

Board Office Use: Legislative File Info.	
File ID Number	13-1953
Introduction Date	9/11/13
Enactment Number	13-1901
Enactment Date	9/11/13 22



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

To Board of Education

From Gary Yee, Ed.D., Acting 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) September 11, 2013

Subject Memorandum of Understanding - Alternatives In Action (contractor) - 335/Life Academy (site/department)

Action Requested Approval of Memorandum of Understanding between Oakland Unified School District and Alternatives In Action. Services to be primarily provided to Life Academy.

Background  
*A one paragraph explanation of why the consultant's services are needed.*

The general purpose of the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) program is to establish or expand community learning centers that provide students with academic enrichment opportunities along with activities designed to complement the students' regular academic program. California Education Code (EC) Section 8421 further defines the purpose of the 21<sup>st</sup> CCLC High School ASSETs program as (1) creating incentives for establishing locally driven after school enrichment programs that partner schools and communities to provide academic support and safe, constructive alternatives for high school pupils in the hours after the regular school day, and (2) assisting pupils in passing the high school exit examination for public school programs.

Discussion  
*One paragraph summary of the scope of work.*

Approval by the Board of Education of a Memorandum of Understanding between the Oakland Unified School District and Alternatives In Action, Alameda, CA, for the latter to provide services as lead agency for program coordination, math intervention, homework support, student supervision, and variety of enrichment services for 9<sup>th</sup> and 12<sup>th</sup> grade high school students for a comprehensive After School Program at Life Academy for the period of July 1, 2013 through August 29, 2014, in an amount not to exceed \$168,255.00.

Recommendation Approval of Memorandum of Understanding between Oakland Unified School District and Alternatives In Action. Services to be primarily provided to 335/Life Academy for the period of July 1, 2013 through August 29, 2014.

Fiscal Impact Funding resource name (please spell out) 4124/21st Century High School After School Safety and Enrichment for Teens (ASSETs) Grant: \$129,677.00 for Core funding, \$21,432.00 for Equitable Access, and \$17,146.00, and for a total amount not to exceed \$168,255.00.

Attachments

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



## Memorandum of Understanding 2013-2014 Between Oakland Unified School District and Alternatives in Action

---

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent to contract with Alternatives in Action ("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 335/Life Academy (9-12) under the following grants:
  - California Department of Education ("CDE") 21st Century High School ASSETS Program ("ASSETS Core Grant")
  - California Department of Education ("CDE") 21st Century Direct Access Grant ("Direct Access")
  - California Department of Education ("CDE") 21st Century Family Literacy Grant ("Family Literacy")
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 21st Century ASSETS Core Grant, Family Literacy, and Direct Access grant award amount for 335/Life Academy (9-12) is \$168,255.00. 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 ASSETS Core Grant shall be based on actual student attendance rates (\$10.00 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 \$10.00 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 ASSETS Core Grant 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 ASSETS 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 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance costs.
- 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 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant 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 21st Century ASSETS program. 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 21st Century ASSETS program.
- 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 \$168,255.00 in accordance with **Exhibit B** ("21<sup>st</sup> CCLC After School Program Plan" and "After School Budget Planning Spreadsheet").
- 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 21<sup>st</sup> Century ASSETS program 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 335/Life Academy (9-12), will be responsible for operations and management of the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant 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 335/Life Academy (9-12) 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 21st Century ASSETS Core, Family Literacy, and Direct Access 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 9th through 12th grade students at 335/Life Academy (9-12), 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.** Consistent with the 21st Century ASSETS program requirements, AGENCY agrees to operate a minimum of 15 hours per week. This may include after school only OR after school and any combination of before school, weekends, summer intersession and vacation.

- 5.4.2. **Program Days.** AGENCY shall offer a program for a minimum of 177-180 days during the 2013 – 2014 school year.

- 5.4.2.1. **Attendance Targets.** AGENCY will operate the program for a sufficient number of days during the 2013 – 2014 school year to ensure that student attendance targets are met. This can include Summer Session.

- 5.4.2.2. **Program Closure.** AGENCY will close the ASSETS program no more than a maximum of 3 days in the 2013-14 school year for staff professional development, as permitted by Education Code.

5.4.3. **Program Components**

- 5.4.3.1. AGENCY shall provide programming that supports the guidelines as outlined in the ASSETS Core Grant for students at 335/Life Academy (9-12). AGENCY understands that the ASSETS program has three required elements that must be offered in every funded program: academic assistance, enrichment, and family literacy services. AGENCY understands that the academic and enrichment elements must provide



additional support for pupils and be coordinated with the regular academic program requirements, standards-aligned curriculum and instructional materials, and assessments of pupil progress. AGENCY agrees to provide programming consistent with grant guidelines, including, but not limited to:

5.4.3.1.1. **Academic Assistance.** ASSETs programs will include tutoring, homework assistance, Credit Recovery, and CAHSEE Prep in their academic assistance element. The assistance will be aligned with the regular academic programs of the students and will assist them in meeting state and local academic achievement standards in core academic subjects, such as reading, mathematics, and science.

5.4.3.1.2. **Enrichment.** Each ASSETs program will provide an enrichment element that offers participating students a broad array of additional services, programs, and activities designed to reinforce and complement the regular academic program. Services will be actively coordinated with the students' regular high school day program. It is strongly encouraged that programs include an Internship Program to develop Career Skills. In particular, the enrichment element activities must be developed in alignment with appropriate California content standards and standards-aligned instructional materials, related California curriculum frameworks, and other research-based practices.

5.4.3.1.3. **Family Literacy Services.** AGENCY shall assess the need for family literacy services among adult family members of the high school 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.

5.4.3.2. **Equitable Access Programming.** AGENCY shall include a component for students at 335/Life Academy (9-12) to support full access to program components.

5.4.3.3. **Family Literacy Programming.** AGENCY shall offer a component for guardians, parents, and caretakers of students at 335/Life Academy (9-12) which includes parent workshops and training on a variety of topics including supporting youth academically, college and career readiness, and adult literacy development.

