

Board Office Use: Legislative File Info.	
File ID Number	12-1405
Introduction Date	6-27-12
Enactment Number	12-1646
Enactment Date	6/27/12



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To The Board of Education

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

Board Meeting Date
(To be completed by Procurement) 06/27/2012

Subject Memorandum of Understanding Amendment - 1
Oakland Leaf Foundation Oakland CA (contractor, City State)
236/Urban Promise Academy (site/department)

Action Requested Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Oakland Leaf Foundation. Services to be primarily provided to 236/Urban Promise Academy for the period of July 1, 2011 through July 20, 2012.

Background
A one paragraph explanation of why an amendment is needed. Oakland Leaf Foundation will be providing summer learning programming for extended learning opportunities in Science, Technology, Engineering and Mathematics (STEM) and Enrichment activities for the afternoon portion of the summer program. The original contract period will be extended for the summer program from July 1, 2011 through June 30, 2012, to a new amended end date of July 20, 2012.

Discussion
One paragraph summary of the amended scope of work. Approval by Board of Education of Amendment No. 1 of the Memorandum of Understanding between the District and Oakland Leaf Foundation, Oakland, CA, for the latter to provide afternoon STEM/Enrichment activities to extend the morning summer program into a full day program at Urban Promise Academy for the new amended contract period of July 1, 2011 through July 20, 2012, in the amount of \$24,464.00, increasing the agreement from \$124,064.00 to a not to exceed amount of \$148,528.00. All other terms and conditions of the MOU remain in full force and effect.

Recommendation Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Oakland Leaf Foundation. Services to be primarily provided to 236/Urban Promise Academy for the period of July 1, 2011 through July 20, 2012.

Fiscal Impact Funding resource name (please spell out) 9147/National Summer Learning Association not to exceed \$ 24,464.00

Attachments

- MOU Amendment
- Copy of original MOU

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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

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

The Oakland Unified School District (OUSD) and Oakland Leaf Foundation (Agency) entered into a Memorandum of Understanding (MOU) on 07/01/2011. The parties agree to amend that Agreement as follows:

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

Oakland Leaf Foundation will be providing summer learning extended learning opportunities in Science, Technology, Engineering and Mathematics (STEM) and Enrichment activities for the afternoon portion of the summer program.

2. **Terms** (duration): The term of the MOU is unchanged. The term of the MOU has changed.
If term is changed: The term of the MOU is extended by an additional 19 (days/weeks/months), and the amended expiration date is 07/20/2012.

3. **Compensation:** The compensation is unchanged. The compensation has changed.
If the compensation is changed: The MOU price is amended by:
 Increase of \$ 24,464.00 to original MOU amount – Funding Source: 9147/National Summer Learning Association
 Decrease of \$ _____ to original MOU amount– Funding Source: _____
The New Cumulative Amount of ISA(s) is not to exceed: One Hundred Forty Eight, Five Hundred Twenty Eight and no/100's dollars (\$ 148,528.00).

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

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

 President, Board of Education
 Superintendent

Secretary, Board of Education

6/28/12
Date

AGENCY

Contractor Signature 5/28/2012
Date

Mirella Rangel, Executive Director
Print Name, Title

6/28/12
Date

EPLS

Excluded Parties List System

**Search Results Excluded By
Firm, Entity, or Vessel : Oakland Leaf
as of 30-May-2012 3:16 PM EDT**

Your search returned no results.

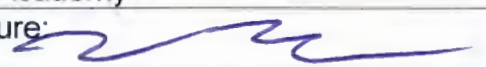
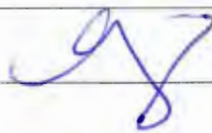


Oakland Leaf Foundation Urban STEM Summer Program

	Monday	Tuesday	Wednesday	Thursday	Friday
1 st block	12:50 p.m. - 1:50 p.m.	12:50 p.m. - 1:50 p.m.	12:50 p.m. - 1:50 p.m.	12:50 p.m. - 1:50 p.m.	12:50 p.m. - 1:50 p.m.
2 nd block	1:55 p.m. - 2:55 p.m.	1:55 p.m. - 2:55 p.m.	1:55 p.m. - 2:55 p.m.	1:55 p.m. - 2:55 p.m.	1:55 p.m. - 2:55 p.m.
3 rd block	3:00 p.m. - 4:00 p.m.	3:00 p.m. - 4:00 p.m.	3:00 p.m. - 4:00 p.m.	3:00 p.m. - 4:00 p.m.	3:00 p.m. - 4:00 p.m.

**OUSD Summer Enrichment Programs
Elementary & Middle Schools
Summer 2012**

SECTION 1: School Site Information

School Site: Urban Promise Academy	Date: May 1 2012
Principal Signature: 	Summer Lead Agency Signature: 
Summer Site Coordinator Name (if known at this time): Frederick Mesa	

SECTION 2: Learning Goals of Summer Program and intended impacts for participating students.

Indicate which OUSD Summer Learning Goals will be supported with this program (select at least one goal for each of the three categories below):

Academics:

- Participants understand how reading, writing and math apply to daily life.
- Participants improve their organizational skills.

Physical Activity:

- Participants are physically active and experience at least 30 minutes of moderate to vigorous activity daily.
- Participants learn ways to maintain good health and well-being over the summer.

Social/Emotional:

- Participants feel safe.
- Participants have a sense of belonging to the program.
- Participants have supportive relationships with adults.
- Participants experience positive social interactions with peers and caring adults.
- Participants transitioning to a new school become familiar with the new school's culture, rules, and students.

Identify any other learning goals your program will focus on this summer:

SECTION 3: OUSD Strategic Questions			
Complete the matrix for <i>at least one</i> of the following four OUSD Strategic questions.			
Strategic Questions/Desired Outcomes	Strategic Activities:	Outcomes of Strategic Activities:	Data used to assess the strategic activities:
<i>As a result of our Summer Learning efforts...</i>	<i>What summer strategic activities will support the desired outcomes?</i>	What short-term outcomes will you expect from your efforts by the end of the school year?	<i>What data will be collected to measure these outcomes?</i>
High School Graduation: How many more Oakland children are graduating from high school?	Over the summer low-income students can lose 1 to 3 months of learning.	Our STEM summer program will continue to stimulate student cognitive skills, exploration and innovation.	Pre and post test, Principal and staff feedback
Satisfactory School Day Attendance: How many more Oakland children are attending school 95% or more?	Our STEM summer program will increase student engagement in school.	60 students will participate in engaging classes aimed at increasing student success.	Pre and post test, Principal and staff feedback
Job Skills/Career readiness: How many more students have meaningful internships and/or paying jobs?	Students will broaden their goals and self-perception as scientists and engineers.	Field trips, fun and hands on curriculum.	Pre and post test, Principal and staff feedback
Health and Well-being: How many more Oakland children have access to, and use, the health services they need?	<p>Mind</p> <p>We build self-confidence in individuals, provide students and families with the tools to better manage their stress, and utilize practices that promote peace-full individuals and communities. We utilize educational techniques aimed at restoration. We work to repair harm caused by the violence our students, families, and staff face in their daily lives.</p> <p>Body</p>		Pre and post test, Principal and staff feedback

	<p>According to the National Summer Learning Association, "Children gain weight two or three times faster during summer vacation than during the school year.... right kinds of summer programs will help if they provide structure, limit opportunities to eat, schedule time for exercise, and make sure children aren't unsupervised for long stretches of the day.</p> <p>Spirit We reclaim ritual, ceremonies, and celebrations practiced by people of the first nations and encourage youth and family re-connection to the land.</p>		
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SECTION 4: ATTENDANCE, PROGRAM DATES, AND PROGRAM SCHEDULE

Summer enrichment programs will augment and complement OUSD morning academic summer learning programs to provide students with a full day 6-7 hour day of summer learning for 4 weeks of the summer.

