

Board Office Use: Legislative File Info.	
File ID Number	11-2534
Introduction Date	10-3-11
Enactment Number	11-2182
Enactment Date	10-12-11



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 10-12-11

Subject Approval of an Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District and Playworks, of Oakland, CA.

**Background** 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 10, 2011, (Enactment number 11-1136)

**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 Playworks, for the latter to provide to provide a structured, safe and inclusive program during and after school. Playworks will provide the school with one full-time Program Coordinator Monday through Friday to carry out the four components of our program. Components include: RECESS-organizing safe and inclusive opportunities for play and physical activity, CLASS GAME TIME-organizing and leading individual classes with their teacher through group and skill building activities, the JUNIOR COACH program- a leadership training program for fourth and fifth graders, and OUT OF SCHOOL programs- coordinating an afterschool or before school program/recess, and conducting sport league teams for the students at Franklin Elementary School, for the period August 29, 2011 through June 15, 2012, in an amount not to exceed \$ 25,500.00 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 Playworks, for the latter to provide a structured, safe and inclusive program during and after school. Playworks will provide the school with one full-time Program Coordinator Monday through Friday to carry out the four components of our program. Components include: RECESS-organizing safe and inclusive opportunities for play and physical activity, CLASS GAME TIME-organizing and leading individual classes with their teacher through group and skill building activities, the JUNIOR COACH program- a leadership training program for fourth and fifth graders, and OUT OF SCHOOL programs- coordinating an afterschool or before school program/recess, and conducting sport league teams for the students at Franklin Elementary , for the period August 29, 2011 through June 15, 2012.

**Fiscal Impact** Funding Resource: \_\_\_\_\_ Unrest-Instr \_\_\_\_\_  
 not to exceed \$ 25,500.00

**Attachments**

- Individual Service Agreement
- Menu of Service

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**OAKLAND UNIFIED SCHOOL DISTRICT**

Community Schools, Thriving Students

**INDIVIDUAL SERVICE AGREEMENT (ISA) 2011-2012**

MASTER MOU INFORMATION			
VENDOR NAME	Playworks		
VENDOR #	V056142	ENACTMENT #	11-1136
SITE / DEPT NAME	Franklin Elementary	SITE #	116
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		jennette.macdonald@ousd.k12.ca	

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)
<b>Components 1 through 4, Menu of Services</b>		\$25,500.00	1	\$25,500.00
		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				\$25,500.00
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				

BUDGET INFORMATION					
REQUISITION NUMBER	R0200564	START DATE	08/29/2011	END DATE	06/14/2012
RESOURCE #	0000	RESOURCE NAME	UNREST-INSTR	ORG KEY	11611110101
				AMOUNT	\$25,500.00
					\$
					\$

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	Jackie Hemann	TITLE	Program Director
SIGNATURE	<i>Jackie Hemann</i>		DATE	8/3/2011
OUSD SITE ADMINISTRATOR	NAME	Jeanette MacDonald	TITLE	Principal
SIGNATURE	<i>Jeanette MacDonald</i>		DATE	8/18/11

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"/> Complementary Learning / After School Programs			
SIGNATURE		DATE	
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE	<i>[Signature]</i>	DATE	9/9/11
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE	<i>[Signature]</i>	DATE	10/13/11
SIGNATURE	<i>[Signature]</i>	DATE	10/13/11



# PLAYWORKS

EDUCATION ENERGIZED

## MENU OF SERVICES

**This Menu of Service** is submitted by Playworks to the Oakland Unified School District.

Playworks is a non-profit, public benefit corporation organized and operated exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code. The mission of Playworks is to improve the health and well-being of children by increasing opportunities for physical activity and safe, meaningful play. Playworks contracts with schools to provide a high quality, multi-faceted program to accomplish this mission during the school day and after school. This Menu of Services is offered for the purpose of establishing an effective partnership between Oakland Unified School District and Playworks.

