

Board Office Use: Legislative File Info.	
File ID Number	14-1121
Introduction Date	8/13/14
Enactment Number	14-1418
Enactment Date	8-13-14



# Memo

**To** The Board of Education

**From** Gary Yee, Ed.D., Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

**Board Meeting Date**  
*(To be completed by Procurement)* 8-13-14

**Subject** Memorandum of Understanding Amendment - 1  
Safe Passages (contractor, City State)  
149/Community United Elementary School (site/department)

**Action Requested** Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Safe Passages. Services to be primarily provided to Community United Elementary School for the period of July 1, 2013 through August 31, 2014.

**Background**  
*A one paragraph explanation of why an amendment is needed.* OUSD's 21st Century Community Learning Center grants for elementary and middle school sites include Supplemental Funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with existing after school lead agency partners to provide enhanced and increased summer services at schools that will operate Title 1 funded morning academic programs. The community partner will provide an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program.

**Discussion**  
*One paragraph summary of the amended scope of work.* Approval by the Board of Education of Amendment No. 1 to the Memorandum of Understanding between the District and Safe Passages, Oakland, CA, for the latter to provide services to work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students; work collaboratively with the summer program to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full 6-hour, daily summer learning program for the period of July 1, 2013 through August 31, 2014, in the amount of \$14,820.00, increasing the agreement from \$92,040.00 to an amount not to exceed \$106,860.00. All terms and conditions of the MOU remain in full force and effect.

**Recommendation** Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Safe Passages. Services to be primarily provided to Community United Elementary School for the period of July 1, 2013 through August 31, 2014.

**Fiscal Impact** Funding resource name (please spell out) 4124/21st CCLC not to exceed \$ 14,820.00

**Attachments**

- MOU Amendment
- Copy of original MOU

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## AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING

The Oakland Unified School District (OUSD) and Safe Passages (Agency) entered into a Memorandum of Understanding (MOU) on July 1, 2013. The parties agree to amend that Agreement as follows:

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

**Agency agrees to provide the following amended services:**

Provide services to work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students; work collaboratively with the summer program to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full 6-hour, daily summer learning program.

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

3. **Compensation:**  The compensation is unchanged.  The compensation has changed.  
**If the compensation is changed:** The MOU price is amended by:  
 Increase of \$ 14,820.00 to original MOU amount – Funding Source: 4124/21st CCLC  
 Decrease of \$ \_\_\_\_\_ to original MOU amount– Funding Source: \_\_\_\_\_

The New Cumulative Amount of MOU(s) is not to exceed: One Hundred Six Thousand, Eight Hundred Sixty dollars (\$ 106,860.00).

4. **Remaining Provisions:** All other provisions of the MOU, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.  
5. **Amendment History:**  There are no prior amendments to this MOU.  This MOU has previously been amended as follows:

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

AGENCY

- President, Board of Education  
 Superintendent

8-14-14  
Date

Josefina Alvarado Mena 5/27/14  
Contractor Signature Date

[Signature]  
Secretary, Board of Education  
8-14-14  
Date

Josefina Alvarado Mena, CEO  
Print Name, Title



**OUSD Summer 2014 Lead Agency Program Plan**  
**Summer Hub: Communities United Elementary School (CUES)**

**SECTION 1: Lead Agency Information**

Lead Agency Name: Safe Passages	Lead Agency Address: 250 Frank H. Ogawa Plaza; Suite 6306 Oakland, CA 94612	
Lead Agency Phone: 510-238-4914	Lead Agency Fax: 510-899-0192	
Main Contact Person: Quinta Seward, PH.D.	Email: <a href="mailto:gseward@oaklandnet.com">gseward@oaklandnet.com</a>	Phone: (510) 238-4456

**SECTION 2: Description and Rationale for selection of Lead Agency**

Please provide a narrative description of the agency that is managing the summer program. Describe the agency infrastructure and systems of support that will support your agency's successful implementation of summer programming.

Founded in 1995, Safe Passages was created as part of the five-city, ten year Urban Health Initiative funded by the Robert Wood Johnson Foundation. Over the last sixteen years, Safe Passages has helped government work together with community-based agencies, holding each other accountable, to redirect government and private resources to implement strategies proven to reduce youth violence and help level the playing field for the most vulnerable and marginalized students, families and communities in Alameda county. Specific services developed and implemented in Oakland include, but are not limited to, afterschool academic and enrichment programs, youth development and leadership, case management, violence prevention, and interventions for high need youth. SP serves as the lead agency for the Elev8 Full Service Community Schools initiative in 5 school communities including Coliseum College Prep Academy (CCPA), United for Success (UFS), Madison, Roosevelt, and West Oakland Middle School leading efforts to build 5 school based health clinics, family resource centers and extended learning opportunities across all sites. In addition SP serves as the lead afterschool agency for Brewer, CUES, CCPA, Frick, and UFS. The SP infrastructure includes a senior management team that has been working together for the past 8 years including the CEO; Deputy Director; CFO and Legislative and Public Relations Director. **SP assigns the following central office staff to lead our after school efforts.** Demetrie Broxton serves as our Full Service Community School Director. His duties include overseeing our AmeriCorps program, which is integrated within all of our afterschool programs. He serves as the central office lead for afterschool programs at Brewer and Frick. The SP central office afterschool lead at CUES, is currently assigned to the agency's Deputy Director; while programs at CCPA and UFS are led by the CEO. This staff supervises and coaches the 5 after school coordinators assigned respectively to each school, conduct site observations and works with each to develop professional development plans tailored to meet their individual and organizational goals. Central office staff assigned to each school conduct monthly one on one meetings with assigned after school coordinators; and work directly with school administrators and coordinators to address implementation issues and concerns. In addition, Afterschool Coordinators meet centrally at SP 1/month. Afterschool Coordinators help recruit; train and supervise/coach after school instructors per school. SP also convenes professional development trainings for both afterschool program staff and instructors throughout the year. This infrastructure will carry over to the summer. SP central office staff and coordinators will continue to meet weekly, and will participate in all OUSD summer trainings and meetings, as required.

**SECTION 3: Lead Agency Mission**

Please describe your agency's mission. Describe how serving as a Summer Lead Agency for OUSD summer programs fits into your agency's mission, vision and/or goals.

The mission of Safe Passages (SP) is to advocate and serve children, youth, and families with a special emphasis on vulnerable populations. SP envisions a community where all young people have the opportunity to realize their full potential. To advance these aims SP developed a continuum of programs and services that serve the entire age continuum of children and youth birth through college. Safe Passages' strategies are culturally competent, tailored to the specific needs of the communities served, and demonstrate effectiveness in both qualitative and quantitative evaluations. Serving as a Summer Lead Agency for OUSD supports our vision, and mission to serve the hardest to reach and vulnerable populations; and our goal to level the playing field for marginalized youth and families. Further our work is aligned with OUSD's summer vision embodying the district's Full Service Community School strategy; and goals to create engaging and enriching learning environments that support student's academic, physical and social/emotional development and their college and career readiness.

#### SECTION 4: Summer Program Quality Team

Each summer lead agency is expected to have a Summer Program Quality Team comprised of key individuals who will lead your agency's summer program planning, and work in partnership with OUSD to ensure program quality. Please list the members of your agency's summer program quality team. This team should include 2-4 key stakeholders involved in the planning, implementation, and assessment of the summer program. In addition to the Summer Site Coordinator, team members may include an Agency Director, and key summer program staff. **Please designate a quality team leader with an asterisk (Example: Jamie Smith\*)**. The team leader is considered to be the project liaison and will be the main person responsible for corresponding with OUSD and Partnership for Children and Youth staff.

Name	Title	Email	Phone
Quinta Seward	Deputy Direct	<a href="mailto:gseward@oaklandnet.com">gseward@oaklandnet.com</a>	(510) 238-4456
Zoey Alexander	CUES After School Coordinator	<a href="mailto:zoey@safepassages.org">zoey@safepassages.org</a>	(510) 517-5089
Demetrie Broxton*	Full Services Communities Schools Director	<a href="mailto:dbroxton@oaklandnet.com">dbroxton@oaklandnet.com</a>	(510) 238-6476
Jovern Johnson	AmeriCorps Program Associate	<a href="mailto:jjohnson@safepassages.org">jjohnson@safepassages.org</a>	(510) 238-3151

#### SECTION 5: Summer Program Quality Learning Community Meetings, Trainings, and Professional Development

Summer Lead Agency partners will be expected to participate in three strands of summer professional development provided by OUSD in collaboration with Partnership for Children and Youth (PCY):

Strand 1: Summer Learning Community meetings will occur on a monthly basis (January-October 2014) for all summer lead agency directors and site coordinators. These required meetings will support agencies and program sites in planning, implementation, technical assistance, and evaluation of summer programs. The Summer Learning Community meeting schedule will be distributed to selected summer lead agency partners in December.

Strand 2: Line staff trainings for summer program staff: OUSD will leverage district and community resources to provide approximately 15 – 18 hours of additional summer training focused on topics such as high quality summer STEM, physical activity, and enrichment. A schedule of trainings for summer program staff will be provided by March, and trainings will occur between April – June. Summer program staff will be required to attend these summer trainings. (Bechtel Summer STEM projects will also have up to an additional 16 hours of STEM training, in addition to these line staff trainings)

Strand 3: Summer Conferences: PCY will host two important summer conferences that summer lead agencies should plan to attend. These conferences are free, and agencies will need to register staff directly through the Partnership for Children and Youth website ([www.partnerforchildren.org](http://www.partnerforchildren.org)).

