

Board Office Use: Legislative File Info.	
File ID Number	18-0022
Introduction Date	2-14-18
Enactment Number	18-0213
Enactment Date	2-14-18



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To The Board of Education
From Kyla Johnson-Trammell, Superintendent

Board Meeting Date
(To be completed by
Procurement)

2-14-18

Subject Memorandum of Understanding Amendment - 1
Oakland Kids First Oakland CA (contractor, City State)
301/Castlemont High School (site/department)

Action Requested Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Oakland Kids First Services to be primarily provided to 301/Castlemont High School for the period of July 1, 2017 through August 17, 2018.

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

The general purpose of the 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program is to provide opportunities for communities to establish or expand activities that focus on 1) Improved academic achievement, 2) Enrichment services that reinforce and complement the academic program, and 3) Family literacy and related educational development services for high school students. This amendment is needed to reduce the total amount to the After School lead agency and enable additional services at the site to support the Swim Club for the after school program at Castlemont High School.

Discussion
One paragraph summary of the amended scope of work.

Approval by the Board of Education of Amendment No. 1, Memorandum of Understanding between the District and Oakland Kids First, Oakland, CA, for the latter to decrease the level of services to return funds back to the school site to set up a Professional Services Contract that will enable additional services to continuing two student internship programs for the Castlemont Community Promotion Team (5 students), Peer Interpreters (5 students), and support of the Swim Club for the After School Program at Castlemont High School for the period of July 1, 2017 through August 17, 2018, in the amount of -\$20,000.00, reducing the not to exceed amount of the Agreement from \$188,974.75 to \$168,974.75. All other terms and conditions of the Agreement remain in full force and effect.

Recommendation Approval of the Amendment to the Memorandum of Understanding between Oakland Unified School District and Oakland Kids First Services to be primarily provided to 301/Castlemont High School for the period of July 1, 2017 through August 17, 2018.

Fiscal Impact Funding resource name (please spell out) 21st Century High School After School Safety & Enrichment not to exceed \$ -20,000.00

Attachments

- MOU Amendment
- Copy of original MOU

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OAKLAND UNIFIED SCHOOL DISTRICT

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

The Oakland Unified School District (OUSD) and Oakland Kids First (Agency) entered into a Memorandum of Understanding (MOU) on July 1, 2017. 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:

Castlemont High School will reduce the total amount to the After School lead agency and enable additional services at the site to support the Swim Club for the after school program at Castlemont High School.

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


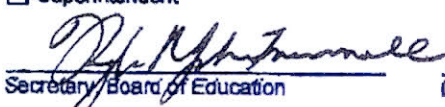
3. **Compensation:** The compensation is unchanged. The compensation has changed.
If the compensation is changed: The MOU price is amended by:
 Increase of \$ _____ to original MOU amount – Funding Source: _____
 Decrease of \$ -20,000.00 to original MOU amount– Funding Source: 21st Century High School ASSETs Grant
The New Cumulative Amount of MOU is not to exceed: One hundred sixty eight thousand, nine hundred seventy four and 75/100s dollars (\$ 188,974.75).


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
 2-14-18
 President, Board of Education Date
 Superintendent
 2-14-18
 Secretary, Board of Education Date

AGENCY
 1.23.18
 Contractor Signature Date
LUKAS BREKKE-MIESNER - ASSOCIATE DIRECTOR
 Print Name, Title



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 Kids First	Agency's Contact Person	Kim Miyoshi
Street Address	610 - 16th Street, Suite 310	Title	Executive Director
City	Oakland	State	CA
Telephone	510-452-2043		
Zip Code	94612	OUSD Vendor Number	V050226
Email	kim@kidsfirstoakland.org		

- 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	\$ 188,974.75	Original PO Number	
Amended MOU Amount	\$ -20,000.00	New Requisition Number	Not Applicable
New Total MOU Amount	\$ 168,974.75		

Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount
4124	21st CCLC ASSETS	3011879401	5825	-\$ 20,000.00
			5825	
			5825	
			5825	

OUSD Contract Originator Information

Name of OUSD Contact	William Chavarin, Principal	Email	William.Chavarin@ousd.org
Telephone	510-639-1466	Fax	510-639-4271
Site/Dept. Name	301/Castlemont High School		

Approval and Routing (in order of approval steps)

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

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

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			1/12/18
2. Resource Manager, if applicable			
3. Network or Regional Executive Officer			1/23/18
4. Cabinet (Chief / Deputy Chief)			1/23/18
5. Superintendent or Board of Education			
Legal – Required if not standard MOU Amendment			
Procurement	Date Received		

AFTER SCHOOL BUDGET PLANNING SPREADSHEET
HIGH SCHOOLS 02-2017

Site Name	21CCLC Core	21CCLC Equitable Access	21CCLC Family Literacy	Program Fees (if applicable)	Other Lead Agency Funds
Site #	0000	0000	0000	Lead Agency	Lead Agency
Castlemont High School					
TOTAL GRANT AWARD	280000.00	0.00	0.00		
CENTRAL COSTS (ADIRECT ADMIN, EVAL, PROFESSIONAL, DEVELOPMENT, CUSTODIAL)					
OUISO Indirect (5%) [1]	11954.76	0.00	0.00		
OUISO ASPO admin, evaluation and training/technical assistance (20%) [2]	15576.32	0.00	0.00		
Custodial Staffing and Supplies at 3.5% [3]	7765.16	0.00	0.00		
TOTAL SITE ALLOCATION [4]	35297.24	0.00	0.00		
CERTIFICATED PERSONNEL					
1120 Quality Support Coach/Career Pathways/ Liaison [5]	2500.00	0.00	0.00		0.00
1120 Certificated Teacher Extended Contracts [6]	6000.00	0.00	0.00		0.00
1120 Certificated Teacher - APX [10]	3000.00				
1120 [11]					
1120 Career Pathway Certificated Teacher Extended Contracts [12]					0.00
Total certificated [13]	11500.00	0.00	0.00		0.00
CLASSIFIED PERSONNEL					
7220 SSO [14]	8800.00				0.00
[15]					
[16]	0.00				
Total classified [17]	8800.00	0.00	0.00	0.00	0.00
BENEFITS					
3000s Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%) [18]	2300.00 [19]	0.00 [20]	0.00	0.00 [21]	
3000s Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%) [22]	2156.00 [23]	0.00 [24]		0.00 [25]	
3000s Employee Benefits for Salaried Employees (42%) [26]		[27]	[28]	[29]	
3000s Lead Agency benefits (rate .25 % [30]					0.00
Total benefits [31]	4456.00	0.00	0.00	0.00	0.00
BOOKS AND SUPPLIES					
4310 Supplies (OUISO only, except for Summer Supplemental) [32]					0.00
4310 Curriculum (OUISO only) [33]					0.00
4629 Field Trips [34]	7500.00				0.00
4420 Equipment (OUISO only) [35]					0.00
District professional development on district PD days (Shipping the Day conference and Youth Work Methods training) [36]	500.00				
Total books and supplies [37]	8000.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES					
5825 Community Programs Manager (COP staff) [38]	45833.00	0.00			
5825 Family Liaison (COP staff) [39]	15000.00				
5825 College & Career Readiness Coach (required for All E-d) [40]					
5825 Credit Recovery Coach [41]					
5825 Academic Mentor for 9th graders [42]					
5825 Youth Internship (dependents) [43]	23691.91				
5825 Academic Instructors [44]	25000.00				
5825 Enrollment Facilitators [45]					
5825 Subcontractory (Soccer Club receives \$30,000). The remaining \$35,000 will be issued to additional subcontractors through an RFP process [46]	20000.00	45000.00			
5825 Staff time to participate in Continuous Quality Improvement meetings and meetings [47]	460.77				
5825					
5825					
5825					
Total services [48]	109000.68	45000.00	0.00	0.00	0.00
INDIRECT SERVICES					
740					0.00
					0.00
Total value of indirect services					0.00
LEAD AGENCY ADMINISTRATIVE COSTS					
Lead Agency admin (4% max of total contracted \$) [50]	5969.07	0.00		0.00	0.00
SUBTOTALS					
Subtotal DIRECT SERVICE [51]	49494.32	153005.68	0.00	0.00	0.00
Subtotal Administrative [52]	21530.83	5969.07	0.00	0.00	0.00
TOTALS					
Total budgeted per annum [53]	81025.15	158974.75	0.00	0.00	0.00
Total REQUESTED [54]	106	250000.00	0.00	0.00	0.00
21CCLC LEAD AGENCY ADMINISTRATION COSTS [55]					
TOTAL LEAD AGENCY ADMINISTRATION COSTS [56]					

Required Signatures for Budget Approval:

Principal: 

Lead Agency: 

Board Office Use: Legislative File Info.	
File ID Number	17-2131
Introduction Date	10/25/17
Enactment Number	17-1563
Enactment Date	10/25/17 OJ



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent

Board Meeting Date October 25, 2017

Subject Memorandum of Understanding - Oakland Kids First (contractor) - 306/Castlemont High School (site)

Action Requested Approval of a Memorandum of Understanding (MOU) between District and Oakland Kids First, for services to be provided primarily to Castlemont High School.

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

The general purpose of the 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program is to provide opportunities for communities to establish or expand activities that focus on 1) Improved academic achievement, 2) Enrichment services that reinforce and complement the academic program, and 3) Family literacy and related educational development services for high school students.

Discussion
One paragraph summary of the scope of work.

Approval by the Board of Education of a Memorandum of Understanding 2017-2018 between the District and Oakland Kids First, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services, as described in the MOU, for Castlemont High School's comprehensive After School Program for the period of July 1, 2017 through August 17, 2018, in an amount not to exceed \$188,974.75.

Recommendation

Approval by the Board of Education of a Memorandum of Understanding (MOU) between the District and Oakland Kids First for the latter to provide Arts, Recreation, Leadership and Family Literacy activities in its capacity as a Comprehensive After School Program Lead Agency at Castlemont High School for the period July 1, 2017 through August 17, 2018.

Fiscal Impact

Funding Resource: 4124/21st Century Community Learning Centers (21st CCLC) ASSETs Grant in an amount not to exceed \$188,974.75.

Attachments

- Memorandum of Understanding
- Certificate of Insurance
- Program Plan and Budget
- Statement of Qualifications

**Memorandum of Understanding 2017-2018
Between Oakland Unified School District and
Oakland Kids First**

1. **Intent.** This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent, contingent upon OUSD's receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with Oakland Kids First ("AGENCY") to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at 301/Castlemont High School under the following grants:
 - California Department of Education ("CDE") 21st Century High School ASSETS Program ("ASSETS Core Grant")
 - California Department of Education ("CDE") 21st Century Direct Access Grant ("Direct Access")
 - California Department of Education ("CDE") 21st Century Family Literacy Grant ("Family Literacy")

2. **Term of MOU.** The term of this MOU shall be July 1, 2017 through June 30, 2018 if AGENCY services do not include summer educational programs, and July 1, 2017 through August 17, 2018 if AGENCY services include providing summer educational programs. The term may be extended by written agreement of both parties.

