.00
	BALANCE remaining to allocate		0.00					
	TOTAL GRANT AWARD/ALLOCATION TO SITE		122,850.00					

ASES MATCH REQUIREMENT:	
ASES requires a 3:1 match for every grant award dollar awarded	
Total Match amount required for this grant:	40,950.00
Facilities count toward 25% of this match requirement:	10,237.50
Remaining match amount required:	30,712.50
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	
	0.00
Total Match amount left to meet:	30,712.50

Required Signatures for Budget Approval:

Principal: *Yolanda Cook*
Lead Agency: *Janet Beards*

Date: *5/29/19*
Date: *5/29/19*



**CUSD Expanded Learning Programs -After-School Program
ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2019-2020
ASES and 21st Century Community Learning Center (21st CCLC) After-School Program Plan**

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION

School Site Name: New Highland	School Type (check one) <input type="checkbox"/> Elementary (K-5) <input checked="" type="checkbox"/> Elementary (K-8) <input type="checkbox"/> Middle (6-8) <input type="checkbox"/> High School (9-12) <input type="checkbox"/> Continuation High School <input type="checkbox"/> Comprehensive High School
CDS Code: 01 61259 6001903	After-School Lead Agency: HIGHERGROUND
Is this school-site committed to a new lead agency for 2019-2022? YES	
Principal Name: Yolanda Cater	Principal Signature and date: <i>Yolanda Cater</i> 4/19/19
Lead Agency Director Name: Laius McCormick	Lead Agency Director Signature and date: <i>Laius McCormick</i> 4/19/19
After-School Site Coordinator (if known at this time): Stephanie Figueroa	After-School Site Coordinator Signature and date: <i>Stephanie Figueroa</i>



SECTION 2: PROGRAM OPERATIONS

Average Daily Attendance, Program Dates, Minimum Days & Enrollment

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

Projected daily attendance for 2019-20 school year program. 83

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

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

List the three days (if any) your program plans to close this year for PD. The program must be open every other day of the school year.

Date: 1/6/2020	Date: 5/26/2020	Date: 5/27/2020
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Minimum Days. When a school holds minimum days, the after-school program is required to begin as soon as the school day ends, and execute programming until 6:00 pm. Minimum days have a significant impact on after-school staff and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming.

Projected Number of Minimum Days for School Year 2019-2020:

**School should provide lead agency with a calendar of minimum days for the 1st day of school.*

School-day bell schedule attached

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

Specialized staff scheduling; HG has created a minimum day schedule on all minimum days that occur and are scheduled; HG provides sub support and initiates a staff stagger schedule. All minimum days are updated and documented in Cityspan through changes in the schedule within each appropriate minimum day activities.



SECTION 3a: PROGRAM MODEL

Average Daily Attendance, Program Dates, Minimum Days & Enrollment

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

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

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

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

ENROLLMENT PROCESS & TIMELINE

Attach your enrollment timeline to this document

Important dates to include in your timeline:

- **April - June:** *Spring enrollment for 2019-20 programs.*
- *Families will be notified of 2019-20 after school enrollment before the last day of school, May 30, 2019.*
- *After school programs begin on the first day of school when enrollment is at a minimum 75% capacity.*
- **August - September:** *new school year enrollment of families for remaining program slots.*
- *Remaining program slots will be filled by September 30, 2019, except for slots reserved for transitional students (i.e., Homeless, foster youth; Newcomers) entering the program for the first time and/or mid-year*
- *All programs must maintain waitlists after program slots are filled.*

****This may look different for High School and Continuation schools based on alternative schedules and intersession. Please include the items above that are applicable to you schedule and recruitment process.**

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

Pre-Enrollment/enrollment priority to homeless youth/families based on criteria needs and referrals from key stakeholders from school day and/or afterschool. Pre enroll students that are already in the program for two weeks. Once our pre enrollment process is complete for our current student, we open enrollment to the entire school.
Higher Ground engages in a pre and open enrollment process that includes acceptance of applications all week, collection of



enrollment applications from the school and after school offices to process on Wednesdays. Wednesday's acceptance letters and phone calls to listed phone numbers are done and letters are created, passed out to children in their classes on Friday's, and they start programming on the following Monday.

Enrollment Benchmarks

- Poster are printed and posted around the School a week prior the pre enrollment process.
- Pre enrollment is the 1st two weeks in May. Pre enrollment is reserved for returning students. We strive to re-enroll at least 80% of our total enrollment leaving room for new students notifying parents every Friday.
- Open enrollment for all students both returning and new will occur the 3rd week in April and run through the 3rd week of May.
- Acceptance and waitlist letters go home starting the 2nd week in May and parent orientations are scheduled.
- All parent orientations are done by the last Friday of the 3rd week in May.
- All acceptance and wait list students are posted the last week of school.

SECTION 3b: PROGRAM MODEL. (Continued)

Average Daily Attendance, Program Dates, Minimum Days & Enrollment

Who can receive the Golden Ticket?

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

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

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

HG does more than just assure space for golden ticket children we have an entire behavioral health program that we implement for every child who struggles, we have community partners like ROOTs, or our ability to



navigate the family resource center. You yourself have done all this for families who are golden tickets when they come from the district and event when they don't.

HG modifies programming for golden ticket families based on the reason they receive the ticket. Modifications can be but are not limited to the following:

- Grouping children based on the type of adult they need not grade level.
- Prescribing a modified schedule if the need causes major disruption in programming.
- Allowing siblings to remain together.
- Ensuring that children are receiving AND eating the snack.
- Seeking outside referrals for family services through our net of community partners.
- Ensuring families can participate in Higher Ground Saturday enrichment programming.

SECTION 4: PROGRAM COMPONENTS

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

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

- The program goals for Higher Ground at New Highland are.
 - Hire, supervise, train, retain, and support program staff and leaders.
 - Ensure that program reflects youth development quality standards.
 - Partner with the OUSD Expanded Learning Office on district initiatives, sustainability efforts, and quality improvement system-building work.

