

Board Office Use: Legislative File Info.	
File ID Number	12-2708
Introduction Date	10-24-12
Enactment Number	12-2678
Enactment Date	10/24/12



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

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

**Board Meeting Date**  
(To be completed by Procurement) October 24, 2012

**Subject** Individual Service Agreement - Master Memorandum of Understanding - East Bay Asian Youth Center (contractor) - Family, School, and Community Partnerships Department (site)

**Action Requested** Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and East Bay Asian Youth Center, for services to be provided primarily to 922/Family, School, and Community Partnerships Department.

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

The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 27, 2012 (Enactment number 12-1876).

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

Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MMOU) between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to provide a comprehensive array of medical, mental health, and youth development services at Oakland High School for the period of July 1, 2012 through June 30, 2013, in an amount not to exceed \$35,000.00, pursuant to the terms and conditions as specified in the MOU.

**Recommendation** Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and East Bay Asian Youth Center, for services to be provided primarily to Oakland High School for 922/Family, School, and Community Partnerships Department for the period July 1, 2012 through June 30, 2013.

**Fiscal Impact** Funding resource name (please spell out): 922/Kaiser Health and Wellness in an amount not to exceed \$35,000.00.

**Attachments**

- Individual Service Agreement
- Menu of Service
- Certificate of Insurance
- Copy of Master Memorandum of Understanding

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	12-2708
Introduction Date	10/24/12
Enactment Number	12-2708
Enactment Date	10/24/12



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013**

MASTER MOU INFORMATION			
VENDOR NAME	East Bay Asian Youth Center		
VENDOR #	V012162	ENACTMENT #	12-1876
SITE / DEPT NAME	Oakland High School	SITE #	304
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		shoshanatowers@ousd.k12.ca.us	

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) – SELECT DESIRED SERVICE				
SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
Lead Agency Unit of Service	9 - 12	\$ 35,000.00	1	\$ 35,000.00
SBHC Site Coordination		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				<b>\$ 35,000.00</b>
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				

BUDGET INFORMATION					
REQUISITION NUMBER	R0303750	START DATE	07/01/2012	END DATE	06/30/2013
RESOURCE #	RESOURCE NAME	ORG KEY		AMOUNT	
9225	Kaiser Health and Wellness	9221211220		\$ 35,000.00	
				\$	
				\$	

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

VENDOR	NAME	EBAYC - Gianna Tran	TITLE	Deputy Executive Director
SIGNATURE		<i>Gianna Tran</i>	DATE	9/15/12
OUSD SITE ADMINISTRATOR	NAME	Jeffrey Rogers	TITLE	Principal
SIGNATURE		<i>Jeffrey Rogers</i>	DATE	9/15/12

APPROVAL				
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development				
SPSA ACTION ITEM NUMBER _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED				
RESOURCE MANAGER, if using funds managed by:				
<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input type="checkbox"/> After School Programs				
SIGNATURE	<input checked="" type="checkbox"/>	<i>Miriam J. McDonald</i>	DATE	10-4-12
SIGNATURE	<input checked="" type="checkbox"/>	<i>Miriam J. McDonald</i>	DATE	10-4-12
NETWORK OR DEPARTMENT EXECUTIVE OFFICER				
SIGNATURE	<input checked="" type="checkbox"/>	<i>Curtis Sautcy</i>	DATE	
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION				
SIGNATURE		<i>Edmund Leung</i>	DATE	10/25/12
SIGNATURE		<i>Edmund Leung</i>	DATE	10/25/12

2183

2183  
RM

### Shop 55's Scope of Work

Contractor will meet regularly with site administrators to plan for the development of full-service community school; develop/provide oversight of a seamless system of support services for students and families;

Support the integration of youth and parent leadership throughout all full service community school efforts;

Conduct outreach to students and families about available resources; develop a comprehensive referral system that facilitates staff/students access to services;

Design programs to support student transitions, including but not limited to transition between grades or re-entry from the juvenile justice system;