3. **Termination by OUSD.** OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.
 - a) **No Premature Termination by AGENCY.** AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change and/or unless OUSD deems immediate removal of AGENCY is necessary for cause. In the event AGENCY ceases to provide required services prior to the end of the MOU term, or is terminated 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, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.
 - b) **Advance Notice by AGENCY for Coming School Year.** AGENCY must provide advance notice to Principal and OUSD After School Programs Office by the end of the first semester if AGENCY cannot continue providing after school lead agency services for the succeeding school year. This date allows the school site to have sufficient time to find a new lead agency partner, and enables OUSD to work to preserve after school grant funding (including OFCY city funding) for the school.

4. **Compensation.** The 21st Century ASSETS Core Grant, Family Literacy, and Direct Access grant award amount for Oakland Kids First is **\$188,974.75**. 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 and subject to **AGENCY compliance with MOU requirements**, 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. **Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and trainings and in continuous quality improvement efforts.**
- 4.2. **Positive Attendance.** Payment for services rendered related to the ASSETS Core Grant shall be based on actual student attendance rates (\$10.00 a day per student), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$10.00 a day per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASSETS Core Grant to be processed. (**Exhibit A - Attendance Reporting Schedule 2017-2018**).
- 4.2.1. **Reconciliation Process for Positive Attendance Based Grant Funds.** OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASSETS Core Grant for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.
- 4.2.2. **Administrative Charges and Reconciliation.** Reconciliation process for positive attendance based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 4.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance costs.
- 4.4. **AGENCY Administrative Fees.** AGENCY understands and agrees that it may not charge more than 4% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant must be used for direct administrative costs and cannot be used for agency indirect costs. Direct administrative costs consist of expenditures for administrative activities that provide a direct benefit to the 21st Century ASSETS program. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the 21st Century ASSETS program.
- 4.5. **Program Budget.** 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 2017-2018 and will not exceed \$188,974.75 in accordance with **Exhibit B** ("21st CCLC After School Program Plan" and "After School Budget Planning Spreadsheet").
- 4.6. **Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses

paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by AGENCY without delay.

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

5. **Scope of Work.** AGENCY will serve as lead agency at 301/Castlemont High School, will be responsible for operations and management of the 21st Century ASSETS Core Grant, Family Literacy grant, and Direct Access grant contracted to AGENCY by OUSD for fiscal year 2017-2018. This shall include the following required activities:

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

5.1.1. **Alignment with Single Plan for Student Achievement ("Site Plan").** AGENCY will ensure the after school program aligns with OUSD and 301/Castlemont High School and objectives to ensure the success of students as articulated in the Site Plan. 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.

5.1.2. **Continuous Quality Improvement (CQI).** AGENCY must fully engage in continuous quality improvement (CQI) processes and complete the following steps of the CQI cycle each year, and submit corresponding CQI deliverables to the After School Programs Office on a timely basis:

- beginning of year self-assessment using YPQA/SAPQA tool
- planning with data (using self assessment and external assessment PQA data, and other program data as available)
- development of quality action plan (QAP) with SMART goals for program improvement
- year-end self-assessment and QAP progress check

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

Agency staff are also required to participate in corresponding CQI trainings provided by the OUSD After School Programs Office.

- 5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with 21st Century ASSETS Core, Family Literacy, and Direct Access funding guideline requirements and follow OUSD after school policies and procedures. This includes compliance with OUSD staffing requirements and policies including No Child Left Behind and other legislative mandates.
- 5.3. **Enrollment.** AGENCY will enroll 9th through 12th grade students at 301/Castlemont High School, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.
- 5.4. **Program Requirements**
 - 5.4.1. **Program Hours.** Consistent with the 21st Century ASSETS program requirements, AGENCY agrees to operate a minimum of 15 hours per week. This may include after school only OR after school and any combination of before school, weekends, summer intersession and vacation.
 - 5.4.2. **Program Days.** AGENCY shall offer a program for a minimum of 177-180 days during the 2017 – 2018 school year.
 - 5.4.2.1. **Attendance Targets.** AGENCY will operate the program for a sufficient number of days during the 2017 – 2018 school year to ensure that student attendance targets are met. This can include Summer Session.
 - 5.4.2.2. **Program Closure.** AGENCY will close the ASSETS program no more than a maximum of 3 days in the 2017-18 school year for staff professional development, as permitted by Education Code.
 - 5.4.3. **Program Components**
 - 5.4.3.1. AGENCY shall provide programming that supports the guidelines as outlined in the ASSETS Core Grant for students at 301/Castlemont High School. AGENCY understands that the ASSETS program has three required elements that must be offered in every funded program: academic assistance, enrichment, and family literacy services. AGENCY understands that the academic and enrichment elements must provide additional support for pupils and be coordinated with the regular academic program requirements, standards-aligned curriculum and instructional materials, and assessments of pupil progress. AGENCY agrees to provide programming consistent with grant guidelines, including, but not limited to:
 - 5.4.3.1.1. **Academic Assistance.** ASSETS programs will include tutoring, homework assistance, and Credit Recovery in their academic assistance element. The assistance will be aligned with the regular academic programs of the students and will assist them in meeting state and local academic achievement standards in core academic subjects, such as reading, mathematics, and science.
 - 5.4.3.1.2. **Enrichment.** Each ASSETS program will provide an enrichment element that offers participating students a broad array of additional services, programs, and activities designed to reinforce and complement the regular academic program. Services will be actively coordinated with the students' regular high school day program. It is strongly encouraged that programs include an Internship Program to develop Career Skills. In particular, the enrichment element activities must be developed in alignment with appropriate California content standards and standards-aligned instructional materials, related California curriculum frameworks, and other research-based practices.

- 5.4.3.1.3. **Family Literacy Services.** AGENCY shall assess the need for family literacy services among adult family members of the high school students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- 5.4.3.2. **Equitable Access Programming.** AGENCY shall include a component for students at 301/Castlemont High School to support full access to program components.
- 5.4.3.3. **Family Literacy Programming.** AGENCY shall offer a component for guardians, parents, and caretakers of students at 301/Castlemont High School which includes parent workshop and training on a variety of topics including supporting youth academically, college and career readiness, and adult literacy development.
- 5.4.3.4. **Snacks/Supper/Beverages:** AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:
- 5.4.3.4.1. Provide meals and beverages that meet State and Federal standards;
- 5.4.3.4.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;
- 5.4.3.4.3. Provide all supplies including utensils, napkins, forks, required;
- 5.4.3.4.4. Support compliance by AGENCY with required State and Federal administrative requirements;
- 5.4.3.4.5. Provide annual training to AGENCY.
- 5.4.3.5. Each AGENCY participating in the Nutrition Services snack/meal/beverage program shall:
- 5.4.3.5.1. Attend annual training. In the event that the person responsible for snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;
- 5.4.3.5.2. Complete After School Snack and Supper Menu Production Worksheets (MPW) on a daily basis;
- 5.4.3.5.3. Ensure meal count is accurate;
- 5.4.3.5.4. Submit completed MPW to cafeteria staff by the next business day;
- 5.4.3.5.5. Return leftovers to cafeteria;
- 5.4.3.5.6. Ensure that only students are served and receive food from the program;
- 5.4.3.5.7. Ensure that meals are not removed from campus
- 5.4.3.5.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination
- 5.4.3.6. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.
- 5.4.3.6.1. MPW not completed and submitted by the next business day;

- 5.4.3.6.2. Snacks are ordered and not picked up
- 5.4.3.7. In addition to any applicable liability associated with audit findings, AGENCY will be charged the following for each meal that OUSD is unable to claim due to AGENCY's failure to comply with program requirements:
- 5.4.3.7.1. Snack: \$1.00
- 5.4.3.7.2. Supper: \$3.50
- 5.4.3.8. AGENCY will be liable for audit findings and/or assessments (See Section 12 below) that are attributable to AGENCY's failure to comply with the rules and regulations of the Nutrition Services program, including liability if reimbursement is denied Nutrition Services because of AGENCY's failure to comply with program requirements.
- 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.** AGENCY will provide 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. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by AGENCY for 5 years for auditing purposes.
- 5.5.3. **Use of Enrollment Packet.** AGENCY will use OUSD After School Program Parent Permission and Student Information enrollment packet, including early release waiver, for all after school participants. (**Exhibit C**) AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD enrollment packet, in advance of distribution.
- 5.5.4. **Maintain Clean, Safe and Secure Environment.** AGENCY shall maintain 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.
- 5.6. **Alignment of After School Safety Plan with School Site Comprehensive Safety Plan.** AGENCY will use the OUSD After School Program Emergency Plan template and work collaboratively with school site administrator to complete and/or update and submit an annual after school safety plan by mid October which aligns with and is part of the school site's comprehensive safety plan. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD template, in advance of distribution.
- 5.7. **Incident and Injury Reporting, Crisis Response and Training; Accident Insurance**
- 5.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after school program participants, visitors or staff must be reported via email to ousdincidents@ccmsi.com by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance

coverage to assist in payment of eligible student medical expenses incurred by parent/guardians due to OUSD student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

5.8. **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.

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

- Administration, faculty, and staff of 301/Castlemont High School
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

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

5.11. **Loss of Standing as Qualified Organization:** AGENCY shall insure MOU requirements are met. Failure to do so may result in loss of standing as a qualified organization and/or termination of partnership.

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

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

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

6.1.1. a full description of the trip and scheduled activities

6.1.2. student/adult participant health information

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

- 6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.
- 6.3. No student shall be prevented from making a trip due to lack of sufficient funds.
- 6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.
- 6.5. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.
- 6.6. **Supervision**
- 6.6.1. AGENCY Executive Director must review and approve supervision plan.
- 6.6.2. Trip as structured is appropriate to age, grade level and course of study.
- 6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
- 6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
- 6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
- 6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).
- 6.7. **Transportation Requirements:** The after school and summer program or subcontractors shall ensure compliance with all state laws and may transport by the use of its own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence

for liability for bodily injury; and \$50,000 per occurrence for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license; (ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: 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 liability and \$1,000,000 General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; (I) students receive instruction in safe conduct on bus or other transport; and, (J) drivers shall receive safety and emergency instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

- 6.8. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.
- 6.9. Vendor is licensed to provide all proposed activities.
- 6.10. All after school program student participants on field trips, off site events or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)

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

6.11.1. Definition of High Risk Activities

6.11.1.1. Because of concerns about the risk to student safety, the after school program coordinator shall not permit the following activities on campus or during AGENCY sponsored after school or summer program trips, events and activities unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has medical or accident 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 limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.
- 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 if it is an overnight trip, a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.
- 6.11.5. Sleeping arrangements and night supervision are safe and appropriate.
- 6.11.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:
- Facility
 - Program
- 6.12. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading
- 6.12.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
- 6.12.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
- 6.12.3. Swimming Activities
- 6.12.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.
- 6.12.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.
- 6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or

equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.

