

Board Office Use: Legislative File Info.	
File ID Number	12-2908
Introduction Date	11/14/12
Enactment Number	12-2865
Enactment Date	11-14-12



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

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

**Board Meeting Date**  
(To be completed by Procurement)

**Subject** Individual Service Agreement - Master Memorandum of Understanding - East Bay Asian Youth Center (contractor) - 133/Lincoln Elementary School (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 133/Lincoln Elementary School.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.* Lincoln Elementary School provides multiple youth and family support services including after school academic assistance, violence prevention, mental health counseling and family literacy. The diverse services help support limited English Learner and their parents to be successful in school.

**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 (MOU) between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to provide their Menu Option Family Support Services at Lincoln Elementary School for the period of August 27, 2012 through June 30, 2013, in an amount not to exceed \$36,360.40, 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 the latter to provide Family Advocacy Services at Lincoln Elementary School for the period August 27, 2012 through June 30, 2013.

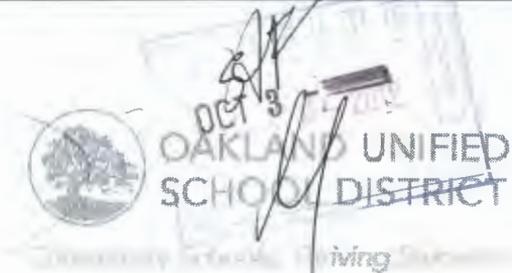
**Fiscal Impact** Funding Resource: EIA/LEP , not to exceed \$36,360.40

**Attachments**

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

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

MASTER MOU INFORMATION			
VENDOR NAME	East Bay Asian Youth Center		
VENDOR #	V012162	ENACTMENT #	12-1876
SITE / DEPT NAME	Lincoln Elementary School	SITE #	133
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		renee.mcmearn@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	K - 5	\$36,360.00	1	\$36,360.40
Family Supportive Services		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				<b>\$36,360.40</b>
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				

BUDGET INFORMATION					
REQUISITION NUMBER	R0303407	START DATE	08/27/2012	END DATE	06/30/2013
RESOURCE #	RESOURCE NAME	ORG KEY		AMOUNT	
7091	EIA/LEP	1334761102		\$36,360.40	
				\$	
				\$	

**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	John Melwin	TITLE	Principal
SIGNATURE	<i>John Melwin</i>		DATE	9/10/12

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 checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input type="checkbox"/> After School Programs				
SIGNATURE	<i>Sumana Raj</i>		DATE	10/10/12
SIGNATURE			DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER				
SIGNATURE	<i>Jandra Agich</i>		DATE	10/18/12
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION				
SIGNATURE	<i>Bob Taylor</i>		DATE	11/15/12
SIGNATURE	<i>John K. ...</i>		DATE	11/15/12

## Family Supportive Services Scope of Work

### Lincoln Elementary School

Family Supportive Services incorporate a broad range of services that aim to improve bilingual parents' school involvement, improve family health, and improve academic achievement of LEP students.

Outreach to bilingual parents of Limited English Proficient students, particularly those that are at risk of academic failure.

Provide workshops that teach bilingual parents to understand the report cards and STAR results, know how to access community resources, learn issues of immigrant parents in raising the American born child, and learn effective parental skills.

Family supportive services will serve up to 100 bilingual parents and LEP students per year.

**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**

## 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 I 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 I**  
**\$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**



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

<b>CERTIFICATE HOLDER</b>  OAKLUN1  Oakland Unified School Dist 1025 Second Avenue Oakland, CA 94606	<b>CANCELLATION</b>  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 

