Board Office Use: Le	gislative File Info.
File ID Number	15-0188
Introduction Date	2-25-15
Enactment Number	15-0254
Enactment Date	2/25/15 0.1.



# Memo

То	Board of Education
From	Antwan Wilson, Superintendent
Board Meeting Date (To be completed by Procurement) Subject	Memorandum of Agreement - Girls, Inc (contractor) - Community Partnerships - 922/Community Schools and Student Services Department (site/department)
Action Requested	Approval of a Memorandum of Agreement between the Oakland Unified School District and Girls, Inc., Oakland, CA, to be primarily provided via the Community Schools and Student Services Department for the period of October 1, 2014 through June 30, 2015.
<b>Background</b> A one paragraph explanation of why the consultant's services are needed.	The Full Service Community Schools Task Force recommended that OUSD create a Community Partnerships Workgroup. This Workgroup was charged with developing systems to more effectively and transparently manage district-partner and site-partner relationships. The Workgroup, composed of representatives from community-based organizations and OUSD staff, has been meeting since October of 2012. The group initially focused its efforts on developing systems and tools to make partnerships more intentional, and to better set site and partner(s) up for success. That work is now in the early stages of being piloted at a number of school sites. The Workgroup then went through a process to determine which additional topics it wanted to take on. Data and data sharing consistently rose to the top as an issue that affects virtually all partners and school sites as currently, there is no process in place to share OUSD's student-level data with partners, nor is there a way for the district or school to access partners' data about the students they serve. Without a two-way data sharing process in place, it is difficult to understand the impact partners' programming has on students. This MOU details the steps and procedures to open up student-level data sharing between OUSD and community partners by collecting parental consent to release a copy of the Comprehensive Student Data Roster to partners stripped of the information of students who don't have consent or those who don't participate in partner programs. OUSD will only share confidential information to Girls, Inc.
<b>Discussion</b> One paragraph summary of the scope of work.	Approval by the Board of Education of a Memorandum of Agreement between the District and Girls, Inc., Oakland, CA, for the latter as a community partner to work with OUSD to share defined information and data to improve its program and tailor instruction to the learning needs of particular students; follow procedures; to access student-level data sharing between OUSD and community partners by collecting parental consent to release a copy of the Comprehensive Student Data Roster for the Community Schools and Student Services Department for the period of October 1, 2014 through June 30, 2015, at no cost to the District.



Recommendation	Approval of a Memorandum of Agreement between Oakland Unified School District and Girls, Inc. Contractual services to be provided by the Community Schools and Student Services Department for the period of October 1, 2014 through June 30, 2015.
Fiscal Impact	Funding resource name (please spell out): No Fiscal Impact
Attachments	Memorandum of Agreement Certificate of Insurance

Statement of Qualifications

# AGREEMENT FOR CONFIDENTIAL DATA EXCHANGE BETWEEN OAKLAND UNIFIED SCHOOL DISTRICT AND GIRLS INC

This Data Exchange and Confidentiality Agreement ("Agreement") between Oakland Unified School District (hereinafter referred to as OUSD) and Girls Inc describes the means to be used by Girls Inc to ensure the confidentiality and security of information and data exchanged between OUSD and Girls Inc for the purposes stated below.

# I. <u>GENERAL TERMS</u>

# A. PURPOSE

Girls Inc provides after-school enrichment programs on several OUSD campuses, including EnCompass Academy, International Community School, Think College Now, Community United Elementary School, Alliance Academy, Bret Harte Middle School and ACORN Woodland Elementary School. Under this agreement, OUSD will share defined information and data (defined herein) to Girls Inc in order for Girls Inc to improve its program and tailor instruction to the learning needs of particular students. OUSD will only share confidential information where a student's parent or guardian has provided prior written consent for OUSD to share confidential information to Girls Inc.

# **B. NATURE OF DATA**

To further the achievement of the above stated purpose, OUSD will, at its discretion, provide Girls Inc with data extracts from the OUSD data systems to include data elements identified in Attachment A.