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

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

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

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

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

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

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

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

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

7. **Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of 21st Century ASSETS Core Grant, Direct Access, and Family Literacy grant funds contracted to AGENCY by OUSD for fiscal year 2017-2018. 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 for the federal 21st Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds are required to undergo an annual audit and to communicate findings to OUSD, as requested. 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 21st Century ASSETS, Family Literacy, and Direct Access grants available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

8. Invoicing

- 8.1. **Billing Structure.** AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.
- 8.2. **Unallowable Expenses.** AGENCY may not purchase computers or capital equipment using 21st Century Core Grant, Direct Access, or Family Literacy grant funds.
- 8.3. **Invoice Requirements.** AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (**Exhibit F**) for regular invoice submission.
- 8.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. (**Exhibit G**)
- 8.5. **Submission of Invoices for ASEP and 21st Century Grants.** For services rendered related to the 21st Century ASSETS grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the 21st Century ASSETS grants, with a cumulative total for 2017-18 not to exceed \$188,974.75 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 2017-18 fiscal year to reflect additional changes resulting from such legislation.

11. Conduct of Consultant

- 11.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense sufficient Mandated Reporter training to all AGENCY staff, agents and volunteers at least annually within their first month working with OUSD students and comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.
- 11.2. **Staff Requirements.** AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:
- 11.2.1. **Tuberculosis Screening.** Current documentation of negative TB Test (PPD) on file for each AGENCY agent working with students.
- 11.2.2. **Fingerprinting of Agents.** Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.
- 11.2.3. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching and preparation time to enable staff and agent performance to meet the goals of the ASES/21st Century after school grant program and provide a safe and secure program.
- 11.3. **Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY

staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.

- 11.4. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- 11.5. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.6. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. 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 Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and 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).
- 11.7. **Bullying; Sexual Harassment.** The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents.
- 11.8. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.
12. **Indemnification.** AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, audit fines, assessments, 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 preceding paragraph.

13. **Insurance.** Throughout the life of the MOU, AGENCY shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "AVII" in Best Insurance Rating Guide, the following policies of insurance:
- 13.1. **Commercial General Liability** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.
 - 13.2. **Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.
 - 13.3. **Property and Fire** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

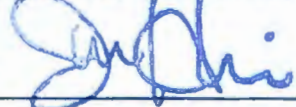
The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before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

14. **Litigation.** [This section is intentionally deleted by the parties].
15. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
16. **Counterparts.** This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
17. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, verifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/portal/public/SAM>

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

OAKLAND UNIFIED SCHOOL DISTRICT

AGENCY



 President, Board of Education

10/26/17
Date

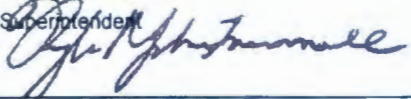


Agency Director Signature

8-24-17
Date

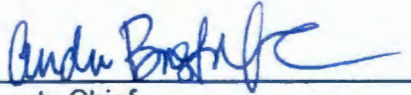
State Administrator

Superintendent



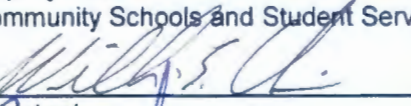
Secretary, Board of Education

10/26/17
Date



Deputy Chief
Community Schools and Student Services Dept.

Date



Principal

8/28/17
Date



Network Superintendent

10/3/17
Date



Chief Academic Officer

10/3/17
Date

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
- **Exhibit J.** Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY

MOU template approved by Legal May, 2017

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 – July 31, 2017	August 10, 2017
August 1 - August 30, 2017	September 8, 2017
September 1-30, 2017	October 10, 2017
October 1-30, 2017	November 9, 2017
November 1-30, 2017	December 8, 2017
December 1-31, 2017	January 10, 2018
January 1-31, 2018	February 9, 2018
February 1-29, 2018	March 9, 2018
March 1-31, 2018	April 10, 2018
April 1-30, 2018	May 10, 2018
May 1-31, 2018	June 8, 2018
June 1-30, 2018	June 15, 2018

Exhibit B

**21ST CCLC AFTER SCHOOL PROGRAM PLAN
AND AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

(Template distributed separately)

INSERT HERE

AFTER SCHOOL BUDGET PLANNING SPREADSHEET

HIGH SCHOOLS 02.2017

Site Name	21CCLC Core	21CCLC Equitable Access	21CCLC Family Literacy	Program Fees (if applicable)	Other Lead Agency Funds
Site #	Resource #714 Program	Resource #724 Program	Resource #724 Program		
Average # of students to be served daily (ADA)	% OUSD	% Lead Agency	% OUSD	% Lead Agency	% Lead Agency
Castlemont High School					
321					
TOTAL GRANT AWARD	25000.00	0.00	0.00		

CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PROFESSIONAL DEVELOPMENT, CUSTODIAL

OUSD Indirect (5%) [1]	11904.76		0.00		0.00
OUSD ASSTD admin, evaluation, and training/technical assistance costs [2]	15576.32		0.00		0.00
Custodial Staffing and Supplies at 3.5% [3]	7788.16		0.00		0.00
TOTAL SITE ALLOCATION [4]	25269.24	0.00	0.00	0.00	0.00

CERTIFICATED PERSONNEL

1120 Quality Support Coach/Career Pathways Liaison [6]	2500.00		0.00		0.00
1120 Certificated Teacher Extended Contracts [9]	6000.00		0.00		0.00
1120 Certificated Teacher - APEX [10]	3000.00				
1120 [11]					
1120 Career Pathway Certificated Teacher Extended Contracts [12]					0.00
Total certificated [13]	11500.00	0.00	0.00	0.00	0.00

CLASSIFIED PERSONNEL

2220 SSO [14]	9800.00				0.00
[15]					
[16]	0.00				
Total classified [17]	9800.00	0.00	0.00	0.00	0.00

BENEFITS

3000's Employee Benefits for Certificated Teachers on Extended Contract (benefits at 20%) [18]	2300.00 [19]		0.00 [20]		0.00 [21]
3000's Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%) [22]	2156.00 [23]		0.00 [24]		0.00 [25]
3000's Employee Benefits for Salaried Employees (42%) [26]	[27]		[28]		[29]
3000's Lead Agency benefits (rate 25 %) [30]					
Total benefits [31]	4456.00	0.00	0.00	0.00	0.00

BOOKS AND SUPPLIES

4310 Supplies (OUSD only, except for Summer Supplemental) [32]					0.00
4310 Curriculum (OUSD only) [33]					0.00
5829 Field Trps [34]	7500.00				0.00
4420 Equipment (OUSD only) [35]					0.00
District professional development on district PD days (Bridging the Gap conferences and Youth Work Methods trainings) [36]	500.00				
Total books and supplies [37]	0.00	8000.00	0.00	0.00	0.00

CONTRACTED SERVICES

5825 Community Programs Manager (OKF staff) [38]	45833.00		0.00		
5825 Family Liaison (OKF staff) [39]	15000.00				
5825					
5825 College & Career Readiness Coach (required for All Ed) [40]					
5825 Credit Recovery Coach [41]					
5825 Academic Mentor for 8th graders [42]					
5825 Youth Internship Sponsors [43]	23691.91				
5825 Academic Instructors [44]	25000.00				
5825 Enrichment Facilitators [45]					
5825 Subcontractors (Smith Club receives \$30,000). The remaining \$35,000 will be issued to additional subcontractors through an RFP process [46]	65000.00				
5825 Staff time to participate in Continuous Quality Improvement trainings and meetings [47]	480.77				
5825					
5825					
5825					
Total services [48]	0.00	176005.88	0.00	0.00	0.00

BEHIND DIRECT SERVICES

[49]					0.00
					0.00

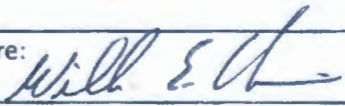

Total value of in-kind direct services										0.00	0.00	0.00				
LEAD AGENCY ADMINISTRATIVE COSTS																
Lead Agency admin (4% max of total contracted \$) [50]										5969.07	0.00	0.00	0.00			
SUBTOTALS																
Subtotals DIRECT SERVICE [51]										29494.32	183005.68	0.00	0.00	0.00	0.00	0.00
Subtotals Admin/Indirect [55]										31530.93	5969.07	0.00	0.00	0.00	0.00	0.00
TOTALS																
Total budgeted per column [56]										61025.25	188974.75	0.00	0.00	0.00	0.00	0.00
Total BUDGETED [57]										100	250000.00	0.00	0.00	0.00	0.00	0.00
BALANCE remaining to allocate [61]										0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT AWARD/ALLOCATION TO SITE [62]										250000.00	0.00	0.00	0.00	0.00	0.00	0.00

Required Signatures for Budget Approval:

Principal	
Lead Agency	

OUSD After School Programs
ASES and 21st Century Community Learning Center (21st CCLC) After School Program Plan
High Schools
2017 - 2018

SECTION 1: School Site Information

School Site: Castlemont High School	Lead Agency: Oakland Kids First
Principal Signature: 	Lead Agency Signature: 
After School Site Coordinator Name (if known at this time): TBD BRIEANA JOHNSON	Date: 6-29-17
Name of After School Program: Knight Time	

SECTION 2: PROGRAM OPERATIONS: Average Daily Attendance, Program Dates, Minimum Days

To be compliant with grant requirements, high school after school programs must operate for a total of at least 15 hours per week. This can consist of any combination of after school, before school, weekend, intercession, and summer programming. Program activities cannot take place during any part of the regular school day hours (as documented on the school's bell schedule), including lunch time.

Recommendation: The after school program should commence immediately upon the conclusion of the regular day, operate a minimum of 3 hours/day, and be open until at least 6pm to meet student needs. To meet attendance targets, programs should operate every day of the school year.

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

Projected Daily Attendance during School Year 2017-2018	120
First Day of Program Operations for the 2017-18 school year	August 21, 2017
Last Day of Program Operations for the 2017-18 school year	June 7, 2018
Anticipated total number of days of program operation, from July 1, 2017 - June 30, 2018	180
List the three days (if any) your program plans to close this year for PD. The program must be open every other day of the school year.	October 13, 2017 January 26, 2018 June 8, 2018

Minimum Days

When a school holds minimum days, the after school program should begin as soon as the school day ends, and operate for at least 3 hours; though programs are recommended to operate until 6pm to meet student needs. Minimum days can have a significant impact on after school staffing and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming.

Projected Number of Minimum Days for School Year 2017-2018 <i>*School should provide lead agency with a calendar of minimum days before the 1st day of school.</i>	50
Describe funding plan to operate program on the minimum days indicated above, including additional school resources (if any).	A number of the programs coordinated at Castlemont High School will be ran by OKF staff who are employed full-time making the ability to provide coverage till 6pm feasible. We also partner with other teachers and organizations to provide additional services.
Please note that the 21st Century grant from CDE does not increase funding for minimum days. If the school adds additional minimum days beyond the projected number above, what school funds will be utilized to fund these additional hours of program?	The only additional minimum days at Castlemont are generally during dead week and finals when the school advises the cancellation of all after-school programming.
SECTION 3: Program Model and Lead Agency Selection	
For 2017-2018, my site will operate the following program model: <input type="checkbox"/> Traditional After School: <i>voluntary program open to all students, with enrollment priorities targeting certain students</i> <input type="checkbox"/> Extended Day Program: <i>additional class periods offered to students after the end of the regular bell schedule, for targeted grades and/or for all students of the school (Note: extended day classes must not appear on the school bell schedule)</i> <input checked="" type="checkbox"/> Blended/Hybrid: <i>combination of some extended day and some traditional after school programming</i>	
Description and Rationale for Selection of Lead Agency Describe how the selected Lead Agency partner will support the school's plans for Full Service Community School development.	
Oakland Kids First (OKF) has partnered with Castlemont High School for the past 5+ years to provide high quality in school academic coursework and after school youth leadership programming. We've also partnered with the school to establish school values (The Knight Way), cultural currency, and a student store designed to incentivize the upholding of The Knight Way. This strong track record of collaborating with the school around culture and climate will allow us to carry that energy over into the after-school realm. We understand the school's needs and priorities and are working to create a well-rounded academic and enrichment programming model.	
SECTION 4: SCHOOL PRIORITIES AND GOALS IN SPSA In collaboration with school leadership, review the school's focal areas and annual school goals listed in its 2017-18 SPSA school site plan (See SPSA Section for Annual School Goals). All after school programs are expected to support the school's goals for Culture and Climate.	