<p>Educational and literacy Component that includes tutoring/ homework assistance in the core</p>	<p>Describe how your after-school program will provide the educational & literacy component. How are students building academic skills? How are you integrating social-emotional academic development? <i>(Include specific strategies for creating a <u>Safe & supporting</u></i></p>
--	--



<p>subjects (language arts, math, history /social science, etc.)</p>	<p><i>environment through encouragement and Active engaged learning.)</i> Here at New Highland, students will receive a vocabulary portfolio. This calls for program participants in each grade to practices vocabulary words given to after school from classroom teachers at the beginning of the week. 3 days a week for 30 minutes students spend time looking up the definition of the word work in a group encouraging sharing and cooperation, another day we have the students write the word using it in a sentence or story. We encourage group work to foster verbal engagement and cooperation. On Thursday the students are given a performance-based assessment to see how well they retained the site words. The performance-based assessments are spelling bees, work bank races, and verbal dictation. We also provide homework help that helps after school tie academics to the school day.</p>
<p>Educational Enrichment Component that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)</p>	<p>Describe how your after-school program will offer educational enrichment activities. (Include specific strategies designed to foster <u>skill - building; youth voice and leadership and diversity, access and equity.</u>) Higher ground students participate in various art classes that address the educational enrichment of students. We operate STEAM programming one to twice per week that involves critical thinking, literacy, geometry, chemistry, physics, and earth science. Higher Ground educational enrichments offerings all have lesson plans with learning targets and goals displayed so the children understand what they are learning. Programming conducts affirmations during large group check in and snack increasing children's ability to recall, as well as works oral confidence. Higher Ground chants as well as providing opportunities for children to lead strengthen our approach to reaching the whole child within enrichment. Higher Ground enrichments has internal enrichment that HG team members conduct and outside specialist who provide higher level instruction. Enrichment can include visual and performing art; competitive cheer and dance groups, drama, creative writing and storytelling, choir, Stem, gardening, competitive flag football, basketball, soccer, track, general recreation and cooperative games. External enrichments include Karate, urban art, fine art, cooking, drum, and tennis. By building on student's islands of competency we are a creating stronger social-emotional program.</p>
<p>Physical Activity other than recess that is structured and supervised with a warm-up, structured physical activities and a cool down. (This should happen for all students in program.)</p>	<p>Describe how your after-school program will provide <u>structured physical activity for all participants.</u> (Include specific strategies to promote <u>Healthy Choice and Behaviors.</u>)</p> <p><i>CDE asks programs to offer 30-60 minutes of developmentally appropriate, daily physical activity (to help meet CDE recommendation of 60 daily minutes of moderate to vigorous physical activity for youth) This is not 'free play' or recess.</i></p> <ul style="list-style-type: none"> · Plan and evaluate (review fitness test results, track minutes, etc.) · Include a variety of activities throughout the year <p><i>HG programming calls for students to have four days a week of physical activity both structured and unstructured. All students participate in general calisthenics for an average of 30 minutes before rotating to academic time. Physical education stations are offered daily allowing the goal to be met. Children who sign up for general recreation enrichment are provided with large and small group outside games that include running, jumping and activities that promote cooperation.</i></p>



Family Literacy Component that includes literacy activities and other educational services that adult family of students.

Describe how your after-school program provides opportunities to promote literacy and/or other educational services to adult family members of students?

By creating meaningful monthly family events where Parents can participate in activities with their Children i.e. family math night, family reading night, family game night and family reading night once a month. All Higher Ground programs host and promote the same sets of events however at New Highland we try and emphasize community building among all the families that represent program.

Academic Alignment with School Day and District Priorities

Please provide a short narrative that identifies how you will support school goals aligned with district priorities.

- Collaborate with your school administrator and consult the School Site Plan to align with the school day.
Consult the descriptions below for the District's priorities for elementary, middle and high school.

Elementary OUSD Strategic Strategies

In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to make sure students are reading at or above grade level and English learners are reaching English fluency.

Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year. After School Program Managers will work collaboratively with school partners by attending regularly scheduled meetings with Principal to discuss program quality, coordinated service team meetings(COST), positive behavior interventions(COST) and school site council(SSC) team meetings to stay abreast of all school initiative, student progress, targeted scores for the students in the ASP and share what after school is doing to support the schools objectives. This is how Higher Ground knows if programming remains aligned with the school through leadership transitions that all too common in District 7 schools. At New Highland we especially rely on the family resource center to assist our Spanish speaking families with additional resources and connections that build a strong community.

MIDDLE_ OUSD Strategic Targets

In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to prepare all students to be college, career, and community ready. To meet this strategic goal, middle schools must prepare their students to be high school ready by the time they graduate from the 8th grade.

Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.

High School OUSD Strategic Strategies

Academic activities should be aligned with school goals. Your after-school program should plan to offer a range of academic supports to support students to learn and practice skills and knowledge related to core



academic content. There should also be an intentional learning space which allows students to work independently with support.

Please include the following OUSD High School After-School requirements:

For Comprehensive high schools:

- Academic mentoring for 9th graders at risk of failing classes
- Academic supports and mentoring for 10th–12th grade students taking credit recovery

For Alternative Ed, high schools:

- College and career readiness activities

Attach your program schedule for in 2019-2020

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

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

An effective program improvement process is ongoing and involves a continuous cycle of assessment, planning, and improvement. While the process should be carried out at the site level, documentation of this process should be submitted by the grantee.

This cycle of improvement revolves around twelve critical standards—the Quality Standards for Expanded Learning in California—which were developed in partnership between the California Department of Education’s (CDE) After School Division and the California After School Network (CAN) Quality Committee.

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

1. Daily, New Highland ASP will build by creating supportive environments. New Highland will actively engage students in talking about the activities and making a prior connection to the school day.
2. Daily, Staff will provide an accommodating environment to all students with adequate space and flexible physical environment.
3. Daily Staff will greet students with a warm welcome. Staff will be warm and welcome with positive body language.

PROGRAM SELF-ASSESSMENT

Name the stakeholders who participated in the Program Self-

- | | |
|--|--|
| <input checked="" type="checkbox"/> Internal evaluator | <input checked="" type="checkbox"/> External evaluator |
| <input checked="" type="checkbox"/> School administrator | <input checked="" type="checkbox"/> District administrator |
| <input checked="" type="checkbox"/> Certified staff | <input checked="" type="checkbox"/> Classified staff |



