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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 *VBH*

Board Meeting Date April 25, 2012

Subject Memorandum of Understanding - Big Brothers Big Sisters of the Bay Area (contractor) - 922/Family, Schools, and Community Partnerships Department (site/department).

Action Requested Approval of Memorandum of Understanding between Oakland Unified School District and Big Brothers Big Sisters of the Bay Area. Services to be primarily provided to 922/Family, Schools, and Community Partnerships Department for the period of February 9, 2012 through June 30, 2013.

Background
A one paragraph explanation of why the consultant's services are needed.
The Big Brothers Big Sisters of the Bay Area (BBBSBA) will work collaboratively with the Family, Schools, and Community Partnerships Department to provide 20 new community-based one-to-one mentoring matches will be established during the first eighteen months. The program will serve students who will benefit most from the developmental relationship that mentoring provides. BBBSBA enrollment staff will consult with the OUSD staff contact regarding identification and recruitment of students. Adult volunteers who have interest in working with students will be recruited, screened, matched and trained to ensure child safety and a successful match relationship. The matches will be supported through monthly personal contact by BBBSBA Program Staff with Bigs, Littles, parents/guardians. BBBSBA staff will liaise as needed with OUSD staff to monitor the impact and effects of the program on participants.

Discussion
One paragraph summary of the scope of work.
Approval by the Board of Education of the Memorandum of Understanding between the District and Big Brothers Big Sisters of the Bay Area, San Francisco, CA, for the latter to provide caring adult mentors in the lives of students, thus helping to promote positive students development; BBBSBA will plan, manage, and evaluate the program in partnership with OUSD on a semi-annual basis, give priority to students referred, moving them to the front of our current wait list in Oakland; accept one to five referrals per month, provide on-going match support services, including monthly or quarterly contact with volunteers, children and their families; facilitate and conduct one-to-one matching of carefully screened volunteers with students; track program outcomes and prepare project evaluations and reports, and consult with OUSD staff regarding identification and recruitment of students for the period of February 9, 2012 through June 30, 2013, at no cost to the District.

Recommendation Approval of Memorandum of Understanding between Oakland Unified School District and Big Brothers Big Sisters of the Bay Area. Services to be primarily provided to 922/Family, Schools, and Community Partnerships Department for the period of February 9, 2012 through June 30, 2013.

Fiscal Impact Funding resource name: Funding for this program will be provided by Big Brothers Big Sisters of the Bay Area. No fiscal impact to District.

Attachments

- Memorandum of Understanding
- Insurance Certification
- Background Documentation



Big Brothers Big Sisters of the Bay Area

Serving Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara Counties

Memorandum of Understanding 2012-2013 Between Big Brothers Big Sisters of the Bay Area and Oakland Unified School District

This Memorandum of Understanding (MOU) is effective from February 9, 2012 through June 30, 2013 and is intended to outline the collaboration between Big Brothers Big Sisters of the Bay Area (BBBSBA) and the Oakland Unified School District (OUSD). The spirit of this project is to work collaboratively to provide caring adult mentors in the lives of students within OUSD, thus helping to promote positive students development. This MOU hereby, establishes that BBBSBA and OUSD contract and agree as follows:

Partnership Goals:

BBBSBA agrees to work together with OUSD to provide a community-based mentoring program for OUSD students to be conducted in coordination with staff at OUSD. The mentoring program will include the following elements:

- 20 new community-based one-to-one mentoring matches will be established during the first eighteen months.
- The program will serve students who will benefit most from the developmental relationship that mentoring provides.
- BBBSBA enrollment staff will consult with the OUSD staff contact regarding identification and recruitment of students.
- Adult volunteers who have interest in working with students will be recruited, screened, matched and trained to ensure child safety and a successful match relationship.
- The matches will be supported through monthly personal contact by BBBSBA Program Staff with Bigs, Littles, parent/guardians.
- BBBSBA staff will liaise as needed with OUSD staff to monitor the impact and effects of the program on participants.

Roles and Responsibilities:

BBBSBA will:

- Provide the mentoring services at no direct cost to OUSD in the first eighteen months of the grant.
- Plan, manage, and evaluate the program in partnership with OUSD on a semi-annual basis.
- Give priority to students referred from OUSD; moving them to the front of our current wait list in Oakland.
- Accept one to five referrals per month.
- Recruit, screen, select, and train adult volunteers to serve as mentors.
- Make every effort to match referred students within one to three months of referral.
- Provide on-going match support services, including (at minimum) monthly or quarterly contact with volunteers, children and their families. Match Support includes, but is not limited to, general support of the match relationship, making appropriate referrals as needed, and crisis management.
- Facilitate and conduct one-to-one matching of carefully screened volunteers with students. The goal for the eighteen months is to serve a total of 20 matches.
- Track program outcomes and prepare project evaluations and project reports.
- Consult with OUSD staff regarding identification and recruitment of students.
- Provide at least two (2) annual community activities for matches, and provide free tickets to community events for matches throughout the year.
- Provide OUSD a certificate of insurance naming OUSD as additional insured.



