Board Office Use: Legislative File Info.

File ID Number | 12-1386
Introduction Date | 06/13/2012
Enactment Number | 12-1562
Enactment Date | 12-1562



## 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)

June 13, 2012

Subject

Amendment No. 1 - Individual Service Agreement - Master Memorandum of

Understanding - Bay Area Community Resources (contractor) - 170/Hoover Elementary

School (site)

**Action Requested** 

Approval of Amendment No. 1 of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Bay Area Community Resources, for services to be provided primarily to 170/Hoover Elementary School.

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 22, 2011 (Enactment number 11-1499). As a school in a high risk neighborhood, it is critical that we fully develop activities for both parents and students to increase mastery of the state standards.

Discussion
One paragraph
summary of the
scope of work.

Approval by the Board of Education of Amendment No. 1 of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Bay Area Community Resources, San Rafael, CA, for the latter to provide additional services for their Menu Option G-Parent Workshops in its capacity as a Comprehensive After School Program Lead Agency at Hoover Elementary School for the period of July 1, 2011 through June 30, 2012, in the amount of \$9,469.00, increasing the agreement from \$91,848.00 to a not to exceed amount of \$101,317.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation

Approval by the Board of Education of Amendment No. 1 of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Bay Area Community Resources for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at Hoover Elementary School for the period July 1, 2011 through June 30, 2012.

Fiscal Impact

Funding Resource: <u>7090/Economic Impact Aid-School Compensatory Education</u> in an amount not to exceed \$9,469.00.

Attachments

- Individual Service Agreement
- · Certificate of Insurance



• Copy of Master Memorandum of Understanding

Board Office Use: Leg	islative File Info.
File ID Number	12-1386
Introduction Date	06/13/2012
Enactment Number	12-15620
Enactment Date	L-13-12 P



Community Schools, Thriving Students

-		DUAL SERVICE TO PURCHASE ADDIT	E AGREE						NDING	
	This ay Area Com ervices on _	Amendment is enter munity Resources July 1	(CONTRAC	CTOR). OUSD	entered i	School District onto an Agreement to amend that	nt with	CONTR	ACTOR f	or
MASTER	R MOU - OF	RIGINAL ISA INFORMA	ATION				46			
VENDOR	NAME	Bay Area	Community	Resources		LEGISTAR FILE	ENAC	TMENT#	11-	-1499
	MBER / NAME	170	Hoover El	ementary	Amou	INT OF ORIGINAL			348.00	
Original	ISA Contract	, or most recent ISA			d:07/01/2	011 (from d	ate) to	06/30/20	12 (e	nd date).
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		ATE PER UNIT MULTIPLED B				Subtotal		\$		
Purch	ase New Type	e of Service.								
Service	Option G - F	arent Workshops	Fee	\$300.00		JNITS OF SERVICE	31	\$ 9,469.	00	
Service			Fee	\$		JNITS OF SERVICE		\$		
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***		Increasing the						\$101,3	317.00	
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ISA Ame	endment His	tory:								
	■ There are r	no previous amendment	ts to this ISA.	☐ This ISA has	s previous!	y been amended a	as follo			
No	o. Da	ate	General De	scription of Reas	son for Am	endment			Amount of ise (Decre	
								\$		
								\$		
								\$		
MOU. T	his is a contr		xecution by a conditions of t	an authorized (	DUSD age U attache	ent commits OUS d and incorporat	SD to	pay for se	ervices pr	ovided by
SIGNATUR	F	1/1/ /).	v. sarrozon)		DATE	8-2-	20	12		
	TE ADMINISTRAT	OR NAME MARE	esha Martin	1	TITLE	Principal		Court Pla		
SIGNATUR			tha W	aven	DATE	6/3/12				
		OARD OF EDUCATION				01010				
		TOF THE BOARD OF EL	DUCATION	(	Day	- John Or	28 .NY.	DATE	8141	n
EDGAR	RAKESTRAW,	JR SECRETARY, BOARD	OF EDUCAT	ION 3	1	130		DATE	6/14/	in

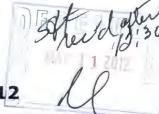
Rev. 9/2011 v1

Requisition Number:

R0201558







## **AMENDMENT** ROUTING FORM 2011-2012

#### **Directions**

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

- 1. Contractor and OUSD contract originator reach agreement on modification to original contract.
- 2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- 3. If contract total amount has increased, the scope of work has changed. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- 4. OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