Additionally, identify at least 1 other focal area from the list below that your afterschool program will intentionally support. For each priority area marked below, fill in the school's long-term goal as written in Section 4 of the school's SPSA plan.

(Select at least 1 additional priority)	Focal Areas	Long-Term Goal (as written in SPSA, Section 4)
X	Graduate Outcomes	80% of the students will be on track to graduate based on GPA and Credits earned
	Post-Secondary Readiness	
X	Culture & Climate/SEL Improvement (required)	Create culturally responsive practices and structures to support students and teachers. Specifically, increasing Restorative Justice program and integrating Social Emotional Learning throughout the school. IN ORDER TO... Reduce the chronic absence rate of all student groups by 20%
	Rigorous Academics	
	Pathway Development	

PROGRAM ACTIVITIES ALIGNED TO SPSA GOALS

Fill out the following matrix for the school focal areas marked above. Describe the activities your program will offer to support the school focal areas and long-term goals selected above.

Focal Area	Describe the after school activities that will support this school priority/goal	Target Population	Measurable Outcomes	Frequency & Schedule (hrs/wk)
Graduate Outcomes	Credit Recovery/APEX	Students with Fs and Ds in required classes	80% of participating students will meet their credit recovery goals	4 hours per week for 38 weeks
	Study Hall/Tutoring with teachers on extended contract	All students (with a particular emphasis on student athletes)	80 students will take part in study hall	12 hrs per week for 38 weeks
	Language development programming for Newcomer students	Newcomers	30 newcomers will participate in newcomer programming	2 hours per weeks for 38 weeks
	Academic support and tutoring for English Language Learners	ELL students	25 students will participate	2 hours per week for 38 weeks

	Credit Recovery Coaching for students in APEX	Students in APEX		2 hours per week for 38 weeks
Post-Secondary Readiness				
Culture & Climate (required)	REAL HARD - After school youth leadership program designed to engage students in positive site culture shift and equity organizing	All students interested in improving school culture and addressing equity issues	15 students will participate in school culture research and running a school store based on PBIS-aligned cultural currency	4 hours per week for 38 weeks
	Castlemont Armory - A student store ran by REAL HARD that students who have been recognized for upholding the Knight Way can redeem cultural currency for prizes.	All students	Over 150 students will use the Castlemont Armory reflecting their upholding of positive school culture	2 hours per week for 38 weeks
	Parent Leads Committee - Will work with parents/guardians who want to engage with the school and work to get others engaged too.	All parents who want to get more engaged in the school community	8 parents/ guardians will take on school leadership roles that will help get more families involved in CHS	1 hour per week for 38 weeks
	Youth Together - After school youth leadership program engaging students around social justice issues.	All students interested in leadership development and organizing	10-15 students will participate in leadership development programming	4 hours per week for 38 weeks
	Peer Interpreters Program - A program that helps bilingual and multilingual students develop their proficiency in their native language and also help ELL students connect to services and the school community	Bilingual students interested in fostering an inclusive environment for ELL students	3-5 students will work with ELL students to ease their participation in class and in afterschool programming	2 hours per week for 38 weeks
	Sister Circles - A program designed to empower young women and build positive community in alignment with The Knight Way	Female identified students looking for a supportive environment to discuss personal issues and quell intra-gender	10-15 students will participate in the creation of multi-racial gender-specific space that will build solidarity and safety	4 hours per week for 38 weeks

		conflict		
	LGBTQ Support Group - A discussion based space designed to create safety for those students marginalized due to their sexuality.	LGBTQ and allies looking for a safe environment to discuss sexuality, safety, and support.	8-10 students will work to create a safe space for queer students and expand that to the broader school community	2 hours per week for 38 weeks
	Youth Alive - A program for students affected by or interested in preventing violence.	Students interested in violence prevention work.	10-15 students will work to address violence on campus via violence prevention organizing	4 hours per week for 38 weeks
Rigorous Academics				
Pathway Development				

SECTION 5: OUSD STRATEGIC TARGETS - HIGH SCHOOL

OUSD strives to prepare all students to graduate college, career, and community ready. After school programs play a key role in supporting this district goal. The following target is part of OUSD's Pathway to Excellence Strategic Plan for 2015 - 2020. Our entire Oakland school system, together with community partners, will work collaboratively to achieve this target for all students.

Cohort Graduation Rate: *By 2020, the cohort graduation rate will increase to 85 percent.*

Supporting high school students to graduate college, career, and community ready begins well before 12th grade. Starting with supports for incoming 9th graders and their families, high school after school programs can play an important role, in collaboration with the school day, to support students' success throughout their high school journey toward graduation.

Discuss with your Site Administrator possible ways your after school program can support the cohort graduation rate strategic target. Complete the following matrix to indicate how your after school program will work in partnership with your school to support students to meet the goal of graduating on time.

District Strategic Target	Describe the ASP activities that will support this district strategic target	Target Population	Measurable Outcomes	Frequency / Schedule (hrs/wk)
Cohort Graduation Rate	Math and English credit recovery / APEX online	Students who are failing Math & English	Over 50% of participating students will successfully make up their attempted credits	TBD

	After-school tutoring with teachers on extended contract	Athletes and all students in need of homework help and other forms of academic support	- Student athletes will attend as required by coaches - 70 % of students will report that the space helped them recover/excel academically	5 days per week for 2 hours
	Afterschool academic support program for Newcomer students.	Newcomer students	- Students will report improved English proficiency and academic support	TBD
	A Credit Recovery Coach will be provided to support a caseload of students participating in credit recovery to ensure they are on track and progressing.	Students in Credit Recovery		TBD

SECTION 6: ADDITIONAL ACADEMICS

Use this section to list any other academic program activities *not already listed in Sections 4 and 5 above* that will be offered.

Your site should plan to offer a range of academic supports to support students to learn and practice skills and knowledge related to core academic content. 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. Please include the following OUSD High School After School requirements, if not already listed above:

For Comprehensive high schools:

- Academic mentoring for 9th graders at risk of failing classes
- Academic supports and mentoring for 10th – 12th grade students taking credit recovery

For Alternative Ed high schools:

- College and career readiness activities

Description of program/ activity	Target Population	Academic Support (choose one)	SPSA goal(s) or school need supported by activity	Measurable Outcomes	Frequency (hrs/week; # of weeks)
Academic mentoring for 9 th grade students (required for comprehensive HS)	20 - 9 th graders at risk of failing	<input checked="" type="checkbox"/> Academic Intervention <input type="checkbox"/> Tutoring <input type="checkbox"/> Literacy Intervention <input type="checkbox"/> Skill Building <input type="checkbox"/> Credit Recovery		- 80% of students identified for increased mentorship will receive support from a Care Manager	2 hours per week for 38 weeks

Academic mentoring for 10 th -12 th grade students taking credit recovery (required for comprehensive HS)	20 credit recovery students in 10 th -12 th gr	X <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Tutoring <input type="checkbox"/> Literacy Intervention <input type="checkbox"/> Skill Building <input type="checkbox"/> Credit Recovery		- 80% of students in credit recovery will successfully make up units	2 hours per week for 38 weeks
College & Career Readiness activities for 9th graders via PASS-2 program	9th graders	X <input type="checkbox"/> Academic Intervention <input type="checkbox"/> Tutoring <input type="checkbox"/> Literacy Intervention <input type="checkbox"/> Skill Building <input type="checkbox"/> Credit Recovery		100% of 9th graders in the program will receive one-on-one peer mentoring	1 hour per week for 25 weeks

SECTION 7A: CAREER-RELATED ACADEMIC ENRICHMENT, College Preparation and WORK-BASED LEARNING

Career-related 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 learn and practice technical skills, employability skills and career planning skills. **Technical skills** are job related and technical skills and knowledge related to anticipate labor market conditions. **Employability skills** are behaviors, attitudes and habits of the mind that have been referred to as 'soft skills'. **Career planning skills** are skills and competencies that can be used for lifelong learning, career management, and negotiating transitions throughout a working lifetime. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life.

Description of Program/Activity	Pathway supported by this program/ activity	How does this program/activity support student readiness for career and/or college	Target Population & Frequency (hrs/week; # of weeks)	Targeted Skills	Measurable Outcome
After School Club(s) aligned to SUDA Career Pathway (recommended for comprehensive HS)	SUDA Internship	Students work in the garden, orchard, and farm to connect their class work to real life experience	2 hours per week for 30 weeks	<input type="checkbox"/> Employability skills <input type="checkbox"/> Career Planning Skills X <input type="checkbox"/> Work based Learning Experience <input type="checkbox"/> Technical skills	10 students will learn to work the land and learn about agriculture
Internship program	SUDA, Public Health, and non-pathway	New internship program will help place students in external	2 hours per week for 30 weeks	X <input type="checkbox"/> Employability skills <input type="checkbox"/> Career Planning Skills X <input type="checkbox"/> Work based Learning Experience	20 students will participate in internships.

		internships that will give students work experience in related fields.		<input type="checkbox"/> Technical skills	
Peer Interpreters Program	All	Trains bilingual students as interpreters. They practice career skills in service of newcomer students	Bilingual students - 2 hours per week for 38 weeks	X <input type="checkbox"/> Employability skills <input type="checkbox"/> Career Planning Skills X <input type="checkbox"/> Work based Learning Experience X <input type="checkbox"/> Technical skills	3-5 students will be trained as peer interpreters

SECTION 7B: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Please list any additional enrichment activities your program will offer, that are not already listed in Sections 4, 5, 6, and 7B above.

After school programs should provide structured opportunities for youth to engage in enrichment activities that may not be included in the school day such as leadership, social and emotional learning, financial literacy, Technology/Computer Science, Arts, and Health and Wellness. These opportunities not only engage students but provide skills to support them to become "community ready". This includes preparing students with the skills they need in order to actively participate in a civil society in the digital age.