These data are expected to contain confidential information, the disclosure of which is restricted by a provision of law. Some examples of "confidential information" include, but are not limited to, "personal information" about individuals as defined in California Civil Code Section 1798.3 of the Information Practices Act and "personal information" about students as defined by the Code of Federal Regulations CFR Title 34 Volume 1 Part 99.3.

# C. TRANSFER OF DATA

OUSD and Girls Inc shall use OUSD's means and schedule for transferring confidential information.

OUSD will not share confidential information pertaining to any particular student with Girls Inc unless and until the parent/guardian of each student provides prior written consent for OUSD to release confidential information to Girls Inc.

Confidential information will never be e-mailed by OUSD or Girls Inc whether in aggregate or individual form.

Confidential information may only be shared via a password-protected, encrypted document via OUSD's official Google Apps Drive or through another method approved by OUSD Technology. Girls Inc may only gain access to the document on the Google Drive via the organization's official e-mail addresses.

Girls Inc may not move, transmit, or copy files from the secure folder.

# **D. PERIOD OF AGREEMENT**

This Agreement shall be effective from October 1, 2014 until June 30, 2015.

# E. Girls Inc RESPONSIBILITIES

Girls Inc agrees to the following confidentiality statements:

- Girls Inc acknowledges that these data are confidential data and proprietary to OUSD, and agree to
  protect such information from unauthorized disclosures and comply with all applicable confidentiality
  laws, which may include but are not limited to, the Health Insurance Portability and Accountability
  Act (HIPAA), the California Education Code and the Family Education Rights and Privacy Act
  (FERPA) as set forth in this agreement. Girls Inc is responsible for complying with all District,
  Local, State and Federal confidentiality applicable laws and regulations.
- 2. Girls Inc will only access the confidential information of those students whose parents/guardians have given prior written consent for the release of such information to Girls Inc. Girls Inc will immediately notify OUSD if it mistakenly gains access to other confidential information.
- 3. Girls Inc will use appropriate safeguards to prevent the use or disclosure of the information other than as provided by this data use Agreement.
- 4. Girls Inc will grant access only to staff members who need access in order to further the purpose of this agreement.
- 5. Girls Inc shall (a) instruct all staff with access to confidential information about the requirements for handling confidential information and (b) notify staff of the sanctions against unauthorized disclosure or use of confidential and private information.
- 6. Girls Inc shall not assign this Agreement or any portion thereof to a third party without the prior written consent of OUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement.
- 7. Girls Inc will not use or further disclose the information accessed or received other than as permitted by this Data Use Agreement or as otherwise required by law.
- 8. Girls Inc will report only aggregate data and will not report any individual data, nor will data be reported in a manner that permits indirect identification of any individual. This paragraph will survive the termination of this Agreement.
- 9. Girls Inc agrees to obtain written approval from OUSD prior to engaging any subcontractors to perform any services requiring access to any individually identifiable information.
- 10. Girls Inc shall not re-disclose any individual-level data with or without identifying information to any

2 | Page

other requesting individuals, agencies, or organizations.

- 11. Girls Inc shall use the data only for the purpose stated above. These data shall not be used for personal gain or profit.
- 12. Girls Inc shall only access the data furnished by OUSD in the secure location maintained by OUSD and shall take reasonable steps to prevent unauthorized access to it. Girls Inc shall not transfer the data to another electronic location. Girls Inc will not print or make hard copies of the data sets.
- 13. Girls Inc shall permit examination and on-site inspections by OUSD upon reasonable advance notice for the purpose of ascertaining whether the terms of this Agreement are being met.
- 14. Girls Inc shall destroy all confidential information when it is no longer needed or in use.

# F. TERMINATION

- 1. This Agreement may be terminated by OUSD without notice.
- 2. Upon ninety (90) days written notice from OUSD, Girls Inc shall delete all confidential and/or sensitive information promptly so that it is no longer accessible for analysis or use. In the absence of such notice, Girls Inc may continue to use such data for research, education or related purposes.