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

Whom the comme	or amendment to approved throat amount	will ded deditional failed to the original full chase of det.
Attachment Checklist	Contract amendment packet includir  Amended Scope of work (be specific  Copy of original contract	
OUSD Staff Contact	Emails about this contract should be sent to	inequaling generals @oued k12 cours

	Cor	ntractor Info	ormation					
Contractor Name	Bay Area Community Resource	Agency	's Contact	Martin \	Veinstein			
OUSD Vendor ID#	1001628	Title		CEO				
Street Address	171 San Carlos Crive	City	City San Rafael		State	CA	Zip	94803
Telephone	(415) 444-5580	Email	mweinstein@bacr.org					

Co	mpensation and Terr	ns – Must be within	the OUSD Billin	ng Guidelines	
Original Contract Amount	\$ 91,848.00	Original PO	Number	P1:	20301
Amended Amount	\$9,469.00	New Requisition #		RO2	201558
New Total Contract Amount	\$101,317.00	Start Date	08/29/2011	End Date	06/30/2011

If you are	e planning to multi-fund a contract	Budget Information using LEP funds, please contact the State	e and Federal Office before co	mpleting requisition.
Resource #	Resource Name	Org Key	Object Code	Amount
7090	EIA/SCE	1704859101	5825	\$9,469.00
			5825	\$
			5825	\$

		Approval and Routing (in ord	ler of approval steps)				
	itional services above original contrac eased by Procurement.	t amount cannot be provided before the	amendment is fully approved and the	ne Purchase Order amount has been			
	Site Administrator or Manager	Name LaResha Martin	Phone 5108791700	Fax 5106544816			
Site / Department Hoover Elementary School							
	Signature Talest	At Tour L	Date Approved	13/12			
	Resource Manager, if using funds	managed by: Distate and Federal Quality,	Community, School Development Com	plementary Learning / After School Programs			
2.	Signature		Date Approved	5/17/12			
	Signature	X 10	Date Approved				
3.	Regional or Executive Officer	1100 (8) 1111	7	-11			
J.	Signature // //	111111111111111111111111111111111111111	Date Approved	5/11/1/7			
4.	Deputy SuperIntendent Instruction	mal Leadership Deputy Superintende	ent Business Operations 🔲 Co	nsultant Aggregate Under \$50,000			
7.	Signature Maria	Santos	Date Approved	6-1-12.			
5.							
Lega	al Required if not using standard con	tract Approved	Denied - Reason	Date			
Proc	Procurement Date Received PO Number						

Board Office Use: Legislative File Info.					
File ID Number	11-1951				
Introduction Date	8-24-11				
Enactment Number	11-1499				
Enactment Date	8-24-1180				



nts

	INDIVIDUAL	SERVICE			11 (1071)	2011-201
MASTER MOU INFORM						
ENDOR NAME	Bay Area Commuu		s			
/ENDOR#	100	01628	1628 EN/		CTMENT#	
ITE / DEPT NAME	School		S	ITE#	170	
USD STAFF CONTACT -	EMAILS ABOUT THIS CONTRA	ACT SHOULD BE S	SENT TO:	laresha	.martin@ous	d.k12.ca.us
RDER MENU OF SER	VICES (EXHIBIT A OI	F MASTER N	IOU) -	SELECT	DESIRED S	ERVICE
SERVICE AND UNIT OF OF MASTER MOU FOR A FULL VORK AND MENU OF SERVICES)	SERVICE (SEE EXHIBIT - DESCRIPTION OF SCOPE OF	GRADE LEVEL(S) SERVED	RATE		DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
A-Lead Agency Uni	it for Elementary	K-5	\$93.8	334.00	1	\$91,848.00
<u> </u>			\$			\$
			\$			\$
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FEE DOES NOT EQUAL	RATE PER UNIT MULTI	PLED BY DESI	RED UNI	rs, expl	AIN REASON I	FOR ALTERED RATE
		O IAKI DA			END D	
UDGET INFORMATION						
EQUISITION NUMBER	R0200396	START DAT	107/0	1/2011	LAID	ATE 06/30/2012
		O IAKI DA			END	
RESOURCE#	RESOURCE NAME	OTAKI DA	ORG	KEY		AMOUNT
		OTAKT DAT		KEY	9	AMOUNT 91,848.00
RESOURCE # I	RESOURCE NAME ASES		ORG   170155	KEY 3401	9	AMOUNT 591,848.00
RESOURCE # 1 6010  This Individual Servagent, commits OUSE VENDOR BIGNATURE DUSD SITE	RESOURCE NAME ASES ices Agreement is a	contract for sprovided by eferenced an	ORG I 170155 services this VEN ad incorp	Lits execution of the control of the	cution by ar inder the ter herewith.	AMOUNT 591,848.00 5 6 6 6 6 6 6 6 6 7 6 7 6 7 7 8 7 8 8 8 8
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## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/05/11

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).