Big Brothers Big Sisters of the Bay Area

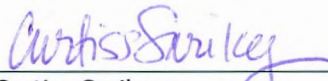
Serving Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara Counties

OUSD will:

- Assign a staff person for supervision of OUSD responsibilities in this partnership.
- Provide information on the Partnership Program including Applications and website information (www.bbbsba.org) to Parents / Guardians and students.
- If P/G applies online, OUSD staff will send an email to BBBSBA staff notifying us of the recent application submission. This will allow BBBSBA to prioritize students referred from OUSD.
- Identify currently enrolled students who need and appear ready to benefit from extra adult attention through a match relationship with a Big Sister or Big Brother according to the following priority:
 1. Enrolled students who are also on the BBBSBA wait list.
- Refer students to BBBSBA enrollment staff and obtain the necessary parental permission for participation in the program.
- Instruct P/G and students that BBBSBA mentoring program is completely voluntary; both P/G and students must want a mentor.
- Cooperate and provide all information needed for project evaluations including attendance records for student participants.
- OUSD management staff will participate in progress meetings with BBBSBA management staff as needed.
- Assure collaboration of OUSD staff with BBBSBA staff to ensure the success of the program.
- Provide BBBSBA with a certificate of insurance naming BBBSBA as an additional insured.

BBBSBA staff and OUSD staff will meet as necessary to maintain and renew this partnership. This agreement is for eighteen months and may be renewed on after that period of time.

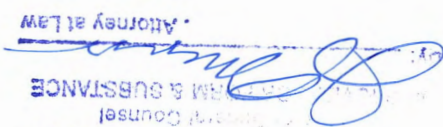
Marcia Hodges
CEO
Big Brothers Big Sisters of the Bay Area



Curtiss Sarikey
Associate Superintendent
Family, Schools and Community Partnerships
Oakland Unified School District

Jody London
Board President
Oakland Unified School District

Edgar Rakestraw, Jr., Secretary
Board of Education



Attorney at Law
COUNSEL
OAKLAND UNIFIED SCHOOL DISTRICT

CONFIDENTIALITY AGREEMENT 2011-2012
BETWEEN
BIG BROTHERS BIG SISTERS OF THE BAY AREA
AND
OAKLAND UNIFIED SCHOOL DISTRICT

This Confidentiality Agreement (CA) is effective from December 13, 2011 through June 30, 2012 and is intended to outline the terms of confidentiality necessary for initial collaboration between Big Brothers Big Sisters of the Bay Area (BBBSBA) and Oakland Unified School District (OUSD). The spirit of this initial collaboration is to share information regarding children enrolled in the BBBSBA program who may fall under the service area of OUSD. This CA hereby, establishes that OUSD agrees as follows:

All records provided to OUSD are the sole property of BBBSBA. Records must be secured and maintained permanently at designated agency locations. Paper records must be secured in locked file cabinets and are accessible only to OUSD staff. All computers used to access and store BBBSBA client records provided must be password protected. The Agency respects the confidentiality of this information and shares it only among staff.

OUSD Agrees to:

1. Comply with the confidentiality policy as it pertains to security, orally sharing, copying or recording confidential information and records for individuals and families served by Big Brothers Big Sisters of the Bay Area
2. Restrict request for access to Big Brothers Big Sisters' confidential information and records, and limit sharing of confidential information compiled by the agency to those needed to formulate and implement a case specific service plan as specified in the California Welfare Institutions Code, Section 1886.40 and 18986.46 and the terms of the Program's release form(s).

OUSD further hereby agrees not to divulge any information or records concerning any Program participant without proper authorization in accordance with state and federal law and intra-agency agreements. OUSD recognizes that any discussion of or release of information concerning a participant to any unauthorized person is forbidden and may be grounds for legal action.

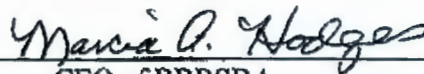
During the period of this confidentiality agreement, OUSD will have access to confidential information required for the effective initial collaboration of the two agencies. OUSD agrees that all discussions, deliberations, records, and information generated or maintained in connection with this collaboration will not be disclosed to any unauthorized person. OUSD recognizes that the unauthorized release of confidential information may expose the agency to civil/criminal liability and penalties.

Executed this 14th day of December, 2011


Signature

CURTISS SARRKEY, ASSOC SUPERINTENDENT
Type or Print Name and Title

Approved by:


CEO of BBBSBA

Approved
General Counsel
12/14/11



CERTIFICATE OF LIABILITY INSURANCE

OP ID: MW

DATE (MM/DD/YYYY)

04/11/12

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

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

PRODUCER John L. Kirby & Associates 4196 Herschel Street Jacksonville, FL 32210-2260 John L. Kirby, Jr.	904-387-9798 904-387-9270	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: BAYAR-1	FAX (A/C, No):
	INSURED Big Brothers Big Sisters of Bay Area 731 Market Street, 6th Floor San Francisco, CA 94103	INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hanover Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X		RHJ 8780104 01	07/01/11	07/01/12	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000	
A	AUTOMOBILE LIABILITY			RHJ 8780104 01	07/01/11	07/01/12	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<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						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DEDUCTIBLE RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Additional Insured: Oakland Unified School District per written contract or agreement.

CERTIFICATE HOLDER Oakland Unifield School Distri Family, Schools, Community Partnerships Dept. 495 Jones Avenue Oakland, CA 94603	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE John L. Kirby, Jr.
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