- January 10: Summer Leadership Conference for Agency Directors and Site Coordinators
- May 9: Summer Conference for program staff

<p><b>Assurances: (please initial each item)</b></p> <p><input checked="" type="checkbox"/> I understand that as a Summer Lead Agency partner, our Summer Site Coordinator(s) and agency director will be required to participate in a monthly Summer Learning Community, co-facilitated by Partnership for Children and Youth and OUSD.</p> <p><input type="checkbox"/> I understand that each of my summer program staff members will be required to attend 15 – 18 hours of training that will build their capacity to implement high quality summer enrichment and academic programming.</p> <p><input checked="" type="checkbox"/> I will allocate summer contracted funds and in-kind agency funds, as needed, to ensure that my staff attend all required summer meetings and trainings detailed above.</p> <p><input type="checkbox"/> I am applying to be a summer lead agency partner because my agency has capacity to deliver high quality summer enrichment and academic programming to OUSD students. In addition to the meetings and trainings listed above, my agency will provide our summer staff with adequate youth development training, planning time, coaching, and support before summer begins and over the course of the four-week summer program so that staff can deliver high quality services to students. My agency is committed to strengthening the youth development practices of our summer staff.</p>	
<p><b>Agency Professional Development Plans</b></p> <p>Please detail below your agency's own professional development plans and schedule for summer staff.</p> <p>Safe Passages provides extensive support, training and professional development opportunities to staff utilizing several methods and venues. Staff support is provided via regular site visits, one-on-one coaching and planning sessions to ensure that staff feel prepared and confident to meet the needs of the school community and are up-to-date with the most current information related to serving children and youth. Training is provided throughout the year on relevant topics (such as best/promising practices in youth development, mandated reporting, Youth Program Quality Assessment, evaluating program quality, and family engagement) and led by veteran Safe Passages staff and local content experts. SP staff also participates in the district's After School Professional Learning Communities and will continue to participate in all meetings and training related to summer school. SP central office assigned Leads will meet with afterschool coordinators on a weekly basis, conduct site visits and meet with summer school administrators at each site to ensure alignment with OUSD and site based summer goals.</p>	
<p><b>Applying learning from After School Professional Learning Communities (PLCs):</b></p> <p>Discuss how your agency will utilize knowledge and resources you are gaining from participation in current after school professional learning communities (ie. Building Intentional Communities, Science learning community, etc.) to help shape summer program and curriculum plans.</p> <p>SP staff is committed to working with OUSD central office, including the After School Program office and school site communities, as we have done throughout our tenure. Staff participates in Afterschool PLCs, trainings and meeting convened by the Afterschool Program Office. We will continue to utilize knowledge and resources gained from this participation in our continued efforts to implement effective programming at the sites where we serve as a lead.</p>	
<p><b>SECTION 6: Summer Program Information</b></p>	
<p>Projected # of Program Days your program will operate during the Summer: <b>19</b>                  (Please note that the OUSD Morning Summer Program will operate for 19 days, from June 23 – July 18, with program closure on July 4<sup>th</sup>)</p>	
<p>Grades Served: Incoming 1<sup>st</sup> -5<sup>th</sup> Grade students</p>	<p>Targeted daily attendance for summer hub: <b>60</b></p>

<p>Using the OUSD Summer Learning Goals as a guide, state 2-4 Agency/Site Youth Learning Goals for Summer Program Participants:</p> <p><b>Academics:</b> - Participants understand how reading, writing, math, and science apply to daily life through hands-on projects and experiential learning.</p> <p><b>Physical Activity:</b> - Participants are physically active over the summer and experience at least 30 minutes of moderate to vigorous activity daily.</p> <p><b>Social/Emotional:</b> - Participants experience positive social interactions with peers and caring adults. - Participants transitioning to a new school become familiar with the new school's physical environment, culture, expectations, and support systems.</p>	<p>Hours of Operation <b>12:15 – 3:15 M-F</b> Please note that morning summer school will operate from approximately 8:15 – 12:15 daily. Your afternoon summer program will operate from approximately 12:15 – 3:15 daily. All students must be off-site by 3:30pm and staff must be off site by 3:40 as the building will be promptly locked at 4pm daily.</p>
<p><b>Proposed Daily Program Schedule and Expected Activities:</b></p> <ul style="list-style-type: none"> <li>• Please note that all programs will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), between the hours of 12:15 – 3:15.</li> <li>• Please include staff prep and clean up/debrief times on your daily schedule below.</li> </ul> <p>Monday - Friday</p> <p>12:15 – 1:00: Lunch &amp; Outdoor Activities (Prep time for STEM &amp; Enrichment Instructors) 1:00 – 1:45: STEM &amp; Enrichment 1:45 – 2:30: STEM &amp; Enrichment 2:30 – 3:15: STEM &amp; Enrichment 3:15 – 3:30: Snack &amp; Dismissal (Staff Clean Up &amp; Debrief Time)</p>	
<p><b>SECTION 7: Summer Curriculum</b> Over the course of the next six months, summer lead agency partners will receive guidance and training on developing summer program plans. We are interested in learning about your current ideas for high quality summer programming and the curriculum/resources you plan to utilize. In the boxes below, please describe your plans for summer academics, enrichment, physical activity, and community building.</p>	
<p><b>Hands-on Academic Activities:</b> (please describe your planned academic activities, including learning goals and curriculum/resources you will use to ensure high quality programming that supports students' application of math, reading, writing, science, and/or critical thinking skills)</p> <ol style="list-style-type: none"> <li>1) Participating students will participate in skill building activities that introduce grade level Math, ELA, and Science content standards. The goal of these activities is to increase student understanding of core content subjects. Understanding will be measured by GPA, and Benchmark scores. Safe Passages utilizes <i>Measuring Up</i> Curriculum created by Peoples Education, which provides academic skill building, assessment, and diagnostics connected to the Common Core Standards in English, Math, and Science. For science, we will use lesson plans developed by <i>Try Engineering</i> (<a href="http://www.tryengineering.org">www.tryengineering.org</a>).</li> </ol>	

In addition, program staff will provide engaging literacy-based activities that support students' English language development. Staff will utilize provided literacy-based curriculum activities that are appropriate for the after school setting through the English Language Learner/Literacy Learning Community for elementary programs. The English Language Learner/Literacy Learning Community is a collaborative partnership between the District's After School Programs Office, the OUSD Leadership, Curriculum, and Instruction Department, and Development Without Limits West, an organization with expertise in issues such as addressing equity and diversity and effectively working with English Learners (EL) and immigrant students

**Enrichment Activities:** (please describe your planned enrichment activities, including learning goals, and curriculum/resources you will use to ensure high quality youth development programming)

**Urban Arts Club:** Safe Passages implements an Urban Arts enrichment component. In the Urban Arts classes students will create visual art pieces to be displayed at the culminating event. Curriculum has been developed by Safe Passages staff members. All lesson plans are linked to research based youth development strategies and are aligned with the YPQA.

**Nutrition and Cooking Club:** Staff will lead skill-based nutrition and cooking education classes on the following topics: mindful eating; reading food labels to support healthy decision making; cooking healthy snacks and meals. Curriculum has been developed and provided by OUSD employee, Nancy Midlin.

- 100% of students will learn to grow and cultivate native plants and vegetables.
- 100% of ASP students will have hands-on experience in school garden.

**Dance Club:** Safe Passages staff will teach students creative forms of self-expression through forms of dance to be displayed at the culminating event.

**Physical Activity:** (please describe your planned physical activities, including learning goals and curriculum/resources you will use to ensure well-structured, moderate-rigorous daily physical activity for all students)

For Physical Activities, we will utilize SPARK Curriculum. SPARK is a research-based, public health organization dedicated to creating, implementing, and evaluating programs that promote lifelong wellness. SPARK strives to improve the health of children, adolescents, and adults by disseminating evidence-based physical education, after school, early childhood, and coordinated school health programs to teachers and recreation leaders serving Pre-K through 12th grade students.

**Community Building:** ( please describe what community building activities you will integrate into your program schedule, and what curriculum/resources you will use to ensure high quality community building activities; please include planned "Summer Bridge" transition support activities for middle schools serving incoming 6<sup>th</sup> graders)

CUES currently implements the Caring School Community program, which is a research-based, k-6 program that builds classroom and school wide community. It provides specific lessons and activities that integrate community-building efforts across the school day and throughout the school year. In a Caring School Community, students learn to take responsibility for their own learning and behavior. They also learn the values of fairness, helpfulness, caring, and

respect. The program consists of four components designed to work together to build community in the classroom and the school: Class Meetings, a cross-age Buddies program, Homeside Activities, and Schoolwide Community-Building Activities. The After School Coordinator will work with AmeriCorps Members and summer instructors to utilize the Caring School Community approach and will implement related activities during summer programming.

**SECTION 8: Summer Program Recruitment Strategies and Timeline**

Briefly describe your anticipated summer program student recruitment activities and timeline. (please note that OUSD and PCY will give you additional guidance regarding summer program recruitment) Additionally, please respond to the following questions:

As a Summer Lead Agency partner for an OUSD Summer Program "Hub", you will be responsible for recruiting summer program participants from all the feeder schools that will feed into your summer hub (potentially 1-3 other schools in addition to the host site where the summer program will take place).

- a) How would you work to ensure equitable enrollment of students from all the feeder schools into the summer hub?
- b) Considering that you may not be the after school lead agency partner at some of these feeder schools, how would you work collaboratively with the other lead agency partners and school leadership teams at the feeder schools to streamline summer recruitment processes and ensure that students who most need summer services receive it?

Beginning in April 2014, CUES will recruit students from its student/family population with a focus on recruiting high need students such as English Language Learners and others struggling academically as well as those exhibiting behavioral issues. Staff will seek referrals from teachers, school administrators and school wide parents/caregivers; as well as parents and caregivers of students currently attending CUES After School programming. Safe Passages staff will also work closely with the East Oakland Youth Development Center (EOYDC), who is serving as the summer lead agency for Futures (which shares the Lockwood Elementary School campus with CUES), Greenleaf, also in the Havenscourt community and Roots located on the adjacent Havenscourt campus; as well the Safe Passages summer program at CCPA (also located on the Havenscourt campus) to streamline summer recruitment processes and ensure that students who most need summer services receive it. Since CUES is an elementary school efforts will also be made to recruit and ensure equitable access to entering first graders from CUES transitional Kindergarten and Kindergarten.

**SECTION 9: Summer Line Staff Information** (if known at this time)

To promote continuity between OUSD after school and summer programs, and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs.

Please list the name(s) of line staff whom you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a maximum 1:20 adult to student ratio.

**Important Note:** Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings. The Summer Site Coordinator and summer program staff must be hired **no later than April 4.**

Program Staff Name	Email	Current After School Site where he/she works	Anticipated summer program hub site	Did he/she work in an OUSD Summer Program last year?
Zoey Alexander	<a href="mailto:zoey@safepassages.org">zoey@safepassages.org</a>	CUES	Havenscourt/CUES	no
Michelle Oropeza	<a href="mailto:machelleorpeza@live.com">machelleorpeza@live.com</a>	CUES (Safe Passages	Havenscourt/CUES	no



Cedric Davenport	<a href="mailto:Crd2082@hotmail.com">Crd2082@hotmail.com</a>	AmeriCorps Program) CUES (Safe Passages AmeriCorps Program)	Havenscourt/CUES	no
Amairani Juarez-Mendez	amairanijuarezm@gmail.com	CUES (Safe Passages AmeriCorps Program)	Havenscourt/CUES	no
Lisa Ramos	ramoslisa.art@gmail.com	ENCOMPASS	Havenscourt/CUES	no
Tiana Hughey	t_hughey07@yahoo.com	CUES	Havenscourt/CUES	no
CCPA Student Staff		CCPA	Havenscourt/CUES	no
Leticia Ramos	letyyramosg@gmail.com	CUES	Havenscourt/CUES	no

**Summer Staff Recruitment**

Please indicate how many total staff vacancies you anticipate you will need to fill in order to fully staff your proposed Summer Hub(s):   3  

All summer program staff must be hired by April 14 in order to participate in initial summer trainings that may take place during the Spring Break in mid-April.  
*Important Reminder:* Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings.