NAME: Sindy Graham, ext 131 415-493-2500 PHONE (A/C, No, Ext): 415-493-2500 E-MAIL ADDRESS: SGRAham@fp-ins.com PRODUCER CUSTOMER ID #: BAYAR-3 Farallone Pacific Insurance FAX (A/C, No): 415-493-2505 415-493-2505 Services, License # 0F84441 859 Diablo Avenue Novato, CA 94947 INSURER(S) AFFORDING COVERAGE Peter Schmale INSURED INSURER A: Philadelphia Indemnity Ins Co. 32760 Bay Area Community Resources, Inc. INSURER B: Sparta Insurance Company 171 Carlos Drive INSURER C: San Rafael, CA 94903-2005 INSURER D INSURER E:

COVERAGES

CERTIFICATE 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.

NSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMIT	s		
,,,	GENERAL LIABILITY						EACH OCCURRENCE	\$	1,000,000	
A:	X COMMERCIAL GENERAL LIABILITY	X	F	PHPK740321	07/01/11	07/01/12	DAMAGE TO RENTED PREMISES (Ea occurrence)	s	1,000,000	
м	CLAIMS-MADE X OCCUR	}					MED EXP (Any one person)	\$	20,000	
П	X Abuse Sublimit						PERSONAL & ADV INJURY	\$	1,000,000	
	1,000,000						GENERAL AGGREGATE	5	2,000,000	
3	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$	2,000,000	
	X POLICY PRO-							\$		
	AUTOMOBILE LIABILITY			NIDK-10001	07/04/44	07/04/42	COMBINED SINGLE LIMIT (Eà accident)	\$	1,000,000	
Α.	ANY AUTO		F	PHPK740321	07/01/11	07/01/12	BODILY INJURY (Per person)	\$		
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$		
	X SCHEDULED AUTOS X HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$		
	X NON-OWNED AUTOS							\$		
								\$		
	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	\$	5,000,000	
	X EXCESS LIAB CLAIMS-MADE		DUI 10250579	PHUB3505	N. II. ID250570	07/04/44	07/04/42	AGGREGATE	\$	
A	DEDUCTIBLE		r	70030076	07/01/11	07/01/12		\$		
	X RETENTION \$ 10,000							\$		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU- OTH- TORY LIMITS ER			
В	ANY PROPRIETOR/PARTNER/EXECUTIVE		006WK0124400	07/01/11	07/01/12	E.L. EACH ACCIDENT	\$	1,000,000		
	OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	N/A					E L. DISEASE - EA EMPLOYEE	\$	1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	1,000,000	
A	Professional		P	PHPK740321	07/01/11	07/01/12	Each		1,000,000	
•	Liability						Aggregate		2,000,000	

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

CERTIF	CATE	HOL	DED
CENTIF	CAIL	HOL	DER.

CANCELLATION

Oakland Unified School District 1025 - 2nd 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

Binky Galar

#### Lead Agency Unit of Service for Elementary/Middle Schools

#### 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 93 students (Elementary School) and 125 (Middle School). 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.

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

Alignment of after school program plan with key components of SPSA, Extended Day Model, and collaborative partnerships with students, families, school staff and community partners.

Ongoing after school professional development, training and coaching to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grant writing, and In-Kind or Match Programs).

Lead Agency Option A: Cost for Elementary School lead agency package: \$93,834

Lead Agency Option B: Cost for Middle School Lead Agency package: \$127,213

#### Lead Agency Unit of Service for High Schools

#### **Description of Services:**

After school program set up at school site and coordination of comprehensive services to ensure ASSETS 21<sup>st</sup> Century grant compliance, integration of extended day model and alignment with school day, program quality, operational and fiscal oversight.

Delivery of high quality after school programming consisting of academic, enrichment, recreational/physical activity, family literacy, and targeted Equitable Access services to

students that are high risk and are hard to reach via general services. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience. Program set-up will ensure student safety.

Services for up to 75 students at the small alternative high schools and up to 120 at the larger continuation high school(s). 15 hours plus of programming per week from September – June.