<p>Assessment in 2018-2019? Please check which stakeholders were involved in your CQI process.</p>	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Program director</td> <td><input checked="" type="checkbox"/> Site coordinator</td> </tr> <tr> <td><input checked="" type="checkbox"/> Site level staff</td> <td><input checked="" type="checkbox"/> Parents/guardians</td> </tr> <tr> <td><input checked="" type="checkbox"/> Students</td> <td><input checked="" type="checkbox"/> Community partners</td> </tr> <tr> <td><input type="checkbox"/> Advisory group</td> <td>Other stakeholders _____</td> </tr> </table>	<input checked="" type="checkbox"/> Program director	<input checked="" type="checkbox"/> Site coordinator	<input checked="" type="checkbox"/> Site level staff	<input checked="" type="checkbox"/> Parents/guardians	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Community partners	<input type="checkbox"/> Advisory group	Other stakeholders _____
<input checked="" type="checkbox"/> Program director	<input checked="" type="checkbox"/> Site coordinator								
<input checked="" type="checkbox"/> Site level staff	<input checked="" type="checkbox"/> Parents/guardians								
<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Community partners								
<input type="checkbox"/> Advisory group	Other stakeholders _____								
<p>What are some key discoveries you made doing the program self-assessment? <i>(Strengths, areas of improvement)</i></p>	<p>The key discoveries surrounding strengths at New Highland are warm welcomes and sense of belonging. The Areas surrounding improvement are Active engagement and supportive environment. (what specific indicators were in your key discoveries?) Programmatic observations twice per month by programmatic director, programmatic audits of attendance, are done. The Programmatic Director provides a supervision checklist to site managers that are based on the results based of pop visit that are done quarterly. The supervision checklist contains specific strategies to be worked on in between pop visits. Site managers uses their results from po visit and programmatic audits to identify SAPQA domains and set QAP goals. We will continue to use the CQI process to identify the key strengths and the improvement of program.</p> <p>Using the SAPQA tools, Self-assessments theoretical testing on youth development principles and practices, as well as training, coaching, appraisal programming Higher Ground can keep the pulse of program strengths and weaknesses. This was New Highland site managers first year and learning all of the nuances of working with our pupil population as well as the training of staff was curtail this year and a key discovery is that with more practice and consistency with staffing we can reach our goals of remaining a Performing to Thriving program.</p> <p>Engaging in rigor and routine which teaches the children and staff what comes next in order to participate in safe and supportive programming.</p>								
<p>Which Quality Standards will the program focus on for improvement in the 2019 - 2020 school year?</p>	<p>The quality standards that the program will focus on for the 2019-20 school year are:</p> <ul style="list-style-type: none"> • Organizational training 3 times per year. • Directors Professional development 4 times per month. • Professional development training for Managers 4 times per month. • Site based training 1 time per week. 								



<p>Describe how the program will address the improvement in this area? <i>(please include program structures, staffing practices and partnerships.)</i></p>	<p>Higher Grounds program structure is based on our rigorous training over the course of the school year. Our staffing practice consist of trainings. Directors train every Friday, Managers train 2 times per week and program staff train once a week. Each training is on a different piece that plugs into our programs. Internal assessments and reviews with staff each quarter, as well as professional development trainings.</p>
<p>What is one key data point from your program profile that will be a focus for the upcoming school year? <i>(Please include a summary of the data you are responding to.)</i></p>	<p>Higher Grounds enrichment programs will be the primary focus of our after-school programs. Secondly we will provide literacy and Math facts during our day to day operation. While students are transitioning to different enrichments, they will be reciting the math finger roll and or spelling words with chants that are HG standards.</p>



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

CQI Phase Key:

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

From a scale of 0 to 3 rate your program on the following Point of Service Quality Standards.

From a scale of 0 to 3 rate your program on the following Programmatic Quality Standards.

1. Safe and supportive environment	3	1. Quality staff	2
2. Active and engaged learning	2	2. Clear vision, mission, and purpose	3
3. Skill building	2	3. Collaborative partnership	3
4. Youth voice/leadership	3	4. Continuous quality improvement	3
5. Healthy choice and behaviors	2	5. Program Management	2
6. Diversity, access, and equity	2	6. Sustainability	3



SECTION 6: Facilities

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

Indoors (specify room numbers and space names)			Outdoors		
Room Number & Name of Space	# of Students	Hours to be used	Room Number & Name of Space	# of Students	Hours to be used
Classroom 1	20	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm	garden	20	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm
Classroom 2	20	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm	cafeteria	100	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm
Classroom 3	20	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm	yard	100	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm
Classroom 4	20	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm	Auditorium	100	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm
Cafeteria	100	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm	Kitchen	2	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm
			garden	20	M, T, TH, F 2pm-6pm Wed.1:30pm-6:00pm

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

Name of Event	Meet and greet	Potential Date	9/26/2019	Number of Students	100	Hours of Use/Room Numbers	Cafeteria 3:30pm-5:30pm
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After-School Programs

Name of Event	Enrichment showcase	Potential Date	12/20/2019	Number of Students	100	Hours of Use/Room Numbers	Cafeteria 3:30pm-5:30pm
Name of Event	Enrichment showcase	Potential Date	9/20/2019	Number of Students	100	Hours of Use/Room Numbers	Cafeteria 3:30pm-5:30pm
Name of Event	Enrichment showcase	Potential Date	5/22/2020	Number of Students	100	Hours of Use/Room Numbers	Cafeteria 3:30pm-5:30pm
Name of Event	Enrichment showcase	Potential Date	3/20/2020	Number of Students	100	Hours of Use/Room Numbers	Cafeteria 3:30pm-5:30pm

SECTION 7a: PROGRAM FEES

Will this after-school program charge program fees for 2019-2020 Yes No X
 If, "YES, program fees will be charged," please complete the following assurances. Both the Principal and Lead Agency partner must initial.

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



OUSD Expanded Learning Department After-School Programs

		<p>The lead agency will establish a letter of agreement directly with the school site, indicating that all program fees collected will be expended only at this school site for after-school expenditures; will be carried over the following fiscal year if funds for after-school expenditures; will be carried over to the following fiscal year if funds remain; and will remain at the school site if there is a change in lead agency partner.</p>
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SECTION 7b: PROGRAM FEES (Continued)	
Describe how your school/program plans to collect program fees and who will be exempt from paying fees or received a reduced fee?	We do not charge fee. However, we allow the parents to donate 20.00 dollars if they so choose to. Parents are then provided with a receipt as well as the nonprofit tax ID number for write offs at the end of the year.
Describe how all fees collected will be used on site for direct service in your after-school program.	Donations are used to the end of the year party for all students, families, and school faculty.
Describe how fees will be communicated to school leaders/school community.	Donation totals are included in monthly principal's report.
<input checked="" type="checkbox"/> Attach a copy of written evidence of your program fee materials/process (i.e. parent letters, parent handbook, etc. meeting with agenda/minutes?)	



OUSD EXPANDED LEARNING PROGRAMS Partner Assurances & Agreements 2019–2020

School Site New Highland Academy	
Lead Agency HigherGround	Date 4/17/2019
Name of After School Program HigherGround	After School Site Coordinator Name (if known at this time): Stephanie Figueroa
Principal Signature <i>Jolanda Carter</i>	Lead Agency Signature <i>[Signature]</i>

Assurances for Grant Compliance & After School Alignment with School Day

Principal and Lead Agency representative will **review and discuss** each assurance below. Please note **hyperlinks** for the following documents referenced below:

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


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

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

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



PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

After School Safety and Emergency Planning

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

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

Trainings will be held throughout the school year on emergency safety, earthquake, lock down and lock out. All Asp Managers have been trained through the OUSD district. Incidents reports will be completed and sent to Principal and OUSD office within 24 hours.