# G. GENERAL UNDERSTANDING

- 1. This Agreement contains the entire understanding of the parties and may only be amended in writing signed by the parties.
- 2. This Agreement shall be governed by and construed under the laws of the State of California.
- 3. Any waiver by any party of the violation of any provision of this Agreement shall not bar any action for subsequent violations of the Agreement.

Signed:

FOR OAKLAND UNIFIED SCHOOL DISTRICT

James Harris

President, Board of Education

Antwan Wilson Secretary, Board of Education

**Girls Inc** Girls Inc 10 Date

OAKLAND UNIFIED SCHOOL DISTRICT Office of General Counsel APPROVED FOR FORMULE SUBSTANCE By: Attorney at Law

File ID Number: 15-01 Introduction Date: \_\_\_\_\_ Enactment Number: Enactment Date: By: n/

OUSD or District verifies that the Contractor does not appear on the Excluded Parties List at www.epls.gov/epls/search.do.

CERTIFICATE BELOW. THIS REPRESENT/ IMPORTANT: the terms and certificate hol PRODUCER Barney & Barn 1999 Harrison CA License #0 Oakland, CA INSURED Girl 510 Oak COVERAGES THIS IS TO CE INDICATED. NO CERTIFICATE N EXCLUSIONS A NSR THIS IS TO CE INDICATED. NO CERTIFICATE N EXCLUSIONS A MARKET A GENERAL LIA X COMMER CLA	CATE IS ISSUED AS A DOES NOT AFFIRMAT CERTIFICATE OF INSI ATIVE OR PRODUCER, If the certificate holder conditions of the polic der in lieu of such ender ney St., Suite 1230 DH18131 94612 s Inc of Alameda Con 16th Street cland, CA 94601 CE RTIFY THAT THE POLIC DTWITHSTANDING ANY F MAY BE ISSUED OR MAY IND CONDITIONS OF SU YPE OF INSURANCE	ATTER VELY O RANCE AND THI is an AD y, certai rsemen inty RTIFICA ES OF IN EQUIREN	NTE NUMBER: ISURANCE LISTED BELOW MENT, TERM OR CONDITIO N, THE INSURANCE AFFOF IES. LIMITS SHOWN MAY UBR	Y AND CONFERS M EXTEND OR ALTE E A CONTRACT BE A. policy(ies) must b n endorsement. A s CONTACT Felic PHONE (A/C, No, Ext): 51/ E-MAIL ADDRESS: felic ADDRESS: felic INSURER A : Phi INSURER B : EVE INSURER C : INSURER F : INSURER F : DN OF ANY CONTRAC RDED BY THE POLIC HAVE BEEN ISSUED	O RIGHTS R THE CON TWEEN TH e endorsed tatement o ia McAroy 0 273-8888 a.mcaroy INSURE adelphia rest Natio	UPON /ERAGE E ISSU . If SUE this c @barr R(S) AFF ndem nal Ins SURED R DOC H	THE CERTIFICATE HC E AFFORDED BY THE IING INSURER(S), AUT BROGATION IS WAIVE certificate does not con [FAX (A/C, NO): neyandbarney.com ORDING COVERAGE nity Insuranc surance Comp EVISION NUMBER: NAMED ABOVE FOR THE UMENT WITH RESPECT	E POLICIES THORIZED ED, subject to nfer rights to th (510) 273-880 18058 10120 E POLICY PERIOD TO WHICH THIS
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# Girls Incorporated® of Alameda County At-a-Glance

### Mission

Inspiring all girls to be strong, smart, and bold.

### Vision

Helping all girls realize their potential and exercise their rights; our empowered girls will create an equitable society.