Lead and manage the development of new programs, including service provider selection and program implementation and monitoring;

Conduct training for service providers to understand and align programs with school structures, systems, curriculum and goals; provide training and technical assistance to ensure cultural/linguistic appropriateness of services, programs, and communication efforts;

Establish systems to manage and maintain quality partnerships; develop sustainable partnerships with city, county and non-profit agencies;

Assist in brokering new partnerships that are in alignment with school goals and needs; facilitate integration and coordination of site-base services with other OUSD programs and services including mental health, family and community support and school nursing;

Lead the facilitation of data and information sharing between school and agencies;

Facilitate and/or provide technical assistance and support to various school leadership teams;

Work with school staff and administration to integrate academic and non-academic supports; assist school and partner agencies with resource management and development, including fund development and grant maintenance;

Participate in professional development provided by District and other partners around development of full-service community schools.

Convene monthly collaborative meetings;



EASTBAA OP ID: AU

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/31/12

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

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

PRODUCER CCI Financial & Ins. Solutions License #0381524 P. O. Box 5076 San Ramon, CA 94583-1328 George Yin	925-866-7050	CONTACT NAME:	
	925-866-8275	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A:	Great American Insurance
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED  
East Bay Asian Youth Center  
2025 E 12th St  
Oakland, CA 94606

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		PAC2153134	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Professional 1mil						PERSONAL & ADV INJURY \$ Excluded
GENL AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			PAC2153134	06/01/12	06/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			UMB3070366	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							WC STATUTORY LIMITS
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A							OTHER
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Crime/Employee Dishonesty			PAC2153134	06/01/12	06/01/13	Limit 5,000
							Ded 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Certificate holder is named as additional insured.

## CERTIFICATE HOLDER

## CANCELLATION

OAKLUN1  Oakland Unified School Dist 1025 Second Avenue Oakland, CA 94606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Firm, Entity, or Vessel : East Bay Asian Youth Center  
as of 31-May-2012 2:00 PM EDT**

---

**Your search returned no results.**

## Units of Service for Lead Agency: East Bay Asian Youth Center

### Lead Agency Unit of Service

#### **After School Services include:**

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

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

After School program will serve up to 90 students at each elementary school site, 180 at the middle school site, and 150 at the high school site. Services will be offered daily, Monday through Friday, from September – June. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

The After School Services include homework assistance, math intervention, reading intervention, and visual and performing art instruction.

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

For High School Programs: services also include family literacy programming and equitable access services. The Family Literacy workshops engage parents in their children's academic and leadership development process, and college and career exploration.

**Option A: services for up to 90 Elementary students: \$100,854**

**Option B: services for up to 110 Elementary students: \$142,002**

**Option C: services for up to 160 Elementary students: \$201,507**

**Option D: services for up to 140 Elementary students: \$181,000**

**Option E: services for up to 180 Middle School students: \$224,813**

**Option F: services for up to 150 High School students: \$264,462**

#### **Factors that may reduce or alter the school charge for above lead agency unit:**

- a) School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- b) School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- c) School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- d) School opting to fund School Safety Officer, reducing above costs to provide safe

and secure after school environment.

- e) Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- f) School opting to augment after school services or serve additional students utilizing additional grant funds.
- g) Other: please describe

#### **Title 1 and EIA-SCE Family Advocacy Unit of Service:**

Attendance Case Management services incorporate a broad range of support services that aim to improve parent leadership, improve family health, improve school attendance and improve academic achievement. Services include: parent leadership workshops, parent literacy classes, truancy intervention services, and community education events.

Attendance Case Management programming will serve up to 200 families throughout the school year.

**Cost: \$19,000 Title 1**  
**\$41,000 EIA-SCE**

#### **Title One Family Support Unit of Service:**

Family Support services incorporate a broad range of support services that aim to improve parent leadership, improve family health, improve school attendance and improve academic achievement. Services include: parent leadership workshops, parent literacy classes, truancy intervention services, and community education events.