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

Facility Keys

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

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

After School Safety and Emergency Planning, continued

SSO Staffing

Check one:

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

 Yolanda Carter

PRINCIPAL SIGNATURE



LEAD AGENCY SIGNATURE

Continuous Quality Improvement (CQI)

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

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

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

CQI: Continuous quality improvement
QAP: Quality action plan
SAPQA: School Age Program Quality Assessment
YPQA: Youth Program Quality Assessment

PRINCIPAL SIGNATURE

Review and mark all commitments:

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

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

LEAD AGENCY SIGNATURE



2019—20 HG Pre-Enrollment/Enrollment Process

TIMELINE

Dates	Tasks
April 1- 8	POD make edits to all enrollment documentation for the 18-19 school year.
April 8	Send enrollment documentation to Yoly for edits for our Spanish documents, if needed
April 8	POD inquires with OUSD on ASES applications including early release.
April 18-22	POD prep packets for print for copy
April 22	Prepped enrollment packets are sent to print.
April 27	Packets from print center are completed and picked up by Amber and/or Laius
April 18	<p>Advertisement of pre-enrollment with timelines, orientation dates, and required information needed to process enrollment for the 19-20 school year. This includes large posters posted in all common areas, flyers at the sign out table, main office, and posted on all community boards. It is very important this information is disseminated to secure enrollment. A tracking list is needed to confirm you reach out to families and follow HG's enrollment ratio rubric of K/1, 2,3,4/5. We will only accept Kinder who have siblings in the program and no more than 5 kindergartners on the roster. All sites must use the enrollment criteria form to register youth, however priority is to accept all current students to return. All managers must be mindful of gender and needs when enrolling youth with new students.</p> <p>Rubric is as follows:</p> <p>K/1 (only 5 kinders/ 15 1st graders); mixed MF 2nd grade- 20 youth 3rd grade- 20 youth 4th/5th grade-(mixed MF, recommended 10 girls/10 boys)</p> <p>All sites are to create flyers to notify "returning" families that they will be guaranteed a spot in the after school program if they submit a completed application prior to 5/13. After 5/13- all open spots will be available for new families, including returning families that have not yet submitted an application. Again, if returning families submit after 5/15 they will not be guaranteed a after school position, especially large families with siblings.</p>
April 28	Audit & distribution of pre-enrollment packets, parents- student handbooks and any additional HG/OUSD forms to management

<p>May 4- 8 (Returning and waitlist students only)</p>	<p>Hard copies of pre-enrollment will be distributed & available for parents & guardians for all returning students. Applications will be available in the after school program and main school offices. Returning students are & waitlist students “first” priority.”</p> <p>Acceptance of Returning Students Applications begins notification & scheduling of Mandatory Parent Orientation appointments on designated days such as Wednesday, Thursday, and Friday (morning, afternoon, evening only). All parents/guardians are to be notified of tuition donation for service of \$20 . Letting them know how priority works, and getting them to understand that we are not a “first come, first serve basis. If an acceptance is issued, parents must attend orientation and the agreement to enroll is after school is non in void. Returning families are guaranteed a spot until 5/ 15 with a completed application</p>
<p>May 11-15 (new students and open enrollment only)</p>	<p>Hard copies of pre-enrollment will be distributed & available for parents & guardians for all new students. Applications will be available in the after school program and main school offices.</p> <p>Acceptance of new Students Applications begins notification & scheduling of Mandatory Parent Orientation appointments on designated days such as Wednesday, Thursday, and Friday (morning, afternoon, evening only). All parents/guardians are to be notified that there is no fee for service. Letting them know how priority works, and getting them to understand that we are not a “first come, first serve basis. If an acceptance is issued, parents must attend orientation and the agreement to enroll is after school is non in void.</p>
<p>May 29</p>	<p>Last day for pre-enrollment if space is available.</p>
<p>May 29-June-1</p>	<p>Pre-Enrollment packets are to continue be distributed for families interested in program. Packets are to be placed in the main office and outside of the AS Office.</p> <p>There will be no accepting of students after June 1. Families that turn in applications after June 1 and will be automatically placed on the waitlist. These applications will be processed at the beginning of the school year.</p> <p>Orientation can continue for approved application for returning and new families only. Applications notification & scheduling of Mandatory Parent Orientation appointments. All parents/guardians are to be notified that there is no fee for service How priority works, and getting them to understand that we are not a “first come, first serve basis. If an acceptance is issued, parents must attend orientation and the agreement to enroll is after school is non in void.</p>
<p>June 3</p>	<p>Accepting of application and parent orientation ends. No accepting of youth past June 3rd.</p>
<p>June 3-7</p>	<p>Post all Accepted and Waitlisted students</p>

	If orientations are missed, there will be a first week orientation during the first week of school.
--	---

Parent Orientation occur on Wednesday, Thursday, and Fridays starting the week of May 2th until June 5th in the morning, afternoon, and evenings.

Bilingual orientations are only to occur in the afternoon and evenings on Wednesday, Thursday, and Friday, if a bilingual staff is available.

All Acceptance and Waitlisted students will be phone called by the Program Assistant(s) to ensure parents are notified of their child's status in program for next school year. Copies of their acceptance letter and/or waitlist letters are to be filed and a copy provided to the family.

A call log will be kept for those contacted with acceptance and/or waitlisted families..

PRE-ENROLLMENT PROCESS

Coordinators will make certain parents understand they must do an application for each child they wish to enroll in the program. They will also explain to parents that for the 2016-17 school year there is a priority enrollment process. The program is no longer first come, first served.

The Pre-Enrollment Application Process will include: Pre-Enrollment Letter; OUSD Application; OUSD Early Release Policy; OUSD Chronic health question Student Registration Form 2018-19;; Medical Allergin Form, HG Community Kidz Application; HG Student Need Priority Checklist; and HG Student Profile Information for Enrollment Process – IEPs, learning disability, etc; and HG Parent-Student Behavior Agreement.

Once parents turn in the application, the HG Coordinator with input from the after school team will review and prioritize the students and create a full list that prioritized students by overall need, then by grade ALL of the paperwork and the orientation must be completed fully to fully process application. All applications not completed will be returned for re-processing. Turned in incomplete applications does not secure a spot.

Once you input your prioritized list on the new form and you have shared it with the Principal, send out your Acceptance and Wait list letters that have the Orientation dates on it. Remember we ARE doing an orientation before the end of the school year.