Coordination, outreach, and delivery of: Family literacy events that meet the needs of both English and Spanish speaking families; Cross-site annual events such as Lights On Music and Arts Festival, Life After High School Conference, and Basketball and Soccer Leagues.

Equitable Access services to students that are hard to reach, may include: Internships (managing student stipends, coordinating student placements and career mentors), Job Readiness, Career Exploration, Life Skills, English and Math Tutoring, and Driver's Education.

Ongoing after school professional development, training and coaching provided to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grantwriting and In-Kind or Match Programs).

Lead agency unit of service includes programmatic and operational costs.

Lead Agency Option C: Cost for Small High School Programs serving up to 75 students: \$156,000

Lead Agency Option D: Cost for Large High School Programs serving up to 120 students: \$227,000

#### Factors that may reduce or increase the school charge for above lead agency units:

- 1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e. School opting to fund high school academic liaison, reducing above costs to ensure academic alignment.
- 1f. School opting to provide after school program leadership, reducing the above costs

for Site Coordinator.

- lg. Other specialty services from this menu have been selected to augment or replace some of the basic lead agency services included in package above.
- 1h. School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

#### **Other Specialized Services**

#### Option E: Youth Leadership and Career Exploration

Structured weekly opportunities for youth to interact with trained mentors and engage in community service projects.

Cost: \$6,000 for two sessions/week, from Sept – June; service for up to 20 youth.

#### Option F: Specialized CAHSEE preparation

6 week CAHSEE prep intensive: 2 hours every day with up to 3 tutors utilizing *Moving Forward Education* curriculum provided by trained mentors throughout entire school year.

Cost: \$5,720

### **Option G: Parent workshops**

Specialized family events to foster parent involvement and understanding of how to provide academic support to children.

Cost: \$300 per 2-hour event, for up to 75 families

#### **Option H: Physical Fitness**

Specialized physical fitness activities may include: all seasonal sport leagues (but not limited to) basketball, flag football, soccer, and track/field. It may also include: martial arts, capoeria, yoga, recreational activities, wrestling, or other physical activity as needed.

Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity

#### Option I: Visual or Performing Arts

Specialized services may included: Drama, Studio production, Drawing/ Painting/ Murals, Video/Photography, Spoken Word, Hip Hop and Social Action, Dance and Cultural Dance, Drumming and cultural music, or other Visual and Performing Art programs as needed

Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity

#### Option J: Health & Nutrition

Specialized health and nutrition activities for students to foster healthy eating and educate them on nutrition.

Cost: \$10,000 per activity for 10 months up to 20 students served daily per activity

#### **BACR Mental Health Services**

Mental Health Services Option K: Individual and group counseling and other mental health services, consultation with families and school personnel and limited crisis response. Approximately 25 clients served annually. Services provided by Graduate Intern for 1 ½ - 2 ½ days per week for 36 weeks. Clinical supervision provided.

Cost: \$9,000 per year

Mental Health Services Option L & M: Individual, group and family counseling, case management and other mental health services, consultation with school personnel and crisis response. Classroom education or other school-wide interventions as needed. Services provided by Master's level Mental Health Staff. Clinical supervision is provided.

**Option L:** \$13,000 for one day per week for entire school year; 20 students served over the course of the year.

**Option M:** \$65,000 for daily services for entire school year; 80 - 100 students served over the course of the year.

#### Additional Services for ASES/21<sup>st</sup> Century Elementary and Middle Schools

**Option N: Family Literacy Services:** Variety of services to engage parents and support them in helping their children succeed in school. Services customized to meet school and community needs, and may include: parent workshops, parent outreach, adult literacy support, and farmers market.

Services will be open to families of all students participating in ASES/21<sup>st</sup> Century after school programming. Services will be provided by qualified, trained individuals and/or community providers with subject matter expertise.

Cost: \$17,400

**Option O:** Equitable Access Services: Services customized to meet school needs, and may include: services to enhance student access to after school program; special support services for English learners and other high need students; translation services; and services to promote conflict resolution and positive program climate.

Services will complement after school programming occurring daily, September – June.

Cost: \$21,750

# Factors that would decrease the above costs for ASES/21<sup>st</sup> Century Additional Services:

- 2a. School opting to provide a portion of family literacy services with own staffing and resources.
- 2b. School opting to provide a portion of Equitable Access services with own staffing and resources.
- 2c. School providing own supplies to support family literacy or equitable access services.
- 2d. School partnering with other providers to provide a portion of family literacy or equitable access services.