Please describe your planned staff recruitment strategies to hire highly qualified individuals for OUSD Summer Program Hubs. **a) Position descriptions have been posted on Craigslist, Idealist, EdJoin, and at local college campuses beginning in late February 2014. Safe Passages will also recruit directly from our existing after school staff and school site staff. All potential recruits will be interviewed and asked to deliver a mock lesson plan to a sample group of students to ensure we only hire the highest skilled staff members.**

- (b) Please summarize some of the key qualifications and characteristics your agency will look for in hiring highly qualified summer program staff.
- Demonstrated experience (volunteer/paid) teaching or facilitating academic activities in an urban K-12 environment.
  - Ability to develop strong relationships and work collaboratively with staff and students from diverse backgrounds and abilities.
  - Strong organizational and communication skills.
  - Must be dedicated and able to commit to the entire summer.
  - At least 48 semester units from an accredited college. Bachelor's degree preferred.
  - Clearance of TB test and background (fingerprint) check.
  - Bilingual applicants are strongly encouraged to apply.
  - High level of cultural competency.
  - Demonstrated teaching experience, K-12 enrollment.
  - Classroom management skills.
  - Lesson plan development.

**SECTION 10: Summer Lead Agency In-Kind Contributions and Leveraged Resources:**

Please describe what additional resources your agency will leverage in order to support high quality summer programming at OUSD Summer Hubs. Safe Passages will leverage its AmeriCorps program and will assign its current (3) AmeriCorps members CUES team to the summer programming. This comes to a total leveraged amount of \$6,624 for the cost of 3 AmeriCorps Member at \$12/hoursx19daysx8hours/day. They will implement programs and services according to OUSD and Safe Passages summer school requirements.

**Important Note:**

OUSD Summer Programs are free programs. Summer Lead Agencies **cannot** charge a summer program fee to participating families for program costs or field trip costs.

Revised: 3/7/14

Signature of Summer Lead Agency Director: Josefina Alvarado Mena/Q.S.

Signature of Principal of Summer Hub host site: Monica Moreno-Bowie  
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2012-2013 Elementary/Middle School After School Program Budget

**21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET**  
**ELEMENTARY & MIDDLE SCHOOLS 04.2013**

Site Name:	Community United	21st CCLC Grant Funds	Lead Agency In-Kind Contributions
Site #:	149		
Lead Agency	Safe Passages		
<b>TOTAL CONTRACTED FUNDS</b>		<b>\$14,820</b>	<b>\$0</b>

**BOOKS AND SUPPLIES**

4310	Supplies (can be purchased by lead agency for summer supplemental programming)	\$0	
4310	Curriculum	\$0	
5829	Field Trips (fees, supplies)	\$1,000	
	Bus tickets for students		
	Rental bus for field trips	\$1,000	
	Snacks	\$187	
	Incentives		
	Family Night supplies	\$190	
	Total books and supplies	<b>\$2,377</b>	<b>\$0</b>

**CONTRACTED SERVICES**

5825	Site Coordinator (10% FTE (\$43,000) - \$4,300 + 25% benefits) <i>Site Coordinator</i>	\$5,625	
5825	Academic Instructors (\$19/hr x 19 x4 hrs/day)	\$1,444	
5825	Enrichment Facilitators(\$19/hr x 19 x4 hrs/day)	\$1,444	
5825	Enrichment Facilitators(\$15/hr x 19 x3.5 hrs/day)	\$998	
5825	STEM Instructor(s) (\$21/hr x 19 x 4 hrs/day)	\$1,596	
5825	Subcontractors (please list each specific subcontracting agency)		
5825	Professional Development(2 x \$19/hr x 13hrs)	\$494	
5825	Professional Development(1 \$21/hr x 13hrs)	\$273	
5825			
5825			
5825			
	Total services	<b>\$11,874</b>	<b>\$0</b>

**IN-KIND DIRECT SERVICES**

	Amherst Corps Mentors (5 members @ 12/hr x 15days x 8hrs/day)		\$5,472
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**2012-2013 Elementary/Middle School After School Program Budget**

	Total value of in-kind direct services		
<b>SUBTOTALS</b>			
	Subtotals DIRECT SERVICE	\$14,251	\$0
	Allowable lead agency admin (at 4% of contracted funds or less)	\$570	
<b>TOTALS</b>			
	Total budgeted per column	\$14,821	
	<b>BALANCE remaining to allocate</b>	<b>-\$1</b>	

**Required Signatures for Budget Approval:**

Principal:	<i>Monica Moreno-Bowie</i>
Lead Agency:	<i>Josefina Alvarado Mena (Q.S)</i>

## MEMORANDUM OF UNDERSTANDING    2013-2014

### AMENDMENT ROUTING FORM

#### Basic Directions

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

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

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

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

#### Agency Information

Agency Name	Safe Passages	Agency's Contact Person	Josefina Alvarado-Mena
Street Address	250 Frank H. Ogawa Plaza, Suite 6306	Title	CEO
City	Oakland	State	CA
Telephone	(510) 238-6368		
Zip Code	94612	OUSD Vendor Number	1005510
Email	jalvarado@oaklandnet.com		

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

#### Compensation – Must be within OUSD Billing Guidelines

Original MOU Amount	\$ 92,040.00	Original PO Number	P1402036
Amended MOU Amount	\$ 14,820.00	New Requisition Number	R0411136
New Total MOU Amount	\$ 106,860.00		

#### Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount
4124	21st CCLC Core	9221872101	5825	\$ 14,820.00
			5825	
			5825	
			5825	

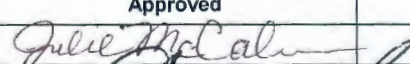
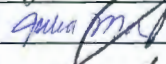
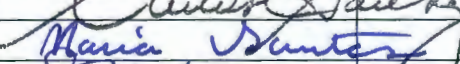
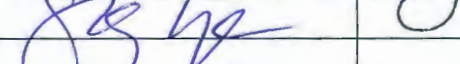

#### OUSD Contract Originator Information

Name of OUSD Contact	Julie McCalmont	Email	Julie.McCalmont @ousd.k12.ca.us
Telephone	(510) 273-1576	Fax	(510) 273-1551
Site/Dept. Name	922/Family, School, and Community Partnerships		

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

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

- OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List <https://www.sam.gov/portal/public/SAM/>

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			5/28/14
2. Resource Manager, if applicable			5-28-14
3. Network or Regional Executive Officer			
4. Cabinet (Deputy Superintendent)			5/28/14
5. Superintendent or Board of Education			
Legal – Required if not standard MOU Amendment			
Procurement	Date Received		

Board Office Use: Legislative File Info.	
File ID Number	13-1682
Introduction Date	8/28/13
Enactment Number	13-1733
Enactment Date	8-28-13



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools Thriving Students

# Memo

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

Board Meeting Date  
 (To be completed by  
 Procurement) August 28, 2013

Subject Memorandum of Understanding - Safe Passages (contractor) - 149/Community United Elementary School (site/department)

**Action Requested** Approval of Memorandum of Understanding between Oakland Unified School District and Safe Passages. Services to be primarily provided to Community United Elementary School.

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

**Discussion**  
*One paragraph summary of the scope of work.*  
 Approval by the Board of Education of a Memorandum of Understanding between Oakland Unified School District and Safe Passages, Oakland, CA, for the latter to provide services as lead agency to provide program coordination, math intervention, homework support, student supervision and a variety of enrichment services for Community United Elementary School's comprehensive After School Program in the capacity of the After School Education and Safety (ASES) Grant for the period of July 1, 2013 through August 29, 2014, in the amount of \$92,040.00.

**Recommendation** Approval of Memorandum of Understanding between Oakland Unified School District and Safe Passages. Services to be primarily provided to 149/Community United Elementary School for the period of July 1, 2013 through August 29, 2014.

**Fiscal Impact** Funding resource name (please spell out) 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$92,040.00.

**Attachments**

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

**Memorandum of Understanding 2013 – 2014  
Between Oakland Unified School District and  
Safe Passages**

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1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent to contract with Safe Passages ("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 149/Community United Elementary School under the following grants:
- After School Education and Safety Program ("ASESP")
  - California Department of Education ("CDE") 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> 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 21<sup>st</sup> CCLC funds.
  - Private grants
2. **Term of MOU.** The term of this MOU shall be July 1, 2013 to August 29, 2014 and may be extended by written agreement of both parties.
3. **Termination.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
4. **Compensation.** The ASESP and 21<sup>st</sup> CCLC grant award amount for 149/Community United Elementary School is \$92,040.00. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:
- 4.1. **Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY.
- 4.2. **Positive Attendance.** Payment for services rendered related to the ASESP and 21<sup>st</sup> CCLC grants shall be based on actual student attendance rates (\$7.50 a day per student), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$7.50 a day per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASESP and 21<sup>st</sup> CCLC grants to be processed. Exhibit A (Attendance Reporting Schedule 2013-2014")
- 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 ASESP, 21<sup>ST</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASEP and 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> CCLC programs.

**4.5. Program Budget.** Due to result-based budgeting, the grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2013-2014 and will not exceed \$92,040.00 in accordance with **Exhibit B** ("ASEP/21<sup>st</sup> CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2013-14").

**4.6. Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by AGENCY without delay.

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



Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance.

- 5. Scope of Work.** AGENCY will serve as lead agency at 149/Community United Elementary School, will be responsible for operations and management of the ASEP, 21st CCLC, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2013-2014. This shall include the following required activities:

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

**5.1.1. Alignment with Community School Strategic Site Plan (CSSSP).** AGENCY will ensure the after school program aligns with OUSD and 149/Community United Elementary School and objectives to ensure the success of students as articulated in the Community School Strategic Site Plan (CSSSP). AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.

**5.2. Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASEP and 21<sup>st</sup> 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 149/Community United Elementary School, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

#### **5.4. Program Requirements**

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

**5.4.2. Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2013 - 2014 school year. AGENCY will close the ASEP and 21<sup>st</sup> CCLC program no more than a maximum of 3 days in the 2013-14 school year for staff professional development, as permitted by Education Code. Programs that receive 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer shall additionally operate a sufficient number of days and hours in the summer, on weekends, and during intercession in the manner prescribed by the grant legislation and/or funder, in order to meet attendance goals required by the CA Department of Education and/or the funder.