Parent Orientation – the site manager will explain the purpose of new forms, priority acceptance process, program policy and procedures and that program starts on the first day of school. Make sure parents have completed the entire application and that we have correct mailing addresses and phone numbers. Explain there will be a mandatory Parent Meeting within the first month of program to go over any programmatic, agency, school or District changes in policy or procedures.

Two days before school starts, the Coordinator and team should be on-site and either call or send letters to the parents reminding them program starts on the first day of school. The Coordinator will also make certain that the "Introductory Letter" is available in the front office. And full application packets are there as well.

Once school starts, we begin our regular Enrollment process. And this is open to the entire school, but the priority is: Principal Referrals, Teacher Referrals, COST/SST Referrals and

Intervention Mentor Referrals. You are still using the priority system to include your waitlist students from the pre-enrollment process.

ENROLLMENT PROCESS beginning 08/2018

The Enrollment Process will include:

The Introductory Letter is in the office.

The Enrollment Packet will be in the office and will include: Pre-Enrollment Letter; OUSD Application; OUSD Early Release Policy; OUSD Chronic health question Student Registration Form 2018-19 ; Medical Allergin Form; HG Community Kidz Application; HG Student Need Priority Checklist; and HG Student Profile Information for Enrollment Process – IEPs, learning disability, etc; and HG Parent-Student Behavior Agreement.

Our process for accepting applications. We collect applications Monday – Wednesday and process them. We then distribute either Acceptance or Wait List letters by Thursday with the time of the Friday orientation. If parents attend the orientation, their child can start on Monday. Students do NOT start without their parent/guardian attending the orientation. NO EXCEPTIONS. Students can only start the program on MONDAY. Youth are inputted in to our attendance data system (Citispans/ Aeries) for the after school program.

Wait Lists are updated weekly An updated list will be provided to the school site administrators and teachers.

SUMMARY

After School/Extended Day Program begins on 1st Day of school.

The program will operate 5 sessions: Program Start-Up (1st wk); Getting To Know You (09/5); Quarter 1 Quarter 2 Quarter 3 and Summer Bridge The program will close 3 days for professional development during the school year. The specific days will be determined once the OUSD school calendar is released.

Fees: There is no fee for service. All HigherGround Program will not be Charging any families a fee for service.

Rubric is:

2019-20 Pre-Enrollment Counts [insert site name]

Week 1

Grade	Actual	Projected	Accepted	Waitlist	Tutor (4 staff per site)
K (5 only per site)		3			
1 st (15 per grade)		15			
2 nd		16			
3		16			
4/5 (10/10MF)		15			
Total		65			

WEEK 2

Grade	Actual	Projected	Accepted	Waitlist	Tutor
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					(4 staff per site)
K (5 only per site)		5			
1 st (15 per grade)		15			
2 nd		20			
3		20			
4/5 (10/10MF)		20			
Total		80			

*65 total per program for 1st week; K/1 and 4/5 are a combo class

*85-92 total per program by 2nd week; K/1 and 4/5 are a combo class

*****ONLY 65 YOUTH ENROLLED TO LEAVE REFERRALS, WAITLISTED FOR WEEK 1. WEEK 2 WE WILL RAMP UP TO 92, IF NEEDED, AND IF STAFFING PERMIT ITS**

All Acceptance and Waitlisted students are to be phone called by the Program Assistant(s) to ensure parents are notified of their child's status in program for next school year. Copies of their acceptance letter and/or waitlist letters are to be filed and a copy provided to the family.

A call log must be kept for those contacted with acceptance and/or waitlisted families..

Enrollment groups are for K/1, 2nd, 3rd, 4th/5th. Kindergarten and First Grade are to be a combined class. Only siblings of Kindergarten are to be accepted. 2nd, 3rd are to be individual groups. 4th/5th grade is a combined class

5/30-6/10/2018 Compiling data for students using the Student Profile Sheet to be completed by youth workers, PA, and/or managers.

6/11/2018 All records will be picked up, marked by site-school year, boxed to place at main office.

2018-2019 Bell Schedules



NEW HIGHLAND
A · C · A · D · E · M · Y

New Highland Academy	
Mon, Tue, Thur, Fri 8:30am-2:45pm & Wed 8:30 am-1:10pm	
8:30am	Instruction Begins
Morning Recess	
9:25-9:40 am	TK, K, 1 Recess
9:45-10:00 am	2, 3 Recess
10:05-10:20am	4, 5 Recess
Lunch	
10:55-11:10am	TK, K, 1 Lunch
11:10-11:25am	K, 1 Lunch Recess
11:15-11:30am	2, 3 Lunch
11:30-11:45 am	2, 3 Lunch Recess
11:35-11:50 am	4, 5 Lunch
11:50 am-12:05pm	4, 5 Lunch Recess
Dismissal	
2:45pm (1:10pm Wed)	Dismissal

**Shared indoor/outdoor bells = start of day and end of day*

**All other bells are outdoor bells only = end of recess*

After School Program Schedule for: Higher Ground NDC New Highland

School Site: Hew Highland

2019-20 School Year

Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
1:10 – 2:00			Check-In/Transition		
2:00 – 2:45			Team Building/Leadership		
2:45 – 3:15	Check-In/ Snack	Check-In/Snack	Check-In/Snack	Check-In/Snack	Check-In/Snack
3:15– 4:15	Academics HW Support and Literacy/ Math Support	Academics HW Support and Literacy/ Math Support	Academics HW Support and Literacy/ Math Support	Academics HW Support and Literacy/ Math Support	Academics HW Support and Literacy/ Math Support
4:15 -- 4:55	Callisthenics	Callisthenics	Callisthenics	Callisthenics	Callisthenics
4:55 – 5:45	Enrichment Activities – Visual Arts, Performing Arts, Health and Fitness and Service Learning/ Community Service	Enrichment Activities – Visual Arts, Performing Arts, Health and Fitness and Service Learning/ Community Service	Enrichment Activities – Visual Arts, Performing Arts, Health and Fitness and Service Learning/ Community Service	Enrichment Activities – Visual Arts, Performing Arts, Health and Fitness and Service Learning/ Community Service	Enrichment Activities – Visual Arts, Performing Arts, Health and Fitness and Service Learning/ Community Service
5:45 – 6:00	Reflection	Reflection	Reflection	Reflection	Reflection
6:00 PM	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure	Sign Out and Program Closure

Important Notes:

* Please note that the after school program must start immediately at the same time that the regular school day ends. Please check the official school bell schedule for 2019-20 for the exact ending time of the regular school program. On minimum days, the after school program must start

Programs must submit this program schedule, along with a copy of the school's 2019-20 bell schedule, to the ASPO office for review and approval.

Programs will be asked to re-submit updated program schedules at the beginning of each semester.