Family Support services will serve up to 50 families throughout the school year.

**Cost: \$25,000**

#### **Public Health Academy Unit of Service:**

Public Health Academy services incorporate a broad range of support services that aim to improve family health, improve school attendance and improve academic achievement. Services include: medical, mental health and youth development services

Public Health Academy services will serve up to 50 students throughout the school year.

**Cost: \$24,000**

### **Safe and Supportive School (S3) Unit of Service:**

S3 services incorporate a broad range of support services that aim to improve school attendance and academic achievement. Services include: case management, mental health and youth development services

S3 services will serve up to 60 students.

**Cost: \$20,000**

### **School Based Health Center Site Coordination Unit of Service:**

SBHC Site Coordination services incorporate a broad range of support services for students and families that aim to improve health, school attendance and academic achievement. Services include the oversight and integration of Shop 55's medical, mental health and youth development services.

SBHC Site Coordination services will serve up to 500 students throughout the school year.

**Cost: \$35,000**

### **Roosevelt Summer Bridge Unit of Service:**

Roosevelt Summer Bridge is a comprehensive community/school partnership dedicated to helping all Roosevelt Middle School students succeed in school and in life. Roosevelt Summer Bridge directly supports over 200 students through summer & after-school learning; family support services; attendance case management; and parent leadership.

Roosevelt Summer S.T.E.M. is a four-week pilot program that engages incoming 7<sup>th</sup> and 8<sup>th</sup> graders in applied learning activities and projects that integrate content from science, technology, engineering, and mathematics.

**Cost: \$35,035**

### **SIP Family Support Unit of Service:**

SIP Family Support services incorporate a broad range of support services that aim to improve parent leadership, improve school attendance and improve academic achievement. Services include: outreach to parents of English learners, parent leadership workshops, family field trips, and community education events.

Family Support services will serve up to 10 families throughout the school year.

**Cost: \$8,000**



### **EIA/LEP Family Support Unit of Service:**

EIA/LEP Family Support services incorporate a broad range of support services that aim to improve parent leadership, improve school attendance and improve academic achievement. Services include: outreach to parents of English learners, parent leadership workshops, family field trips, and community education events.

Family Support services will serve up to 40 families throughout the school year.

**Cost: \$36,500**

## **EAST BAY ASIAN YOUTH CENTER**

The East Bay Asian Youth Center's mission is to inspire young people to be life-long builders of a just and compassionate multicultural society. EBAYC serves a racially and ethnically diverse membership of 1,000 children, youth, and their families who live in Oakland's San Antonio neighborhood. We believe that if a neighborhood is a place that fosters the healthy development of children, youth and families, young people will grow to be safe, smart, and socially responsible. We work to make our neighborhood a great place for families to raise their children by providing young people a seamless continuum of support services and engaging their families to make positive change in their community.

### **EBAYC Service Strategies**

#### Violence Prevention

EBAYC helps young people who are on probation, parole, or are gang-involved move toward a healthy and productive life pathway. We provide young people intensive mentoring, case management, and transitional employment services. Recidivism among young people is reduced by over 50% when they participate in EBAYC.

#### High Quality Schools

EBAYC partners with eight neighborhood schools to provide summer and after school education, work-based learning, attendance case management, and medical and mental health services. We help parents collaborate with their child's teachers, and to be leader in school governance. We support high school students to graduate and enter higher education. EBAYC consistently demonstrates high standards of program quality and performance as indicated by city, county, and school district evaluation.

#### Economic Opportunities

EBAYC is the founding member of the Oak-to-Ninth Community Benefits Coalition that successfully established a partnership with Oakland Harbor Partners and the City of Oakland to build 465 new affordable family housing units, and to create new construction apprenticeships opportunities for 300 residents. In partnership with the Oakland Unified School District – Nutrition Services Department, EBAYC created "Oakland Fresh", a network of produce market and wrap-around nutrition education services at 25 schools.