

Board Office Use: Legislative File Info.	
File ID Number	11-2821
Introduction Date	10/17/11
Enactment Number	11-2273
Enactment Date	10-26-11



# 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) 10-26-11

Subject Ratification of an Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District and Learning for Life/S.F. Bay Area Council, of San Leandro, CA.

**Action Requested** Ratification of the Individual Service Agreement to the Master Memorandum of Understanding 10-05 (MOU) between District and Learning for Life/S.F. Bay Area Council, for services to be provided primarily to Carl B. Munck 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 August 1, 2011.

**Discussion**  
*One paragraph summary of the scope of work.* Ratification by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/S.F. Bay Area Council, for the latter to provide Enrichment Services in the form of media lab assistance in the Technology Media Center to students, in its capacity as a Comprehensive Community Based Organization, consisting of 740 hours of and serving 300 students/participants at Carl B. Munck Elementary School, for the period August 1, 2011 through June 30, 2012, in an amount not to exceed \$14,279.00, pursuant to the terms and conditions as specified in the MOU.

**Recommendation** Ratification by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/S.F. Bay Area Council, for the latter to provide Enrichment Services in the form of media lab assistance in the Technology Media Center to students, in its capacity as a Comprehensive Community Based Organization at Carl B. Munck Elementary School, for the period August 1, 2011 through June 30, 2012.

**Fiscal Impact** Funding Resource: 0097/Measure G in an amount not to exceed \$14,279.00

- Attachments**
- Individual Service Agreement
  - Menu of Service

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## INDIVIDUAL SERVICE AGREEMENT (ISA) 2011-2012

MASTER MOU INFORMATION			
VENDOR NAME	SFBAC, Learning for Life		
VENDOR #	V050776	ENACTMENT #	
SITE / DEPT NAME	Carl B. Munck	SITE #	168
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		Denise.burroughs@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)
Specialized Services Option C-Enrichment	K-5	\$ 20,000.00	1	\$ 14,279.00
		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				<b>\$ 14,279.00</b>
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE: 3C. Variation in hours of service				

BUDGET INFORMATION					
REQUISITION NUMBER	R0200611	START DATE	08/29/2011	END DATE	06/30/2011
RESOURCE #	RESOURCE NAME	ORG KEY		AMOUNT	
0097	Measure G	1681552205		\$ 14,279.00	
				\$	
				\$	

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	Shawntea Hall	TITLE	Director
SIGNATURE	<i>Shawntea Hall</i>		DATE	8/22/11
OUSD SITE ADMINISTRATOR	NAME	Denise Burroughs	TITLE	Principal
SIGNATURE	<i>Denise Burroughs</i>		DATE	8/22/11

APPROVAL			
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development SPSA ACTION ITEM NUMBER: 4&5 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"/> Complementary Learning / After School Programs			
SIGNATURE		DATE	
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE	<i>[Signature]</i>	DATE	8/23/11
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE	<i>[Signature]</i>	DATE	10/27/11
SIGNATURE	<i>[Signature]</i>	DATE	10/27/11

P1201164

Units of Service for Lead Agency: Learning for Life

**Option A: Lead Agency Unit of Service – ASES/21<sup>st</sup> Century After School Program**

**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. Services will be offered daily, Monday through Friday, for the entire school year. 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.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

**Cost for Elementary School lead agency package: \$95,000**

**Factors that may reduce or increase the school charge for above lead agency unit for ASES/21<sup>st</sup> Century After School Program:**

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

### **Option B: Lead Agency Unit of Service – OFCY After School Enrichment**

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

After school program set up at school site and coordination of comprehensive services to ensure OFCY 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 enrichment and 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. Services will be offered daily, Monday through Friday, for the entire school year. 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 15:1.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

**Cost for Elementary School lead agency package: \$89,000**

#### **Factors that may reduce or increase the school charge for above lead agency unit for OFCY After School Enrichment:**

- 2a.** School opting to provide own enrichment instructors or contract with a different service provider for specialized enrichment services, reducing the academic programming charges to the cost above.
- 2b.** School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 2c.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 2d.** Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 2e.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

### **Other Specialized Services**

#### **Specialized Services Option A: In-school Academic Assistance**

Academic reading and math assistance provided by trained tutors throughout entire school year.

**1a. Academic support will be focused on increasing English proficiency of limited English proficient children by providing high quality language instruction and educational tutoring.**

**2a. Academic support will be focused on providing assistance to low achieving students.**

Cost: \$23,000 for daily sessions throughout the school year; service for up to 20 youth per tutor.

#### **Specialized Services Option B: After-school Academic Assistance**

Academic assistance including reading, math, skill building and/or homework help provided by trained tutors and mentors throughout entire school year.

Cost: \$20,000 for daily sessions throughout the school year; service for up to 20 youth per tutor/mentor.

#### **Specialized Services Option C: Enrichment Services**

Enrichment classes provided by trained providers including art, drama, computers, fitness, gardening or music.

Cost: \$20,000 for daily sessions from throughout the school year; service for up to 20 youth per enrichment provider.

#### **Specialized Services Option D: Operational and Programmatic Support**

Additional year-long administrative and program support to ensure seamless delivery of services and strong program operations.

Cost: \$21,000 for daily assistance from throughout the school year.

#### **Factors that may reduce or increase the school charge for above specialized services:**

- 3a.** School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 3b.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 3c.** Variation in hours of service
- 3d.** Variation in number of students served