# of Program Days your program will operate during School Year 2012-2013:	18 days
Projected Daily Attendance during Summer 2012:	60

Program Schedule
 Submit summer program schedule as an attachment.

SECTION 5: Summer Academics

Summer Learning Programs can support academics in fun, engaging ways that can reinforce students' reading, writing, mathematics, and other academic skills, in addition to strengthening their organizational skills. The afternoon summer enrichment program is intended to complement the OUSD morning summer academic program by providing students with an opportunity to apply academic skills to daily life through project-based learning activities, STEM, service learning, and other summer learning opportunities.

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

	Target Population	Description of Program/Activity	Measurable Outcomes
1	Transitioning students	Engaging recreational activities and STEM exploration.	60 middle school youth will participate in hands on fun activities four weeks during the summer.
2	FBB, BB students	Engaging recreational activities and STEM exploration.	60 middle school youth will participate in hands on fun activities four weeks during the summer.
3			
4			

SECTION 6: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities can provide students with the opportunity to apply their classroom learning in a real, hands-on way. Enrichment activities can intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.



Type of Enrichment	Description of Program/Activity	Targeted Skills	Measurable Outcome
STEM Learning	Hands on science and engineering learning and exploration.	<input checked="" type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic : Science and Engineering <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	60% of students will have increased their inquiry skills
	Hands on science and engineering learning and exploration.	<input checked="" type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res.	60% of students will have increased their inquiry

STEM Learning		<input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic : Science and Engineering <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	skills
STEM Learning	Hands on science and engineering learning and exploration.	<input checked="" type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input checked="" type="checkbox"/> Academic : Science and Engineering <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	60% of students will have increased their inquiry skills
SECTION 7 : 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.			
List key community partners whom you will actively collaborate with to accomplish the goals of your program.	OUSD math and science department		
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.	School Based Health Center		

SUMM		National Summer Learning Association Funding		21CCLC Supplemental		OFCY	Program Fees (if applicable)	Other Lead Agency Funds
ELEMEN		Resource _____ Program _____		Resource 4124. Program _____				
Site Name:	Urban Promise Academy	Lead Agency		Lead Agency		Grantee	Lead Agency	Lead Agency
Site #:	236	OUSD	%	OUSD	Lead Agency			
Average # of students to be served daily (ADA):								
TOTAL GRANT AWARD		\$24,464		\$0		\$0		
4310	Supplies[22]		\$1,800				\$0	\$0
4310	Curriculum[23]						\$0	\$0
5829	Field Trips		\$2,000				\$0	\$0
	Transportation						\$0	\$0
	Snacks		\$1,080					
4310	Incentives							
	Total books and supplies[24]	\$0	\$4,880	\$0	\$0	\$0	\$0	\$0
CONTRACTED SERVICES								
5825	Summer Site Coordinator [25]		\$8,284					
5825	STEM instructors[26]		\$3,025					
5825	Enrichment instructors[26]		\$6,051					
5825	Training and Professional Development							
5825								
5825								
5825								
5825								
	Total services[27]	\$0	\$17,360	\$0	\$0	\$0	\$0	\$0
IN-KIND DIRECT SERVICES								
							\$0	\$0
							\$0	\$0
	Total value of in-kind direct services					\$0	\$0	\$0

SUMM											
ELEMEN											
Site Name:	Urban Promise Academy	National Summer Learning Association Funding		21CCLC Supplemental	OFCY	Program Fees (if applicable)		Other Lead Agency Funds			
Site #:	236	Resource _____	Program _____	Resource 4124, Program _____							
Average # of students to be served daily (ADA):		OUUSD	Lead Agency	%	OUUSD	Lead Agency	Grantee:	Lead Agency		Lead Agency	
TOTAL GRANT AWARD		\$24,464			\$0		\$0				
LEAD AGENCY ADMINISTRATIVE COSTS											
Lead Agency admin (10% max of total contracted dollars for private funds; 4% max for state funds) [28]			\$2,224				\$0				\$0
SUBTOTALS											
Subtotals DIRECT SERVICE[29]		\$0	\$22,240	#DIV	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotals Admin/Indirect[31]		\$0	\$2,224	#DIV	\$0		\$0				\$0
TOTALS											
Total budgeted per column[32]		\$0	\$24,464		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total BUDGETED[33]		\$24,464		#DIV	\$0		\$0	\$0	\$0	\$0	\$0
BALANCE remaining to allocate[35]		\$0			\$0		\$0				
TOTAL GRANT AWARD/ALLOCATION TO SITE [36]		\$24,464			\$0		\$0[37]				

Required Signatures for Budget Approval:

Principal:		Date	5.2.12
Lead Agency:			5/3/2012



May 15, 2012

www.summerlearning.org

800 Wyman Park Drive, Suite 110
Baltimore, MD 21211-2837

410-856-1370 (phone)
410-856-1146 (fax)

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Chief Executive Officer

Melissa Baal Guidorizzi
Chief Operating Officer

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Peter Yarrow
Mort Zuckerman

Jane O'Brien
Oakland Unified School District
Family, Schools and Community Partnerships Department
495 Jones Avenue
Oakland, CA 94603

Dear Jane,

On behalf of the National Summer Learning Association (NSLA), enclosed is a check in the amount of \$360,000. This funding reflects *Year One* of a possible two year commitment to support your efforts related to the *District Summer Learning Initiative*.

For administrative purposes please send an acknowledgement/receipt for our accounting records upon receipt of this check to jlibit@summerlearning.org. Please note that the project requirements remain the same as described in the grant agreement and confidentiality agreement executed in May 2012.

We look forward to working with you to expand high-quality summer learning opportunities for middle school youth in your district!

Sincerely,

Sarah Pitcock
Senior Director, Program Quality

Renee McMearn

Subject: FW: New Grant/Resource National Summer Learning Association/3rd Interim Deadline

----- Forwarded message -----

From: **Keisha Smith** <keisha.smith@ousd.k12.ca.us>

Date: Tue, May 15, 2012 at 5:10 PM

Subject: New Grant/Resource National Summer Learning Association/3rd Interim Deadline

To: Michael Moore <michael.moore@ousd.k12.ca.us>, Joel Ross <joel.ross@ousd.k12.ca.us>, Jane C O'brien <jane.obrien@ousd.k12.ca.us>, Linda Wu <linda.wu@ousd.k12.ca.us>, Gloria Gamblin <gloria.gamblin@ousd.k12.ca.us>, Sandra Anderson-Knox <sandra.knox@ousd.k12.ca.us>, Kathleen Clow <kathleen.clow@ousd.k12.ca.us>, Sree Kolavennu <sree.kolavennu@ousd.k12.ca.us>

Cc: Vernon Hal <vernon.hal@ousd.k12.ca.us>, Lito Catolos <lito.catolos@ousd.k12.ca.us>, Sheroyne Capdeville <sheroyne.capdeville@ousd.k12.ca.us>

Good afternoon all-

Please note that the following grant has been loaded, per the exception made by Vernon Hal.