**5.4.3. Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASEP and 21st CCLC grants for students at 149/Community United Elementary School. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines including, but not limited to:

- **Educational and Literacy.** An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.
- **Enrichment.** The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports, music, career awareness, college interest, service learning and other youth development activities based upon student needs and interests. All programs must offer both enrichment and recreation/physical fitness activities as core components of the after school program and summer program.
- **Family Literacy Services.** In all programs receiving 21<sup>st</sup> CCLC grant funds, AGENCY shall assess the need for family literacy services among adult family members of the students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- **Supplemental and Summer Services.** In all programs receiving 21<sup>st</sup> CCLC Supplemental grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of activities may be implemented based on local student needs and interests, and district guidelines for summer programming.

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

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

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

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

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

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

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

**5.7. Meeting Participation.** AGENCY will participate in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by OUSD and

collaborative partners in conducting program planning, implementation, and evaluation. These include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. AGENCY staff will participate in meetings facilitated by the OUSD After School Programs Office to address program quality, program improvement and general troubleshooting.

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

- Administration, faculty, and staff of 149/Community United Elementary School
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

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

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

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

**6.1.1.** a full description of the trip and scheduled activities

**6.1.2.** student/adult participant health information

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

**6.2.** After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.

**6.3.** No student shall be prevented from making a trip due to lack of sufficient funds.

**6.4.** After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.

- 6.5. Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (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 early childhood education or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
- 6.6.4.** When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
- 6.6.5.** Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
- 6.6.6.** Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).
- 6.7. Transportation Requirements:** The after school and summer program or subcontractors shall ensure compliance with all state laws and may transport by the use of its own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof

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

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

**6.9.** Vendor is licensed to provide all proposed activities.

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

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

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

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

**6.11.1. Definition of High Risk Activities**

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

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

- Other activities determined by the school principal to have a high risk to student safety

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

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

**6.11.2.** Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.

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

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

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

**6.11.6. Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:

- Facility
- Program

## **6.12. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading**

**6.12.1.** No swimming or wading shall be allowed on trips unless planned and approved in advance.

**6.12.2.** When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

### **6.12.3. Swimming Activities**

**6.12.3.1.** Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.

**6.12.3.2.** Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.

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

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

- 6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (**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 ASEP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2013-2014. AGENCY will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable

Federal and State sub recipient guidelines. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.

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

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

## **8. Invoicing**

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

**8.2. Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using ASES, 21<sup>st</sup> Century Core Grant, 21<sup>st</sup> Century Direct Access, or 21<sup>st</sup> 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 21<sup>st</sup> 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 2013-14 not to exceed \$92,040.00 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10<sup>th</sup> of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (**Exhibit F**). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.

**9. Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASESP and 21<sup>st</sup> CCLC programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.



## 10. Changes

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

**10.2. Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during an academic school year. This MOU may be amended during the 2013-14 fiscal year to reflect additional changes resulting from such legislation.

## 11. Conduct of Consultant

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

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

**11.2.1. Tuberculosis Screening.** Current documentation of negative TB Test (PPD) on file for each AGENCY agent working with students.

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

**11.2.3. Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education.

- 11.3. Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. 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.*
- 11.4. Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. AGENCY shall not hire any officer or employee of OUSD to perform any service by this Agreement. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- 11.5. Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.6. Non-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- 12. Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the proceeding paragraph.
- 13. Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance:

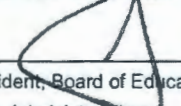
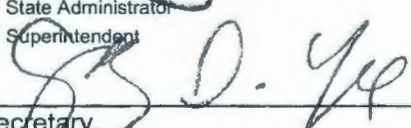
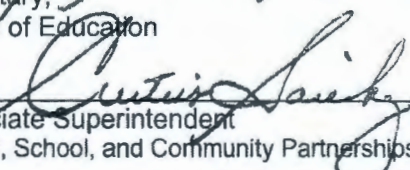
- 13.1. Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.
- 13.2. Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.
- 13.3. Property and Fire** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

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


- 14. Litigation.** [This section is intentionally deleted by the parties].
- 15. Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 16. Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 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/portal/public/SAM>

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

**OAKLAND UNIFIED SCHOOL DISTRICT**

 8/29/13  
 President, Board of Education Date  
 State Administrator  
 Superintendent  
 8/29/13  
 Secretary, Board of Education Date  
  
 Associate Superintendent Date  
 Family, School, and Community Partnerships Dept.

**AGENCY**

 7/10/13  
 Agency Director Signature Date  
 Josefina Alvarado Mera, CEO  
 Print Name, Title

**Attachments:**

- **Exhibit A.** Attendance Reporting Schedule
- **Exhibit B.** Planning Tool/Comprehensive After School Program Budget
- **Exhibit C.** Enrollment Packet, including Early Release Waiver
- **Exhibit D.** List of Anticipated Field Trips, Off Site

Monica Moreno Bonie 7/2/13  
Principal Date

[Signature] 7.18.13  
Regional Executive Officer Date

MOU template approved by Legal May, 2013

- Events and Off Site Activities
- **Exhibit E.** Waiver for use of East Bay Regional Park District Bodies of Water (Swimming Pools, Lagoons, Shoreline Parks and Lakes) and Related Facilities
  - **Exhibit F.** Invoicing and Staff Qualifications Form
  - **Exhibit G.** Fiscal Procedures and Policies
  - **Exhibit H.** Certificates of Insurance
  - **Exhibit I.** Statement of Qualifications

Exhibit A

Attendance Reporting Schedule

<b>Oakland Unified School District                      After School Programs                      Attendance Reporting Schedule</b>	
<b>Monthly Attendance Period</b>	<b>Deadline to Input Attendance Data into Cityspan</b>
July 1 – July 31, 2013	August 10, 2013
August 1 - August 30, 2013	September 10, 2013
September 1-30, 2013	October 10, 2013
October 1-30, 2013	November 10, 2013
November 1-30, 2013	December 10, 2013
December 1-31, 2013	January 10, 2014
January 1-31, 2014	February 10, 2014
February 1-28, 2014	March 10, 2014
March 1-31, 2014	April 10, 2014
April 1-30, 2014	May 10, 2014
May 1-31, 2014	June 10, 2014
June 1-30, 2014	July 10, 2014

Exhibit B

ASES and 21<sup>st</sup> CCLC After School Program Plan  
and After School Budget Planning Spreadsheet

*(Template distributed separately)*

**INSERT HERE**

2013-2014 Elementary/Middle School After School Program Budget

**AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

ELEMENTARY & MIDDLE SCHOOLS 04 2013

Site Name:	ASES	DFCY	Program Pgs. III applicable)	Lead Agency	Other Lead Agency Funds
Community United Elementary School					
Site #: 115204					
Average # of students to be served daily (ADA)	%				
<b>TOTAL GRANT AWARD</b>	<b>\$112,500</b>	<b>\$67,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES</b>					
DUISD Indirect (5%)	\$5,357				
DUISD ASPO admin, evaluation, and training/technical assistance costs	\$7,009				
Custodial Staffing and Supplies at 3.17%	\$3,174				
<b>TOTAL SITE ALLOCATION</b>	<b>\$96,959</b>				
<b>CERTIFICATED PERSONNEL</b>					
1120 Academic Liaison/Quality Support Coach REQUIRED	\$2,500			\$0	
1120 Certificated Teacher Extended Contracts	\$0			\$0	
				\$0	
Total certificated	\$2,500			\$0	
<b>CLASSIFIED PERSONNEL</b>					
2205 Site Coordinator (list here if district employee)	\$0	\$0	\$0	\$0	\$0
2220 SSO	\$1,600			\$0	
	\$0				
Total classified	\$1,600	\$0	\$0	\$0	\$0
<b>BENEFITS</b>					
3000's Employee Benefits for Additional Time (20% of total salaries paid as extended contracts or overtime)	\$820				



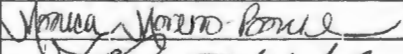
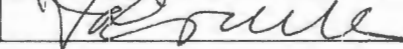


**2013-2014 Elementary/Middle School After School Program Budget**

5925								
	Total services		\$0	\$80,273	\$50,259	\$0	\$0	\$29,488
<b>IN-KIND DIRECT SERVICES</b>								
							\$0	\$0
							\$0	
	Total value of in-kind direct services					\$0	\$0	\$0
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>								
	Lead Agency admin (4% max of total contracted \$)			\$3,016.52	\$6,463			\$0
<b>SUBTOTALS</b>								
	Subtotals DIRECT SERVICE	89	\$6,602	\$89,023	\$60,537	\$0	\$0	\$29,488
	Subtotals Admin/Indirect	11	\$13,858	\$3,017	\$6,463	\$0		\$0
<b>TOTALS</b>								
	Total budgeted per column		\$20,461	\$92,040	\$67,000	\$0	\$0	\$29,488
	Total BUDGETED	100	\$112,500	\$67,000	\$0	\$0		\$29,488
	BALANCE remaining to allocate		\$0	\$0				
	TOTAL GRANT AWARD/ALLOCATION TO SITE		\$112,500	\$67,000				
<b>ASES MATCH REQUIREMENT:</b>								
ASES requires a 3:1 match for every grant award dollar awarded.								
Total Match amount required for this grant: 37,500								
Facilities count toward 25% of this match requirement: 9,375								
Remaining match amount required: 28,125								
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals: 67,000								
Total Match amount left to meet: -38,875								
\$0.00								

2013-2014 Elementary/Middle School After School Program Budget

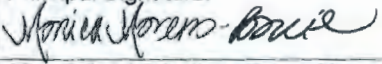
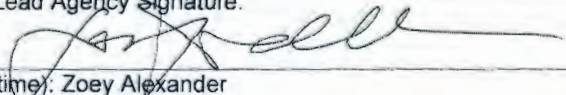
Required Signatures for Budget Approval:

Principal:	
Lead Agency:	

OUSD After School Programs  
funded by After School Education and Safety (ASES) and 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Grants

ASES and 21<sup>st</sup> CCLC After School Program Plan  
Elementary & Middle Schools  
2013 - 2014

SECTION 1: School Site Information

School Site: Community United Elementary School	Date: May 22, 2013
Principal Signature: 	Lead Agency Signature: 
After School Site Coordinator Name (if known at this time): Zoey Alexander	

SECTION 2: After School Alignment with Community School Strategic Site Plan (CSSSP)  
Mark the following Strategic Priority areas of the school's CSSSP where this after school program is identified as a high leverage strategy.