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 335/Life Academy (9-12)
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

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

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

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

6.1.1. a full description of the trip and scheduled activities

6.1.2. student/adult participant health information

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



- 6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.
- 6.3. No student shall be prevented from making a trip due to lack of sufficient funds.
- 6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.
- 6.5. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.
- 6.6. **Supervision**
- 6.6.1. AGENCY Executive Director must review and approve supervision plan.
- 6.6.2. Trip as structured is appropriate to age, grade level and course of study.
- 6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or early childhood education or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
- 6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
- 6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
- 6.6.6. Safety requirements have been met (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; (I) students receive instruction in safe conduct on bus or other transport; and, (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

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

6.9. Vendor is licensed to provide all proposed activities.

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

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

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

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

**6.11.1. Definition of High Risk Activities**

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

- Amusement Parks
- Interscholastic Athletic Activities
- Bicycle riding
- Circus Arts
- Hiking (Moderate to rigorous terrain or length) vs short nature "walks"
- Hang gliding
- Horseback riding
- Ice Skating
- In-line or Roller Skating
- Rock climbing, climbing walls
- Skateboarding or use of non-motorized scooters
- Snow sports of any kind
- Trampoline; Jumpers
- Motorcycling
- Rodeo



- Target Shooting
- Water Activities including but not limited to: swimming, snorkeling, scuba diving, sailing, boating, kayaking, river rafting, water slides, water skiing etc.
- Outdoor active, experiential programs (Ropes course, pulley, etc.)
- Other activities determined by the school principal to have a high risk to student safety

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

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

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

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

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

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

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

- Facility
- Program

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

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

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

### 6.12.3. **Swimming Activities**

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

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

6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.

6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.

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

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

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

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

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

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

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

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

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

**7. Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of 21<sup>st</sup> Century ASSETS Core Grant, Direct Access, and Family Literacy 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 21<sup>st</sup> Century ASSETS, Family Literacy, and Direct Access grants 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 21<sup>st</sup> Century Core Grant, Direct Access, or Family Literacy grant funds.
- 8.3. **Invoice Requirements.** AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (**Exhibit F**) for regular invoice submission.
- 8.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (**Exhibit G**)
- 8.5. **Submission of Invoices for ASEP and 21<sup>st</sup> Century Grants.** For services rendered related to the 21<sup>st</sup> Century ASSETS grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the 21<sup>st</sup> Century ASSETS grants, with a cumulative total for 2013-14 not to exceed \$168,255.00 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 ASEP 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 "AVII" in Best Insurance Rating Guide, the following policies of insurance:
- 13.1. **Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.
- 13.2. **Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.
- 13.3. **Property and Fire** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said



Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before work commence under this MOU. If at any time said policies of insurance lapse or become canceled, this MOU shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or AGENCY to OUSD. **Exhibit H** ("Certificates of Insurance").

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

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

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

17. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The 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**

☒ President, Board of Education  
☐ Superintendent

Secretary,  
Board of Education

Associate Superintendent  
Family, School, and Community Partnerships Dept.

Principal

Regional Executive Officer

9/12/13  
Date

9/12/13  
Date

7/26/13  
Date

7/26/13  
Date

**AGENCY**

Agency Director Signature

Print Name, Title

7/26/13  
Date

**Attachments:**

- **Exhibit A.** Attendance Reporting Schedule
- **Exhibit B.** Planning Tool/Comprehensive After School Program Budget
- **Exhibit C.** Enrollment Packet, including Early Release Waiver
- **Exhibit D.** List of Anticipated Field Trips, Off Site Events and Off Site Activities
- **Exhibit E.** Waiver for use of East Bay Regional Park District Bodies of Water (Swimming Pools, Lagoons, Shoreline Parks and Lakes) and Related Facilities
- **Exhibit F.** Invoicing and Staff Qualifications Form
- **Exhibit G.** Fiscal Procedures and Policies
- **Exhibit H.** Certificates of Insurance
- **Exhibit I.** Statement of Qualifications

MOU template approved by Legal May, 2013

File ID Number: 13-1953  
Introduction Date: 9/11/13  
Enactment Number: 13-1901  
Enactment Date: 9/11/13  
By: [Signature]



Exhibit A

**ATTENDANCE REPORTING SCHEDULE**

Oakland Unified School District After School Programs Attendance Reporting Schedule	
<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

**21<sup>ST</sup> CCLC AFTER SCHOOL PROGRAM PLAN  
AND AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

*(Template distributed separately)*

**INSERT HERE**







**2012-2013 High School After School Program Budget**

4420	Equipment (OUSD only)										\$0	\$0
	Total books and supplies	\$0	\$927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CONTRACTED SERVICES**

5825	Community Schools Manager		\$18,500					\$4,000			\$7,500	\$30,000
5825	Site Coordinator/ WICR Coordination		\$25,000			\$8,000					\$10,000	\$43,000
5825	Parent Liaison (45 x \$17 x 24hrs) + 1,000 supplies				\$9,090			\$10,272				\$19,362
5825	Multi Media Coach (45 x \$18 25hrs) + 1,000 supplies		\$21,250									\$21,250
5825	STEM Project Coach (45 x \$19.50 25hrs) + 1,000 supplies		\$11,938								\$10,000	\$21,938
5825	Youth Internship Stipends		\$5,000		\$878						\$7,500	
5825	Subcontractors (List specific agency name for each subcontractor)											
5825	Mills Tutors -		\$4,000									
5825	East Bay Consortium- CCIC		\$15,000									15,000
5825	Native American Health Center- Peer Health Ed										\$20,000	20,000
5825	BAYAC Americorps Academic Rev Zone Coordinator		\$11,000									14,000
	Total services	\$0	\$111,688	\$0	\$17,968	\$0	\$14,272	\$0	\$0	\$55,000		

**IN-KIND DIRECT SERVICES**

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

**LEAD AGENCY ADMINISTRATIVE COSTS**

	Lead Agency admin (4% max of total contracted \$)		\$4,025.37		\$559.08		\$447.26			\$0	
--	---	--	------------	--	----------	--	----------	--	--	-----	--

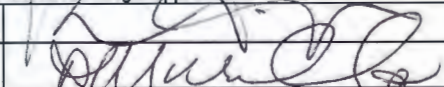
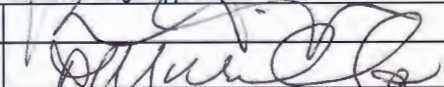
**SUBTOTALS**

	Subtotals DIRECT SERVICE	85	\$27,337	\$125,652	85	\$374	\$20,873	85	\$299	\$16,698	\$0	\$0	\$55,000
	Subtotals Admin/Indirect	15	\$22,975	\$4,025	15	\$3,191	\$559	15	\$2,553	\$447	\$0	\$0	\$0