Description of Program/Activity	How does this program/activity support students for community readiness?	SPSA goal(s) or school need supported by activity	Target Population & Frequency (hrs/week; # of weeks)	Targeted Skills	Measurable Outcome
Creative writing and performance	Provides a forum for students to explore creative writing and performance in a safe and supportive space	Create culturally responsive practices and structures to support students. Specifically increasing restorative	All students interested in developing their leadership and agency. 4 hours per week for 38 weeks	X <input type="checkbox"/> Leadership X <input type="checkbox"/> Social Emotional Learning <input type="checkbox"/> Financial literacy <input type="checkbox"/> Technology <input type="checkbox"/> Arts <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (please specify)	15 students will report increased leadership skills
Swim Club	Students will engage in physical activity. Supports: Culture, reduce absences and health	justice and socio-emotional learning through the school and upholding The Knight Way	All students not involved in organized sports, 8 hrs/wk for 30 weeks	X <input type="checkbox"/> Leadership <input type="checkbox"/> Social Emotional Learning <input type="checkbox"/> Financial literacy <input type="checkbox"/> Technology <input type="checkbox"/> Arts X <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (specify)	An average of 10 students will participate in healthy living enrichment.

Chess Club	Encourages focus, and builds school culture		All students not involved in organized sports, 4 hrs/wk for 30 weeks	<input type="checkbox"/> Leadership <input type="checkbox"/> Social Emotional Learning <input type="checkbox"/> Financial literacy <input type="checkbox"/> Technology <input checked="" type="checkbox"/> Arts <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (please specify)	10 students will engage in healthy living enrichment
Debate Club	Students will develop research skills and practice speaking in a professional environment. Supports: Post secondary		All students not involved in organized sports, 4 hrs/wk for 30 wks	<input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Social Emotional Learning <input type="checkbox"/> Financial literacy <input type="checkbox"/> Technology <input checked="" type="checkbox"/> Arts <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (please specify)	10 students will participate in a debate club and actively compete
Weight Training	Students will have the opportunity to get in better physical shape and student athletes can stay in shape in the off season		All students not involved in organized sports, 4 hrs/wk for 30 wks	<input type="checkbox"/> Leadership <input type="checkbox"/> Social Emotional Learning <input type="checkbox"/> Financial literacy <input type="checkbox"/> Technology <input type="checkbox"/> Arts <input checked="" type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (please specify)	20 students will participate in weight training
Drama Club	Students will develop an interactive connection to the arts .		All students interested in the arts - 2 hours per week for 38 weeks	<input type="checkbox"/> Leadership <input type="checkbox"/> Social Emotional Learning <input type="checkbox"/> Financial literacy <input type="checkbox"/> Technology <input checked="" type="checkbox"/> Arts <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Other (please specify)	10 students will participate
Affinity groups building solidarity	There are various affinity groups on campus (race-based and otherwise) that will be brought		Students in Black Student Union, Raza club, LGBTQ group, Poly Club, etc.	<input checked="" type="checkbox"/> Leadership <input checked="" type="checkbox"/> Social Emotional Learning <input type="checkbox"/> Financial literacy <input type="checkbox"/> Technology <input type="checkbox"/> Arts <input type="checkbox"/> Health and	10 students to participate

	together to build solidarity and school culture			Wellness <input type="checkbox"/> Other (please specify)	
Field Trips	Takes students from various programs and brings them together to build broader community off site		All students participating in afterschool programming	X <input type="checkbox"/> Leadership <input type="checkbox"/> Social Emotional Learning <input type="checkbox"/> Financial literacy <input type="checkbox"/> Technology <input type="checkbox"/> Arts <input type="checkbox"/> Health and Wellness X <input type="checkbox"/> Exploration of community	50 students to participate

SECTION 8: FAMILY ENGAGEMENT / FAMILY LITERACY

Please list any additional family engagement activities your program will offer, that are not already listed in Sections 4 above. Please include the following required Family Engagement activities for all high school programs:

OUSD High After School Family Engagement Required Activities (click [link](#) for additional information on these requirements):

- Partner with school day faculty to provide one Fall meeting for 9th graders and families to review graduation requirements and cover essential components to deepen parents' understanding of how to support their children's learning
- Partner with school day faculty to provide one Spring orientation meeting for incoming 9th graders and families to discuss high school expectations
- Help school organize a "Family Resource Zone" to provide a safe space for parents to access information, ask questions, etc.
- Additionally, after school staff should participate in site-based Professional Development on family engagement, and be part of the school's family engagement team.

After school programs can help foster parent involvement, connect families to the larger school community, and communicate important information related to the regular school day programs. After school family engagement efforts should be aligned with the school's family engagement strategy, and support school goals for family involvement.

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 services in the community, and increase their ability to support their student's learning and development. For 21st Century grantees who receive Family Literacy funding: *The activities listed below must align to your 21st Century Family Literacy budget plan.*

Type of Activity and Frequency	SPSA goal(s) or school need supported by activity	Describe how this activity is connected to student achievement	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Parent Leads Committee + Family Resource Zone	Parent Student Compact asking parents to be involved in their	PLC will introduce families to site equity data, advocacy skills, and on campus resources so	10 parents will participate in the Parents Lead Committee	

	student's education	they can connect other parents to supportive services and partner with the Castlemont community to lift family and student solutions to improve students achievement		Aligns to OKF's Family literacy goal to build families ability to connect to school resources and understand school data
Fall Meeting re: grad requirements		This event will introduce parents and students to high school graduation requirements and help parents provide adequate support to their students.	20 families will attend	
Spring orientation for parents re: grad requirements, attendance, culture, etc.		This event will help parents prepare their youth for academic success by better understanding school expectations and resources	20 families will attend	
Professional Development on family engagement		This PD will support teachers to better interface with families with both positive and constructive feedback.	All teachers will be trained	

FAMILY LIAISON: (if applicable)

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

The family liaison will coordinate our Parents Lead Team and support them in engaging additional families in the aforementioned Fall and Spring family engagements.

SECTION 9: PROGRAM SCHEDULE

- a) Submit your program schedule as an attachment, using the standard [program schedule template](#). The after school schedule must indicate the school name, program name, and the program year. Please note that programs will be asked to submit updated program schedules at the beginning of both the Fall and Spring semesters.
- b) The Program Schedule must clearly show when all after school activities listed in the Sections 4 - 7 will be taking place.

- c) Make sure program schedule clearly shows when the following middle school program requirements will take place:
- MESA programming one hour/week (sites will receive support with MESA implementation)
 - STEM programming one hour/week (coding and/or other STEM curriculum and professional development will be provided)
 - Career exploration programming
- d) Submit a copy of the school bell schedule for the 2017-18 school year.

Important Notes: The after school schedule must commence immediately the minute the school day bell schedule ends on all program days. Before submitting, compare the school bell schedule with the after school schedule to ensure that the times are aligned. (i.e. If the school bell schedule ends at 2:55 pm, then the after school schedule must begin at 2:55 pm. The same is true on minimum days.)

Additionally, programs must operate at least until 6pm daily AND must operate at least 3 hours per day. (i.e. If the school bell schedule ends at 3:10 pm, then the after school program must begin at 3:10 pm and run until 6:10 pm)

SECTION 10: SATISFACTORY SCHOOL DAY ATTENDANCE AND CHRONIC ABSENCE ACTION PLAN

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

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

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

Strategies to Support Attendance	Action Steps
a) Recruit and address the needs of students who are at risk of chronic absenteeism by creating a culture of safety, belonging, and non-judgement to the after school programs.	One of the reasons students miss school is that they don't feel welcome there. OKF will work to create an after school culture that welcomes students who have historically been chronically absent.
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	Parents will be notified about the importance of attendance via Fall and Spring family gatherings as well as through the Parent Leads Team.

c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	
d) Host focus groups and other forms of research to learn more about root causes of poor attendance at Castlemont in order to craft a more nuanced plan to improve attendance.	Collaborate with REAL HARD to see about working this into their research plan.
e) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.	Good attendance will be rewarded with Knight Bucks redeemable at the Castlemont Armory

SECTION 11: TRANSFORMING SCHOOL CULTURE AND CLIMATE

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

The following are strategies that OUSD schools are taking to create positive school culture and climate:

- Positive Behavioral Intervention and Supports (PBIS)
- Restorative Justice/Restorative Practices (RJ)
- Social and Emotional Learning (SEL)

After school and school day partners can collaborate and intentionally align their efforts around these strategies, in order to create seamless, positive culture and climate from 8am - 6pm for students.

a) Discuss with your Site Administrator which strategies your school is using to support positive school culture and climate. Complete the following matrix by selecting **at least one strategy** that the school day and after school programs will work intentionally to align. Detail what the after school program will do to align with school day efforts for each selected strategy. This may including any of the following action steps for alignment:

- Participate in site-level professional development (PD) together with school day staff
- Participate in district-sponsored PD, including PD offered by the Expanded Learning Office
- Participate in relevant school committees (ie. Culture and Climate Committee, COST, ILT, etc.)
- Align with school day curriculum and practices
- Align with school day routines and structures
- Observe school day classrooms to align expectations and practices
- Other ways to align (please specify)

Select at least 1 strategy:	Strategy	What will the after school program do to align with school day efforts in this area?
X	Positive Behavioral Intervention and Supports (PBIS)	OKF has collaborated with PBIS for several years and led the research and creation for the Knight Way. OKF's after school program leadership will continue to stress the importance of positive incentives to students who are attending school and after school programming. Some programs will provide financial incentive, but all programs will be encouraged to dispense Knight Bucks to students who are attending school and upholding the Knight Way.
X	Restorative Justice/Restorative Practices (RJ)	OKF collaborates with Castlemont RJ Coordinator Franky Navarro co-teaching a class that trains students as RJ practitioners. We will use this base of youth leaders to help mediate conflicts that arise during

		after school hours.
X	Social and Emotional Learning (SEL)	OKF has worked with Castlmont's admin to have student leaders hold space during PDs to build community with teachers and instruct them on best teaching practices.
<p>b) Reducing the disproportionate suspension rates of African American students is a key priority for OUSD. Please describe any special efforts your after school program is taking to support the school engagement, social-emotional well-being, and/or academic success of African American students at your school (ie. Manhood Development, Ethnic Studies curriculum, recognition ceremonies for student accomplishments, Black professionals as role models or mentors, etc.).</p> <p>Oakland Kids First strives to engage the most at risk students at school and has invested PD facilitation, advisory curriculum development, school values research, RJ partnership, and PBIS-aligned incentive systems all in order to help pivot Castlemont away from the disproportionate suspensions of African-American males (and other targeted groups) towards a culture of positive reinforcement.</p>		
<p>SECTION 12: Coordination with Other Service Providers In the Full Service Community School model, the school becomes a hub of services where various types of service providers come together, work together, and coordinate their efforts to meet the holistic needs of students and families.</p>		
The after school Site Coordinator or Director will actively participate in which of the following school group(s), in order to increase alignment between after school and school day efforts?	<input checked="" type="checkbox"/> <input type="checkbox"/> COST team (Coordination of Services Team) <input type="checkbox"/> SST (Student Study Team) <input type="checkbox"/> SSC (School Site Council) <input type="checkbox"/> ILT (Instructional Leadership Team) <input type="checkbox"/> PTA <input type="checkbox"/> Attendance Team/Workgroup <input checked="" type="checkbox"/> SPSA Site Planning team <input checked="" type="checkbox"/> School Culture/Climate Committee <input type="checkbox"/> School Safety Committee <input type="checkbox"/> Other (specify)	
List key community partners whom you will actively collaborate with to accomplish the goals of your program.	Youth Alive SUDA Swim Club AAMA Affinity groups Others TBD	
List all subcontractors who will be paid to deliver after school services.	Swim Club & Youth Alive/Teens on Target have been identified by the school as paid subcontractors and others will be determined through an RFP process.	
Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school	Internship Coordinator, Community Schools Manager, SSOs, Custodians, Counselor, Restorative Justice Manager, Admin team, Parent liaison	

nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.	
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Section 13: 2017-18 After School Enrollment Policy for Castlemont High School

OUSD has established [district-wide guidelines for Target Population and Enrollment](#) in ASES and 21st Century Afterschool 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.