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

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

1. Youth who participate in the Safe Passages Afterschool Program will improve and strengthen their academic skills. The Afterschool Program Coordinator with the support of the Program Assistant and Academic Instructors will track and monitor the academic progress of enrolled youth on a regular basis using benchmark and other assessments. Data from the assessments will be used in cycles of inquiry to monitor the effectiveness of academic interventions and to re-evaluate and reconfigure flexible groups in order to provide personalized learning and balanced literacy to students that attend the afterschool program.
2. The Safe Passages Afterschool Program will provide innovative and engaging enrichment activities that will support the academic, social, and emotional development of enrolled youth.
3. The Safe Passages Afterschool Program will develop a strong collaborative partnership with clear and consistent lines of communication between the lead agency team members, parents, and school site staff to ensure the Safe Passages Afterschool Program maintains a consistent high quality program that will support the healthy development of all enrolled youth.
4. The Safe Passages Afterschool Program will engage all participating youth in processes that build their self-efficacy. In order to facilitate these students' efficacious feelings of accomplishment and success, youth will showcase their work to others during the year at school events and the Safe Passages Afterschool Showcase/Portfolio Presentation.

**SECTION 3: OUSD Strategic Questions**

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

Strategic Questions/Desired Outcomes	Strategic Activities	Outcomes of Strategic Activities	Data used to assess the strategic activities
<i>As a result of our ASP efforts...</i>	<i>What after school strategic activities will support the desired outcomes?</i>	<i>What short-term outcomes will you expect from your efforts by the end of the school year?</i>	<i>What data will be collected to measure these outcomes?</i>
<b>High School Graduation:</b> How many more Oakland children are graduating from high school?	The After School Program will support the CUES philosophy that college and career readiness begins at the elementary school level. Targeted Academic Intervention and access to	80% of students will have higher test scores as a result of targeted academic intervention.	The following data will be collected to measure the outcome of this strategy: Fall and Spring benchmark assessments, and SRI Scores.

	curriculum that prepares students for college will support this desired outcome.		
<b>Satisfactory School Day Attendance:</b> How many more Oakland children are attending school 95% or more?	Quality enrichment that is attractive to students; provision of caring adults in ASP will create connections to caring adults that increase student engagement in school; clear, regular communication with families regarding student attendance in the afterschool program.	Students enrolled in afterschool programs will have a higher average daily attendance rate than students that do not attend afterschool programs.	Daily attendance data for the students will support the measurement of this outcome.
<b>Job Skills/Career readiness:</b> How many more students have meaningful internships and/or paying jobs?			
<b>Health and Well-being:</b> How many more Oakland children have access to, and use, the health services they need?			

#### SECTION 4: Program Model and Lead Agency Selection

For 2013-2014, my site will operate the following program model:

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

**Description and Rationale for Selection of Lead Agency**

Describe how the selected Lead Agency partner will support the school's plans for Full Service Community School development.

In alignment with the spirit of the OUSD Strategic Plan, the Safe Passages Afterschool Program partnership with the school community is a "true, authentic collaboration" that supports the goals of a thriving student community. Among other goals, Safe Passages Afterschool program supports the school's Full Service Community School Quality Indicator 1 goal – to provide quality learning experiences for students by ensuring that students are provided a quality extended day program. The program also furthers the efforts to support broader enrichment goals beyond academic intervention with youth leadership opportunities, sports, creative opportunities for artistic expression, such as art, music, and dance. In addition, the program supports the goal of balanced literacy and targeted intervention by providing targeted intervention to students through the COST process and in the one hour of academic programming each day. Safe Passages uses the SRI and Benchmark data to personalize instruction during intervention sessions.

**SECTION 5: ATTENDANCE, PROGRAM DATES, AND PROGRAM SCHEDULE**

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

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

Required # of Program Days your program will operate during School Year 2013-2014: **180 days required\***  
180 days

Projected Daily Attendance during School Year 2013-2014: 100

**Program Schedule**

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

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

**SECTION 6: Academics**

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

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

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

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

	Target Population	Academic Support (choose one)	CSSSP goal(s) or school need supported by activity	Measurable Outcomes	Description of program/activity	Instructional Strategies
1	All ASP students Gr 1-5	<input checked="" type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>Extended Learning and Quality Support Time</li> </ul>	<ul style="list-style-type: none"> <li>100% of students enrolled in ASP will receive homework support</li> <li>80% of students will display positive study skills of effective time management and creating proper study space.</li> </ul>	<ul style="list-style-type: none"> <li>Homework support will be a structured component of the ASP Monday-Thursday.</li> <li>Students will receive instruction in science, math, or literacy daily. Additionally, students will develop study skill strategies that will help them successfully complete their homework.</li> </ul>	<ul style="list-style-type: none"> <li>ASP students will have adequate supplies and materials.</li> <li>Students will work in small groups utilizing their peers for assistance.</li> <li>ASP Academic Instructors will guide students during homework support.</li> </ul>

<p>2</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Homework Support</li> <li><input type="checkbox"/> Tutoring</li> <li><input checked="" type="checkbox"/> Skill Building</li> <li><input type="checkbox"/> Academic Intervention</li> <li><input type="checkbox"/> Other</li> </ul>	<ul style="list-style-type: none"> <li>• After School staff will contribute to school-wide goal of moving students into or maintaining proficiency in ELA and mathematics through additional skill practice and concepts.</li> <li>• Will further support student education by providing curriculum that promotes mastery of math and language arts.</li> </ul>	<ul style="list-style-type: none"> <li>• ASP will support and collaborate with CUES to decrease the percentage of students scoring Below Basic and Far Below Basic on CST/CMA ELA to meet the district average of 22%.</li> <li>• ASP will also assist CUES to decrease the percentage of students scoring Below Basic and Far Below Basic on CST/CMA Math from 26% to 18%.</li> </ul>	<ul style="list-style-type: none"> <li>• Learning will take place using a variety of methods such as direct instruction, learning centers, student-led learning, and small group projects.</li> <li>• After School instructors will use a curriculum that meets California standards in math and language arts.</li> </ul>	<ul style="list-style-type: none"> <li>• Small group instruction will facilitate a range of learning styles.</li> <li>• Standards-based literacy and math curriculum will align ASP efforts with the school day.</li> </ul>
<p>3</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Homework Support</li> <li><input type="checkbox"/> Tutoring</li> <li><input type="checkbox"/> Skill Building</li> <li><input checked="" type="checkbox"/> Academic Intervention</li> <li><input type="checkbox"/> Other</li> </ul>	<ul style="list-style-type: none"> <li>• Students identified as needing Literacy Intervention from a review of COST/SST data, CST and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of the participants will show increased reading and comprehension skills.</li> <li>• 80% of the participating</li> </ul>	<ul style="list-style-type: none"> <li>• Students will participate in a structured academic program that allows for assessment and provides students with</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of appropriate materials to support specific focus on literacy.</li> <li>• Build a leveled ASP library</li> <li>• ASP staff will</li> </ul>



			assessment tools will receive ASP intervention.	group will improve at least a reading/grade levels.	steps to attain appropriate targets.	receive on-going trainings to ensure program quality.
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**SECTION 7: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION**  
 Enrichment activities and physical activity/recreation are required components of the ASES and 21<sup>st</sup> Century grants. Enrichment activities should provide students with the opportunity to apply their classroom learning in a real, hands-on way. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

Type of Enrichment	Rationale	CSSSP goal(s) or school need supported by activity	Brief Description	Targeted Skills	Measurable Outcome
Science	X Student Identified X School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	This activity will support student engagement in Science through hands-on project based learning activities.	Students will have the opportunity to participate in science based activities that develop inquiry and observation skills in multiple areas of science.	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership X Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>75% of ASP participants will be able to perform individual or partnered science experiments.</li> <li>75% of ASP students will retain and comprehend taught lessons and information.</li> </ul>
Visual and Performing Arts	X Student Identified X School	This activity will expose students to a variety of	Students will explore various visual, musical	<input type="checkbox"/> College/Career Readiness X Social Skills/Conflict	<ul style="list-style-type: none"> <li>75% of ASP students will participate in</li> </ul>

	Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	enrichment activities that will engage students through creative outlets.	and/or dance art forms. They will learn the basic mechanics of each art form while understanding the historical context of the genres.	Res. <input checked="" type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	at least one creative activity. <ul style="list-style-type: none"> <li>90% of participants will showcase their newly learned skills at a ASP family engagement event.</li> </ul>
Gardening and Nutrition	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Informing students and families on healthy eating with continued implementation of OUSDs Wellness Policy.	ASP students will participate in the year- long program Urban Agriculture, while working in the school garden. The gardening program will be accompanied by a year-long nutrition class; where students incorporate a harvest of the month and participate in weekly cooking and food production.	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>100% of students will learn to grow and cultivate native plants and vegetables.</li> <li>100% of ASP students will have hands-on experience in school garden.</li> </ul>

Physical Activity/Fitness	<input checked="" type="checkbox"/> Student Identified <input checked="" type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	ASP Physical Activity/Fitness activities will align with the schools' Wellness goals. Will support school efforts to prepare 4 <sup>th</sup> and 5 <sup>th</sup> grade students for physical fitness exam.	Students will have the opportunity to participate in active structured play that is safe and engaging.	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• 100% of ASP students will have the opportunity to participate in physical activity during the course of the week.</li> <li>• 75% of students will express confidence and enjoyment while participating in physical</li> <li>• 75% of students will show progress in mastering grade level physical fitness standards.</li> </ul>
Cooking	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Promote the school's goal of student and family awareness of healthy foods and meals.	The ASP will continue to participate in the Afterschool Nutrition and Cooking Learning Community. This Learning Community is a collaborative	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social & Emotional Learning <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• 100% of students that participate will learn to prepare and cook healthy foods while following pre-selected recipes.</li> </ul>

			partnership between the District's After School Programs Office, Alameda County Public Health Nutrition Services and OUSD. This activity will focus on student leadership, curriculum and instruction.		<ul style="list-style-type: none"> <li>100% of students that participate will learn cooking vocabulary, measurement skills, and proper food preparation and safety skills.</li> </ul>
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**SECTION 8: FAMILY ENGAGEMENT / FAMILY LITERACY**

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

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

Type of Activity	CSSSP goal(s) or school need supported by activity	Brief Description	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Lights On: Family Game Night	Support the school goal of increased parent participation	Families will be invited to come and play an array of board and card games with their student and other ASP families.	100% of the students' families enrolled in afterschool will have the opportunity to participate in the Family Game Night event.	The ASP event will align with the school effort to maintain a culture that fosters family participation.
Communicate regularly with	Build effective partnerships with	Program staff communicates	100% of students' families enrolled in	Afterschool communication with

families to ensure student success	families	regularly with families regarding student progress.	afterschool will communicate with an afterschool staff person 3-10 times a year.	families supports the schools efforts to raise attendance and to partner with families in their child's education.
Family Literacy Night	Creating a welcoming, caring student community where differences are celebrated	Students invite their families to attend this event to promote the active participation of families in their child's education.	100% students enrolled in afterschool program will have an opportunity to plan and participate in the Family Literacy Night.	The ASP event will align with the school effort to maintain a culture that supports student progress and structures for acknowledgement and to build student and family ownership of learning.
Showcase	Support the school goal of family involvement in the education of their student, and creating a welcoming student community where difference are celebrated.	Students showcase their work to families and community members.	90% of students will bring one or more family members to the event. Additionally, 100% of ASP students will have the opportunity to create pieces and to invite family members to attend the event to showcase their ASP work.	Showcase of student work in afterschool will align with the school effort to maintain a culture that supports student progress and structures for acknowledgement and that build student and family ownership of learning.