# About Girls Incorporated of Alameda County

Girls Incorporated of Alameda County<sup>®</sup> is one of 83 affiliates of the national Girls Incorporated organization, the country's leading voice for girls. Since 1958, Girls Inc. has responded to the unique needs of girls in underserved communities of San Francisco's East Bay through academic achievement



programs and counseling services. Programs challenge girls to explore their potential, develop life skills, ensure college and career success, and expand their sense of what is possible. With an innovative educational approach incorporating local needs into research-based curricula, Girls Inc. has established itself as one of the Bay Area's leading providers of after-school programs, reaching over 7,500 girls and their family members each year.

### Programs with Impact

Our combination of counseling and educational programming allows us to best serve the whole girl and is unique among Girls Inc. affiliates nationally. Our programs in literacy, math and science, health and fitness, pregnancy prevention, leadership, and advocacy are delivered onsite and at 45 schools and community sites in Alameda County. Through our on-site Pathways Counseling Center, we offer no-cost or low-cost mental health and case management services to youth and their families.

# Local Expertise, National Recognition

Girls Inc. reaches out to girls, ages 5 to 18, whose needs are greatest. Most of the girls we serve are low-income, with 74% from households earning less than \$40,000 annually and 24% from single-parent families, headed mostly by women. The Girls Inc. constituency is 41% Latina, 25% African American, 19% Asian American, 5% multi- racial, 4% Caucasian, 1% Middle Eastern, and 5% other. Our communities in Alameda County include some of the most underfunded and underperforming public schools in California, presenting a particularly challenging educational setting for the girls we serve. In Oakland, *50% of their peers won't even graduate from high school*.

# Continuum of Programs for Grades K-12



The Department of Education reports that youth who participate in high-quality after-school programs have "better peer relations and emotional adjustment, and lower incidences of drug use, violence, and pregnancy." Further, a girl's future participation in the workforce is directly related to her K-12 academic success. Responding to these critical needs, Girls Inc. encourages girls to continue to learn and grow with us as they move through their school years through a continuum of programs:

**Elementary School Programs:** 

- GIRLStart (K-3<sup>rd</sup> grade), increases literacy skills to ensure future academic success
- WOW! (Grades 4-5), builds skills in literacy, health, fitness and nutrition

Girls Incorporated of Alameda County = 510 16th Street, Oakland CA 94612 Tel: 510/357-5515 ■ Fax: 510/318-5399 ■ eMail: info@girlsinc-alameda.org Website: www.girlsinc-alameda.org = http://twitter.com/girlsincac http://www.facebook.com/pages/Girls-Inc-of-Alameda-County/207897137963 Middle and High School Programs:

- All STARS (Grades 6-7), develops capacities in technology, leadership and fitness
- Eureka! (Grades 8-12), college/career prep; focus on science, technology, engineering
- ACT, a program that trains and engages teen girls in local advocacy projects
- HEART, a girl-driven peer health and sexuality education program for teens

In addition to our continuum of programs, many of which have been scaled nationally, Girls Inc. also provides health education programs and mental health services for girls and families,



including Bodies in Motion, a health intervention program; and outpatient mental health services and school-based case management services in English and Spanish. Girls Inc. also provides the State-funded Teen Pregnancy Prevention program for middle and high school girls, including support services for families.

### Pathways Counseling Center and The Community Consultation Services

Girls Inc. is unique among the nationwide Girls Incorporated affiliates due to its comprehensive mental health clinic, Pathways Counseling Center. Established in 1973 to address community demand for child and family mental health treatment needs, the clinic delivers a full spectrum of mental health services for girls, boys, women, and men. Pathways also operates as a clinical training center for graduate students of clinical psychology, providing a structured and comprehensive training program. During the past year, Pathways has delivered consultation services to over 3,600 children, families, and professional service providers.