Priority Enrollment and Transitions Support for High Need Populations of Students

According to new grant legislation, foster youth and homeless youth will receive priority enrollment in after school programs. Additionally, OUSD prioritizes English language learners and Newcomers for after school services, so that the number of ELL students in after school programs is reflective of their percentage in the school population.

These high need student populations are transitional youth who often enter the OUSD school system mid-year, and whose program attendance may be less consistent due to the transitional nature of their home environments.

Important note: *The law states that program fees cannot be charged to homeless and foster youth participating in the program.*

Additional Notes:

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot simply utilize a first come-first serve process for enrolling students; sites should establish priorities for participation.
- Programs are intended to help close the achievement gap by serving a variety of students with academic and other needs.
- In alignment with OUSD's strategic goal to reduce chronic absenteeism, programs should consider targeting students at risk of chronic absenteeism, as determined by individual attendance rates between 90 – 95% during the current school year. (Programs should collaborate with school site leadership to obtain student attendance data.)
- Program must enroll adequate numbers of students to meet CDE attendance targets.
- The ASES and 21st CCLC grants require that programs are open to all students of the school, if space remains after outreach is done to targeted students. (For example, if program slots remain open after you have reached out to fill slots with target populations identified above, then by law, you must accept a kindergarten family that desires program services, even if your program prioritizes students in grades 1-5.)

13a) TARGET POPULATION FOR AFTER SCHOOL PROGRAM:

in the matrix below, describe targeted student populations in order of priority. Specify data that will inform student selection. Identify targeted recruitment strategies for each population.

Which grade levels will you serve in this program?

Grades 9-12

Target Population(s)	Specific Data to Inform Selection of Program Participants	Targeted Recruitment Strategies	Indicate if participation is <i>Optional or Mandatory</i> for each target population
Homeless youth	We are not privy to this highly sensitive information at this time but will leverage it towards targeted services if/when we receive it.	Ensure that quality programming exists every day until 6pm for students in need of somewhere safe to be	Optional
Foster youth	We are not privy to this highly sensitive information at this time but will leverage it towards targeted services if/when we receive it.	Ensure that quality programming exists every day until 6pm for students in need of somewhere safe to be	Optional
English language learners and/or Newcomers	Newcomer students are the fastest growing group of students at Castlemont and we need additional programming for this demographic	Partnering with newcomer teachers, ensuring bilingual tutoring spaces exist, and investing in peer translators.	Optional
African American Males	Disproportionate suspensions of AA males continue to plague OUSD	Doing targeted programming for student athletes and recruiting from AAMA spaces will help ensure AA males feel welcome in afterschool programming	Optional
Female students of all ethnicities	There have been many fights this past year between intra-racial groups of girls	The creation of the Sister Circle program is a direct reflection of this site challenge	Optional

13b) MODIFICATIONS AND SUPPORTS FOR HIGH NEED TRANSITIONAL STUDENTS:

- How will you modify your enrollment and attendance policies to make your program accessible for foster, homeless, and Newcomer students who transition into the school mid-year?
- Additionally, how will you work with your school day partner to support these students, as well as other students transitioning into your high school mid-year, including students transferring from other schools or from the juvenile justice system?

We will hold regular meetings with our afterschool providers and partner teachers to make it known that our programming spaces need to be somewhat fluid in order to accommodate the influx of high need students throughout the year. We pride ourselves on active recruitment throughout the year.

Given that participation in afterschool programming tends to taper off after winter break and around the end of first semester, we will institute a second wave of active recruitment targeting students who hadn't previously opted into a program, were playing sports in the fall, or were not yet enrolled in the school.

13c) ENROLLMENT PROCESS AND TIMELINE:

Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2017 and into the new school year.

Timeline	After School Enrollment Steps/Process	Individual(s) responsible
Spring 2017	Coordinating with teachers who will be running programming, doing outreach at community engagement events, and reminding returning students about program offerings.	OKF Site staff and Director of Programs
Summer 2017	- Onboard and train new Site Coordinator who will be helping Knight Time programming - Coordinate program launch strategies with Principal and School Site Manager - Recruit students in summer school	Director of Programs, Site Coordinator, Principal, School Site Manager
Late Aug-Early Sept. 2017	- Programs launch Day 1 - OKF staff lead advisory workshops to do outreach and enrollment for all afterschool programs	Director of Programs, Site Coordinator, program staff, community partners
Fall 2017	- Parents are notified of their student's participation in afterschool programming - Outreach to parents and students during Back-to-School night	Site Coordinator, program staff
January-February 2018	- Additional round of advisory workshops for new program offerings	Site Coordinator, program staff

Important dates to include in your timeline:

- May – June: Early outreach and recruitment for 2016-17 school year program; including outreach during Spring orientation for incoming 9th graders
- August – September: New school year enrollment of students
- After school programs begin on 1st Day of school
- Parents are notified about their student's participation in program at beginning of school year (and throughout year)
- Recruitment push during Back to School Night and Fall 9th grade meeting
- Ongoing recruitment and enrollment over course of school year
- All programs must maintain waitlists after program slots are filled

13d) School Support for Program Recruitment

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

After school programming is an excellent opportunity to prolong the school day and provide all types of students with a safe space to develop skills, build community and get up to speed on academics. In years past, this partnership has been fractured, but Oakland Kids First looks forward to leveraging our relationships at Castlemont into a deep partnership that ensures we are able to connect students with the services and spaces they need and desire.

To this end, the administration will build in space for OKF staff to train school staff on the after school offerings and how to refer students to said services. This is particularly important for students who are struggling with academics early in the year. Teachers will be asked to refer students who start the year off behind to academic support programming. Athletic coaches will also ensure student athletes attend study hall when in season.

There will also be space offered to all afterschool providers during advisory period to do outreach presentations for all Knight Time offerings. Knight Time program schedule will also be posted in the hallways of each school and will be included in morning announcements.

Section 14: 2017-18 Assurances for Grant Compliance and After School Alignment with School Day

Principal and Lead Agency representative will review and discuss each assurance below. Please note hyperlinks for the following documents referenced below: 1) Grant Assurances signed by OUSD Superintendent and 2) Quality Support Coach Role Description.

Principal Initials	Lead Agency Initials	2017 – 18 Assurances for Grant Compliance and After School Alignment with School Day
		1) 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.
		2) Site Administrator and Site Coordinator will meet at least once monthly to ensure program is meeting identified goals. (Bi-weekly check-ins are recommended.)
		3) Site will provide the after school program with appropriate facilities and resources in support of program goals, including office space with internet and phone access for the Site Coordinator, and safe storage for program records.
		4) Site Administrator will share the School Site Safety Plan with the Site Coordinator and discuss appropriate policies and procedures to ensure safety during the after school hours.
		5) Site Administrator and Site Coordinator understand the program must meet CDE attendance targets in order to retain grant funding. Site and program will work collaboratively to ensure strong student recruitment and retention.
		6) School will share student outcome data to better refine program (Attendance data, test scores, Report Cards, IEP's, etc). Site Coordinator will share relevant student and program data with school.

		7) Site Administrator and lead agency partner have reviewed the Quality Support Coach key responsibilities , and understand this role is critical for strengthening staff practices and program quality. Site Administrator will identify a certificated, qualified individual to serve as the After School Quality Support Coach.
		8) Site will invite Site Coordinator and appropriate staff to participate in faculty meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning, and positive school culture & climate.
		9) Site will invite Site Coordinator to participate on school committees (ie. SSC, COST, SST, Culture Climate team, SPSA planning team, etc) to ensure coordination of services.
		10) Site Administrator is aware that CDE does not increase after school grant funding for minimum days, and that programs are required to operate until 6pm on minimum days. If additional minimum days are added to the school schedule next year, site will allocate resources to help offset the cost of additional hours of programming.

Section 15: After School Quality Support Coach

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

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

The Quality Support Coach can be a credentialed teacher from the school faculty or other qualified professional working with the school (for example, a Literacy Specialist, Math Coach from LCI, BTSA Coach, etc.). This individual will receive training and specific direction on the Quality Support Coach role from the OUSD After School Programs Office. The required budget allocation for this position is \$2,500 for the year, equivalent to 72 hrs/year at a Paid-In-Service contract rate of \$34.67/hour. (Note this pay rate may change if there are district pay raises next year.)

Quality Support Coaching Planning

a) Please identify who will fulfill the Quality Support Coach role for 2017-18:

A credentialed teacher on staff who has effective skills and experiences in coaching and/or adult learning

- A qualified professional who is part of the school staff
- An OUSD coach connected to the school (i.e. LCI Literacy or Math coach, BTSA coach, etc.)
- Other individual (please specify in detail): _____

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

Teachers on Extended Contract for Direct Service

In addition to a Quality Support Coach, some schools choose to have teachers on extended contract to provide direct service to students after school, such as math or literacy intervention and ELL instruction.

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

Important note: Teachers on extended contract who are providing direct services to students after school must be paid at the negotiated rate of \$26.61/hr (per OEA contract). After school grant funds can be utilized for this direct service work. The Quality Support Coach cannot provide direct service to students. The Quality Support Coach is primarily responsible for providing coaching and training, and is paid at the negotiated Paid-In-Service rate of \$34.67 for their staff capacity-building services. Teachers doing direct service work after school must be paid with an extended contract. Note these pay rates may change if there are district pay raises next year.

List after school classes/activities that will be facilitated by teachers on extended contract	Anticipated hours/week for teacher on extended contract
Credit Recovery/APEX	2 teachers @ \$26.61 per hour for 38 weeks
Study Hall/Tutoring	3 teachers @ \$26.61 per hour for 38 weeks

Section 16: After School Safety and Emergency Planning for 2017-18

School Safety and Emergency Planning

A) The Comprehensive School Site Safety Plan includes the After School Emergency Plan. The Site Administrator and After School Program (ASP) Site Coordinator will update the After School Emergency Plan annually by discussing and aligning plans and procedures for after school and school day safety, including emergency preparedness and crisis response.

Indicate all actions that will occur to ensure after school safety and alignment with school day procedures for emergency preparedness and emergency response:

- X Site Administrator and ASP Site Coordinator will meet at beginning of school year to update After School Emergency Plan collaboratively.
- X Site will share Comprehensive School Site Safety Plan with after school partner.
- X School day and after school programs will coordinate emergency drill schedules & procedures (ie. earthquake, fire, and lockdown drills).
- X After School staff will participate in site-level faculty safety trainings.
- X School will provide after school staff with access to disaster supplies and other resources in case there is an emergency after school.
- X Site Administrator and ASP Site Coordinator will meet regularly to review after school incidences and update safety plans as needed.
- Other. Specify:

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

C) Principal and Site Coordinator have reviewed the OUSD After School Emergency/Crisis 1st Level Response Notification Protocol and understand expectations regarding communication and incident reporting when an issue involving after school safety occurs.