**TOTALS**

	Total budgeted per column		\$50,312	\$129,677		\$3,565	\$21,432		\$2,852	\$17,146	\$0	\$0	\$55,000
	Total BUDGETED	100	\$179,989	100	\$24,997	100	\$19,997		\$0	\$0	\$55,000		
	BALANCE remaining to allocate		\$11		\$3		\$3						
	TOTAL GRANT AWARD/ALLOCATION TO SITE		\$180,000		\$25,000		\$20,000						

Required Signatures for Budget Approval:

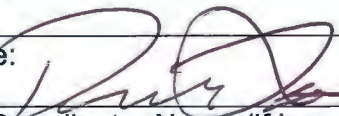
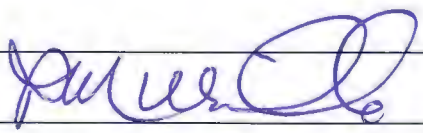
Principal:	
Lead Agency:	



**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**

**21<sup>st</sup> CCLC ASSETs After School Program Plan**  
**High Schools**  
**2013 - 2014**

**SECTION 1: School Site Information**

School Site: Life Academy of Health and Bioscience High School	Date: 4/12/2013
Principal Signature: 	Lead Agency Signature:  Alternatives in Action
After School Site Coordinator Name (if known at this time): Cara Johnson	

**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. **Academics** – To provide high-impact targeted and universal academic interventions that support the academic rigor of Life Academy and support mastery in English, Science, and Math.
2. **Community Impact/Enrichment**– To complete community impact projects based on student interests that allows students to interact positively with the community and experience personal efficacy and growth in social/emotional health.
3. **Cascading Leadership** - To create effective youth-adult partnerships that engage youth in the decision-making processes of the afterschool program and further their own personal development by coaching peers.
4. **College and Career Readiness**- Provide supports, resources, and real world experiences that help prepare students for success in college and career beyond high school through a college and career information center, project based learning, internships, and skill building.
5. **Health/Physical Fitness** - To provide strategies and exposure to youth in how to increase health and well-being in their lives, school, and community

All afterschool activities work to promote a positive school culture by establishing and holding group agreements and teaching the 7Rs: Risk, Respect, Responsibility, Resiliency, Real, Rigor, and Relationship.

### SECTION 3: OUSD Strategic Questions

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

<b>Strategic Questions/Desired Outcomes</b>	<b>Strategic Activities</b>	<b>Outcomes of Strategic Activities</b>	<b>Data used to assess the strategic activities</b>
<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	9 <sup>th</sup> and 10 <sup>th</sup> grade students are required to participate in	90% of 9 <sup>th</sup> and 10 <sup>th</sup> grade students will participate in	City span attendance reports



graduating from high school?	afterschool programming including academic intervention and homework assistance. All 11 <sup>th</sup> and 12 <sup>th</sup> graders participate through their internships experiences. Research supports that afterschool engagement promotes school attachment and increased graduation rates.	homework assistance and/or academic intervention 2x's per week.  75% of 9 <sup>th</sup> and 10 <sup>th</sup> graders will demonstrate skill growth in ELA and Math scores on CSTs.  100% of 11 <sup>th</sup> and 12 <sup>th</sup> grade students will participate in 2 years of an internship experience.	CST & CAHSEE results  Internship hours
<b>Satisfactory School Day Attendance:</b> How many more Oakland children are attending school 95% or more?	Alternatives in Action will hire trained youth developers who can build strong relationships and develop engaging curriculum for youth in Extended Day Programs. Engaging students in community impact/enrichment and other college/career readiness activities will increase their commitment to attending school.	Students will maintain or exceed at least 95% daily attendance rate, and will attend after school programs at least 2 days a week for the school year.	City span attendance reports  School day attendance reports.
<b>Job Skills/Career readiness:</b> How many more students have meaningful internships and/or paying jobs?	Life Academy and AIA will partner to create internship placements for all 11 <sup>th</sup> /12 <sup>th</sup> grade students to engage in career readiness activities 2 days a week. AIA will also provide leadership opportunities in	100% of all 11 <sup>th</sup> /12 <sup>th</sup> grade students will participate in an internship experience.  100% of students in extended day programs will work with trained youth leaders.	City span attendance reports  Grades in Physiology class  Attendance in Executive

	all extended day programs to provide meaningful career preparation activities.	At least 25 youth will participate in cascading leadership opportunities through Extended Day Programs.	Team meetings.
<b>Health and Well-being:</b> How many more Oakland children have access to, and use, the health services they need?	<p>Life and AIA will partner with Native American Health Center and the Wright Institute to offer health services including physical, mental, dental, and vision to all students and siblings.</p> <p>NAHC and Wright Institute will collectively provide mental health services for 75 students through individual, family, and group counseling.</p> <p>The Peer Health group through the Clinic will offer health education activities to at least 100 students through Extended Day Programs.</p>	<p>Extended Day Programs will score a 5.0 that "Psychological and Emotional Safety is Promoted".</p> <p>At least 50% of Life Academy students will access NAHC clinic services through drop in.</p>	<p>Youth Program Quality Assessment Evaluation Report</p> <p>Cityspan attendance for Peer Health workshops and events.</p> <p>NAHC Clinic Attendance</p>

#### 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.



Alternatives in Action's Community and Extended Day Programs offer youth and their families a broad range of after school programming and school-linked services that prepare young people for success in college, career and community leadership in alignments with Life Academy's vision of implementing a full service community school vision. Our comprehensive community school initiatives are based out of three East Bay High School sites: Life Academy of Health and Bioscience in East Oakland, McClymonds High School in West Oakland, and Alternatives in Action's own charter high school in West Alameda, which is open to students from other surrounding Alameda and Oakland high schools. Through our Community Programs, we partner with school staff, youth, parents and organizations to create powerful, real-world learning opportunities for over 900 high school youth in our "Six Pillars of Collaborative Programming". These include After School Community Projects, Academic Support and College Preparation, Career Development, Parent Engagement, Health and Wellness, and Cascading Leadership. We offer a place and supports that meet the needs of the whole child, from leadership to tutoring to physical check-ups. As youth progress and grow, they may take on roles of greater influence in the school and co-lead programs with other youth.

Alternatives in Action's approach to promoting youth voice and social change has been highlighted in toolkits on best practices, profiled in Public Profit's Youth Evaluation Team Findings Report March 2013, numerous news outlets and national publications such as "Growing to Greatness" and the Fifth Discipline: The Art and Practice of the Learning Organization. Alternatives in Action's effective management and ability to infuse cascading leadership and a community-school approach have led to an effective collaborative between Life Academy and Alternatives in Action.