### Accomplishments

We continue to grow and evolve each year, constantly increasing our capacity to reach out to at-risk East Bay girls, and we're proud that \$.85 of every dollar raised goes directly to our programs. Over the past year, our advances, achievements and sound fiscal management has been locally and nationally recognized:

- Ranked 5<sup>th</sup> of 178 top national high-impact youth serving nonprofits in 2011 by • Philanthropedia, a GuideStar research organization.
- Received the United Nations-USA East Bay's 6th Annual Global Citizen Award; the . Northern California Community Loan Fund's "Non-Profit Community Impact Award"; and Youth Radio's Community Champion Award.
- Films made by Advocating Community Together (ACT) participants through the . Women's Film Institute's Generation HERstory Media Arts Project premiered at the San Francisco International Women's Film Festival in April, 2011.
- Named by the Clinton Global Initiative in 2009 and 2010 as one of 13 programs that "will • improve the lives of girls and women around the world."

Perhaps none is more striking than the remarkable number of young women who go on to higher education: 97% of our 2012-13 Seniors had plans to enroll in college many of whom would be the first in their families to attend an institute of higher learning.



**Girls Incorporated**\* of Alameda County

# GIRLStart Literacy Program: Inspiring every girl to learn to read and reach her full potential!

**GIRLStart (grades K-3)**, is an afterschool literacy program that helps girls develop reading and writing skills, and includes components addressing fitness, social and behavioral skills to give girls a strong literacy foundation for their school years and beyond. The curriculum provides opportunitiesfor girls to regularly exercise their reading, writing, speaking and listening skills, empowering them to take ownership of their learning.

# Why girls need GIRLStart:

- ⇒ Children who do not read at grade level by 3rd grade struggle to catch up in school and are at significantly greater risk of dropping out before graduation.
- ⇒ Based on the performance of the schools' students in reading levels, the schools where GIRLStart is offered are ranked among the lowest 40% of schools in the state.





#### Success!:

Evaluation results from the 2012-2013 program year:

- ⇒ K, 1<sup>st</sup>, and 3rd grade girls showed accelerated growth in reading, language and comprehension with 89% of girls making literacy gains as measured by DIBELS.
- ⇒ 95% of GIRLStart participants improved their literacy and spelling skills by one or more years.

# Program Highlights:

Literacy Skill Building: staff structure activities focused on literacy skill development, independent reading, spelling, and art. The goal of the centers is to support each girl individually, maximizing her strengths and providing her with new learning strategies in the areas in which she needs improvement.

Homework Assistance: girls work on their homework with the help of staff and volunteers.

Steppingstones enables young girls to learn about nutrition and fitness in a supportive environment, while building strength, flexibility and coordination.

Field Trips offer girls the opportunity to take advantage of Bay Area community resources and learning opportunities.

Family Strengthening remains an important part of supporting GIRL-Start participants in their reach for grade-level reading at all sites.





Girls Incorporated® of Alameda County

### Locations offered:

Wilson Elementary School, Think College Now, International Community School, Community United Elementary School, & ACORN Woodland Elementary School.

# Inspiring all girls to be strong, smart, and bold<sup>™</sup>

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# Watch Out World! (WOW!): Empowering girls to be strong, smart, and bold about health and wellness!

WOW! (grades 4 & 5), is a two-year afterschool enrichment program that helps more than 100 girls and their families grow and develop to their full potential through health and fitness education, nutrition, STEM (science, technology, engineering, and math), and familial engagement.

# Why girls need Watch out World!:

Latino and African American children are at greater risk of being obese in comparison to their white counterparts (US Department of Health and Human Services, 2011). WOW! provides a safe environment where underserved girls can explore alternatives to existing behaviors that promote poor nutrition and health. Healthy relationships and positive body image are the top two predictors of self-esteem (Kearney Cooke, 2008), and WOW! caters to the impending physical and emotional changes of girls by giving them the necessary tools to transition into healthy, self confident women.





### **Expected Outcomes:**

- Participants will build interest in and engage in more physical activity.
- Girls will have increased knowledge of healthy behaviors.
- Participants will have greater access to and will be more likely to choose fresh fruits/vegetables.
- WOW! will provide six health-focused family events and/or workshops serving girls' families.

# **Program Highlights**

When and Where: WOW! is held at elementary school sites within Alameda County five days a week, Monday—Friday, during the academic year.