National Summer Learning Association

Resource: 9147

Balance sheet: 000009147

Revenue: 6014871001

Expenditure: 922487110



Report Date: 05/15/2012
 Ledger: GL

OAKLAND UNIFIED SCHOOL DISTRICT
Budget to Actual with Drill Down
With Encumbrances

Period: 11
 Fiscal Year: 201

01-9147-1110-1000-0101-4871-922-9220
 Expenditure Accounts

9224871110 NATIONAL SUMMER LEARNING ASS

OBJECT	Description	Adopted Budget	Working Budget	Actual	Encumbrance	
5825	CONSULTANTS	0.00	360,000.00	0.00	0.00	36
	Revenue:	0.00	0.00	0.00	0.00	
	Expense:	0.00	360,000.00	0.00	0.00	36
	Net:	0.00	-360,000.00	0.00	0.00	-36

If you have any questions or concerns please contact me.

Thank you,

Keisha Smith



**MEMORANDUM OF UNDERSTANDING 2011-1012
AMENDMENT ROUTING FORM**

Basic Directions

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

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

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

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

Agency Information

Agency Name	Oakland Leaf Foundation		Agency's Contact Person	Mirella Rangel
Street Address	499 14th Street, Suite 220		Title	Executive Director
City	Oakland	State	CA	Telephone (510) 530-3656
Zip Code	94612	OUSD Vendor Number	i001624	Email mirella.oaklandleaf@gmail.com

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

Compensation – Must be within OUSD Billing Guidelines

Original MOU Amount	\$ 124,064.00	Original PO Number	P1201203
Amended MOU Amount	\$ 24,464.00	New Requisition Number	R0205853
New Total MOU Amount	\$ 148,528.00		

Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount
9147	National Summer	9224871110	5825	\$24,464.00
	Learning Association		5825	
			5825	
			5825	

OUSD Contract Originator Information

Name of OUSD Contact	Mark Triplett	Email	Mark.Triplett @ousd.k12.ca.us
Telephone	(510) 436-3636	Fax	(510) 436-3638
Site/Dept. Name	236/Urban Promise Academy		

Approval and Routing (in order of approval steps)

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

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			5.29.12
2. Resource Manager, if applicable			5/29/12
3. Network or Regional Executive Officer			6-1-2012
4. Cabinet (Deputy Superintendent)			6-7-2012
5. Superintendent or Board of Education			
Legal – Required if not standard MOU Amendment			
Procurement	Date Received		

Board Office Use: Legislative File Info.	
File ID Number	11-1932
Introduction Date	8-24-11
Enactment Number	11-1983
Enactment Date	8-24-11 <i>82</i>



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

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

Board Meeting Date
(To be completed by Procurement) August 24, 2011

Subject Memorandum of Understanding - Oakland Leaf (contractor) - 236/Urban Promise Academy (site/department)

Action Requested Approval of Memorandum of Understanding between Oakland Unified School District and Oakland Leaf. Services to be primarily provided to Urban Promise Academy for the period of July 1, 2011 through June 30, 2012.

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

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

Discussion
One paragraph summary of the scope of work.

Approval by Board of Education of a Memorandum of Understanding between Oakland Unified School District and Oakland Leaf, Oakland, CA, for the latter to provide services as lead agency to provide program coordination, math intervention, homework support, student supervision and a variety of enrichment services for Urban Promise Academy's comprehensive After School Program in the capacity of the After School Education and Safety (ASES) Grant for the period of July 1, 2011 through June 30, 2012, in the amount of \$124,064.00.

Recommendation Approval of Memorandum of Understanding between Oakland Unified School District and Oakland Leaf. Services to be primarily provided to 236/Urban Promise Academy for the period of July 1, 2011 through June 30, 2012.

Fiscal Impact Funding resource name (please spell out) 6010/After School Education and Safety (ASES) Grant in the amount of \$124,064.00.

Attachments

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

OUSD Strategic Questions: After School Outcomes/Impact

With the new OUSD Strategic Plan, all partners will be expected to align with the district's four key outcomes for students. Please work collaboratively with school leadership to complete the table below with specific information about how your after school program will support one or more of the desired outcomes listed below.

School: Urban Promise Academy

Lead Agency Partner: Oakland Leaf Foundation

Strategic Questions & Desired Outcomes	Activities: What after school program activities will support the desired outcomes?	Metrics: How will the program measure its efforts to support the desired outcomes?
<p>School Day Attendance: How many more Oakland children are attending school 95% or more?</p>	<p><u>ENRICHMENT OPPORTUNITIES</u> Urban Arts/ Project Phoenix students (with the guidance of their parents/guardians) can choose to participate in many enrichment classes. Enrichment opportunities include engaging classes in visual/performing arts, sports/recreation, leadership and empowerment, service learning, and urban ecology.</p> <p>Additionally, Urban Arts holds regular school-wide assemblies that cultivate a positive after school culture and to motivate students in participating in the program. Students who perform in the assemblies are celebrated in the assemblies.</p> <p><u>ACADEMIC Intervention and Support</u> Each student enrolled in Urban Arts/ Project Phoenix receives at least 1 hour per day of academic support. A team comprised of three academic co-coordinators along with academic liaisons, parent volunteers, and teen tutors, provides academic case management support. Our Academic mentors not only provide students with homework assistance but also prepare students for thinking about college and beyond while also focusing on life skills.</p> <p>Oakland Leaf Foundation will collaborate with the Family Resource center to engage families.</p>	<p>5% of the after school students', attendance will increase due to their participation in the after school program. Roughly 10 students will increase their attendance to 95% or more.</p> <p>-Recruitment and referrals to the after school program will depend upon staff recommendation for students due to academic or social development. Included in the criteria for student referrals is student's truancy rate.</p> <p>-Academic Liaison and school administration will inform the after school program director and administration when students are struggling with their attendance.</p>

Narrative for Board Memo: (please complete all highlighted sections)

The After School Lead Agency, Oakland Leaf Foundation, will provide daily, comprehensive after school services during the 2011-12 school year at Urban Promise Academy School. The Lead Agency will work collaboratively with school leadership to develop after school programming that is aligned with the OUSD Strategic Plan, complements the regular school day program, and supports each school's overarching goals and priorities for student achievement. Specifically, the after school program, working in close collaboration with school leadership and faculty, will provide the following services aligned with OUSD strategic outcomes:

Day attendance: Oakland Leaf Foundation will work collaboratively with school leadership and faculty to monitor participating students' attendance on a monthly basis. 90% of students who are falling behind the 95% threshold for school day attendance will receive additional mentoring support from after school program staff regarding the importance of regular school day attendance. Additionally, program staff will communicate with families regarding attendance concerns and share data on school day attendance with families.

Memorandum of Understanding 2011 - 2012
Between Oakland Unified School District and Oakland LEAF

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent to contract with the Oakland LEAF (hereinafter "AGENCY") to serve as the lead agency to provide after-school 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 236/Urban Promise Academy under the following federal, state, and local grants:
 - After School Education and Safety Program ("ASESP")
 - California Department of Education ("CDE") 21st Century Community Learning Center (21st CCLC)
 - Oakland Fund for Children and Youth - This MOU will also outline services provided on OUSD school grounds through the Oakland Fund for Children and Youth ("OFCY") After-School Initiative funds that shall be utilized as matching funds to CDE ASESP and 21st CCLC funds.
2. **Term of MOU.** The term of this MOU shall be July 1, 2011 to June 30, 2012 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 five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
4. **Compensation.** The ASESP and 21st CCLC grant award amount for 236/Urban Promise Academy is \$124,064. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:
 - 4.1. **Total Compensation.** Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY.
 - 4.2. **Positive Attendance.** Payment for services rendered related to the ASESP and 21st CCLC grants shall be based on actual student attendance rates (\$7.50 a day per student), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$7.50 a day per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASESP and 21st CCLC grants to be processed. Exhibit A (Attendance Reporting Schedule 2011-2012")
 - 4.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASESP, 21ST CCLC (Core Grant) for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD.

Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.

4.2.2. Administrative Charges and Reconciliation. Reconciliation process for positive attendance based grants must factor in the subtraction of administrative charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect and OUSD After School Programs Office administrative fees).

4.3. OUSD Administrative Fees. OUSD shall charge and withhold an 11% administrative fee from the overall ASEP grant award. OUSD shall charge and withhold a 13% administrative fee from the overall 21st Century grant award.

4.4. AGENCY Administrative Fees. AGENCY understands and agrees that it may not charge more than 4% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the ASEP and 21st Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASEP and 21st CCLC grants must be used for direct administrative costs and cannot be used for agency indirect costs. Direct administrative costs consist of expenditures for administrative activities that provide a direct benefit to the ASEP and 21st CCLC programs. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the ASEP and 21st CCLC programs.

4.5. Program Budget. Due to result-based budgeting, the grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2011-2012 and will not exceed \$124,064 in accordance with Exhibit B. **Exhibit B** ("ASEP/21st CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2011-12").

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

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

5. Scope of Work. AGENCY will serve as lead agency at 236/Urban Promise Academy, will be responsible for operations and management of the ASEP, 21st CCLC and OFCY grants contracted to AGENCY by OUSD for fiscal year 2011-2012. 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 programs, and ensures that school site objectives are met.

5.1.1. Alignment with Single Plan for Student Achievement (SPSA). AGENCY will ensure that the after school program aligns with OUSD and 236/Urban Promise Academy and objectives to ensure the success of students as articulated in the School's Single Plan for Student Achievement (SPSA). 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 facilitating collaboration with other service providers. Agency must ensure compliance with ASEP and 21st CCLC funding guideline requirements and follow OUSD after school policies and procedures. This includes compliance with OUSD staffing requirements and policies including No Child Left Behind and other legislative mandates.

5.3. Enrollment. AGENCY will enroll 6th through 8th grade students at 236/Urban Promise Academy, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

5.4. Program Requirements

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

5.4.2. Program Days. The program shall be offered a minimum of 177 - 180 days during the 2011 - 2012 school year. AGENCY will close the ASEP and 21st CCLC program no more than a maximum of 3 days in the 2011-12 school year for staff professional development, as permitted by Education Code.

5.4.3. Program Components. AGENCY agrees to provide programming that supports the guidelines as outlined in the ASEP and 21st CCLC grants for students at 236/Urban Promise Academy. AGENCY acknowledges and agrees to provide programming consistent with grant guidelines including, but not limited to:

- **Educational and Literacy.** An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.
- **Enrichment.** The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports,

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music, career awareness, college interest, service learning and other youth development activities based upon student needs and interests. All programs must offer both enrichment and recreation/physical fitness activities as core components of the after school program.

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/OF CY attendance systems and maintaining required attendance records utilizing the OUSD/OF CY attendance systems, including completion of mandatory monthly reports.

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 236/Urban Promise Academy
- 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 will 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 (**Exhibit D**)
- AGENCY hereby certifies that after school 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 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 program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.

6.5. Health Conditions/Medication: Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (eg food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.

6.6. Supervision

6.6.1. AGENCY Executive Director must review and approve supervision plan.

6.6.2. Trip as structured is appropriate to age, grade level and course of study.

6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School Program Coordinator 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 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 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 participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School 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 program arranges and/or contracts with a third party to provide this transportation, the organization or company with whom they contract must be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 automobile and \$1,000,000 General Liability insurance; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

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

6.9. Vendor is licensed to provide all proposed activities.

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

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

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

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

6.11.1. Definition of High Risk Activities

6.11.1.1. Because of concerns about the risk to student safety, the after school program coordinator shall not permit the following activities on campus or during AGENCY sponsored after school 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 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 Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.

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

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

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

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

7. **Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASEP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2011-2012. 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 ASEP, 21ST CCLC available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

8. Invoicing

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

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

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

8.4. Submission of Invoices. AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (**Exhibit G**)

8.5. Submission of Invoices for ASEP and 21st Century Grants. For services rendered related to the ASEP and 21st CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASEP and 21st CCLC grants, with a cumulative total for 2011-12 not to exceed \$124,064 in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10th of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (**Exhibit F**). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.

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

10. Changes

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

10.2. Changing Legislation. AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY

during an academic school year. This MOU may be amended during the 2011-12 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. Background Check.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY will not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY will 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.
- 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 or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. Prior to the removal or change of any AGENCY staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.
- 11.4. Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. AGENCY shall not hire any officer or employee of OUSD to perform any service by this Agreement. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- 11.5. Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.6. Anti-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status,

pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).

- 12. Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by OUSD, AGENCY or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD. If AGENCY should subcontract all or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the proceeding paragraph.
- 13. Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance:
- 13.1. Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.
- 13.2. Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.
- 13.3. Property and Fire** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature] 8/25/11
Date

- President, Board of Education
- State Administrator
- Superintendent

[Signature] 8/25/11
Date
Secretary,
Board of Education

[Signature] 8-14-11
Date
Executive Officer
Complementary Learning

[Signature] 6-21-11
Date
PRINCIPAL NAME, Principal

[Signature] 8/18/11
Date
Regional Executive Officer

MOU template approved by Legal April, 2011

AGENCY

[Signature] 6/21/2011
Date
Agency Director Signature

Lorella Rangel Executive Dir.
Print Name, Title

Attachments:

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

File ID Number: 11-1932
Introduction Date: 8-24-11
Enactment Number: 11-1983
Enactment Date: 8-24-11
By: [Signature]

Exhibit A

Attendance Reporting Schedule

Oakland Unified School District After School Programs Attendance Reporting Schedule	
Monthly Attendance Period	Deadline to Input Attendance Data into Cityspan
July 1 – August 30, 2011	September 6, 2011
September 1-30, 2011	October 3, 2011
October 1-30, 2011	November 7, 2011
November 1-30, 2011	December 5, 2011
December 1-31, 2011	January 2, 2012
January 1-31, 2012	February 6, 2012
February 1-28, 2012	March 5, 2012
March 1-31, 2012	April 2, 2012
April 1-30, 2012	May 7, 2012
May 1-31, 2012	June 4, 2012
June 1-30, 2012	June 30, 2012

Exhibit B

Planning Tool / Comprehensive After School Program Budget

(Template distributed separately)