#### **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:	<b>180 days required*</b>
--	---------------------------

Projected Daily Attendance during School Year 2013-2014:	<b>120 students a day</b>
--	---------------------------

#### **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 and MUST include:

1) CAHSEE Prep 2) Credit Recovery 3) Tutoring

Other possible supports may include computer lab, STEM Programs, Academic Intervention, project-based learning, and 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 Popula-tion	Academic Support (choose one)	CSSSP goal(s) or school need supported by activity	Measurable Outcomes	Description of program/activity	Instructional Strategies
1	9 and 10 <sup>th</sup> Graders	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring	Quality Learning Experiences for All Students A. Balanced Literacy B. STEM Support E. Accelerating Students through Targeted Approaches* F. Extending Learning Time	All 9 <sup>th</sup> and 10 <sup>th</sup> Graders in Extended Day Programs will maintain above a 2.0 GPA	All students participating in Extended Day Program will have 45 minutes of homework help and tutoring by their adult coach daily before program begins.	Use of Jupiter gradebook to monitor assignments and grades in class.  Google document tracking weekly assignments by gradelevel.
2	9, 10, 11 <sup>th</sup> graders scoring Far Below Basic, Below Basic on CST or below a 2.0GPA	<input type="checkbox"/> Tutoring <input type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention	E. Accelerating Students through Targeted Approaches* F. Extending Learning Time	Students will improve their marking period GPA by at least .5 after working in the Academic Revolution Zone 2-5 days a week. Students will move up on the CST by one category (ex: FBB-BB or BB-B)	Students identified to be below a 2.0gpa will be enrolled in the Academic Revolution Zone to receive small group and individual instruction in core subject areas to build skills and help them to pass classes.	Use of Jupiter gradebook to monitor assignments and grades in class.  Google document tracking weekly assignments by gradelevel.  Subject specific certifications and project work.
3	10, 11, and 12 <sup>th</sup> graders who have	<input type="checkbox"/> CAHSEE Prep	E. Accelerating Students through Targeted Approaches F. Extending Learning	At least 85% of 10 <sup>th</sup> graders will pass the CAHSEE exam in Math and 75% in ELA. 100% of	Students who have not yet passed the CAHSEE exam, and those who have been	CAHSEE prep tools online- 380.  CAHSEE workbooks



	not passed CAHSEE		Time	students will pass by 12 <sup>th</sup> grade year.	identified by ELA/Math teachers as at risk of not passing will participate in 2day a week CAHSEE prep workshops Nov-Mar	Essay prompts
4	11/12 <sup>th</sup> Graders with missing credits	<input type="checkbox"/> Credit Recovery	C. Transitions & Pathways PreK-12 E. Accelerating Students through Targeted Approaches* F. Extending Learning Time	85% of 12 <sup>th</sup> graders will be A-G eligible and 95% of 12 <sup>th</sup> graders will be eligible for graduation.	Students will work with teachers on independent study to complete missing credits in core classes.	Independent study work packets as approved by school.
5	10/11 <sup>th</sup> 12 <sup>th</sup> Graders	<input type="checkbox"/> Other = SAT Prep	C. Transitions & Pathways PreK-12 E. Accelerating Students through Targeted Approaches F. Extending Learning Time	Students will be able to improve their scores from PSAT to SAT by at least 50 points.	Students will work with a teacher on SAT preparation 2 days a week prior to PSAT and SAT tests.	SAT preparation materials and online websites.

#### **SECTION 7: CAREER-RELATED ACADEMIC ENRICHMENT & PHYSICAL ACTIVITY / RECREATION**

Career-related 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 develop 21<sup>st</sup> Century Skills, explore career-related fields, and apply 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 Career Pathways, 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
Career Development Internships	<input type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)-in alignment with Health/Bioscience Academy and Linked Learning	Quality Learning Experiences for All Students C. Transitions & Pathways PreK-12 D. College, Career, and Workforce	All 11 <sup>th</sup> and 12 <sup>th</sup> Grade students participate in internships 2 days a week in real-world experiences to gain work skills in fields related to health and science.	<input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Internships/Linked Learning <input type="checkbox"/> 21 <sup>st</sup> Century skills <input type="checkbox"/> Health and Wellness	All seniors successfully pass a Defense that includes presentations of learning from internship experience. Grades in Physiology and Academy classes

Executive Team- Youth Leadership	<input type="checkbox"/> Other- Lead Agency signature program	Safe, Health and Supportive Learning Environments A. School Culture (Meaningful Student Engagement) D. College, Career, and Workforce	9-12 <sup>th</sup> Grade students apply for stipended selective youth leadership opportunities to co-lead all other after school programs in partnership with adult coaches.	<input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Internships/Linked Learning <input type="checkbox"/> 21 <sup>st</sup> Century skills	Eteam youth coaches will report increased leadership skills, development of skills in specific groups, and will complete Community Impact Project cycles with their groups.
Art/Dance	<input type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)- Agency priority	Quality Learning Experiences for All Students D. College, Career, and Workforce F. Extending Learning Time	9 <sup>th</sup> and 10 <sup>th</sup> graders can participate in Arts programs after school that teach skill development in performance arts such as dance, and fine arts such as drawing, painting, screenprinting, digital and 3D art. They will also learn skills in event planning.	<input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Internships/Linked Learning <input type="checkbox"/> 21 <sup>st</sup> Century skills <input type="checkbox"/> Other (specify)- Art, Dance	Students will attend 2 days per week, create personal sketch books, and complete a Community impact project and panel presentation demonstrating their learning in art.
Science	<input type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)- links to Health/Bioscience Academy	Quality Learning Experiences for All Students B. STEM D. College, Career, and Workforce F. Extending Learning Time	9 and 10 <sup>th</sup> graders can participate in Science programs after school that include cascading leadership- teaching science to local 4 <sup>th</sup> grade students, gardening/nutrition.	<input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> 21 <sup>st</sup> Century skills <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)- STEM	Students can increase their scores on science CSTs by 10% and will complete a Community Impact Project and panel presentation that connects to their Science learning.
Soccer	<input type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified	Quality Learning Experiences for All Students D. Health and Wellness F. Extending Learning Time	9 <sup>th</sup> and 10 <sup>th</sup> graders can participate in soccer/athletic activities with a social justice slant to use sports as a community building activity.	<input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Health and Wellness	Students can pass all Physical Fitness exam requirements in school day PE and can plan a Community Impact Project and panel that connects to their skills in soccer