**SECTION 9: Chronic Absence Action Plan**  
 Improving school day attendance for all students and reducing chronic absenteeism is one of the key OUSD strategic goals. The district goal is that all students will attend school at least 95% of the required school days or more, thereby achieving satisfactory attendance. Students who attend school 90% or less of required days are considered chronically absent. Students whose attendance falls in the "grey zone" between 90% - 95% are considered at risk of chronic absenteeism.

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

*keep students engaged and coming.*

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

Strategies to Support Attendance	Action Steps
a) Recruit and address the needs of students who are at risk of chronic absenteeism.	By analyzing previous school-day attendance data at the start of the school year, the school site coordinator, in collaboration with the site leadership team and COST, will identify students' at risk of chronic absenteeism whose families they will invite to enroll their students in afterschool at the school wide registration session.
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	The importance of program attendance will be discussed with families in all correspondence. The Site Coordinator or other program staff will work with school administration to cross-check school day attendance with ASP attendance and contact ASP students' families to support students and their families at risk of chronic absenteeism.
c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	The Site Coordinator, in collaboration with site leadership, will utilize the Coordination of Services Team meeting to intervene for increased attendance.
d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.	The Afterschool Program will highlight students with perfect attendance with certificates at the end of each quarter.

#### SECTION 10: Transforming School Culture and Climate

After school programs can play a critical role in support the school's efforts to transform school culture and climate, helping to make schools positive, supportive places for all students to stay engaged, be successful, and thrive.

a) The following are paths that OUSD schools are taking to change discipline and transform school culture and climate. What strategy/strategies is your school utilizing to transform school culture and climate?

- PBIS (Positive Behavioral Interventions and Support)
- Restorative Justice
- Social and Emotional Learning

Bullying Prevention  
 Other: (please specify) \_\_\_\_\_

b) How will the school and lead agency partner work together to ensure that the after school program is aligned and supporting these efforts, and helping to transform school culture and climate?

Afterschool Coordinators will continuously communicate with both extended day and regular day instructors. Coordinators will help facilitate communication between morning and afternoon instructors to ensure the program is integrated and services are coordinated for students and families.

c) Reducing the disproportionate suspension rates of African American students is a key priority for OUSD. Please describe any special efforts your after school program is taking to support the school engagement, social-emotional well-being, and/or academic success of African American students at your school (ie. Manhood Development circles, Ethnic Studies curriculum, recognition ceremonies for student accomplishments, Black professionals as role models or mentors, etc.):

The Safe Passages Afterschool Program supports these OUSD efforts to ensure equity in behavioral practices, maximize every students' school engagement, social-emotional well-being, and academic success by: (1) using culturally competent instructional strategies, (2) incorporating critical pedagogy and youth participatory action research (YPAR) as curricular foundations for resiliency, transformation, and student engagement, (3) training staff and students in cultural asset instruction, cultural asset mapping, and related counter-narrative resiliency strategies, and by (4) building upon a strong youth development framework with sufficient alternatives to exclusionary discipline practices.

**SECTION 11: Coordination with Other Service Providers**

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

The after school Site Coordinator or Director will actively participate in which of the following school group(s), in order to increase alignment between after school and school day efforts?

- COST team (Coordination of Services Team)
- SST (Student Study Team)
- SSC (School Site Council)
- ILT/ELT (Educational Leadership Team)
- PTA
- Attendance Team/Workgroup
- CSSSP (Community School Strategic Site Planning) team
- School Culture/Climate Committee

<p>List key community partners whom you will actively collaborate with to accomplish the goals of your program.</p>	<p>X Other: AAPC, ELAC, and Caring Community School</p> <p>Safe Passages has a long history of aligning extended day with school and OUSD goal and site administration. Safe Passages has engaged and will continue to engage site administration on the programmatic layout of after school to ensure that the transition from morning to afternoon is seamless. After school coordinators will monitor and facilitate this programmatic transition on a daily basis.</p> <p>Afterschool Coordinators will continuously communicate with both extended day and regular day instructors. Coordinators will help facilitate communication between morning and afternoon instructors to ensure the program is integrated and services are coordinated for students and families. Finally, Coordinators will create an afterschool bulletin board centrally located at the school with program information and updates. All instructors can check the bulletin board for daily updates.</p>
<p>List all subcontractors who will be paid to deliver after school services.</p>	<p>The ASP at CUES has a long standing partnership with the organization Girls, Inc. and will continue in 2013-2014.</p>
<p>Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.</p>	<p>Students, parents, school staff, Principal, OUSD AS Program Office, and other CBO and public partners implementing afterschool programming, COST team, school nurse, psychologist, bilingual community relations assistant I, and community relations assistant II.</p>



**2013-14 After School Enrollment Policy for Community United Elementary School**

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

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

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

	Target Population(s)	Specific Data to Inform Program Participants	Selection of	(High School Only) Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population
	Students identified by school administration and teachers as needing additional academic and/or social emotional support	SST data, CST, and other benchmark assessments.		
	Students with families that seek additional support for their students during after school hours.	The ASP Coordinator will work with the school administrators to advertise ASP open enrollment to students and their families. Applications will be made available to all students. A deadline will be set for application submission. All applications turned in at the deadline will be compiled. School administration will review the list of applicants and identify students that have priority for enrollment. All other students will be enrolled on a first come basis. A waitlist will be generated of any applicants who do not receive a program slot.		
	English Language Learner students	School-site Principal and/or assigned		

	staff will be identify ELL students for ASP	
Spring ASP recruitment will target students with attendance that falls between 90%-95%	School attendance data will be reviewed to identify students that fall below OUSD's 95% attendance rate.	

**Grade levels prioritized for programming:** Grades 1-5; Kindergarten students will be accepted Spring 2014

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

**Additional Notes:**

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot simply utilize a first come-first serve process for enrolling students; sites should establish priorities for participation.
- Programs are intended to help close the achievement gap by serving a variety of students with academic and other needs.
- In alignment with OUSD's strategic goal to reduce chronic absenteeism, programs should consider targeting students at risk of chronic absenteeism, as determined by individual attendance rates between 90 – 95% during the current school year. (Programs should collaborate with school site leadership to obtain student attendance data.)
- Program must enroll adequate numbers of students to meet CDE attendance targets.

**Enrollment Process and Timeline:** (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2013. Indicate how families will be notified of 2013-14 enrollment before the last day of school, June 13, 2013.)

Timeline	After School Enrollment Steps/Process	Individual(s) responsible
Last week of May	Print applications	ASP Coordinator
May and June	Advertise ASP enrollment	ASP Coordinator and Director
First week of June	Applications are given to parents.	ASP Coordinator and Staff
Prior to the first day of school	ASP Parent Orientation/ASP Guidelines Booklet distribution	ASP Coordinator and Director
First week of School	75% of ASP capacity	ASP Coordinator and Director
First week of School	Additional applications are given to parents.	ASP Coordinator and staff

Second week of School	100 students will be enrolled in the 2013-2014 After School Program	ASP Coordinator and Director
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**Important dates to include in your timeline:**

- April – June: Spring enrollment for 2013-14 programs.
- Families will be notified of 2013-14 after school enrollment before the last day of school, June 13, 2013.
- After school programs begin on 1<sup>st</sup> Day of school, with enrollment at a minimum 75% capacity.
- August – September: New school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by September 30, 2013.
- All programs must maintain waitlists after program slots are filled.

Principal Signature: *Monica Moreno-Boyle*

Lead Agency Signature: *[Handwritten Signature]*

**2013-14 Assurances for Grant Compliance and After School Alignment with School Day**

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

Principal initials	Lead Agency initials	2013 - 14 Assurances for Grant Compliance and After School Alignment with School Day
JMB	JMB	Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 <sup>st</sup> Century Grant Assurances, and understand mandated grant compliance elements.
JMB	JMB	Site Administrator and Lead Agency Director have reviewed the Lead Agency After School MOU together, and agree to the requirements outlined in the MOU for the lead agency partner.
JMB	JMB	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
JMB	JMB	Site will share student outcome data to better refine program (Attendance data, EduSoft, Report Cards, IEP's, etc).
JMB	JMB	The principal and lead agency partner have reviewed and discussed the Academic Liaison/Quality Support Coach key responsibilities described on the following page. Both Principal and lead agency partner understand that this role is critical for strengthening staff practices and the quality of the after school program. Site will identify a certificated, qualified individual to serve as the program's Academic Liaison and to fulfill all responsibilities outlined in the role description.
JMB	JMB	Site will invite Site Coordinator and appropriate after school staff to participate in school day meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning and positive school climate.
JMB	JMB	Site will invite Site Coordinator to participate on SSC, COST, SST, and CSSSP team to ensure coordination of services.
JMB	JMB	Site will coordinate the use of facilities and site level resources in support of program goals.
JMB	JMB	Site will provide Site Coordinator with office space that includes access to internet and phone.
JMB	JMB	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.

Principal Signature: Veronica Moreno-Bonilla

Lead Agency Signature: [Signature]

### Academic Liaison/Quality Support Coach

After school research clearly shows that high quality programs result in increased youth outcomes. The higher the program quality, the more youth outcomes are achieved. The Academic Liaison (now called "Quality Support Coach") is a required position and plays a critical role in supporting after school program quality through the following high leverage staff capacity-building activities:

- Provide classroom observations, coaching support, and trainings to improve staff practices and program quality.
- Support the after school program's *Assess – Plan – Improve* program quality improvement cycle by helping after school programs gather and review data on program quality, make plans for improvement, and receive training and coaching supports aligned to improvement plans.
- Bridge the after school program with school day goals, priorities, curriculum, pedagogy, and data.
- Provide lesson planning support and lesson modeling to strengthen after school instruction.
- Help develop/design after school academic offerings and curriculum, and support alignment of after school activities with the Common Core standards

The Academic Liaison/Quality Support Coach can be a credentialed teacher from the school faculty or other qualified professional working with the school (for example, a Literacy Specialist, Math Coach from LCI, BTSA Coach, etc.). This individual will receive training and specific direction on the Academic Liaison/Quality Support Coach role from the OUSD After School Programs Office. The After School Programs Office will provide specific deliverables aligned with the key job duties listed above. The required budget allocation for this position is \$2,500 for the year, equivalent to 83 hrs/year at a Paid-In-Service contract rate of \$30.12/hour.