## **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.

Community Schools Strategic Site Plan 2012-2013, SSC-Approved Actions												
School	Lincoln Elementary	Site Code:133										
#	Priority Area	Student Group	Item#	Strategic Action	Resource Name	Fund#	Object Name	Amount	Account	Units	Amount	
1	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	133SQ1A1574	Hire Bilingual Instructional Aide to provide intervention	Title I	3010			IABIL0039	0.4	\$14,998.16	
2	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	133SQ1A1575	Hire Bilingual Instructional Aide to provide intervention	Title I	3010			IABIL0085	0.8	\$37,585.98	
3	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	133SQ1A1576	Hire Bilingual Instructional Aide to provide intervention	Title I	3010			IABIL0074	0.4	\$22,095.82	
4	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	133SQ1A1577	Hire Bilingual Instructional Aide to provide intervention	Title I	3010			581-IABIL9999	0.8	\$40,791.58	
5	A Balanced Literacy & Literacy Across the Curriculum	All Students	133SQ1A1582	Hire classroom teacher to reduce class size from class maximum	Title I	3010			K12TCH2021	1	\$54,137.69	
6	B Science, Technology, Engineering, Mathematics (STEM)	All Students	133SQ1B1591	Purchase supplemental supplies to enhance curriculum.	Title I	3010	SUPPLIES	4310		0	\$1,124.00	
7	B Science, Technology, Engineering, Mathematics (STEM)	All Students	133SQ1B1602	Hire consultant (Techbridge) to provide enhanced science and technology training to female students	Title I	3010	CONSULTANTS	5825		0	\$3,500.00	
8	A Building Capacity & Leadership (Professional Development/Learning Communities/Coaching/Staff Induction)	All Students	133SQ3A1585	Teachers will meet in professional learning communities (PLC's) to plan lessons and assess student learning.	Title I	3010	TEACHERS SALARIES EXTRA COMP	1122		0	\$8,000.00	
9	A Building Capacity & Leadership (Professional Development/Learning Communities/Coaching/Staff Induction)	All Students	133SQ3A1586	Teachers will meet in professional learning communities (PLC's) to plan lessons and assess student learning.	Title I	3010	TEACHERS SUBSTITUTES	1150		0	\$5,000.00	
10	A Family & Community Engagement	English Learners	133SQ4A1589	Hire translators to provide information to parents about school events and activities.	Title I	3010	CLERICAL SALARIES EXTRA COMP	2422		0	\$4,000.00	
11	B Science, Technology, Engineering, Mathematics (STEM)	All Students	133SQ1B1600	school will provide supplementary materials to increase student achievement	EIA - SCE	7090	NON-CONTRACT SERVICES	5826		0	\$10,000.00	
12	B Science, Technology, Engineering, Mathematics (STEM)	All Students	133SQ1B1601	school will fund admission for field trips that enhance curriculum.	EIA - SCE	7090	ADMISSION FEES	5829		0	\$6,596.00	
13	A Family & Community Engagement	All Students	133SQ4A1583	Hire Technical Skills Assistant to provide outreach to parents encouraging their participation in school governance.	EIA - SCE	7090			TCHSKA0003	1	\$73,027.79	
14	A Balanced Literacy & Literacy Across the Curriculum	English Learners	133SQ1A1725	Hire Bilingual Instructional Aide to provide intervention	EIA - LEP	7091			IABIL0039	0.4	\$14,998.16	
15	A Balanced Literacy & Literacy Across the Curriculum	English Learners	133SQ1A1726	Hire Bilingual Instructional Aide to provide intervention	EIA - LEP	7091			582-IABIL9999	0.4	\$20,395.79	
16	A Balanced Literacy & Literacy Across the Curriculum	English Learners	133SQ1A1727	Hire Bilingual Instructional Aide to provide intervention	EIA - LEP	7091			IABIL0074	0.4	\$22,095.82	
17	B Science, Technology, Engineering, Mathematics (STEM)	English Learners	133SQ1B1598	school will provide supplementary materials to aid instruction	EIA - LEP	7091	MATERIALS & SUPPLIES	4300		0	\$2,828.79	
18	B Science, Technology, Engineering, Mathematics (STEM)	English Learners	133SQ1B1599	school will provide supplemental supplies to aid instruction	EIA - LEP	7091	SUPPLIES	4310		0	\$2,419.00	
19	A Family & Community Engagement	English Learners	133SQ4A1584	Hire Cantonese Bilingual Clerk to facilitate communication between parents/families and school.	EIA - LEP	7091			CLKTIB0007	0.5	\$14,622.49	
20	A Family & Community Engagement	English Learners	133SQ4A1596	School will hire Family Liaison to provide parental access to school resources and promote parent involvement in education	EIA - LEP	7091	CONSULTANTS	5825		0	\$36,360.40	
21	A Family & Community Engagement	English Learners	133SQ4A1590	Hire translators to provide information to parents about school events and activities.	Title I - Parent Participation	9901	CLERICAL SALARIES EXTRA COMP	2422		0	\$1,400.00	
22	A Family & Community Engagement	English Learners	133SQ4A1597	school will provide refreshments for parent meetings	Title I - Parent Participation	9901	MEETING REFRESHMENTS	4311		0	\$2,735.36	