INSERT HERE

AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 05 24 2011


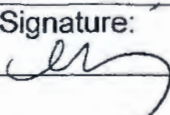
Site Name	ASES	21CCLC Core	21CCLC Equitable Access	21CCLC Family Literacy	OFCY	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds
Urban Promise Academy	Resource #101, Program 1553	Resource #214, Program 1750	Resource #124, Program 1751	Resource #124, Program 1750				
Site #:	OUSD Lead Agency	OUSD Lead Agency	OUSD Lead Agency	OUSD Lead Agency	Grantee	Lead Agency	OUSD	Lead Agency
Site #:	226							
Average # of students served daily (ADA)								
TOTAL GRANT AWARD	\$160,000	\$0	\$0	\$0	\$82,800	\$0	\$0	\$0
CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES								
OUSD Indirect (4.25%)	\$6,115	\$0	\$0	\$0				
OUSD ASPO admin, evaluation, and training/technical assistance costs	\$9,413	\$0	\$0	\$0				
Custodial Staffing	\$4,935	\$0	\$0	\$0				
Custodial Supplies	\$672	\$0	\$0	\$0				
TOTAL SITE ALLOCATION	\$128,664	\$0	\$0	\$0				
CERTIFICATED PERSONNEL								
1120 Academic Liason REQUIRED	\$4,000	\$0	\$0	\$0			\$0	
1120 Certificated Teacher Extended Contracts	\$0	\$0	\$0	\$0			\$0	
Total certificated	\$4,000	\$0	\$0	\$0			\$0	
CLASSIFIED PERSONNEL								
2205 Site Coordinator	\$0	\$52,950					\$0	\$0
2220 SSO	\$0	\$0					\$0	\$0
Executive Director, Administrative Assistant, Finance Manager, Development Coordinator (Benefits included)	\$0	\$0						\$40,525
Total classified	\$0	\$62,950	\$0	\$0	\$0	\$0	\$0	\$40,525
BENEFITS								
3000's Employee Benefits for Additional Time (20% of total salaries paid as extended contracts or overtime)	\$800	\$0	\$0	\$0				
3000's Employee Benefits for Salaried Employees (40%)		\$0	\$0	\$0				
3000's Lead Agency benefits (rate 25 %)		\$13,238						
Total benefits	\$800	\$13,238	\$0	\$0	\$0	\$0	\$0	\$0
BOOKS AND SUPPLIES								
4310 Supplies (OUSD only)	\$0				\$792		\$0	\$0
4310 Curriculum (OUSD only)	\$0				\$1,245		\$0	\$0
5825 Field Trips	\$0	\$3,000					\$0	\$0
4420 Equipment (OUSD on'y)	\$0						\$0	\$0
Total books and supplies	\$0	\$3,000	\$0	\$0	\$2,037		\$0	\$0
CONTRACTED SERVICES								
5825 Project Phoenix Coordinator (622hours x \$24/hr)	\$0	\$4,800			\$10,128			\$14,928
5825 Project Phoenix Mentor (1522 hours x \$22/hr)	\$0	\$33,267			\$217			\$33,484
5825 Enrichment Instructors(1774 hours x \$23/hr)		\$7,902			\$32,900			\$40,802
5825 Recreation Instructors (982 hours X \$24/hr)		\$2,853			\$20,715			\$23,568
5825 Leadership Instructors (329 hours X \$33/hr)		\$2,054			\$8,803			\$10,857
5825 Executive Director (2 701 hrs/wk*50 wks*\$42.5/hr)								\$5,740
5825								
5825								
5825								

\$14,928	14928	\$0
\$33,484	33484	\$0
\$40,802	40802	\$0
\$23,568	23568	\$0
\$10,857	10857	\$0

REGISTER
JUN 14 1911
BY

**OUSD After School Programs
Comprehensive After School Program Plan
Elementary & Middle Schools
2011 - 2012**

SECTION 1: School Site Information

School Site: <u>Urban Promise Academy</u>	Date: <u>4-8-11</u>
Principal Signature: 	Lead Agency Signature: 
After School Coordinator Name (if known at this time): <u>FREDERICK MESA</u>	

Urban Promise Academy students made significant gains last year on standardized tests. The school is well on its way to preparing a diverse, 6th-8th grade student population for success in college by equipping them with the **skills, knowledge, and habits of mind** to become **self-motivated, competent, responsible community members and lifelong learners**.

While the school and its students are making progress, the Urban Promise Academy Principal and the Oakland Leaf Foundation after school programs strive to achieve even better educational results by designing and implementing an after school program that fully complements the school's efforts. Through Project Phoenix 3.0, and the enrichment classes offered in Urban Arts, the Oakland Leaf Foundation partners with Urban Promise Academy to provide:

- Academic assistance and intervention
- A framework for developing scholarly habits
- A safe after school environment for students
- Culturally relevant programs in which students learn about and celebrate their own and others' cultures
- Artistic outlets for expression and the integration of the arts into other disciplines
- Leadership skill building and an understanding of the role they can play in improving the conditions in their communities

- o Athletic and recreational skill-building opportunities that contribute to enhanced physical and mental health

In addition, we aim to further develop our communication and collaboration through regular after school and regular day collaboration meetings and grade level meetings that determine what the needs of that grade level might be and preferred methods of communication and collaboration

We will further our overlapping academic needs and instructional processes by the following: 1) incorporate Learning Targets in after school enrichment instruction; 2) Infusing content standards into the after school curriculum; 3) Professional development by the Academic Liaisons to the after school staff; and 4) After school participating in the regular day retreats

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

1. All students will participate in the cultural celebrations/expos via performances, work displays, or helping to organize the event.
2. Students will learn about their cultures and those of other students in the after school program.
3. Students in Project Phoenix 3.0 will improve their GPA's by 1.0 GPA.

SECTION 3: Program Model and Lead Agency Selection

Refer to Appendix A for an overview of extended learning program models.

For 2011-2012, my site selects:

- Coordinated partnership
- Blended/Hybrid
- Extended School Day

Description and Rationale for selection of Lead Agency

Please provide a narrative description of the agency that is managing the program. Indicate why this agency is qualified to manage the site's program, highlighting specific strengths or weaknesses. (Note: If school is managing program, site is considered to be the Lead Agency.)

The Oakland Leaf Foundation cultivates community transformation through creative education for youth and families.

The Oakland Leaf Foundation and the Urban Promise Academy are dedicated to providing students the **skills, knowledge, and habits of mind** to become **self-motivated**.

Oakland Leaf is dedicated to "community transformation through creative education," a motto that encompasses our belief that

youth have the capacity to change the world and that creative educational opportunities have the potential to inspire reflection, commitment, responsibility, critical thinking, vision, and action. Leaf's programmatic goal is to cultivate a generation of youth leaders who, through participation in our programs as students, artists, athletes, evaluators and, eventually, educators and community change-makers, will develop the necessary skills and perspectives to take ownership of, and leadership for their community. In regards to Oakland Leaf's after-school services, standards of excellence and achievement are applied to academic and enrichment offerings. Oakland Leaf is committed to the students' academic achievement and success, along with broader youth development goals. In this effort, they provide targeted academic interventions, state aligned after-school academic curricula, and comprehensive cultural and contemporary arts programming.

SECTION 4: 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 2011-2012:	180 days required*
--	---------------------------

Projected Daily Attendance during School Year 2011-2012:	
--	--

Program Schedule

Submit program schedule as an attachment.

* CDE allows programs to close for a maximum of 3 of these days during the school year for professional development.

SECTION 5: Academics

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

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

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

Academic activities should be aligned with school goals and support specific student achievement needs defined by the school.

Activities should be based on sound instructional strategies aligned with the regular school day program.

	Target Population	Academic Support (choose one)	SPSA goal(s) or school need supported by activity	Measurable Outcomes	Description of program	Instructional Strategies
1	All students	<p><input checked="" type="checkbox"/> Homework Support</p> <p><input type="checkbox"/> Tutoring</p> <p><input type="checkbox"/> Skill Building</p> <p><input type="checkbox"/> Academic Internet</p> <p><input type="checkbox"/> Other</p>	<p>In the Key parts of the Program: Urban Promise Academy seeks to demonstrate that all students can achieve at high levels, and the Homework Support program has the “will” and the “skills” to make that happen. Thus, it is aligned with the goals/vision of UPA “to provide students with the skills, knowledge, and habits of mind to become self-motivated, competent, responsible community members and</p>	<p>For the Homework Intervention program, the Academic Liaison will gather data from staff documenting student progress towards competing homework at grade-level quality</p>	<p>Scholar skill building through a small student to teacher ratio. Cohorts will receive support in their homework and study habits of mind. Students will receive tutoring support, and participate in activities providing life and academic skills.</p>	<p>Small groups 5-10 will be created based on their grade and the work that they will be completing for that day.</p>

lifelong learners.”