- X Yes No

Facility Keys

It is critical that the After School Site Coordinator has access to facility keys in order to ensure safety after school should a lockdown or lockout be needed. Will the After School Program have access to facility keys for all areas where after school programming occurs?

- X Yes No

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

SSO Staffing: (check one)

- X Site will utilize after school and/or school day funds to pay Extra time/Over time (ET/OT) for an after school SSO.
- Site does not need an SSO
- Site does not have the resources to fund an after school SSO.

Section 17: Professional Development and Staff Wellness

Professional Development Expectation

After school staff will receive adequate professional development, including coaching support and trainings, in order to grow and improve their practice. Programs will utilize data, including YPQA/SAPQA program quality data, to determine the areas of focus for professional development. Providing after school staff with meaningful professional development is a shared opportunity & responsibility for both the lead agency and host school site.

Additionally, the OUSD Expanded Learning Office will provide extensive professional development throughout the year including: mandatory After School August Institute (week of July 31 - Aug. 4); mandatory monthly site coordinator meetings (2 hrs/month); continuous quality improvement (CQI) trainings; monthly agency director meetings; various professional learning communities (time commitment varies); local conferences (ie. annual Bridging the Bay conference), and other relevant district trainings (ie. safety, PBIS, etc.).

a) What professional development, coaching, and training supports will be provided by the lead agency partner?

OKF will ensure that all afterschool providers are trained in best youth development practices as taught by OKF staff and in alignment with YPQA standards. Providers will also meet on a monthly basis in order to keep abreast of changes at the school and stay plugged in to the school community. In years past there has been a divide between in-school and afterschool hours and these monthly convenings will help ensure there is continuity and alignment between all parties providing services to youth.

b) What professional development opportunities will be provided by the school site?

Please review and sign off on the following:

My lead agency and school partner understand that professional development helps ensure program quality. My program is committed to providing/accessing professional development opportunities for after school staff, based on needs identified by program data. My program will adequately budget for staff time to participate in professional development over the course of the year (for key line staff, recommended at least 20 hours of PD/year). Yes
 No

Staff Wellness

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

OKF understands the toll teaching and working with youth can take and will build time into our monthly meetings and staff development time to prioritize self-care and community building. One of the things that can be most difficult is the sense of isolation that creeps up on those running their particular program or class. Our convening spaces will build a collaborative culture of support and empathy that will prolong and reinforce the well-being of staff.

Social and Emotional Learning (SEL)

Developing SEL skills in students and adults who work in the Oakland school system is a key priority for OUSD. SEL includes the following skills: self-management, self-awareness, social awareness, relationship skills, and responsible decision-making.

Describe how you will work intentionally to develop SEL skills in program staff, so that they can model SEL skills to students:

OKF pride ourselves at excelling in the development of SEL skills in our youth leaders and adult staff. Our monthly convenings will feature a commitment to sharing best practices, modeling successful strategies, and discussing difficult relationships. We believe in combatting adultism and investing in meeting students where they're at. That means prioritizing relationship building, developing discipline, conflict mediation, and ensuring that fun is not had on anyone's expense.

Continuous Quality Improvement (CQI)

Engaging in continuous quality improvement processes is an OUSD expectation for all schools and after school programs, and is a condition for ongoing after school grant funding from the CA Dept. of Education. The OUSD Expanded Learning Office has adopted a research-based *Assess-Plan-Improve* CQI process utilizing national quality standards for youth development. All OUSD after school programs are expected to fully engage in and complete the following steps of the CQI cycle each year, and submit corresponding CQI deliverables to the school district on a timely basis:

- beginning of year self-assessment using YPQA/SAPQA tool
- planning with data (using self assessment and external assessment PQA data, and other program data as available)
- development of quality action plan (QAP) with SMART goals for program improvement
- year-end self-assessment and QAP progress check

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

Review and mark all commitments:

Our lead agency and school partner understand district expectations regarding the after school program's participation in the Continuous Quality Improvement (CQI) process summarized above. We agree to the following expectations:

- Lead agency will budget adequately to ensure program staff participate collaboratively in each step of the CQI process.
- Site coordinator will participate in CQI trainings to develop his/her leadership in leading continuous quality improvement processes.
- Lead agency director will provide coaching support and monitoring to Site Coordinator to ensure completion of a meaningful CQI process, and thoughtfully completed CQI deliverables.
- Site coordinator will share CQI data with Site Administrator and school staff.
- Lead agency and school partner will work collaboratively to support the implementation of the program's Quality Action Plan, including providing staff with adequate training and resources to improve the quality of their practices.

**Section 18: Addendum for 21st Century Community Learning Center Grantees Only
21st Century Equitable Access and Supplemental Programming**

Equitable Access: (must be completed by all programs that receive 21st Century Equitable Access funding)
Some 21st Century programs receive extra Equitable Access funding. The intent of Equitable Access funding is to provide targeted supports for special populations of students who may face challenges and barriers to program participation. Examples of allowable use of Equitable Access funds include:

- additional academic interventions/supports to struggling students (ie. English Language Learners, students with special needs, etc.)
- mental health support services that enable students to fully participate in the after school program
- translation services, bus tickets, and other supports that make it possible for students to participate in program

How will your 21st Century program support equitable access in your program? Which population(s) of students in your program will receive extra support through the Equitable Access supplemental grant? Please describe your planned use of Equitable Access funds. *Your plans must align with your Equitable Access budget.*

21st Century Supplemental Programming during 2017-18 School Year
Describe your planned programming on weekends, intercession breaks, and other non-school days during the 2017-18 school year. Your supplemental program plans must match your proposed supplemental program budget. (Please do NOT include summer program plans here; there will be a separate summer planning template.)

Number of supplemental program days you plan to offer during the 2017-18 school year:	
Dates of Service:	
Hours of Operation: (note that supplemental programs must operate at least 3 hours/session)	
Description of Supplemental program activities: (describe goals of programming, target audience, planned activities, etc.)	

PHOTO/VIDEO RELEASE

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

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

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



_____ Parent/Guardian Signature

**OUSD After School Programs
2017-2018
Student Health Form**

School Site: _____

STUDENT INFORMATION

Student's Name _____ Date of Birth _____

Grade in 2017-18 _____ Language spoken in the home _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name (First, Last) _____

Student's Home Address _____

Phone (home) _____

Parent/Guardian Cell # _____ Parent/Guardian Work # _____

EMERGENCY

In case of emergency, please contact:

Name: _____ Relationship to student: _____

Phone Number: _____

HEALTH

Please check if your child has any of these Health Conditions and requires management after school:

<input type="checkbox"/> Severe Allergy to: _____	<input type="checkbox"/> Student has Epi-pen at school
<input type="checkbox"/> Asthma	<input type="checkbox"/> Student has inhaler at school
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Seizures	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Sickle Cell Anemia	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Student has medication at school
<input type="checkbox"/> Other conditions: _____	<input type="checkbox"/> Student has medication at school

Medications needed during the school day: _____

Medications needed after school hours: _____

Medical Management Plan and Separate Emergency Medication during After School Program:
All students with asthma, diabetes, and severe allergies should have emergency medication available to after school program staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a medical management plan (Diabetes, Severe Allergy, or Asthma Action Plan) signed by you and your doctor. The after school program will need to have medication for your child that is separate from the medication you provide the regular school day program.

See your School Nurse/Health Services for more information.

Authorization to treat minor:

I give permission for the after school staff to administer medication that my child may require during the after school program.

In the event that I, or other parent/guardian, cannot be contacted, I hereby give permission to the after school program staff to secure proper treatment for my daughter/son/ward.

Date: _____ Parent or Guardian Signature: _____

Print Name: _____

Does your child have vision problems? _____

Have you ever been notified that your child has difficulty seeing? _____

Is your child supposed to wear glasses? _____

Please return this form immediately to the after school program.

Thank you!

Exhibit E

EAST BAY REGIONAL PARK DISTRICT

WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

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

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

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

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

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

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

Participant's Name _____
(Print)

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

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

EBRPD Waiver - Swim Use
Rev. 3/09

INVOICING AND STAFF QUALIFICATIONS FORM 2017-18

Basic Directions

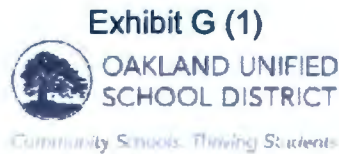
Complete the chart below for each subcontractor and attach with Lead Agency monthly invoices.

1. Employee, agent or subcontractor name.
2. ATI #. This is the fingerprint clearance number assigned by the Department of Justice.
3. Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.
4. IA Requirement. No Child Left Behind Law requires that any staff who directly supervise students and are included in the 20:1 student-to-adult ratio meet the IA requirement. This documentation should be maintained in Lead Agency files.

Agency Information

Agency Name		Agency's Contact Person	
Billing Period		Contact Phone #	

Employee, Agent, or Subcontractor Name	ATI #	Current TB Clearance Documentation on File	IA Requirement Documentation on File
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



PROCEDURE FOR INVOICING
Oakland Unified School District
Comprehensive After School Programs 2017-2018

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

- ◆ All 21st Century and/or ASES invoices must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ All invoices must be generated on your organization's letterhead. This applies to both agency and individual contractors.
- ◆ To maintain invoicing consistency so that all necessary information is included, please use the attached invoicing format. Simply cut and paste the format onto your organization's letterhead. Please utilize the sample invoice as a guide. All of the information in the top section of the invoice template **MUST** be completed in order to process for payment. Also, in the body of the template, a detailed breakdown of charges must be provided, including number of hours worked and hourly rate. **Failure to fully complete an invoice according to these specifications may result in a delay of payment.**
- ◆ All invoices should cover only one calendar month, i.e. the 1st through the 30th or 31st.
- ◆ Contractor, Agency, Site Coordinator, and Principal signatures must be secured prior to submission of invoices to the After School Programs Office. All of these signatures must be originals.
- ◆ Invoices for the month are generally due in the After School Programs Office by 5:00 p.m. on the 10th of the following month. This is not a steadfast rule; for example, the invoice for November 1-30th is due in our office on the 9th of December (the 10th is a Saturday). **Invoices that are submitted after the due dates listed below will be processed the following monthly invoicing period.**

The tentative schedule for OUSD payments is anticipated as follows:

Invoices due to our office by 5:00 pm on:	Accounts Payable checks to be mailed on:
August 10, 2017	August 25, 2017
September 8, 2017	September 22, 2017
October 10, 2017	October 24, 2017
November 9, 2017	November 21, 2017
December 8, 2017	December 21, 2017
January 10, 2018	January 25, 2018
February 9, 2018	February 27, 2018
March 9, 2018	March 23, 2018
April 10, 2018	April 25, 2018
May 10, 2018	May 23, 2018
June 7, 2018 for May invoices	June 22, 2018
June 15, 2018 for Final Billing	TBD

If there are any questions regarding the invoicing process, please contact our office at (510) 879-2888.