**Program Components:** WOW! incorporates the following key components into its framework. They include:

- Growth & development (Grown n' Savvy), providing insight on mental, biological, emotional, & physical changes that occur during preadolescence.
  - **Sports & Fitness (TEAM)** fostering the development of gross motor skills, positive competitor attitude, development of athlete identity, and improving physical health.
  - Nutrition (Hyped on Health H2), presenting tools to make health conscious food selections, maintain health, and prepare healthy food.
  - **S.M.A.R.T** (Science, Math, and Relevant Technology), strives to spark participants interest in science, math and technology by way of incorporating thought provoking subjects such as food science, game theory, engineering, and architecture.





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# Locations offered:

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# All STARS (Sports, Technology, Academics, Responsibility, Sisterhood) Program: Empowering middle school girls through technology and leadership!

The All STARS Program (grades 6-8) is a daily hands-on after-school program serving more than 130 middle school girls annually. The program empowers girls to develop their capabilities through technology literacy, academic enrichment, career exploration, leadership, fitness and team building activities. These experiences are achieved in part through the innovative and intensive Build IT (Girls Building Information Technology Fluency Through Design) curriculum, which is unique to this program. The program fosters girls' interest in non-traditional careers in science, technology, engineering and math (STEM), providing them with the confidence, skills and can-do attitude to achieve success. In addition to the Build IT curriculum, girls visit a variety of workplaces and experience real life, high-tech environments.

Why girls need All STARS: The middle school period is one



when girls make critical choices about their identity and their perceived abilities. These choices will shape their future academic and career paths. Unfortunately, studies show that middle school is when girls start to lose interest and doubt their abilities in

STEM-related endeavors and this results in dramatic gender differences in such fields in the workplace. Recent workforce data indicates that women comprise just over 20% of the technology workforce, and among architecture and engineering professionals, women are even less well represented at 14.5% of the workforce.

### Objectives for 2013-2014:

- Self Confidence: Girls will gain confidence in themselves as leaders and learners.
- Healthy Choices: Girls will build interest in physical activity and knowledge of healthy behaviors.
- **Relationships:** Girls will form positive relationships with peers and adults.
- Academic Achievement & Engagement: Girls will build interest in technology and develop academic skills, particularly in STEM subjects.

### Build IT Curriculum Girls Building Information Technology Fluency Through Design

- Unit 1: Redesigning Your World. Girls explore the design world through handson activities.
- Unit 2: Design Online: Communication Tools and the Internet. Girls are introduced to the Internet and Internet-based communication and collaboration tools.
- Unit 3: Redesigning the Web. Girls work individually and in teams to apply their design skills to the development of web pages and web-based communications tools.
- Unit 4: Design in Networked Technologies. Girls participate in activities that encourage their exploration of networks and network applications, and explore the network hardware and connections (i.e. cell phones and Bluetooth).
- Unit 5: Collaborative Game Design & Troubleshooting. Girls experience the participatory design process as they work in teams to design a game for younger girls in Girls Inc. programs.
- **Unit 6: Joining a Design Team.** In teams, girls apply their design skills to the development of web pages for a specific client.

#### Success! Evaluation Results from the 2012-2013 school year:

- ⇒ After participating in the program, 29% more girls reported they could handle more difficult math.
- ⇒ After two years in the program, Build IT participants demonstrate a significant 11% increase in their confidence using computers and 13% more girls can now confidently use computer graphics or art programs to create illustrations, slides, or pictures.
- ⇒ As a result of the All STARS Program, 60% of girls' families noted that they are now more likely to encourage their daughter's interest in STEM.
- $\Rightarrow$  15% more girls believe that if something goes wrong with a computer they are using, they can find ways to solve the problem.

Locations offered: Alliance Academy Middle School, ASCEND, and Elmhurst Middle School in East Oakland, and John Muir Middle School in San Leandro.

GILS INC.<sup>°</sup> Girls Incorporated<sup>®</sup>

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