Sign-out and Program Closure cannot occur earlier than 6pm for elementary and middle school programs.

Program Schedule is "tentative" for 2019-20 school year.

PARENT PERMISSION AND RELEASE AND STUDENT INFORMATION

**OAKLAND UNIFIED SCHOOL DISTRICT
ASES and/or 21st CENTURY ELEMENTARY & MIDDLE SCHOOL AFTER-SCHOOL PROGRAMS**

I give my child permission to participate in the 2019-20 _____ After-School Program.

Name of School: _____

Student's Name Grade Date of Birth

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

Home Address City Zip

Home Phone Work Phone Cell Phone

EMERGENCY CONTACT INFORMATION

In case of emergency, please contact:

Name Relationship Phone: work/home/cell

Name Relationship Phone: work/home/cell

Does your child have health coverage? Yes No

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

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

Parent/Guardian Name Signature Date

RELEASE OF LIABILITY

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



Parent/Guardian Signature

Date

AFTER-SCHOOL PROGRAM ATTENDANCE POLICIES

I understand that my child is expected to participate fully in the After-School program:

- ❖ **Elementary School** students are expected to participate in the After-School program every day until 6pm, for a total of 15 hours per week.
- ❖ **Middle School** students who participate in the After-School program at least 3 days per week until 6pm, for a minimum total of 9 hours per week will be given priority for enrollment.

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

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

STUDENT RELEASE/ PICK UP POLICY

As parent/guardian, I understand that the After-School Program will begin immediately After-School is out and will end by 6:00 p.m. Students will not be released to go home from the After-School Program until they are signed out by the parent/guardian or one of the individuals listed below unless parent/guardian has completed and returned a Waiver of Pick Up Policy:



Parent/Guardian Signature

Date

When I am unable to pick my child up, I give After-School Program staff permission to release my child to:

Name/Relationship

Phone Numbers: Home/Work/Cell

Name/Relationship

Phone Numbers: Home/Work/Cell

REMEMBER: Please pick up your child on time at the end of stated program closure. If students are not picked up by the end of program, After-School Program staff may be required to contact Child Protective Services or law enforcement. **Please note: Three instances of tardiness in picking up your child will result in his/her dismissal from the program.**

PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS

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



Parent/Guardian/Caretaker Signature

Date

PHOTO/VIDEO RELEASE

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

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

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



Parent/Guardian Signature

Date

SPECIAL NOTE REGARDING PROGRAM FEES

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

EARLY RELEASE WAIVER (OPTIONAL)

ELEMENTARY AND MIDDLE SCHOOL STUDENTS

- ❖ **Elementary School** students are expected to participate in the After-School program every day until 6pm, for a total of 15 hours per week.
- ❖ **Middle School** students who to participate in the After-School program at least 3 days per week until 6pm, for a minimum total of 9 hours will be given priority.

Eligible students who are able to fulfill these attendance requirements daily have priority for enrollment.

Based on the OUSD Early Release Policy, families can request Early Release of their child from the After-School Program for any of the following reasons:

- Parallel Program
- Family Emergency
- Personal Family Circumstance
- Medical appointment
- Transportation
- Community safety
- Child accident
- Other conditions, as deemed appropriate

School Site: _____

Name of Program: _____

Name of Student: _____

Grade: _____

I request early release of my child from the After-School Program at _____ o'clock p.m.
(Please check reason)

- I am concerned for my child's safety in returning home by him/herself after dark.
- I am unavailable to pick my child up after this time.
- Other: _____

I hereby release and discharge the Oakland Unified School District and its officers, employees, agents and volunteers from all claims for injury, illness, death, loss or damage arising from my child's early release from the After-School Program.



Parent/Guardian Signature

Date

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

FOR STUDENTS AGES 12 AND OLDER ONLY

School Site: _____

Name of Program: _____ Name of Student: _____

Grade: _____

Date of Birth of Student: _____

If I arrive, later than the dismissal time or am unable to pick up my child at the end of the After-School Program:

I give the After-School Program staff permission to release my child from the After-School Program without supervision.

I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from all claims for injury, illness, death, loss or damage arising from the release of my child without supervision if I arrive later than dismissal time or am unable to pick up my child at the end of the After-School Program day.



Parent/Guardian/Caretaker Signature

Date

After-School Programs, 2019-20

AFTER-SCHOOL PROGRAM NAME: _____

SCHOOL SITE: _____

STUDENT HEALTH FORM

STUDENT INFORMATION

Student's Name _____ Date of Birth _____

Grade in 2019-20 _____ Language spoken in the home _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name (First, Last) _____

Student's Home Address _____

Phone (home) _____

Parent/Guardian Cell # _____ Parent/Guardian Work # _____

Name of Child's Doctor _____ Telephone _____

EMERGENCY

In case of emergency, please contact:

Name: _____ Relationship to student: _____

Phone Number: _____

HEALTH

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

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

Medical History that may be of importance _____

List any Allergies: _____

Medications needed during the school day: _____

Medications needed After-School hours: _____

SPECIAL INSTRUCTIONS

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

See your School Nurse/Health Services for more information.

AUTHORIZATION TO TREAT MINOR

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

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

Date: _____ Parent/Guardian Signature: _____

Print Name: _____

Does your child have vision problems? _____

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

Is your child supposed to wear glasses? _____

Please return this form immediately to the After-School Program. Thank you!

Exhibit E

EAST BAY REGIONAL PARK DISTRICT

WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

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

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

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

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

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

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

Participant Name _____
(Print)

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

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

Exhibit E (1)
Middle School Sports Release of Liability and Assumption of Risk

OAKLAND UNIFIED SCHOOL DISTRICT AND _____
20__-20__ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

In exchange for being permitted to participate or have my child/ward participate in activities and use equipment and facilities, I agree to release, indemnify and discharge Oakland Unified School District ("OUSD"), _____, and their respective agents, directors and employees on behalf of myself, my spouse/domestic partner, children, heirs, assigns, and estate as described below.

