

Board Office Use: Legislative File Info.	
File ID Number	13-0236
Introduction Date	2-13-13
Enactment Number	13-0304
Enactment Date	2/13/13 OL



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

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

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

Board Meeting Date 2/13/13
(To be completed by Procurement)

Subject Individual Service Agreement Amendment - 1
Learning for Life/SFBAC San Leandro CA (Contractor, City/State) -
Fruitvale Elementary (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Learning for Life/SFBAC. Services to be primarily provided to Fruitvale Elementary for the period of 10/30/2012 through 06/30/2013, in an amount not to exceed \$2,500.00.

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

The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU approved by the Board of Education on June 27, 2012, (Enactment number 10-12-1654) Our focus is to increase student engagement and with Learning for Life assistance they will bring in individuals who specialized in this area to help increase the engagement of the students.

Discussion
One paragraph summary of the amended scope of work.

Approval by the Board of Education of an Amendment to an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/SFBAC, for the latter to provide Arts Education enrichment services through Arts and Music classes to students, in its capacity as a Comprehensive Community Based Organization, consisting of 134 hours of and serving 75 students/participants at Fruitvale Elementary School, for the period 10/30/2012 through June 30,2013

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Learning for Life/SFBAC. Services to be primarily provided to Fruitvale Elementary for the period of 10/30/2012 through 06/30/2013, in an amount not to exceed \$2,500.00.

Fiscal Impact Funding resource name (please spell out) Art and Music Block Grant
not to exceed \$2,500.00

Attachments

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

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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT No. 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Learning for Life/SFBAC (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 7/1, 2012, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION			
VENDOR NAME	Learning for Life/SFBAC	LEGISTAR FILE ENACTMENT #	12-2770
SITE NUMBER / NAME	117 Fruitvale Elementary	AMOUNT OF ORIGINAL ISA	\$ 2,212.00
Original ISA Contract, or most recent ISA Contract Amendment period: 10/30/2012 (from date) to 06/30/2013 (end date).			

ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

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

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

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

Purchase New Type of Service.

Service	Fee	\$ 20,000.00	UNITS OF SERVICE	.1	\$ 2,500.00
Service	Fee	\$	UNITS OF SERVICE		\$
Service	Fee	\$	UNITS OF SERVICE		\$
Subtotal					\$

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

Menu of services is for 5 days of service. The site is ordering 3 days of service. The lead agency will supply materials for the site.

Increasing the ISA Not to Exceed Amount to:	\$ 4,712.00
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The Term (Duration) of the Individual Service Agreement remains unchanged.
 The Term (Duration) has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

ISA Amendment History:

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

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

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

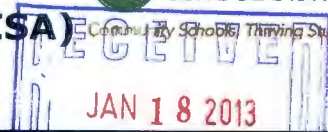
VENDOR	NAME Sharon Rhone	TITLE Director
SIGNATURE	<i>[Signature]</i>	DATE 1/7/13
OUSD SITE ADMINISTRATOR	NAME Terry Edwards	TITLE Principal
SIGNATURE	<i>[Signature]</i>	DATE 1/7/13

APPROVAL BY THE BOARD OF EDUCATION

PRESIDENT OF THE BOARD OF EDUCATION	<i>[Signature]</i>	DATE 2/14/13
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION	<i>[Signature]</i>	DATE 2/14/13



Individual Service Agreement (ISA) Amendment Routing Form



Basic Directions

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

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

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

Attachment Checklist

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

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

VENDOR INFORMATION

CONTRACTOR NAME	Learning for Life/SFBAC	CITY	San Leandro	STATE	CA
SITE /DEPT NAME	Fruitvale Elementary	SITE #	117		

BUDGET INFORMATION

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

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
0508	Arts & Music	117 111 8161	RO308824	\$2,500.00
				\$
				\$

Amount and Reason for Amendment

Original PO Number(s)	91	Reason for Amendment to ISA (check appropriate box): <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$2,212.00	
Amended ISA Amount	\$2,500.00	
New Total Contract Amount	\$4,712.00	

Approval and Routing (in order of approval steps)

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

1.	Site Administrator or Manager	Name	Terry Edwards	Phone	(570) 879-1170	Fax	(570) 535-2843
	Site / Department	Fruitvale Elementary					
	Signature				Date Approved	1/7/13	
2.	Resource Manager, if using funds managed by:	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs					
	Signature				Date Approved		
	Signature				Date Approved		
3.	Regional or Executive Officer						
	Signature				Date Approved		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	Signature				Date Approved		
5.	Superintendent or Board of Education	Signature on the legal contract					
	Legal Required if not using standard contract	Approved		Denied - Reason		Date	
	Procurement	Date Received		PO Number			

24/15

Board Office Use: Legislative File Info.	
File ID Number	12-2899
Introduction Date	11-14-12
Enactment Number	12-2.770
Enactment Date	11-14-12



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
 From Tony Smith, Ph.D., Superintendent
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations
 Board Meeting Date 11-14-12
 Subject Approval of an Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District and Learning for Life/SFBAC, of San Leandro, CA.