Boxing	<input type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)-Teacher interest	Quality Learning Experiences for All Students D. Health and Wellness F. Extending Learning Time	9 <sup>th</sup> and 10 <sup>th</sup> graders can participate in boxing and fitness conditioning activities to improve health and wellness.	<input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Health and Wellness	Students can pass all Physical Fitness exam requirements in school day PE.
Gender Specific Programs	<input type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Safe and Supportive Learning Environments A. School Culture B. Health and Wellness C. Interrupting Chronic Absences	9-12 <sup>th</sup> Grade students can meet in male/female specific groups 1 time per week with a mentor to discuss topics relevant to them and to plan projects.	<input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership	Young men and women in the programs will maintain above a 2.0gpa and will complete a community impact project. They will report greater connection to the school and improved leadership skills.
Peer Health Education	<input type="checkbox"/> School Identified <input type="checkbox"/> Other (specify)-created in partnership with lead agency and Native American Health Center	Safe and Supportive Learning Environments A. School Culture B. Health and Wellness B. STEM- quality learning experiences for all students	9 and 10 <sup>th</sup> grade students can learn content in physical/mental/sexual health to teach peers in cascading leadership opportunities and increase usage of the on-campus health center.	<input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Internships/Linked Learning <input type="checkbox"/> 21 <sup>st</sup> Century skills <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)	Peer Health Educators will increase knowledge of health and will teach at least 50 students through workshops. They will report increased leadership skills, understanding of health content, and ability to positively impact the health of the community.

## 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, and increase their ability to support their student's learning and development. All high school programs will fund a Parent Liaison position to support family literacy programming.				
Type of Activity	CSSSP goal(s) or school need supported by activity	Brief Description	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Parent Academy	Meaningful Student, Family, and Community Engagement  A. School Culture  B. Health and Wellness	All parents of grades 6-12 can participate in 2x a month workshops. Parents will determine what workshop topics are relevant. Topics may include adolescent health, supporting academic achievement, financial literacy, English language acquisition, and College Readiness.	At least 25 parents will attend each workshop and will report increased connection to their students' school.	Workshop topics will support parents in order to support their students' success in school. The y will be developed in coordination with the Parent Liaison, administration, College Career Information Center, and Community Program staff.
One Time Events- (Back to School Night, Orientation)	Meaningful Student, Family, and Community Engagement	All parents will be invited to attend special school events such as Back to School Night, project presentations, registration, orientation, etc.	85% of parents will attend at least 2 events during the school year.	Events will be coordinated by school day staff and community program staff to support parent access to information, celebration of student learning, and participation in their students' education.
Parent Leadership Team (PLT)	Meaningful Student, Family, and Community Engagement A. School Culture	2 parents per Advisory class will be nominated by teachers and the parent liaison to meet 2x a month for leadership training, planning of leadership initiatives, and to	85% of advisory classes will have 2 parents participate in the PLT. Parents will report increased skills in leadership, greater connection to the school, and ability to	The PLT connects parents to the school day Advisory classes, the Parent Liaison, Administrators, and Community Programs staff for full school integration.



		discuss school policy with administrators.	shape policy and school decisions.	
Conferences and Defenses	Meaningful Student, Family, and Community Engagement  Interrupting Chronic Absences	Advisory teachers will communicate with parents about students' academic progress at least 5 times a year. 2 of those times are through parent/teacher conferences and invitations to attend their student's defense in 10 <sup>th</sup> and 12 <sup>th</sup> grade to connect parents to students' learning.	80% of parents will attend a parent/teacher conference and 50% of parents will attend a student defense.	Advisory teachers will work with the Parent Liaison to communicate with families about scheduling attendance at events to increase family engagement in student learning.

#### **PARENT LIAISON:**

*Describe the anticipated duties of the Parent Liaison in your program. Also identify what supports your school site will provide the Parent Liaison, including training and materials.*

The Parent Liaison will work with the Parent Academy Coordinator to ensure that:

- Communication about events, school activities, and academics is completed regularly with all parents of the school, and the outreach is tracked.
- Agendas for the Parent Leadership Team and Parent Academy are created in collaboration with Administration and the Parent Academy Coordinator.
- Facilitation of all parent meetings is either done by the Parent Liaison or another stakeholder
- Volunteers for field trips, morning breakfast, events, and Wednesday lunches are secured
- Parents receive vital school information through robo-calls and regular mailings home.

#### **SECTION 9: Chronic Absence Action Plan**

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

*In partnership with the school day, after school programs can play an important role in supporting student attendance by doing things like celebrating good attendance, informing parents about the importance of attendance, uncovering what challenges*

*students/families are facing that cause them to miss school, regularly monitoring student attendance data, contacting families to let them know their child was missed at school, etc., in addition to providing meaningful after school learning experiences that help keep students engaged and coming.*

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

Strategies to Support Attendance	Action Steps
a) Recruit and address the needs of students who are at risk of chronic absenteeism.	<ul style="list-style-type: none"> <li>• All families will enroll students in Extended Day Programs at Registration for the school.</li> <li>• During the first week of school, all 9/10<sup>th</sup> graders will participate in Orientation to Extended Day Programs and will select programs based on personal interest.</li> <li>• All students not attending school or program will meet with the Community Programs Coordinator during Advisory class to select a program and commit to attend.</li> <li>• Students will be held accountable for attendance through grades in EDP</li> </ul>
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	<ul style="list-style-type: none"> <li>• Parents will receive information about programs at registration, conferences, and in the mail with report cards</li> <li>• Phone calls will be made to families of non-participating students</li> <li>• Advisory teachers will reinforce importance of programs during parent communication</li> </ul>
c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	<ul style="list-style-type: none"> <li>• Monthly attendance reports will be shared with Extended Day Program staff</li> <li>• Staff will reach out to non-participating students through one on one meetings, phone calls home, and invitations to engage.</li> <li>• Attendance will be shared each marking period with teachers</li> </ul>
d) Celebrate good attendance and/or offer meaningful incentives to attract and reward	<ul style="list-style-type: none"> <li>• Attendance awards will be given out during Academic</li> </ul>



students for attending our program.

Awards assemblies for participation in programs.

### **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) Peer Mediation Program

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?

Alternatives in Action works with Life Academy to provide many supports to transform school culture and climate, and to align practices in discipline policy.