1. I am familiar with the Middle School Sports League Activities and facility rules and agree that I and my child will follow them. I understand that the recreational activities or use of the facilities or equipment carries inherent risks which cannot be eliminated regardless of the presence of coaches or other care taken to avoid injury. I understand that OUSD and _____ are not responsible for loss, damage, illness, or injury, or death, to person or property as a result of use of the facilities or equipment or participation in the Middle School Sports League activities offered after school and on designated weekend days as scheduled.
2. As parent/guardian, I certify that my child is physically fit and medically able to participate in the Middle School Sports League activities and that parent/guardians have not been advised otherwise by a qualified medical person. I authorize OUSD, _____, or Middle School Sports League staff to furnish and/or obtain emergency medical treatment which may be necessary for me or my child during Middle School Sports League activities. Participant and/or parent/guardian agree to pay all costs associated with medical care and transportation for the participant as provided by law.
3. As parent/guardian, I have reviewed the schedule(s) for Middle School Sports League activities and understand that weather permitting the Middle School Sports League activities generally run after school and on designated weekend days of each month as scheduled. Parent/Guardians understand that they are responsible for transporting their child/children and picking up their children promptly at the end of the program and that there is no OUSD or _____ supervision for children after the Middle School Sports League program ends.
4. I agree as an adult participant, or the Parent/Guardian of a minor participant, to grant the right and permission to photograph and/or record me or my child/ward in connection with Middle School Sports League and to use the photograph and/or recording for all purposes.

By signing this document (Release of Liability and Assumption of Risk), I understand that if anyone is hurt or property damaged in connection with Middle School Sports League activities, I may be found to have waived my or my child/ward's right to maintain a lawsuit against OUSD, _____, or their respective agents, directors, and employees and I am voluntarily choosing to participate.

SIGNATURE _____
(Participant or Parent/Legal Guardian if under age of 18)

Today's Date _____

Participant Name (print)

Grade

Date of Birth

School

(COMPLETE INFORMATION ON BOTH SIDES)

OAKLAND UNIFIED SCHOOL DISTRICT AND _____
20__-20__ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES

Participant Name (print) _____ Grade _____ Date of Birth _____

School _____

Home Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____ Email Address _____

In case of emergency please contact:

Name _____ Relationship _____ Phone: work/home/cell _____

If the Participant Is A Minor (under age 18):

Print name of Parent or Legal Guardian of Minor _____

Home Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____ Email Address _____

SIGNATURE _____
(Participant or Parent/Legal Guardian if under age of 18)

Today's Date _____

Student Participant Health Conditions

- Severe Allergy to: _____ Student has an Epi-pen at school
- Asthma Student has an inhaler at school
- Diabetes Student has medication at school
- Seizures Student has medication at school
- Sickle Cell Anemia Student has medication at school
- Other condition(s): _____ Student has medication at school

Medications needed during the school day: _____

Medications needed after school hours: _____

Special Instructions: _____

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by you and your doctor. See your School Nurse/Health Services for more information.

Health Insurance Plan Name: _____ Subscriber/Policy No. _____
(COMPLETE INFORMATION ON BOTH SIDES)



**INVOICING AND STAFF QUALIFICATIONS FORM
2019-2020**

Basic Directions

Complete the chart below for each subcontractor and attach with Lead Agency monthly invoices.

1. Employee, agent or subcontractor name.
2. ATI #. This is the fingerprint clearance number assigned by the Department of Justice.
3. Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.
4. IA Requirement. No Child Left Behind Law requires that any staff who directly supervise students and are included in the 20:1 student-to-adult ratio meet the IA requirement. This documentation should be maintained in Lead Agency files.

Agency Information

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

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

Exhibit G (1)



PROCEDURE FOR INVOICING
Oakland Unified School District
Comprehensive After School Programs 2019-2020

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

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

The tentative schedule for OUSD payments is anticipated as follows:

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

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

Exhibit G (2)



**PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS
OUSD CERTIFICATED TEACHERS 2019-2020**

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

Paying OUSD Certificated Employees (Teachers)

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

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

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



Exhibit G (3)

**PROCEDURES for EXTENDED TIME and/or OVERTIME FORMS (ET/OT)
for OUSD CLASSIFIED EMPLOYEES 2019-2020**

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

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

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

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

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

Exhibit H

Certificates of Insurance and Additional Insured Endorsement

INSERT HERE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/14/2019

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

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

PRODUCER Brown & Brown Insurance Services of California, Inc 3697 Mt. Diablo Blvd, Ste 100 Lafayette CA 94549-3745		CONTACT NAME: Katrina Hawkins PHONE (A/C, No, Ext): (800) 733-3131 FAX (A/C, No): E-MAIL ADDRESS: khawkins@bbnca.com	
INSURED Higher Ground Neighborhood Development Corp. 6441 Herzog Street Oakland CA 94608-1221		INSURER(S) AFFORDING COVERAGE INSURER A: NOVA Casualty Company INSURER B: United States Liability Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 19-20 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	CF1-ML-10000567-02	03/14/2019	03/14/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:			CF1-ML-10000567-02	03/14/2019	03/14/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CF1-UM-10000109-02	03/14/2019	03/14/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Directors & Officers		N/A	NDO1061019J	03/14/2019	03/14/2020	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ Aggregate \$1,000,000

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

The Oakland Unified School District, its Board Members, directors, officers, agents, and employees and volunteers are included as Additional Insured if required by written contract on the General Liability Policy with respect to the operations of the Named Insured.

CERTIFICATE HOLDER Oakland Unified School District Attn: Risk Management 1000 Broadway, Ste. 440 Oakland CA 94607	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Oakland Unified School District
Attn: Risk Management
1000 Broadway, Suite 440
Oakland, CA 94607

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

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

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

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

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

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

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

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



P.O. BOX 8192, PLEASANTON, CA 94588

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 08-01-2018

GROUP:
 POLICY NUMBER: 9138960-2018
 CERTIFICATE ID: 12
 CERTIFICATE EXPIRES: 08-01-2019
 08-01-2018/08-01-2019

OAKLAND UNIFIED SCHOOL DISTRICT NA
 RISK MGMT
 1000 BROADWAY STE 440
 OAKLAND CA 94607-4033

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 30 days advance written notice to the employer.

We will also give you 30 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

Authorized Representative

President and CEO

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #0015 ENTITLED ADDITIONAL INSURED EMPLOYER EFFECTIVE 2017-08-01 IS ATTACHED TO AND FORMS A PART OF THIS POLICY. NAME OF ADDITIONAL INSURED:
 OAKLAND UNIFIED SCHOOL DISTRICT

ENDORSEMENT #2065 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 08-01-2016 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

EMPLOYER

HIGHER GROUND NEIGHBORHOOD DEVELOPMENT NA
 DEVELOPMENT CORP (A NON-PROFIT AND PUBLIC
 BENEFIT CORP) DBA: HIGHER GROUND NEIGHBORHOOD
 DBA: DEVELOPMENT CORP
 6441 HERZOG ST
 OAKLAND CA 94608