### **Base Operational Package:**

1. Schedule: Playworks will provide the School with **one** Program Coordinator Monday through Thursday for a total of 7 hours for in-school and out-of-school time programming, and a total of 4 hours of in-school programming on-site on Fridays as discussed in this memo of understanding. A minimum of 2 hours per week will be assigned as planning and prep time for the Program Coordinator to complete Playworks administrative tasks (see #5, component 4). Appropriate lunch and break times (no less than one 30 minute break and two 15 minute breaks) will be designated as part of the daily schedule.
2. The Playworks Program Coordinator will be an employee of Playworks, or an AmeriCorps member contracted by Playworks, and will be an active member of the school community.
3. The Playworks Program Coordinator is fully trained by Playworks prior to the first day of school and receives regular training and supervision throughout the school year. The Program Coordinator receives training in youth development, group management, safety, and leading healthy play and physical activities for elementary age students. Program Coordinators are CPR/First Aid certified, are fingerprinted through the Department of Justice and tested negative for Tuberculosis. Program Coordinators also attend a mandated reporting workshop and are required by law to report suspected child abuse.
4. Each set of schools within a localized region has one Playworks Program Manager who is responsible for supervision of all the Program Coordinators in the region and will provide the Program Coordinator with support in the initial program implementation at the School. School administrators will meet the Playworks Program Manager within the first month of the school year. The Program Manager is the person school staff should contact with any program problems or questions.
5. The Playworks program has four key components. These are organizing structured opportunities for play and physical activity during recess, coordinating Class Game Time, coordinating the Junior Coach fourth and fifth grade leadership training program, and running out-of-school programming (before or after school and leagues). Our training and curriculum is geared towards students in Kindergarten through sixth grade. The age preferences listed by each component below reflect the range to which our curriculum is designed and taught to the Playworks Program Coordinators.

#### Component # 1: Recess (Grade Level: K-6)

Playworks will use the recess times to coordinate the playing of core playground games and core sports, as well as to introduce skill-building exercises and cooperative games. The Program Coordinator is required to be at all regularly scheduled recess periods. The Program Coordinator's goal is to create a structured, physically active, and fun environment for all students on the playground during recess. Program Coordinators are focused during recess on leading physical activities and are not available for yard supervision. **School agrees to provide adult yard supervision during all recess periods.** Playworks' staff will work with the School to create a structured playground environment during all school recesses. Playworks believes that recess is an integral part of the school day. Playworks does not support the removal of recess privileges as a method of discipline for extended periods of time.

#### Component # 2: Class Game Time (Grade Level: K-6)

Playworks Program Coordinators offer classroom teachers the option to have a Class Game Time, the purpose of which is to teach students and teachers the rules, expectations, and skills of the games and activities provided during recess in a safe and structured setting. Program Coordinators work with classroom teachers to set up a schedule for Class Game Time that, as much as possible, meets the needs of every class in the school. Depending on how many classrooms are available to participate, Program Coordinators will be able to offer Class Game Times, up to 40 minute sessions, for each classroom every week, every other week, once per month or on a rotating basis. **School will work with Program Coordinators to facilitate the best possible Class Game Time schedule. School agrees to provide the presence of a credentialed adult, preferably the classroom teacher, during the Class Game Time session.** Program Coordinators cannot schedule Class Game Times during any regularly scheduled recess period. Playworks Program Managers and the Program Coordinator will work with the school to create the best possible Class Game Time schedule. **Schools will not distribute a Class Game Time schedule to the school without prior approval from Playworks.**

#### Component # 3: Junior Coach Program (Grade Level: 4-6)

Playworks will provide a Junior Coach program, the purpose of which is to establish student leadership within the school and to build student ownership of some key school functions. This program is geared toward the upper grade levels and includes maintaining and distributing the school playground equipment and leading peers and younger students in recess games and activities. Students are chosen for the Junior Coach program in collaboration with the classroom teachers. All Junior Coaches chosen for the program will be pulled out of the classroom five minutes prior to the recess and will need to stay on the yard five minutes after the recess is over. Trainings for students in this program are held on Fridays after school at least once a month. This training includes leadership skills, anger management, conflict resolution, and rainy day activities. **Playworks will work with School to implement this Junior Coach Leadership component.**

#### Component # 4: Out-of- school Programming (Grade Level: 4-5)

Playworks will provide two out-of-school programs at the School: 1) afterschool or before school programming and 2) leagues. **Regardless of the out-of-school model, scheduling must allow the Program Coordinator at least 30 min per day or 2 hours per week of prep time in the after school hours.** In the event that the Program Coordinator has additional planning time during the school day, it is up to the discretion of Playworks and the school to extend the afterschool program hours. Playworks will meet with the school to identify the afterschool program model that is in the best interest of both Playworks and the school community. The afterschool program models (independent and collaborative), before school model, and the leagues are described below:

***Each school chooses one of the following out-of-school models:***

##### Independent Model

- Playworks will work with a maximum of 15 students up to four afternoons per week from the time school lets out until 5:00pm. Although **Playworks designs after school training and curriculum to work with fourth and fifth grade students**, it is up to the discretion of Playworks and the school to decide the grade level of the students in the afterschool program.