- All Extended Day Programs integrate agreements to meet the social emotional learning needs of the program participants into each group. Youth are held accountable for their behavior through the agreements. Program rules and consequences align to the school day discipline policy.
- Alternatives in Action provides a coach who staffs a Peer Mediation Program that trains youth to work with peers to resolve conflict, address bullying, and make agreements. This same coach participated in restorative justice training and holds circles for conflict/situations that require more adult support than the Peer Mediation program can manage.
- Extended Day Programs build positive relationships amongst youth and adults to support the social emotional learning and development of each student. Curriculum is age appropriate and responsive to the learning needs of students by subject area.
- The Extended Day Program staff are integrated into Life Academy staff retreats and trainings to ensure collaboration and alignment from school day into after school.
- The Community Programs Director and Program Coordinators meet regularly with the administrative team and Life staff to align practices.

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.):

Alternatives in Action has created gender specific programs called the Real Ambitious Women and Be A Man programs that identify students in need of additional supports, provides an adult coach who regularly supports and checks in on those youth, and who acts as an advocate for these students. Several African American students have been recruited into these programs to support their academic/social emotional needs.

#### **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.

<p>The after school Site Coordinator or Director will actively participate in which of the following school group(s), in order to increase alignment between after school and school day efforts?</p>	<p>X COST team (Coordination of Services Team)- will begin COST in Fall 2013  X SST (Student Study Team)  X SSC (School Site Council)- Parent Liaison participates for Alternatives in Action staff.  X ELT (Educational Leadership Team)- Administrative Team at Life  X PTA (Parent Leadership Team at Life Academy)  <input type="checkbox"/> Attendance Team/Workgroup  X CSSSP (Community School Strategic Site Planning) team  X School Culture/Climate Committee  X Other (specify)- Life weekly staff meetings, Grade level meetings, Academic Intervention and Support Meetings.</p>
<p>List key community partners whom you will actively collaborate with to accomplish the goals of your program.</p>	<p>Oakland Community Organizations (OCO)  Native American Health Center  Wright Institute  East Bay Consortium  Mills Education Talent Search  Upward Bound  Cesar Chavez Library  United for Success Academy  Summer Search  Connect Ed/Linked Learning- Internship Partners including Childrens Hospital  Oakland, Highland Hospital, KDOL, Pandora, etc.</p>



List all subcontractors who will be paid to deliver after school services.	Teachers on extended contract- 2 Grade level Liaisons for 9/10 <sup>th</sup> grade 4 Academic Tutors in Science, Math, English, Special Ed 2 Teachers to coach Boxing/RAW
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.	Native American Health Center- Peer Health Education Youth Alive- Teens on Target Americorps/ BAYAC/OCASA Parent Liaison Wright Institute and NAHC mental health staff Life Academy School and Administrative Coordinator

### 2013-14 After School Enrollment Policy for Life Academy of Health and Bioscience 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 Selection of Program Participants	(High School Only) Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population
9 <sup>th</sup> and 10 <sup>th</sup> grade	All 9 <sup>th</sup> and 10 <sup>th</sup> Graders enrolled	Mandatory- attached to Academy Elective Credit
11 <sup>th</sup> and 12 <sup>th</sup> Grade	Internship Placements	Mandatory- attached to Academy Internship Credit
Grades 9-11	Academic Revolution Zone Interventions	Mandatory for students below 2.0gpa

**Grade levels prioritized for programming:** 9-12<sup>th</sup> Grade

*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.*

**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 ongoing program outreach and recruitment efforts, beginning in Spring 2013.



Timeline	After School Enrollment Steps/Process	Individual(s) responsible
August	Registration- all students are enrolled	Alternatives in Action Community Programs Director, Coordinator, and Parent Liaison
August 26- September 6	Orientation to Extended Day Program	Alternatives in Action Community Programs Director, Coordinator, and Extended Day Program Coaches
October-April	Monthly Advisory Class meetings for students not participating. Phone calls home to families of nonparticipating students.	Community Programs Coordinator and Parent Liaison.

**Important dates to include in your timeline:**

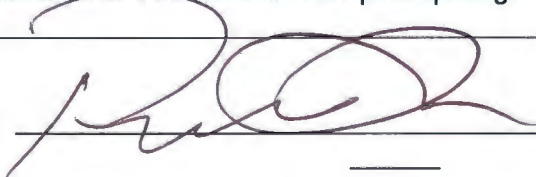
- May – June: Early outreach and recruitment for summer program and 2013-14 school year program.
- August – September: New school year enrollment of students for remaining program slots.
- After school programs begin on 1<sup>st</sup> Day of school.
- Parents are notified about their student's participation in program at beginning of school year (specify date).
- All programs must maintain waitlists after program slots are filled.

**School Support for Program Recruitment**

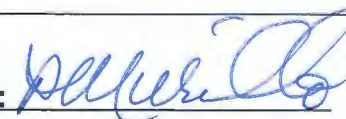
Describe how the school will support after school program recruitment efforts. Specify how school staff will help promote the after school program, refer students, and communicate with families about program opportunities:

Life Academy staff will partner with Alternatives in Action to ensure all students are enrolled during Registration. They will send notifications home to families via mail and phone to ensure active participation. The school advisory teachers will communicate to all students that participation is mandatory in Extended Day Programs, and will communicate with families during parent teacher conferences and through phone calls if students are not participating.

Principal Signature: \_\_\_\_\_



Lead Agency 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
(W)	Yan	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.
(W)	Yan	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.
(W)	Yan	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
(W)	Yan	Site will share student outcome data to better refine program (Attendance data, EduSoft, Report Cards, IEP's, etc).
(W)	Yan	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.
(W)	Yan	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.
(W)	Yan	Site will invite Site Coordinator to participate on SSC, COST, SST, and CSSSP team to ensure coordination of services.
(W)	Yan	Site will coordinate the use of facilities and site level resources in support of program goals.
(W)	Yan	Site will provide Site Coordinator with office space that includes access to internet and phone.
(W)	Yan	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: \_\_\_\_\_

Lead Agency 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: 9<sup>th</sup> Grade Lead teacher TBD. 10<sup>th</sup> Grade lead teacher: Annie Hatch

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. ☐ 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, Credit Recovery or CAHSEE prep classes, 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
Tutoring/Academic Revolution Zone- 3 teachers per week	5 hours/week
Boxing Program	5 hours/week
Real Ambitious Women	2.5 hours/week
Athletics Coach- Cross Country/Running	5 hours/week

Principal Signature: \_\_\_\_\_

Lead Agency 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.