Exhibit I

Statement of Qualifications

INSERT HERE



HIGHER GROUND NEIGHBORHOOD DEVELOPMENT CORP.
(510)658-6454

email: higherground_ndc@yahoo.com

STATEMENT OF QUALIFICATIONS

School Year	Site	Summary of Programs and Services
2019-2022 2014-2017	<i>East Oakland Pride Elementary</i>	Comprehinsive <ul style="list-style-type: none"> • After School Programming • Developmental Recess • Behavioral Health
2018-2020	<i>KIPP Bridges Elementary School</i>	<ul style="list-style-type: none"> • Comprehensive After School Program • Grade Level Collaborative Support-Physical Education Classes
2017-2020	<i>Bay Area Technical Academy</i>	<ul style="list-style-type: none"> • Comprehensive After School Program
2016-2020	<i>Northern Light School</i>	<ul style="list-style-type: none"> • Comprehensive After School
2004-2022	<i>New Highland Elementary School</i>	<ul style="list-style-type: none"> • Comprehensive After School Program Coordination Implementation • Community Schools Coordination • Developmental Recess • PBIS School Climate Coaching work • Grade Level Collaborative Support – Physical Education Classes
2016-2022	<i>Parker Elementary</i>	<ul style="list-style-type: none"> • Comprehensive After School Program Coordination Implementation • PBIS School Climate Coaching work
2004-2019	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> • Comprehensive After School Program Coordination Implementation • PBIS School Climate Coaching work
2016-2020	<i>Vetting Provider for Sacramento Unified School District. Extended Day Programs</i>	<ul style="list-style-type: none"> • Comprehensive After School Program Coordination Implementation
2016-2018	<i>Melrose Leadership</i>	<ul style="list-style-type: none"> • Developmental Recess • Behavioral Health
2015-2018	<i>Bel Air Elementary School</i>	<ul style="list-style-type: none"> • Developmental Recess • PBIS School Climate Coaching work
2008-2018	<i>Brookfield Elementary School</i>	<ul style="list-style-type: none"> • Comprehensive After School Program Coordination Implementation • PBIS School Climate Coaching work
2014-2017	<i>Rise Elementary School</i>	<ul style="list-style-type: none"> • Comprehensive After School Program Coordination Implementation • Developmental Recess • PBIS School Climate Coaching work • Grade Level Collaborative Support – Physical Education Classes
2013 - 2015	<i>Castlemont Prep Academy</i>	<ul style="list-style-type: none"> • Developmental Recess • School Day Behavioral Health Program
2004-2014	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> • School Day Behavioral Health Program • Developmental Recess • Service Learning • Comprehensive After School Program Coordination Implementation • Community Schools Coordination • PBIS School Climate Coaching work
Fall 2010 only	<i>Marshall Elementary School</i>	<ul style="list-style-type: none"> • Fiscal Agent
2006 - 2010	<i>E. Morris Cox Elementary School</i>	<ul style="list-style-type: none"> • School Day Behavioral Health Program



HIGHER GROUND NEIGHBORHOOD DEVELOPMENT CORP.
 (510)658-6454

email: higherground_ndc@yahoo.com

STATEMENT OF QUALIFICATIONS

2006-2008	<i>Jefferson Elementary School</i>	<ul style="list-style-type: none"> • After School SES Coordination
2003 - 2005	<i>Fruitvale Elementary School</i>	<ul style="list-style-type: none"> • After School Behavioral Health Group
2003	<i>Oakland Unified School District Charter Schools Office</i>	<ul style="list-style-type: none"> • OUSD granted HGNDC a license to operate a K-5 public community schools elementary Charter school called Lotus Agriculture & Technology Academy
2002	<i>Higher Ground Neighborhood Development Corp. Established</i>	<ul style="list-style-type: none"> • Receipt of 501 (c) (3) from State of California
2000	<i>Secured California Charter School Planning Grant</i>	<ul style="list-style-type: none"> • Granted 30K for the planning of an Oakland Unified School Community Schools k-5 Charter.

EXHIBIT J

Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

-
- President, Board of Education
 - Superintendent or Designee

Secretary, Board of Education

AGENCY

EMPLOYEE



HIGHER GROUND NEIGHBORHOOD DEVELOPMENT CORPORATION
Oakland, California 94608
(510) 658-6454
www.higherground_ndc.com

FBI/TB Clearance Letter

April 30, 2019

To Whom It May Concern:

Higher Ground Neighborhood Development Corp performs a thorough screening of all employees and consultants that work with children on a school or community based site. We keep current proof of negative TB results on file with our Human Resources Department for said employees and consultants. We conduct FBI/DOJ level fingerprint/criminal background clearances with Live Scan for each employee and consultant that has contact with children or families through after school program. We receive subsequent background check information. Employees or consultant is considered as one of our ratio team members in regard to Oakland Unified School District's ASES funding, they must also meet the OUSD educational requirement by providing proof of that this requirement has been met in the form of transcripts and/or "Pass Letter" or copy of ID certification card from OUSD or Alameda County Office of Education.

Thank you,

A handwritten signature in black ink that reads "Amber Blackwell". The signature is fluid and cursive, with a large loop at the end of the last name.

Amber Blackwell, M.A.
Administrative Programmatic Operations Director

SAM Search Results
List of records matching your search for :

Search Term : higher ground neighborhood development corp*
Record Status: Active

No Search Results



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2018-2019

Basic Directions

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

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

Agency Information

Agency Name	Higher Ground Neighborhood Dev Corp	Agency's Contact Person	Amber Blackwell
Street Address	6441 Herzog Street	Title	Administrative Director
City	Oakland	Telephone	510-655-6454
State	CA	Zip Code	94608
OU SD Vendor Number	004421	Email	higherground_ndc@yahoo.com
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input checked="" type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Program Planning Tool and Budget <input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List (www.sam.gov/portal/public/Sam/)		

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	August 1, 2019	Date work will end	July 31, 2020	Total Contract Amount	\$ 102,567.00
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Budget Information

Resource #	Resource Name	Budget #	Amount	Req. #
8010	ASES	010-8010-0-1110-4000-5825-125-1250-1553-0108-99999	\$ 102,567.00	19/20 Funds
			\$	
			\$	
			\$	

OU SD Contract Originator Information

Name of OU SD Contact	Yolanda Cater	Email	yolanda.cater	@ousd.org
Telephone	510-729-7723	Fax	510-729-7725	
Site/Dept. Name	125/New Highland Academy	Enrollment Grades	TK	through 8

Approval and Routing (in order of approval steps)

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

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

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<small>Digitized by</small> 		5/30/2019
2. Resource Manager	<small>Digitized by</small> 		5/30/2019
3. Network Superintendent/Deputy Chief/Exec Dir.	<small>Digitized by</small> 		5/31/2019
4. Cabinet (CAO, SBO, CFO)	<small>Digitized by</small> 		5/31/2019
5. Board of Education or Superintendent			
Procurement	Date Received		