Exhibit G (2)

**PROCEDURES FOR PAID INSERVICE/EXTENDED CONTRACTS AND TIME SHEETS
OUSD CERTIFICATED TEACHERS 2017-2018**

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

Paying OUSD Certificated Employees (Teachers)

- ◆ Academic Liaisons should submit a Paid Inservice form and Extended Contract teachers should submit a "Request for Extended Contract" IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ **The FIRST submission of the Paid Inservice/Extended Contract paperwork must be accompanied by a timesheet in order to be processed by OUSD Payroll. No payment will be rendered until timesheets are submitted to our office.**
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign Paid Inservice/Extended Contract & ALL Time Sheets
- ◆ Please be sure to submit ORIGINALS of all documents
- ◆ Please use only ONE SIDED Time Sheets
- ◆ Deliver to OUSD After School Programs Office — All 21st Century and/or ASES Paid In-service/Extended Contracts and Time Sheets must be submitted to the OUSD After School Programs Office in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- ◆ **Union Contract rate for teachers is \$26.61/hr.**
- ◆ **Union Contract rate for Academic Liaisons is \$34.67/hr.**
- ◆ Once the Paid In-service form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

Paid Inservice/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 5 weeks.***
September 15, 2017	October 20, 2017
October 16, 2017	November 22, 2017
November 15, 2017	December 22, 2017
December 15, 2017	January 22, 2018
January 12, 2018	February 22, 2018
February 15, 2018	March 22, 2018
March 15, 2018	April 20, 2018
April 16, 2018	May 22, 2018
May 15, 2018	June 22, 2018
June 7, 2018	June 29, 2018

If there are any questions regarding these documents or procedures, please contact our office at (510) 879-2888.

Exhibit G (3)



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

**PROCEDURES FOR EXTENDED TIME AND/OR OVERTIME FORMS (ET/OT)
FOR OUSD CLASSIFIED EMPLOYEES 2017-2018**

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

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

- ◆ Complete "Combined ET/OT/CT and Move-Up/Acting Time Report", using appropriate Budget Org Key
- ◆ Have Employee Sign Form
- ◆ Have Site Coordinator Sign Form
- ◆ Have Principal Approve and Sign Form
- ◆ All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- ◆ All SSO ET/OT forms must be submitted to the SSO Office at 1011 Union St.
- ◆ Any other ET/OT forms for 21st Century and ASES classified staff must be delivered to OUSD After School Programs Office in order to be processed and paid. Please see payment schedule in chart below. **Forms that are submitted after the due dates listed below will be paid on the following Payroll Issue Date.** We are located at 1000 Broadway, Suite 150.
- ◆ *Rate varies depending on employee's hourly rate*

ET/OT Forms Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates
September 15, 2017	September 29, 2017
September 29, 2017	October 12, 2017
October 12, 2017	October 31, 2017
October 31, 2017	November 15, 2017
November 15, 2017	November 30, 2017
November 30, 2017	December 15, 2017
December 15, 2017	December 29, 2017
December 22, 2017	January 12, 2018
January 12, 2018	January 31, 2018
January 31, 2018	February 15, 2018
February 15, 2018	February 28, 2018
February 28, 2018	March 15, 2018
March 15, 2018	March 29, 2018
March 29, 2018	April 14, 2018
April 13, 2018	April 30, 2018
April 30, 2018	May 15, 2018
May 15, 2018	May 31, 2018
May 31, 2018	June 15, 2018
June 7, 2018	June 29, 2018

If there are any questions regarding these documents and procedures, please contact our office at (510) 879-2888.

Exhibit H

CERTIFICATES OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT

INSERT HERE

COMMENTS/REMARKS

Oakland Unified School District is Additional Insured under General Liability per attached endorsement #CG2026 0413, when required in a written contract between the Named Insured and Additional Insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Oakland Unified School District

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Exhibit I

STATEMENT OF QUALIFICATIONS

INSERT HERE



Mission Statement:

Oakland Kids First amplifies youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.

Service Description:

Oakland Kids First (OKF) works to ensure that OUSD high schools are places where youth and adults work in partnership to improve student learning, leadership, achievement, and equity. Based on the challenges, needs, and opportunities in Oakland high schools, OKF has worked with youth organizers to come up with innovative solutions to improve school culture and academic resilience.

1. Peers Advising Students 2 Succeed (PASS-2) trains upper classmen to provide 9th graders with peer academic counseling and mentoring through classroom workshops and one-on-one mentoring. As a result of PASS-2, student leaders are developed into skilled facilitators and mentors, and the students they teach learn their A-G requirements, how to read their transcripts, what resources exist on campus, how to make up classes, and how to navigate difficult situations. Much like Kaiser has you screened by an Advice Nurse before seeing a Doctor or specialist, PASS2 mentors ensure every 9th grader receives a baseline of important school navigation information before students seek out counselors for more advanced queries. This ensures that overburdened counselors have some support, 9th graders can learn personal lessons from their peers, and students who won't seek out support get it anyway.

PASS-2 is at Castlemont and Fremont High School this year but has also served Skyline, McClymonds, Oakland High, Street Academy, and Oakand Tech in the past.

2. Representing Educated Active Leaders Having A Righteous Dream (REAL HARD) is an after school youth organizing program that engages 9th–12th grade leaders in positive school culture formation to increase belonging, equity and graduation rates. REAL HARD has ensured students feel a greater sense of safety and belonging on campus, while also inserting themselves into adult decision-making spaces to advocate for student needs. All four of REAL HARD's sites have adopted student created Codes of Respect and REAL HARD students have developed various strategies to uphold and institutionalize these codes via school currency and stores to incentivize the lifting up of positive school culture. This student work has been institutionalized at several sites and continues to grow.

REAL HARD is at Oakland Tech, Fremont, Castlemont, and Oakland High School

3. OKF is also the Lead Agency at Castlemont High School where we work with the school community to ensure students are engaged in an extended day culture that meets their various academic and enrichment needs.

EXHIBIT J
Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY

As set forth in Paragraph 11.4 of the Memorandum of Understanding between AGENCY and Oakland Unified School District ("OUSD"), this Agreement ("Agreement") allows for the employment of the EMPLOYEE, _____, for distinct and separate employment roles with OUSD and with AGENCY. These two employment positions do not overlap in duties, hours, or control by the respective employers, OUSD or AGENCY. As used in this Agreement, "Parties" means Employee, OUSD, and AGENCY.

1. Employment Position. OUSD shall provide Employee with a written document describing the position that Employee shall perform for OUSD. AGENCY shall provide Employee with a written document describing the position that Employee shall perform for AGENCY. None of the duties performed for either employer shall interfere or conflict with their responsibilities for the other employer.
2. Hours of Work. OUSD shall inform Employee of the hours of work for the OUSD employment position. AGENCY shall inform Employee of the hours of work for the AGENCY position. None of the work hours shall be overlapping. Employee shall not work any hours beyond the regular working hours for either OUSD or AGENCY unless express written approval is given by the Employer for whom the extra hours are being worked.
3. Control & Supervision – OUSD Employment. During the employment position and working hours performed for OUSD, EMPLOYEE will devote their full services to OUSD and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to OUSD. EMPLOYEE shall be supervised by designated OUSD personnel and OUSD will provide the information, tools, and equipment necessary for such employment. OUSD shall control all aspects of the employment relationship for the work performed for OUSD. EMPLOYEE shall not use the information, tools, or equipment of OUSD in performing the work for AGENCY, without OUSD's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. AGENCY shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's OUSD work hours.
4. Control & Supervision – AGENCY Employment. During the employment position and working hours performed for AGENCY, EMPLOYEE will devote their full services to AGENCY and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to AGENCY. EMPLOYEE shall be supervised by designated AGENCY personnel and AGENCY will provide the information, tools, and equipment necessary for such employment. AGENCY shall control all aspects of the employment relationship for the work performed for AGENCY. EMPLOYEE shall not use the information, tools, or equipment of AGENCY in performing the work for OUSD, without AGENCY's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. OUSD shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's AGENCY work hours.
5. Workers Compensation Liability Insurance. As required by California and federal law, each employer shall maintain workers compensation liability insurance for Employee's behalf for the employment position for which EMPLOYEE is employed by each of them.
6. Wages. OUSD is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the OUSD employment position. OUSD shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position, and AGENCY agrees to indemnify, defend, and hold harmless OUSD from any such claim. Similarly, AGENCY is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position. AGENCY shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the OUSD employment position, and OUSD agrees to indemnify, defend, and hold harmless OUSD from any such claim.
7. No Joint Employer Relationship. The Parties acknowledge and agree that it is not their intent to create any joint employer relationship and, instead, each employment relationship is separate and distinct as set forth in this Agreement. Notwithstanding, EMPLOYEE understands and agrees personnel information may be exchanged between OUSD and AGENCY.

8. Termination. Subject to any applicable employment laws, any Party may terminate this Agreement or any employment relationship created under this Agreement with two weeks written notice to the other Parties.
9. Litigation. This Agreement shall be performed in Oakland, California and is governed by the Laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
10. Integration/Entire Agreement of Parties: This Agreement and the Memorandum of Understanding between AGENCY and OUSD from which this Agreement stems, constitute the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by all Parties.
11. Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
12. Signature Authority. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
13. Employment Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement or employment of EMPLOYEE until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to EMPLOYEE absent formal approval. This Agreement shall be deemed to be approved when it has been signed all Parties and employment of EMPLOYEE has been approved by the Governing Board.

OAKLAND UNIFIED SCHOOL DISTRICT

President, Board of Education
Superintendent or Designee

Secretary, Board of Education

AGENCY

EMPLOYEE



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2017-2018

Basic Directions

Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

Agency Information

Agency Name	Oakland Kids First	Agency's Contact Person	Kim Miyoshi
Street Address	610 - 16th Street, Suite 310	Title	Executive Director
City	Oakland	Telephone	510-452-2043
State	CA	Zip Code	94612
Email	kim@kidsfirstoakland.org		
OUUSD Vendor Number	V050226		
Attachments	<input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance <input checked="" type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. (www.sam.gov/portal/public/Sam/)		

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	July 1, 2017	Date work will end	August 17, 2018	Total Contract Amount	\$ 188,974.75
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Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
4124	21st CCLC - Core	3011879401	5825	\$ 188,974.75	R0180533
			5825	\$	
			5825	\$	
			5825	\$	

OUUSD Contract Originator Information

Name of OUSD Contact	William Chavarin	Email	William.Chavarin@ousd.org		
Telephone	510-639-1466	Fax	510-639-4271		
Site/Dept. Name	301/Castlemont High School	Enrollment Grades	9th	through	12th

Approval and Routing (in order of approval steps)

Services cannot be provided before the MOU is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<i>[Signature]</i>		
2. Resource Manager			
3. Network Superintendent / Executive Director	<i>[Signature]</i>		10/5/17
4. Cabinet (SBO, CFO, CSO, Deputy Chief)	<i>[Signature]</i>		
5. Board of Education or Superintendent			
Procurement	Date Received		

SAM Search Results
List of records matching your search for :

Search Term : oakland* kids* first*
Record Status: Active

No Search Results