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) Required for High School After School Programs

☐ 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.

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:
- b) What professional development, coaching, and training supports will be provided by the lead agency partner? Summer training, weekly staff meetings, and training in youth development, community impact project cycles, classroom management, event management, academic support, etc.
- c) What professional development opportunities will be provided by the school site?

Staff retreats in August, January, and June to ensure alignment of school day practices/extended day programs.

- 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

### Staff Wellness

- e) Please describe ways your program will work to support staff wellness over the course of the year: Check in meetings, focus on self-care in trainings, personal learning plans with emphasis on health/wellbeing

Principal Signature: \_\_\_\_\_

Lead Agency Signature: \_\_\_\_\_



# Extended Day Program Schedule 2013-2014

Time	Monday	Tuesday	Wednesday early release 12:45pm	Thursday	Friday
7-8a	AP Spanish Acosta	AP Spanish Acosta	AP Spanish Acosta	AP Spanish Acosta	AP Spanish Acosta
9-5p	College Career Info Center (CCIC) East Bay Consortium 105	College Career Info Center (CCIC) East Bay Consortium 105	Parent Breakfast 9-10a Teen Center	College Career Info Center (CCIC) East Bay Consortium 105	College Career Info Center (CCIC) East Bay Consortium 105
	Upward Bound College Advising CCIC	Medical Assisting Pd. 6 - 4:30p Mr. Gantz	METS 3-5p College Advising Mills Educational Talent Search	Medical Assisting Pd. 6 - 4:30p Mr. Gantz	Medical Assisting Pd. 6 - 4:30p Mr. Gantz
	CHAMPS & Internships Off Campus	Internships Off Campus	CHAMPS & Internships Off Campus	Internships Off Campus	
	College Writing Pd. 6 Oliver/Hatch	METS College Advising 9-5pm Mills Educational Talent Search	College Writing Pd. 6 Oliver/Hatch	College Writing Period 6 Oliver/Hatch	
		CORE Leadership Advisory Conference Room	Life Staff Meeting 1:30-3:30p Rotating Rooms	BAM Advisory Coach: Pablo, 242	
	<b>Mandatory 9<sup>th</sup></b>	<b>Mandatory 10<sup>th</sup></b>	<b>Mandatory 9<sup>th</sup></b>	<b>Mandatory 10<sup>th</sup></b>	<b>Mandatory 9<sup>th</sup></b>
3:30 - 3:45p	Snack & Sign-In Teen Center Rm 241	Snack & Sign-In Teen Center Rm 241	12:50-1:10 Lunch w/ Parents Teen Center Rm 241	Snack & Sign-In Teen Center Rm 241	Snack & Sign-In Teen Center Rm 241
3:30 - 4:30p	3:30-4:30pm Academic Revolution Zone Teachers/Americorps	3:30-4:30pm Academic Revolution Zone Teachers/Americorps	1:00-2:00pm Academic Revolution Zone Americorps	3:30-4:30pm Academic Revolution Zone Teachers/Americorps	3:30-4:30pm Academic Revolution Zone Americorps
4:30-6:00p	Visual Minds Multi-Media Art Coach TBD	The Clinic Peer Health Native American Health	Visual Minds Multi-Media Art Coach TBD	The Clinic Peer Health Native American Health	Visual Minds Multi-Media Art Coach TBD
4:30-6:00p	Scientists in Charge Coach Sam Garcia	Life in Science City Coach Sam Garcia	Scientists in Charge Coach Sam Garcia	Life in Science City Coach Sam Garcia	Scientists in Charge Coach Sam Garcia
4:30-6:00p	Futbol 4 Life Boys Soccer Coach TBD	Futbol 4 Life Girls Soccer Coach TBD	Futbol 4 Life Boys Soccer Coach TBD	Futbol 4 Life Girls Soccer Coach TBD	Futbol 4 Life Scrimmages Coach TBD
4:30-6:00p	Dance Squad Coach TBD	Life Holds No Punches Boxing Coach Acosta	Dance Squad Coach TBD	Life Holds No Punches Boxing Coach Acosta	Dance Squad Coach TBD
4:30-6:00p	Teens on Target Youth Alive	Running Club Ms. Oya	Teens on Target Youth Alive	Running Club Oya	Teens on Target Youth Alive
		CORE Leadership Town Hall/Events Community Programs Manager		Real Ambitious Women RAW Coach: Eva, Rm 106	E-Team Leadership Community Programs Manager
	Dismissal 6:00	Dismissal 6:00	Dismissal 3:30	Dismissal 6:00	Dismissal 6:00

Parent Academy 2<sup>nd</sup> and 4<sup>th</sup> Thursday of Every Month. 6:00-7:30pm. Teen Center

Parent Breakfast every Wed 9-10:30am in Parent Resource Room

Check us out at [lifeacademyhighschool.org](http://lifeacademyhighschool.org) & [alternativesinaction.org](http://alternativesinaction.org) Phone: 510-534-0280



**Exhibit C**  
**OAKLAND UNIFIED SCHOOL DISTRICT**  
**21 CENTURY ASSETS HIGH SCHOOL AFTER SCHOOL PROGRAMS**

**PARENT PERMISSION AND STUDENT INFORMATION**

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

Name of School: \_\_\_\_\_

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Parent/Guardian Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

**EMERGENCY CONTACT INFORMATION**

In case of emergency please contact:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Phone: work/home/cell

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

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.

I give the After School Program staff permission to release my child from the after school program without supervision. I understand that my high school-age child will sign himself/herself out of program, and will be released on his/her own.

I understand that my high school-age child may sign himself/herself out from the After School program and be released prior to 6:00 pm.

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 my child's release from the After School Program without supervision.

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

### 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 and other performance indices), for the purpose of providing targeted academic instruction and assessing the academic effectiveness of the After School Enrichment Program. I also give permission for After School Program staff to monitor my student's progress and to require my child to complete evaluation surveys for the purpose of determining program effectiveness.