SECTION 6: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities and physical activity/recreation are required components of the ASES and 21st Century grants. Enrichment activities should provide students with the opportunity to apply learning in a real, hands-on way. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

Type of Enrichment	Rationale	SPSA goal(s) or school need supported by activity	Brief Description	Targeted Skills	Measurable Outcome
Physical Activity/ Boys Soccer, Girls Soccer, Basketball, Crew, League Sports such as Soccer	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	From the Key Parts of the Educational Program: All students have the opportunity to participate in an after school sports and enrichment program.	These are all sports activities that promote cooperation, leadership, striving for mastery, physical fitness, and strategic thinking	<input type="checkbox"/> Conflict Resolution <input type="checkbox"/> Social Skills <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Students participating in Physical Activities will participate in at least 3 competitive games against students in another league.
Student Leadership Groups (Asian American, African American, and Latino American)	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	UPA's Mission/Vision includes the aspiration to educate students to become, "responsible community members."	Students will participate in activities rooted in understanding the community problems and working to find solutions to those problems.	<input checked="" type="checkbox"/> Conflict Resolution <input type="checkbox"/> Social Skills <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Students in the Student Leadership classes will present their work in the MLK or Cesar Chavez community celebrations.
Hip Hop/Cultural Arts	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	From the Key Parts of the Educational Program: All students have the opportunity to participate in an after school sports and enrichment program.	Students will learn Music Production, theater, or Chicano/a art through the lenses of social justice.	<input type="checkbox"/> Conflict Resolution <input type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input checked="" type="checkbox"/> Other (specify): Arts	All students participating in these activities will present their work in an assembly celebrating Martin Luther King or Cesar Chavez.
Martial Arts	<input type="checkbox"/> Student Identified	From the Key Parts of the	Students will	<input checked="" type="checkbox"/> Conflict Resolution	Students participating

	<input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input checked="" type="checkbox"/> Other (specify): Lead Agency Identified	Educational Program: All students have the opportunity to participate in an after school sports and enrichment program.	participate in martial arts focusing on leadership and discipline. Students will participate in tournaments as well.	<input type="checkbox"/> Social Skills <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	in martial arts will compete in martial arts tournaments.
Physical Activity/ Boys Soccer, Girls Soccer, Basketball, Crew, League Sports such as Soccer	<input checked="" type="checkbox"/> Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	From the Key Parts of the Educational Program: All students have the opportunity to participate in an after school sports and enrichment program.	These are all sports activities that promote cooperation, leadership, striving for mastery, physical fitness, and strategic thinking	<input type="checkbox"/> Conflict Resolution <input type="checkbox"/> Social Skills <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	Students participating in Physical Activities will participate in at least 3 competitive games against students in another league.

SECTION 7: FAMILY ENGAGEMENT / FAMILY LITERACY










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


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

Type of Activity	SPSA goal(s) or school need supported by activity	Brief Description	Measurable Objective/Target	Alignment with school day family engagement efforts or resources
Parent Leadership:	As part of the vision: Parent involvement that increases student achievement	The Family Resource Center will work to increase participation in the schools activities and leadership councils.	Parent participation in the schools ELAC and School Site Council will be 60% more than the average middle schools in Oakland.	The FRC is administered by the Oakland Leaf Foundation. There is full alignment with the FRC for school day and after school day resources.
Parent Assessment of UPA	As part of the vision: Parent involvement that increases student achievement	The FRC will inform families of the SPSA and will have monthly Open Door observations for families to assess the school's ability to reach	An average of four parents a month will participate in the Open Door sessions.	

2011-12 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) Revised Academic Liaison Role Description.

Principal initials	Lead Agency initials	2011 – 12 Assurances for Grant Compliance and After School Alignment with School Day
MT		Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 st Century Grant Assurances, and understand mandated grant compliance elements.
MT		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.
MT		Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
MT		Site will share student outcome data to better refine program (EduSoft, Report Cards, IEP's, etc).
MT		Site Administrator and lead agency rep/site coordinator have reviewed the Academic Liaison role description. Site will identify a certificated, qualified individual to serve as the program's Academic Liaison and to fulfill all responsibilities outlined in the revised role description.
MT		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.
MT		Site will invite Site Coordinator to participate on SSC, COST, and SST to ensure coordination of services.
MT		Site will coordinate the use of facilities and site level resources.
MT		Site will provide Site Coordinator with office space that includes access to internet and phone.

Principal Signature: 

Lead Agency Signature: 

September-June	Program creates waitlist and fills openings throughout the year based on criteria established in enrollment policy.	Site Coordinator
----------------	---	------------------

Important dates to include in your timeline:

- Families will be notified of 2011-12 after school enrollment on or before the last day of school.
- After school program begins on 1st Day of school, with enrollment at a minimum 75% capacity.

Principal Signature: _____

Lead Agency Signature: _____

2011-12 After School Enrollment Policy for Urban Promise Academy School

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

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

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

Beginning on July 1, 2011, a child who is 11 or 12 years of age and who is otherwise eligible for subsidized child care and development services except for his or her age ... shall be given first priority for enrollment, and in cases of programs operating at full capacity, first priority on the waiting list for a [ASES or 21st Century] before or after school program.	Parent will provide documentation to support their eligibility to such a program.	
Students who are experiencing academic difficulties or students who need socio emotional support	Teacher and Principal referrals and student test scores	
Siblings	School enrollment data	
Parental Hardship (for working parents)	Parent requests via the enrollment packet or verbally	

Notes:

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot 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.
- If space remains in the program after priority students fill slots, other students must be allowed access to the program.
- Program must enroll adequate numbers of students to meet CDE attendance targets.

Enrollment Process and Timeline: (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2011. Indicate how families will be notified of enrollment prior to the start of the 2011-12 school year.)

April/May	Site clearly defines enrollment priorities and enrollment process in a site-specific "Enrollment Policy" that is reviewed and approved by the ASPO; site shares After School Enrollment Policy with parents and school faculty.	Site Coordinator, Principal, Lead Agency Director
May/June	After School Leadership Team including the Family Resource Center Coordinator, as well as the Principal meet in Spring to identify 50-70% of participants for next school year, based on enrollment policy and student data (leaving at least 25% of slots for incoming students who meet enrollment priorities.) A target attendance level for the first day of school is determined.	After school leadership team and Principal
May/June	After school Site Coordinator, in collaboration with school staff, conduct Spring recruitment and enrollment of priority students identified; families are notified about next year's program participation by last day of school. A target attendance level for the first day of school.	Site Coordinator
August/September	After School Leadership Team and the Principal identify students to fill remaining slots based on enrollment policy and new data (i.e. test scores released in summer).	After school leadership team and Principal
September	After School Leadership Team conducts new year recruitment and enrollment to fill remaining slots and ensure full program enrollment by end of Sept.	After School Leadership Team

After School Safety and Emergency Planning for 2011-12

A) Will the site have an Emergency Plan that incorporates the After School Program?
 Yes No

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

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

ASP Director will calibrate all procedures with site and schedule practice.