- **Friday afternoons are not an option for the afterschool program. Prep Time can be scheduled by shortening the program by 30 minutes, or by designating one afternoon for planning and adjusting the afterschool schedule to three days a week.**
- Recruitment for the program happens during the month of September and the program begins the first week of October. Children are referred to the program by classroom teachers and school administrators and remain in the program throughout the school year. The After School Program will maintain a consistent student body of up to 15 students, allowing new students into the program when space becomes available.
- The Playworks Program Coordinator maintains the ability to modify/cancel the after school program to accommodate leagues and/or other Playworks events. Appropriate communication will be made with the school after school program.
- The After School Program includes a Homework Center, a healthy snack, and activities focused on play and physical activity. Attendance is mandatory and drop-ins are not allowed. The program goals are to promote the core values of Playworks: healthy play, inclusion, respect, and healthy community.
- **The School agrees to provide a room where the Homework Center and snack components of the After School Program can take place everyday.**
- There is no After School Program on Fridays.

#### Collaborative/Unit Model

- The Playworks Program Coordinator will create 1-1.5 hour elective units that fit within the existing after school program collaborative. If the Playworks after school unit does not begin immediately after the end of the school day, the Playworks Program Coordinator is free to handle administrative duties until the start time of the elective unit.
- The units will take place after school in collaborative with the current after school program up to four afternoons per week and **will not run on Fridays.**
- During the league seasons programming can be focused on activities that support the Playworks leagues. Outside of the league seasons, Playworks Program Coordinators, Playworks' Program Managers and the after school program coordinator may choose to develop electives units based on the needs and interests of the students at the school. All programming will be focused on activities that support play and physical activities for students, and can include programming related to Playworks four core values.
- The Playworks Program Coordinator will continue to be supervised by the Playworks' Program Manager who will also be the main point of contact regarding questions of support or other concerns.
- Playworks will participate in the selection of the grade levels and overall number of students served by the Playworks program, as well as maintains the ability to dismiss students if their behavior is not acceptable.
- The Playworks Program Coordinator maintains the ability to modify/cancel the after school program to accommodate leagues and/or other Playworks events. Appropriate communication will be made with the school after school program.
- The School will set up a meeting with Playworks and the After School Director/Coordinator before the start of the school year to develop an agreed upon working plan for their collaborative programming during the after school hours.

#### Before School Recess Model: (Grade Level: K-6)

- Schools may request for Playworks to coordinate recess up to 30 minutes before-school programming hours.
- During the before school recess, Program Coordinators are focused on leading physical activities and are not available for yard or cafeteria supervision.
- The School agrees to provide additional adult supervision during this recess period and understands that the before school recess program cannot start until there is another adult present.
- Playworks cannot provide a substitute when the Program Coordinator is sick.

**All schools will receive:**

Leagues (Grade Level: 4-5)

- The Program Coordinator will be responsible for recruiting for the Playworks Girls Basketball and Co-ed Volleyball leagues, based on available resources and the proximity of neighboring schools.
- These leagues are non-competitive, skill-building leagues for fourth and fifth grade students. They involve one practice per week, generally at the school site and one evening game held off site, over a period of approximately 6-12 weeks during the school year.

**Request for Addendum to Out-of-School Programming:** If the School, due to the structure of their school day, would like to request an adapted format to the out-of-school program, an addendum may be created. The decision to implement an adapted out-of-school time program is at the discretion of Playworks and must fall within the before mentioned total hours of the Program Coordinators on-site daily schedule.

Extended Day Programming: (Grade Level: K-6)

- School may request programming within an extended day school structure.
- Programming will be focused on activities that support play and physical activities for students, and can include programming related to one or more of Playworks four core components.