#### Academic Liaison/Quality Support Coaching Planning

a) Please identify who will fulfill the Academic Liaison/Quality Support Coach role for 2013-14:

- A credentialed teacher on staff who has effective skills and experiences in coaching and/or adult learning
- A qualified professional who is part of the school staff
- An OUSD coach connected to the school (i.e. LCI Literacy or Math coach, BTSA coach, etc.)
- Other individual (please specify in detail): \_\_\_\_\_

If known, please specify the name of the person who will fill the Academic Liaison role, and identify his/her role in the school:

b) Some schools are challenged in finding a qualified individual on staff who can fulfill the Academic Liaison/Quality Support Coach role. In this case, the OUSD After School Programs Office will work actively to try to find an OUSD coach to match with the school. Please mark:

My school needs support in finding an individual who can effectively fulfill the role of Academic Liaison/Quality Support Coach.  Yes  No

**Teachers on Extended Contract for Direct Service**

In addition to an Academic Liaison/Quality Support Coach, some schools choose to have teachers on extended contract to provide direct service to students after school, such as after school intervention, support with programs like Achieve 3000 or Fast Forward, and academic enrichment.

**Please list specific after school classes/activities that will be facilitated by teachers paid on extended contract.**

*Important note: Teachers on extended contract who are providing direct services to students after school must be paid at the negotiated rate of \$23.16/hr (per OEA contract). After school grant funds can be utilized for this direct service work. Beginning in 2013-14, the Academic Liaison/Quality Support Coach cannot provide direct service to students. The Academic Liaison is primarily responsible for providing coaching and training, and is paid at the negotiated Paid-In-Service rate of \$30.12 for their staff capacity-building services. Teachers doing direct service work after school must be paid with an extended contract.*

List after school classes/activities that will be facilitated by teachers on extended contract	Anticipated hours/week for teacher on extended contract

Principal Signature: Monica Moreno-Band

Lead Agency Signature: [Signature]

### After School Safety and Emergency Planning for 2013-14

#### After School Safety and Emergency Planning

A) The Comprehensive School Site Safety Plan will incorporate the After School Program. The Principal and Site Coordinator will discuss plans and procedures for after school safety, and the Site Coordinator will have access to the Comprehensive School Site Safety Plan.

Yes    No

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

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

After School staff will receive comprehensive safety procedure training prior to the first day of the 2013-2014 school year. In addition, ASP staff will receive safety procedure checks by Extended Day Director during the course of school year.

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

Yes    No

#### Facility Keys

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


Yes    No

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

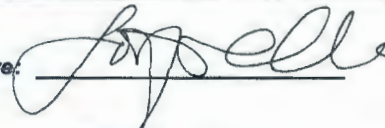
#### SSO Staffing: (check one)

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

Principal Signature:



Lead Agency Signature:



### Professional Development and Staff Wellness

**Professional Development:** After school staff should receive adequate professional development, including coaching support and trainings, in order to grow and improve their practice. Programs should utilize data from the YPQA/SAPQA youth program quality assessment tool to determine the areas of focus for professional development.

- a) Programs are allowed up to three days of program closure during the school year to offer staff professional development. Please indicate which three days (if any) your program plans to close this year for PD:  
The After School program will close for three days during the school year, and will inform families of the program closure with more than a week's notice of closure by sending notices home and making telephone calls to families.
- b) What professional development, coaching, and training supports will be provided by the lead agency partner?  
Safe Passages Afterschool will provide quarterly professional development for site coordinators and instructors and weekly coaching will be provided by the Supervisors of the Site Coordinator and staff members.
- c) What professional development opportunities will be provided by the school site?  
Afterschool coordinators and instructors will be invited to participate in Professional Development activity provided by the school site as appropriate.
- d) ASPO professional development will consist of the mandatory August Institute (Aug. 5-9, four days for new site coordinators; three days for returning site coordinators), mandatory monthly site coordinator meetings (2 hrs/month), optional Youth Work Methods trainings (9 workshops aligned to YPQA, 2 hours each), and various professional learning communities (time commitment varies). Please mark:

I understand that professional development helps ensure program quality. My program is committed to providing/accessing professional development opportunities for after school staff, based on needs identified by program data. My program 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). X Yes  No


### Staff Wellness

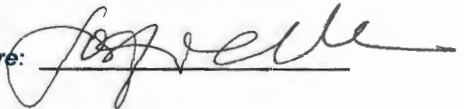
- e) Please describe ways your program will work to support staff wellness over the course of the year:

To ensure that ASP staff will be at their personal best to provide high quality instruction and enrichment during the course of the year, staff wellness is a priority goal for the CUES After School/Extended Day Director for 2013-2014. The



Extended Day Director will take steps to ensure that ASP staff members clearly understand his/her responsibilities and the supports available to assist them in carrying out his/her duties. Additionally, ASP staff will meet monthly with ASP Director and/or ASP Coordinator to discuss program strategies that are demonstrating a positive impact and to develop a plan to maintain outcomes, and to share program concerns in order to develop an immediate plan of action if necessary to address concerns. These meetings will have a follow up to ensure implementation of agreed upon actions to address concerns. ASP staff will also be encouraged to participate in the OFCY Wellness Challenge and to assist in creating Wellness focused activities that are tailored to ASP staff needs.

Principal Signature: 

Lead Agency Signature: 

2013-2014 CUES After School Program

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>2:55</b>	Dismissal			
<b>2:55-3:05</b>	Check-in Circle	Check-in Circle	Check-in Circle	Check-in Circle
<b>3:05-3:20</b>	Snack	Snack	Snack	Snack
<b>3:20-3:50</b>	Homework Support	Homework Support	Homework Support	Reading/Math Intervention
<b>3:50-4:20</b>	Literacy Support	Literacy Support	Literacy Support	Reading/Math Intervention
<b>4:20-5:05</b>	Academic Enrichment	Academic Enrichment	Academic Enrichment	Academic Enrichment
<b>5:05-5:30</b>	Enrichment/ Closing Circle	Enrichment/ Closing Circle	Enrichment/ Closing Circle	Enrichment/ Closing Circle
<b>5:30-6:00</b>	Dinner	Dinner	Dinner	Dinner

2013-2014 CUES After School Program

<b>Time</b>	<b>Wednesday</b>
<b>1:10-1:15</b>	Check-In Benches 1-5
<b>1:15-1:30</b>	Snack/Check-in Circle
<b>1:30-2:00</b>	Literacy Support
<b>2:00-2:45</b>	Homework Support
<b>2:45-3:00</b>	Recess
<b>3:00-3:45</b>	Martial Arts/ Physical Fitness Education  (Rotation)
<b>3:45-4:30</b>	Gardening Education/Cooking Education  (Rotation)
<b>4:30-5:15</b>	Drama/Debate  (Rotation)
<b>5:15-5:30</b>	Clean-up/Closing Circle
<b>5:30-6:00</b>	Dinner



Exhibit C  
OAKLAND UNIFIED SCHOOL DISTRICT  
ASES AND 21<sup>ST</sup> CENTURY AFTER SCHOOL PROGRAMS

**PARENT PERMISSION AND STUDENT INFORMATION - ELEMENTARY AND MIDDLE SCHOOLS**

I give my child permission to participate in the 2013-14 \_\_\_\_\_ After School Program.

Name of School: 149/Community United Elementary 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

Does your child have health coverage?

\_\_\_\_ Yes

\_\_\_\_ No

\_\_\_\_\_  
Name of Medical Insurance

\_\_\_\_\_  
Policy/ Insurance #

\_\_\_\_\_  
Primary Insured's Name

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

\_\_\_\_\_  
Medication Student is taking

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

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

\_\_\_\_\_  
Telephone

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 after school program activities.

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

**STUDENT RELEASE/ PICK UP POLICY**

As parent/guardian, I understand that the After School Program will begin immediately after school is out and will end by 6:00 p.m. Students will not be released to go home from the After School Program until they are signed out by the parent/guardian or one of the individuals listed below:

\_\_\_\_\_

Parent/Guardian/Caretaker Signature

Date

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

\_\_\_\_\_  
Name/Relationship

\_\_\_\_\_  
Phone Numbers: Home/Work/Cell

\_\_\_\_\_  
Name/Relationship

\_\_\_\_\_  
Phone Numbers: Home/Work/Cell

**REMEMBER:** Please pick up your child on time. The program ends by 6:00 p.m. If students are not picked up by 6:00 p.m., After School Program staff are required by law to report to Child Protective or law enforcement. Please note: Three instances of tardiness in picking up your child will result in his/her dismissal from the program.

**PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS**

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

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

**PHOTO/VIDEO RELEASE**

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

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

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



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

**EARLY RELEASE WAIVER (OPTIONAL)- ELEMENTARY AND MIDDLE SCHOOL STUDENTS**

- ❖ Elementary School students are expected to participate in the after school program every day until 6pm, for a total of 15 hours per week.
- ❖ Middle School students are expected to participate in the after school program at least 3 days per week until 6pm, for a minimum total of 9 hours per week of participation.

Students who are able to fulfill these attendance requirements have priority for enrollment.

Based on the OUSD Early Release Policy, families can request Early Release of their child from the after school program for any of the following reasons:

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

School Site: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

I request early release of my child from the After School Program at \_\_\_\_\_ o'clock p.m.

(please check reason)

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

As parent/guardian, I hereby release and discharge the Oakland Unified School District and its officers, employees, agents and volunteers from all claims for injury, illness, death, loss or damage that my child may suffer as a result of his/her early release from the After School Program.