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Learning for Life/SFBAC, for services to be provided primarily to Fruitvale Elementary.

Background The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU approved by the Board of Education on June 27, 2012, (Enactment number 10-12-1654)

Discussion
One paragraph summary of the scope of work. Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/SFBAC, for the latter to provide Enrichment Services in the form of media lab assistance in the Technology Media Center to students, in its capacity as a Comprehensive Community Based Organization, consisting of 114 hours of and serving 500 students/participants at Fruitvale Elementary School, for the period October 30, 2012 through June 30, 2013, in an amount not to exceed \$2,212.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/SFBAC, for the latter to provide Enrichment Services in the form of media lab assistance in the Technology Media Center to students, in its capacity as a Comprehensive Community Based Organization at Fruitvale Elementary School, for the period October 30, 2012 through June 30, 2013.

Fiscal Impact Funding Resource: _____0097 Measure G- Libraries_____.
 not to exceed \$ 2212.00 _____.

Attachments

- Individual Service Agreement
- Menu of Service

Units of Service for Lead Agency: ___ Learning for Life ___

Option A: Lead Agency Unit of Service – ASES/21st Century After School Program

After School Services include:

After school program set up at school site and coordination of comprehensive services to ensure ASES and 21st Century grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, and recreational/physical activity components to meet grant compliance. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ration will not exceed 20:1.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

Cost for Elementary School lead agency package: \$95,000

Factors that may reduce or increase the school charge for above lead agency unit for ASES/21st Century After School Program:

- 1a.** School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b.** School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d.** School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e.** Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 1f.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

Option B: Lead Agency Unit of Service – OFCY After School Enrichment

After School Services include:

After school program set up at school site and coordination of comprehensive services to ensure OFCY grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of enrichment and components to meet grant compliance. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 15:1.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

Cost for Elementary school lead agency package: \$89,000

Factors that may reduce or increase the school charge for above lead agency unit for OFCY After School Enrichment:

- 2a. School opting to provide own enrichment instructors or contract with a different service provider for specialized enrichment services, reducing the academic programming charges to the cost above.
- 2b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 2c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 2d. Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 2e. School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

Other Specialized Services

Specialized Services Option A: In-school Academic Assistance

Academic reading assistance provided by trained tutors throughout entire school year.

Cost: \$23,000 for daily sessions throughout the school year; service for up to 20 youth per tutor.

Specialized Services Option B: After-school Academic Assistance

Academic assistance including reading, math, skill building and/or homework help provided by trained tutors and mentors throughout entire school year.

Cost: \$20,000 for daily sessions throughout the school year; service for up to 20 youth per tutor/mentor.

Specialized Services Option C: Enrichment Services

Enrichment classes provided by trained providers including art, drama, computers, fitness, gardening or music.

Cost: \$20,000 for daily sessions from throughout the school year; service for up to 20 youth per enrichment provider.

Specialized Services Option D: Operational and Programmatic Support

Additional year-long administrative and program support to ensure seamless delivery of services and strong program operations.

Cost: \$21,000 for daily assistance from throughout the school year.

Factors that may reduce or increase the school charge for above specialized services:

- 3a.** School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 3b.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 3c.** Variation in hours of service.
- 3d.** Variation in number of students served.

Board Office Use: Legislative File Info.	
File ID Number	12-2877
Introduction Date	11-14-12
Enactment Number	12-2770
Enactment Date	11-14-12



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013

MASTER MOU INFORMATION

VENDOR NAME	SFBAC, Learning for Life		
VENDOR #	V050776	ENACTMENT #	12-1654
SITE / DEPT NAME	Fruitvale Elementary	SITE #	117
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:	terry.edwards@ousd.k12.ca.us		

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) - SELECT DESIRED SERVICE

SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
Special Services Option C-Enrichment	K-5	\$20,000.00	1	\$2,212.00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$2,212.00

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

3c. Variation in hours of service.

BUDGET INFORMATION

REQUISITION NUMBER	RO302283-9399	START DATE	10/30/2012	END DATE	06/30/2013
RESOURCE #	0097	RESOURCE NAME	Measure G	ORG KEY	117 155 2205
					AMOUNT
					\$2,212.00
					\$
					\$

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

VENDOR	NAME	Sharon Rhone	TITLE	Director
SIGNATURE	<i>[Signature]</i>		DATE	10.10.12
OUSD SITE ADMINISTRATOR	NAME	Terry Edwards	TITLE	Principal
SIGNATURE	<i>[Signature]</i>		DATE	10/1/12

APPROVAL

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development
 SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE MANAGER, if using funds managed by:
 State and Federal Quality Community School Development After School Programs

SIGNATURE		DATE	
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE		DATE	
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE		DATE	11/15/12
SIGNATURE		DATE	11/15/12

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