C) Principal and Site Coordinator have reviewed the *OUSD After School Emergency/Crisis 1st Level Response Notification Protocol*.
 Yes No

Facility Keys

Will the After School Program have access to facility keys for all areas where after school programming occurs?
 Yes No

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

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

Principal Signature: _____

Lead Agency Signature: _____

Urban Arts/Project Phoenix Weekly Schedule 11-12

Monday	Tuesday	Wednesday	Thursday	Friday
URBAN ARTS				
Hip Hop Dance <i>6-8 grades</i> 3:30 – 5:00	Music Production <i>6-8 grades</i> 3:30 – 5:00	Hip Hop Dance <i>6-8 grades</i> 1:30 – 3:00	Music Production <i>6-8 grades</i> 3:30 – 5:00	Hip Hop Dance 3:30 – 5:00
Homework Club <i>6-8 grades</i> 5:00-6:00	Homework Club <i>6-8 grades</i> 5:00-6:00	Homework Club <i>6-8 grades</i> 3:00 – 4:30	Homework Club <i>6-8 grades</i> 5:00-6:00	
Homework Club <i>6-8 grades</i> 3:30 – 5:00	Homework Club <i>6-8 grades</i> 3:30 – 5:00	Homework Club <i>6-8 grades</i> 3:30 – 5:00	Homework Club <i>6-8 grades</i> 5:00-6:00	
Chican@ Art <i>6-8 grades</i> 5:00-6:00	Drama Class <i>6-8 grades</i> 5:00-6:00	Chican@ Art <i>6-8 grades</i> 5:00-6:00	Drama Class <i>6-8 grades</i> 5:00-6:00	Chican@ Art <i>6-8 grades</i> 5:00-6:00
Raza Student Leadership <i>6-8 grades</i> 3:30 – 5:00	Student Leadership Team <i>6-8 grades</i> 3:30 – 5:00	Raza Student Leadership <i>6-8 grades</i> 1:30 – 3:00	Student Leadership <i>6-8 grades</i> 3:30 – 5:00	
Homework Club <i>6-8 grades</i> 5:00-6:00	Homework Club <i>6-8 grades</i> 5:00-6:00	Homework Club <i>6-8 grades</i> 3:00 – 4:30	Homework Club <i>6-8 grades</i> 5:00-6:00	
URBAN ARTS				
Boys Soccer <i>6-8 grades</i> 3:30 – 5:00	Cheer Lead-ing <i>6-8 grades</i> 3:30 – 5:00	Soccer <i>6-8 grades</i> 1:30 – 3:00	Cheer Lead-ing <i>6-8 grades</i> 3:30 – 5:00	Cheer Lead-ing <i>6-8 grades</i> 3:30 – 6 pm
Boys Soccer <i>6-8 grades</i> 5:00-6:00	Homework Club 2 instructors <i>6-8 grades</i>	Homework Club <i>6-8 grades</i> 3:00 – 6:00pm	Homework Club <i>6-8 grades</i> 5:00-6:00	

	5:00-6:00			
Girls Soccer 6-8 grades 3:30 - 5:00	Basket Ball 6-8 grades 3:30 - 5:00	Girls Soccer 6-8 grades 1:30 - 3:00	Basket Ball 6-8 grades 3:30 - 5:00	UPA Soccer All stars Matthew Lizner (1:30 - 3:00)
Homework Club 6-8 grades 5:00-6:00	Homework Club 6-8 grades 5:00-6:00	Homework Club 6-8 grades 3:00 - 4:30	Homework Club 6-8 grades 5:00-6:00	

Monday	Tuesday	Wednesday	Thursday	Friday
PROJECT PHOENIX				
Project Phoenix 6-8 grades 3:30 - 5:00	Project Phoenix 6-8 grades 3:30 - 5:00	Project Phoenix 6-8 grades 1:30 - 3:00	Project Phoenix 6-8 grades 3:30 - 5:00	FUN FRIDAYS INCENTIVE BASED PROGRAMMING 6-8 grades 3:30 - 6:00

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/21/2010

PRODUCER (510)548-8200 FAX: (510)548-6145
Fidelity Insurance Service
801 Allston Way

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Berkeley CA 94710

INSURERS AFFORDING COVERAGE

NAIC #

INSURED

Oakland Leaf Foundation
P.O. Box 7256

INSURER A: NIAC

INSURER B: Southern Insurance Co.

INSURER C:

INSURER D:

INSURER E:

Oakland CA 94601

COVERAGES

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

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY	201016332NPO	10/5/2010	10/5/2011	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 20,000
		GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
A	X	AUTOMOBILE LIABILITY	201016332NPO	10/5/2010	10/5/2011	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
						AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC AUTO ONLY AGG	\$
						EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WSI003336902	10/30/2010	10/30/2011	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
		OTHER				E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Certificate holder is named additional insured with respect to the insured's operations.

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District
Oakland SUCCESS! Office
2825 International Blvd.,
Room 206
Oakland, CA 94601

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/21/2010

PRODUCER (510)548-8200 FAX: (510)548-6145
Fidelity Insurance Service
801 Allston Way

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Berkeley CA 94710

INSURERS AFFORDING COVERAGE

NAIC #

INSURED

Oakland Leaf Foundation
P.O. Box 7256

INSURER A: NIAC

INSURER B: Southern Insurance Co.

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Oakland CA 94601

COVERAGES

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INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	201016332NPO	10/5/2010	10/5/2011	EACH OCCURRENCE \$ 1,000,000
					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
					MED EXP (Any one person) \$ 20,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	201016332NPO	10/5/2010	10/5/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN EA ACC \$
					AUTO ONLY. AGG \$
	<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WSI003336902	10/30/2010	10/30/2011	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> 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/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Certificate holder is named additional insured with respect to the insured's operations.

CERTIFICATE HOLDER

Oakland Unified School District
Department of Complimentary Learning
121 East 11th Street
Oakland, CA 94606

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE

Exhibit I

Statement of Qualifications

INSERT HERE

COMMUNITY
MISSION
FINANCIAL HEALTH
HISTORY & PROGRAMS
SUPPORTERS

ANNUAL REVIEW





A History of Oakland Leaf and its Programs

THE SEEDS ARE PLANTED

The seeds for Oakland Leaf were planted in the spring of 2001 when a handful of Oakland teachers, many of them recent Teach For America graduates, decided to stage a Talent Show to counteract negative images of Oakland youth. *"Don't let anyone tell you that there are not positive things happening in the Oakland schools,"* proclaimed Oakland teacher Drew Elliot Smith, *"because there are going to be over 100 positive things blessing the stage tonight."* And there were.

ROOTING IN, RISING UP, BRANCHING OUT

Since planting its seeds in 2001 with the All-Oakland Youth Talent Showcase, Oakland Leaf has grown into a hardy organization, deeply rooted in the Fruitvale neighborhood of Oakland, seeking nothing less than community transformation through creative education. Officially incorporated as a non-profit in 2003, Oakland Leaf has created and cultivated a dynamic and diverse portfolio of educational programs that engage, challenge, and support youth throughout their childhood and adolescent passages. Oakland Leaf understands that in-depth work with youth, employing creative artistic strategies, building the capacity for trust and love, educating and motivating participants to understand and define themselves in their social, political, and cultural contexts, and emphasizing the critical importance of agency and responsibility, brings a harvest of leaders who literally are *"the change we have been waiting for."* It is happening right now, before our eyes.