\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian

Date



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

**FOR STUDENTS AGES \_\_\_ AND OLDER ONLY**

School Site: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Birth of Student: \_\_\_\_\_

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

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

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



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

\_\_\_\_\_  
Date



Exhibit E

EAST BAY REGIONAL PARK DISTRICT

WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

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

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

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

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

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

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

Participant's Name \_\_\_\_\_  
(Print)

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

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

EBRPD Waiver - Swim Use  
Rev. 3/09

**INVOICING AND STAFF QUALIFICATIONS FORM**  
**2013-14**

**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



**PROCEDURE FOR INVOICING  
Oakland Unified School District  
Comprehensive After School Programs 2013-2014**

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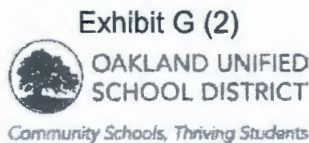
The following procedures are required in submitting invoices that utilize 21<sup>st</sup> Century and/or ASES funding:

- ◆ All 21<sup>st</sup> Century and/or ASES invoices must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 746 Grand Ave, Lakeview Campus, Room 3.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency and individual contractors.
- ◆ To maintain invoicing consistency so that all necessary information is included, please use the attached invoicing format. Simply cut and paste the format onto your organization's letterhead. Please utilize the sample invoice as a guide. All of the information in the top section of the invoice template **MUST** be completed in order to process for payment. Also, in the body of the template, a detailed breakdown of charges must be provided, including number of hours worked and hourly rate. **Failure to fully complete an invoice according to these specifications may result in a delay of payment.**
- ◆ All invoices should cover only one calendar month, i.e. the 1<sup>st</sup> through the 30<sup>th</sup> or 31<sup>st</sup>.
- ◆ Contractor, Agency, Site Coordinator, and Principal signatures must be secured prior to submission of invoices to the After School Programs Office. All of these signatures must be originals.
- ◆ Invoices for the month are generally due in the After School Programs Office by 5:00 p.m. on the 10<sup>th</sup> of the following month. This is not a steadfast rule; for example, the invoice for September 1-30<sup>th</sup> is due in our office on the 11<sup>th</sup> of October (the 10<sup>th</sup> is a Sunday). **Invoices that are submitted after the due dates listed below will be processed the following monthly invoicing period.**

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

<b>Invoices due to our office by 5:00 pm on:</b>	<b>Accounts Payable checks to be mailed on:</b>
August 9, 2013	August 22, 2013
September 10, 2013	September 24, 2013
October 10, 2013	October 24, 2013
November 8, 2013	November 21, 2013
December 10, 2013	December 20, 2013
January 10, 2014	January 23, 2014
February 10, 2014	February 25, 2014
March 10, 2014	March 27, 2014
April 10, 2014	April 24, 2014
May 9, 2014	May 27, 2014
June 10, 2014 for May invoices	June 26, 2014
June 13, 2014 for Final Billing	TBD

If there are any questions regarding the invoicing process, please contact our office at (510) 273-1550.



**PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS  
OUSD CERTIFICATED TEACHERS 2013-2014**

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

**Paying OUSD Certificated Employees (Teachers)**

- ◆ Academic Liaisons should submit a Paid Inservice form and Extended Contract teachers should submit a "Request for Extended Contract" IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ **The FIRST submission of the Paid Inservice/Extended Contract paperwork must be accompanied by a timesheet in order to be processed by OUSD Payroll. No payment will be rendered until timesheets are submitted to our office.**
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign Paid Inservice/Extended Contract & ALL Time Sheets
- ◆ Please be sure to submit ORIGINALS of all documents
- ◆ Please use only ONE SIDED Time Sheets
- ◆ Deliver to OUSD After School Programs Office — All 21<sup>st</sup> Century and/or ASES Paid Inservice/Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 746 Grand Ave., Lakeview Campus, room 3.
- ◆ **Union Contract rate for teachers is \$23.16/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$30.12/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 2 weeks.***
September 30, 2013	October 15, 2013
October 31, 2013	November 15, 2013
November 22, 2013	December 13, 2013
December 20, 2013	January 15, 2014
January 31, 2014	February 14, 2014
February 28, 2014	March 14, 2014
March 31, 2014	April 15, 2014
April 30, 2014	May 15, 2014
May 30, 2014	June 13, 2014
June 12, 2014	June 30, 2014

If there are any questions regarding these documents or procedures, please contact our office at (510) 273-1550.

Exhibit G (3)



OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

**PROCEDURES for EXTENDED TIME and/or OVERTIME FORMS (ET/OT)  
for OUSD CLASSIFIED EMPLOYEES 2013-2014**

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

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

- ◆ Complete "Combined ET/OT/CT and Move-Up/Acting Time Report", using appropriate Budget Org Key
- ◆ Have Employee Sign Form
- ◆ Have Site Coordinator Sign Form
- ◆ Have Principal Approve and Sign Form
- ◆ All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- ◆ All SSO ET/OT forms must be submitted to the SSO Office at 1011 Union St.
- ◆ Any other ET/OT forms for 21<sup>st</sup> Century and ASES classified staff must be delivered to 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 746 Grand Ave, Lakeview Campus, Room 3.
- ◆ Rate varies depending on employee's hourly rate

<b>ET/OT Forms Due to After School Programs Office on the following anticipated dates:</b>	<b>OUSD Anticipated Payroll Issue Dates</b>
September 13, 2013	September 30, 2013
September 30, 2013	October 15, 2013
October 15, 2013	October 30, 2013
October 31, 2013	November 15, 2013
November 15, 2013	November 27, 2013
November 22, 2013	December 13, 2013
December 13, 2013	December 30, 2013
December 20, 2013	January 15, 2014
January 15, 2014	January 30, 2014
January 30, 2014	February 14, 2014
February 14, 2014	February 28, 2014
February 28, 2014	March 14, 2014
March 14, 2014	March 28, 2014
March 28, 2014	April 15, 2014
April 15, 2014	April 30, 2014
April 30, 2014	May 15, 2014
May 15, 2014	May 30, 2014
May 30, 2014	June 13, 2014
June 13, 2014	June 30, 2014

If there are any questions regarding these documents and procedures, please contact our office at (510) 273-1550.

Exhibit H

Certificates of Insurance and Additional Insured Endorsement

**INSERT HERE**





# CERTIFICATE OF LIABILITY INSURANCE

SAFEPAS-01

APATNAIK

DATE (MM/DD/YYYY)

6/4/2013

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

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

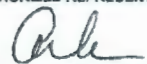
<b>PRODUCER</b> Chapman a Division of Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. PO Box 5455 Pasadena, CA 91117-0455	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1 (626) 405-8031      FAX (A/C, No): 1 (626) 405-0585 E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A: Nonprofits' Insurance Alliance of California      011845 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b>  Safe Passages 250 Frank Ogawa Plaza #6306 Oakland, CA 94612		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	2013-21017- NPO	5/9/2013	5/9/2014	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000					
						MED EXP (Any one person) \$ 20,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 3,000,000
						PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		2013-21017- NPO	5/9/2013	5/9/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$					
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>PROF Liability</b>		2013-21017- NPO	5/9/2013	5/9/2014	Each OCC/Gen AGG 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Oakland Unified School District, its officers and employees are named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

<b>CERTIFICATE HOLDER</b>  Oakland Unified School District, 1025 2nd Avenue, Room 300, Oakland, CA 94606	<b>CANCELLATION</b>  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)
<p>Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.</p> <p>Oakland Unified School District, its officers and employees</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

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

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

Exhibit I

Statement of Qualifications

**INSERT HERE**



## Safe Passages' Agency History and Qualifications

Founded in 1995, Safe Passages was created as part of the five-city, ten-year Urban Health Initiative (UHI) funded by the Robert Wood Johnson Foundation. Over the last sixteen years, Safe Passages has helped government work together with community-based agencies, holding each other accountable, to redirect government and private resources to implement strategies proven to reduce youth violence and help level the playing field for the most vulnerable and marginalized students, families and communities in Alameda county. These strategies, along a continuum of services from birth through college and career include: Early Childhood, School-Linked Services, Juvenile Justice and College to Career. Safe Passages leverages our history and deep capacity in partnership with school communities to implement afterschool programs.

The organization focused on three main strategies: Early Childhood, Middle School Strategy and Juvenile Justice. The Safe Passages Middle School Strategy was a multi-pronged approach to creating positive school climates and providing students and their families the support needed to be successful in school and life. From the beginning, afterschool programming was one of the five prongs of the strategy. Initially, the seven highest need middle schools were selected as partners in 2000 to implement the strategy: Frick, Havenscourt (CCPA) and Calvin Simmons (UFA) were all part of the first cohort of implementation schools.

The partnership withstood the test of time, surviving many changes in personnel, leadership, and the economy. Over the years, Safe Passages facilitated the development of the Coordination of Services Team (COST) system, case management and mental health services for students and parents, school based health centers at some target schools and afterschool programs. Several models developed by Safe Passages, like COST, were adopted by OUSD and replicated across the school district. Several of the Safe Passages schools, including those schools where Safe Passages serves as the lead afterschool agency are leading schools in OUSD's Full Service Community Schools Initiative.

Safe Passages partnerships with the school communities that are the focus of these contracts embody 13 years of partnership. Within those thirteen years of partnership, Safe Passages has collaborated with dozens of community based partners and independent contractors. Currently, Safe Passages partners with 45 public and private agencies to implement the Elev8 Full Service Community Schools Initiative. Safe Passages partners with school communities in Oakland and San Lorenzo to implement quality programs.

As a result of these partnerships, hundreds of students and families are served each year at target schools. Safe Passages has also successfully led the implementation of Elev8, a \$25 million initiative at five middle schools in Oakland. Finally, Safe Passages has leveraged millions of dollars for services for Oakland youth and families.

## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2013-2014

### 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	Safe Passages		Agency's Contact Person	Josefina Alvarado-Mena	
Street Address	250 Frank H. Ogawa Plaza, Suite 6306		Title	Executive Director	
City	Oakland		Telephone	(510) 238-6368	
State	CA	Zip Code	94612	Email	jalvarado@oaklandnet.com
OUSD Vendor Number	1005510				
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Program Planning Tool and Budget <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.sam.gov/portal/public/Sam/">www.sam.gov/portal/public/Sam/</a> )				

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

Anticipated Start Date	07/01/2013	Date work will end	08/31/2014	Total Contract Amount Grant: \$92,040	\$92,040.00
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### Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
6010	ASES	1491553401	5825	\$92,040.00	R0400664
			5825	\$	
			5825	\$	
			5825	\$	

### OUSD Contract Originator Information

Name of OUSD Contact	Monica Moreno-Bowie	Email	monica.moreno-bowie @ousd.k12.ca.us		
Telephone	(510) 639-2850	Fax	(510) 639-2853		
Site/Dept. Name	149	149/Community United Elementary School	Enrollment Grades	K	through 5th

### 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/portal/public/SAM/>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<i>Monica Moreno-Bowie</i>		7/12/13
2. Oakland After School Programs Office	<i>Julia Ma...</i>		7-17-13
3. Network or Executive Officer	<i>JM</i>		7/18/13
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)	<i>Maria Santos</i>		8/16/13
5. Board of Education or Superintendent	<i>[Signature]</i>		8/17/13
Procurement	<i>[Signature]</i>		
Date Received			