6. Playworks offers a Teacher Training for all teachers and school staff at the School. This Teacher Training provides teachers and school staff with best practices and examples to implement opportunities for play and physical activities for their students. **The School must provide the Program Coordinator with a two-hour block of staff development time for this Teacher Training within the first six weeks of the school year.**
7. AmeriCorps: In the event that the Playworks Program Coordinator is an AmeriCorps member, the member:
  - May not engage in religious or politically affiliated activities including the following: attempting to influence legislation, protesting, union organizing, engaging in partisan political activities, engaging in religious instruction, participating in voter registration drives.
  - May choose to do AmeriCorps paperwork/planning on site before or after their regularly scheduled day. No direct service at the school site is required of the Program Coordinator outside of the scheduled timeframe.
8. Program Coordinators will make every effort to stay healthy and not miss any school days. However, there will be days when the Program Coordinator is ill and there will be no one available to substitute for them. Program Coordinators must call the school in the event of illness or injury as well as report their absence to their Program Manager and the Playworks administrative office. If you have any concerns about the number of absences of the Program Coordinator at your school, you must call the Playworks administrative office and speak to the Program Manager for your region.
9. Playworks programming is not a substitute for physical education (PE). Playworks Program Coordinators may coordinate with an existing PE program, but are in no way a substitute for credentialed PE teachers. Playworks staff may not support the process for grading students related to PE.
10. In the event that the Playworks Program Coordinator is absent from the school for more than five consecutive days your school may apply for a prorated credit from the sixth day of absence through the remaining consecutive days of absence. Only regular school days will be counted in this credit calculation. Approved credits may be taken against future invoices. In the event that the credit is for the final billing period of the school year the credit will be applied to the following school year.

11. each school agrees to:
  - purchase and provide a basic set of playground equipment, based on a sample list provided, before the beginning of the school year. Playworks will maintain the equipment throughout the school year.
  - provide a workspace for the Program Coordinator as well as access to a computer and the internet.
  - participate in reasonable data collection efforts at various times throughout the year necessary to support Playworks programming, including surveys and assessments such as the mile-run, Junior Coach assessment, and teacher/principal surveys.
12. In the event that payment on this contract is delayed more than 60 days from the agreed upon payment plan a late fee will be charged by Playworks to the school. This fee will equal two percent of any outstanding balance of 61 days or more, and will be charged on the first of each month in which the School owes an outstanding balance over 60 days.
13. Program Suspension: At Playworks discretion, and with reasonable advance notice, Playworks may suspend all programming at School if payment of amounts owed is not made in a timely manner.
14. Participating schools agree to pay \$25,500 for the Playworks Base Operational Package, and agree to provide payments on invoices no later than 30 days from the schedule dates set forth by Playworks.
15. The annual estimated value of Playworks' contribution to programming at School will be \$28,000.

#### **☐Year Long Training Services Package A:**

Playworks will train a school's recess staff member (Recess Coach) how to structure, facilitate, and execute a healthy and inclusive playground during recess times. This training includes both monthly workshops with Recess Coaches from other elementary schools and one-on-one coaching at the school from our staff.

##### Monthly workshops include:

- The Power of Play, Recess Group Management, Indoor Playground Games, Game Facilitation, Youth Leadership on the Playground, Extravaganza Events, and more.
- Trainings are open to your recess staff member.

##### One-on-One Coaching:

Playworks provides year-long individualized coaching to further support your staff's capacity to implement play and physical activity Playworks' style. This technical assistance offers a more comprehensive and long-term approach to learning and applying our proven strategies through ongoing observation and feedback by Playworks certified trainers.

##### Assessment:

Playworks offers written feedback and assessment to the Recess Coach that is shared with principals to ensure an effective feedback loop to the schools we serve.

#### **☐Training Workshops Package B:**

Playworks Training offers professional development to an array of audiences who work with youth. From parents to principals, camp counselors to coaches, Playworks hopes to empower the youth worker community with tools and techniques to run an effective and playful program.

Playworks Training offers Half Day (3 hours) or Full day (6 hours) professional development workshops designed to give adults the tools and technical support to support safe, healthy and inclusive play and build confidence, cooperation and teamwork among kids. Workshop titles include The Power of Play, Pro Active Group Management I, Group Management II, Working with Challenging Behavior, Using Play as a Medium for Teaching Academics, and more!

**Playworks**

Signed:

Jackie Hemann

By (print name/title):

Jackie Hemann

Date:

8/3/2011

\* **Oakland Unified School District**

Signed by:

Jeanette MacDonald

By (print name):

Jeanette MacDonald

Date:

8/22/11