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

### PHOTO/VIDEO RELEASE

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

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

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

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



## 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.**

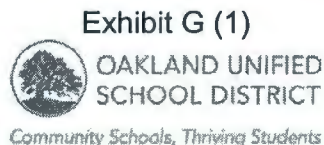
1. Employee, agent or subcontractor name.
2. ATI #. This is the fingerprint clearance number assigned by the Department of Justice.
3. Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.
4. IA Requirement. No Child Left Behind Law 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**

---

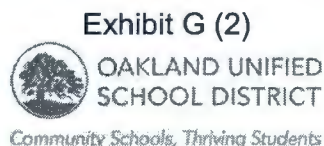
The following procedures are required in submitting invoices that utilize 21<sup>st</sup> Century and/or ASES funding:

- ◆ 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:

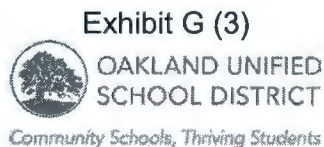
### Paying OUSD Certificated Employees (Teachers)

- ◆ 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 In-service/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.

<b>Paid Inservice/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates:</b>	<b>OUSD Anticipated Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 2 weeks .***</b>
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 30, 2014	February 14, 2014
February 28, 2014	March 14, 2014
March 28, 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.





## 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 OUSD 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

ET/OT Forms Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates
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**



**ACORD** <sup>TM</sup> **CERTIFICATE OF LIABILITY INSURANCE**Date (MM/DD/YR)  
7/29/13

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 require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**

Heffernan Insurance Brokers  
1350 Carlback Avenue, Suite 200  
Walnut Creek, CA 94596  
CA License #0564249

**CONTACT  
NAME:****PHONE**  
(A/C,No,Ext): **925-934-8500****FAX**  
(A/C,No): **925-934-8278****EMAIL  
ADDRESS:****INSURERS AFFORDING COVERAGE****NAIC #****INSURED**

Alternatives in Action  
3666 Grand Avenue, Suite A  
Oakland, CA 94610

INSURER A:	Markel Insurance Company
INSURER B:	New York Marine & General Insurance
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

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

THIS IS TO CERTIFY THAT 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.

SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE				ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	GENERAL L LIABILITY				X		CHP7000138700	06/25/13	06/25/14	EACH OCCURRENCE		\$ 1,000,000	
	X	COMMERCIAL GENERAL LIABILITY								DAMAGE TO RENTED PREMISES (Ea occurrence)		\$ 100,000	
		CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR								MED EXP (Any one person)		\$ 10,000	
										PERSONAL & ADV INJURY		\$ 1,000,000	
										GENERAL AGGREGATE		\$ 2,000,000	
										PRODUCTS - COMP/OP AGG		\$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER												
		POLICY		PROJECT	<input checked="" type="checkbox"/>	LOC					\$		
A	AUTOMOBILE LIABILITY						CHA7000138700	06/25/13	06/25/14	COMBINED SINGLE LIMIT (Each accident)		\$ 1,000,000	
		ANY AUTO								BODILY INJURY (Per person)		\$	
		ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS								BODILY INJURY (Per accident)		\$	
	X	HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS								PROPERTY DAMAGE (Per accident)		\$	
												\$	
A	X	UMBRELLA LIAB		X	OCCUR			CHU7000138700	06/25/13	06/25/14	EACH OCCURRENCE		\$ 3,000,000
		EXCESS LIAB			CLAIMS-MADE						AGGREGATE		\$ 3,000,000
		DED	X	RETENTION	\$10,000								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in N.H.) If yes, describe under DESCRIPTION OF OPERATIONS below				N/A		WC201300001837	06/25/13	06/25/14	X	WC STATU-TORY LIMITS	OTHER	
										E.L. EACH ACCIDENT	\$ 1,000,000		
										E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000		
										E.L. DISEASE - POLICY LIMIT	\$ 1,000,000		

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Re: As Per Contract or Agreement on File with Insured. Oakland Unified School District is named as additional insured on General Liability policy if required by written contract per attached endorsement.

**CERTIFICATE HOLDER**

Oakland Unified School District  
746 Grand Ave.  
Oakland, CA 94610

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Exhibit I

**STATEMENT OF QUALIFICATIONS**

**INSERT HERE**



---

## **Alternatives in Action**

WHERE YOUTH CHOOSE TO LEAD

Founded in 1994, Alternatives in Action is a non-profit which works with East Bay youth who have leadership potential and prepares them for college, career and community involvement. Through this work, Alternatives in Action envisions generations of young adults inspired and prepared to take meaningful action that positively transforms their lives and their communities. Alternatives in Action makes this vision come alive through a range of programs, including its charter high school, The Bay Area School of Enterprise, its Home Sweet Home Preschool that also provides career training for high school youth, and comprehensive school initiatives at three sites, McClymonds High School in West Oakland, Life Academy in East Oakland, and the Bay Area School of Enterprise in West Alameda. In total, Alternatives in Action develops the leadership potential and provides school-linked services to over 600 youth, with another 500 children and youth benefiting from the community-based projects and events created by Alternatives in Action youth.

Alternatives in Action Central Office & West Alameda Programs 1900 Third Street Alameda, CA 94501 Tel. 510.748.4314 Fax 510.748.4326  
Alternatives in Action at McClymonds High School 2607 Myrtle Street Oakland, CA 94607 Tel. 510.879.8056  
Alternatives in Action at Life Academy 2101 35th Avenue Oakland, CA 94601 Tel. 510.535.7138

---

## 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	Alternatives in Action	Agency's Contact Person	Patricia Murillo
Street Address	3666 Grand Avenue, Suite A	Title	Executive Director
City	Oakland	Telephone	(510) 285-6290 ext. 305
State	CA	Zip Code	94610
Email	pmurillo@alternativesinaction.org		
OUSD Vendor Number	000606		
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input checked="" type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Program Planning Tool and Budget <input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <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	\$168,255.00
				Grant: \$168,255	

### Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
4124	21st CCLC - Core	3351862401	5825	\$129,677.00	R0401892
4124	21st CCLC-EqAccess	3351864401	5825	\$21,432.00	R0401893
4124	21st CCLC-Fam Lit	3351863401	5825	\$17,146.00	R0401896
			5825	\$	

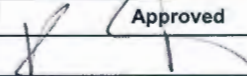


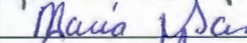
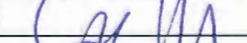
### OUSD Contract Originator Information

Name of OUSD Contact	Preston Thomas	Email	Preston.Thomas@ousd.k12.ca.us		
Telephone	(510) 534-0282	Fax	(510) 534-0283		
Site/Dept. Name	335	335/Life Academy (9-12)	Enrollment Grades	9th	through 12th

### 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			
2. Oakland After School Programs Office			
3. Network or Executive Officer			
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)			8/16/13
5. Board of Education or Superintendent			8/20/13
Procurement	Date Received		