THE ALL-OAKLAND YOUTH TALENT SHOWCASE

The first All-Oakland Talent Showcase was held at the La Pena Cultural Center to a packed audience of enthusiastic parents, teachers, friends, and community members. Every year since then, 50+ youth have taken the stage, in varying venues, but always with the same enthusiastic, supportive audiences and talented, heart-warming performances. This year's show, entitled "Imagination for the Imagined Nation," will be a space where youth from all over Oakland have the opportunity to share the same stage in solidarity, and to prove that the youth "in the Town" are more than the negative images that are constantly used to portray them. This Youth Roots led production showcases the beauty and the talent that often gets marginalized when one thinks about, talks about, or represents Oakland.

OAKLAND PEACE CAMP

Founded in 2003 at a time of increasing violence both at home and abroad, the Oakland Peace Camp is at the forefront of the creative education movement as the only camp experience in Oakland's Fruitvale District to focus on social justice and community transformation. Oakland Peace Camp combines activities such as mural painting, capoeira, DJ-ing, digital documentary making, and eco-building -- all with the themes of peace and community building. Now in its eighth year, Oakland Peace Camp will accept 100 campers between the ages of 11 and 18, free of charge, and run for three weeks. This year the Camp will add more STEM (Science, Technology, Engineering, Math) offerings to its menu of activities. Youth who have attended the camp in past summers look forward to returning each year, bringing siblings and friends into the circle of safety, learning, and fun.

ASCEND SUNSET WARRIORS AFTER-SCHOOL PROGRAM

Oakland Leaf's flagship comprehensive after-school program, ASCEND Sunset Warriors (ASW), is located at ASCEND school in the heart of the Fruitvale neighborhood. Established in 2004, the ASW after-school program provides 220 students with a safe, caring, and fun learning environment between the hours of 3:30pm and 6:00pm, Monday - Friday. The Oakland Unified School District and the city of Oakland have evaluated the Sunset Warriors



program and identified it as one of the top after-school programs in the city. ASW provides engaging programming that increases student achievement through creative learning opportunities. Second Language Learners who regularly attend Sunset Warriors increase their English proficiency by 20% more than their counterparts. Recently, our elementary students won First Place in the Oakland Unified School District's "Re-Create Art Contest" with their movable robot made out of reused/recycled materials.

URBAN ARTS/PROJECT PHOENIX AFTER-SCHOOL PROGRAM

Oakland Leaf's cutting edge comprehensive after-school program, Urban Promise Academy Urban Arts/Project Phoenix, was established in 2005. Today it is the most highly attended middle school after-school program in the Oakland Unified School District. The Urban Arts/Project Phoenix after-school program provides over 100 students with a safe, engaging, and fun learning environment between the hours of 3:00pm and 6:00pm, Monday - Friday. By 2009 the effects of the Urban Arts/Project Phoenix program could be seen in the test scores of the Urban Promise Academy students. Urban Promise Academy was recognized as one of Oakland's most improved schools on the California Standards Test, posting double-digit gains in both Math and English.

FAMILY RESOURCE CENTERS

Oakland Leaf aims to engage not only students but also their families as part of its broader goal of community transformation through creative education. Understanding the crucial role that families play in the development and success of their children, in 2006



Oakland Leaf opened two Family Resource Centers (FRC's), in collaboration with ASCEND and the Urban Promise Academy. Staffed and run by parents who serve as role models for their peers, the centers serve as the schools' primary school/family communications liaisons. *The goals of the FRC's are to: 1) develop parent leadership skills in the areas of education, health, wellness, and sustainability; 2) integrate all school programs, including the after-school program, parent leadership committees, the gardening program, and school fundraising; and 3) empower parents through the provision of information, counseling and support, and resources needed for basic skills acquisition.* Programs and services include classes in English as a Second Language, computers/technology, exercise and nutrition, and parenting; translation services; assistance with legal paperwork and proceedings; and food and clothing donations. *Our family resource centers provide these essential resources to more than 500 families per week.*

YOUTH ROOTS

Seeking to establish creative environments for youth throughout the primary and secondary school years, Oakland Leaf launched the Youth Roots media arts and leadership program for high school students in 2005. Youth Roots serves as the capstone to Oakland Leaf's youth programs, challenging and supporting its teen

*participants throughout a four-year journey, as they find their voices, think critically about their surroundings, and develop the creative, intellectual and emotional capacities that will take them to college and beyond, including a commitment to work for positive, non-violent change in their communities. This program takes place at ARISE high school in the Fruitvale neighborhood, and is open to all Oakland high school students. In 2010, Youth Roots produced and distributed the award winning Hip Hop CD *Oakland State of Mind*, praised and utilized by Oakland Public Schools' Superintendent, Tony Smith, as a motivational resource for school principals. That same year 10 out of 11 Youth Roots graduating Fellows secured acceptance to 4-year colleges, and two Fellows were recipients of the East Bay College Fund's Great Expectations Awards. The Youth Roots' reach extends far beyond Oakland, with youth invited to present at urban education workshops at the American Education Research Association in Denver, Colorado; the National Writing Project in Portland, Oregon; and the teachers for Social Justice Conference in San Francisco.*

LOVE CULTIVATING SCHOOLYARDS

The urban ecology strand of the Oakland Leaf mission is most directly manifested through its Love Cultivating Schoolyards program, which was launched in 2008. Love: Cultivating Schoolyards seeks to transform schoolyards into dynamic learning environments that will improve student and family nutrition; beautify school campuses; integrate ecology, nutrition and sustainability into classroom learning; promote organic food gardens at home and school; provide after-school education; and generally promote a sustainable, ecologically sound way of life. The program began with the establishment of a garden at the ASCEND school site and has recently added a second garden at the Urban Promise Academy. This program has launched a food scraps composting program at ASCEND, composting 30 lbs. of food per week, and is now establishing a composting program at UPA as well.

THE FUTURE

What is next? We continue to deepen the work and share our learning with others. In the coming years we seek to replicate our programs in new venues and to find better ways to measure our impacts, improve our practices, and communicate with our partners and the public. "We root in, rise up, and branch out. We are committed to stay." We invite you to join us in this mission of community transformation through creative education with youth and families.



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2011-2012

Basic Directions	
Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.	
<ol style="list-style-type: none"> 1. Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation. 2. Contractor and OUSD contract originator agree on terms for MOU and create MOU. 3. OUSD contract originator creates the requisition. 4. Within 2 weeks of creating the requisition the OUSD contract originator submits complete MOU packet for approval 	

Agency Information					
Agency Name	Oakland LEAF		Agency's Contact Person	Mirella Rangel	
Street Address	499 14 th Street, Suite 220		Title	Executive Director	
City	Oakland		Telephone	(510) 530-3656	
State	CA	Zip Code	94612	Email	mirella.oaklandleaf@gmail.com
OUSD Vendor Number	1001624				
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Program Planning Tool and Budget				

Compensation and Terms – Must be within OUSD Billing Guidelines					
Anticipated Start Date	07/01/2011	Date work will end	06/30/2012	Total Contract Amount	\$124,064

Budget Information					
Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
6010	ASES	2361553401	5825	\$124,064	R0200292

OUSD Contract Originator Information					
Name of OUSD Contact	Mark Triplett	Email	Mark.Triplett@ousd.k12.ca.us		
Telephone	(510) 436-3636	Fax	(510) 436-3638		
Site/Dept. Name	236/Urban Promise Academy	After School Program Enrollment Grades	6	through	8

Approval and Routing (in order of approval steps)			
Services cannot be provided before the MOU is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.			
Please sign under the appropriate column	Approved	Denied – Reason	Date
1. Site Administrator			6.16.11
2. Oakland After School Programs Office			7/12/11
3. Network or Executive Officer			7/28/11
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)			8/11/11
5. Board of Education or Superintendent			
Procurement	Date Received		