

Board Office Use: Legislative File Info.	
File ID Number	15-1385
Introduction Date	8-26-15
Enactment Number	15-1348
Enactment Date	8/26/15



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by
Procurement)

8/26/15

Subject Professional Services Contract - Alternatives In Action
- 922/Community Schools and Student Services Dept. (site/department)

Action Requested Approval of professional services contract between Oakland Unified School District and Alternatives In Action. Services to be primarily provided to 922/Community Schools and Student Services Dept. for the period of 05/01/2015 through 08/21/2015.

Background
*A one paragraph
explanation of why
the consultant's
services are needed.*

OUSD's 21st Century Community Learning Center (21st CCLC) grants include Supplemental funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with community partners to provide 6 hours daily of summer academic, enrichment, and physical activity services to OUSD students for 2 – 6 weeks over the summer. Summer services will be delivered at OUSD school sites and approved field trip locations. Summer providers will work in partnership with OUSD's After School and Summer Learning units to align summer program goals with district priorities for student achievement, health and wellness, and social-emotional learning. Summer Program Hub: Life Academy (Middle School)

Discussion
*One paragraph
summary of the
scope of work.*

Approval by the Board of Education of a Professional Services Contract between the District and Alternatives In Action, Oakland, CA, for the latter to provide 6 hours of daily summer academic support and enrichment to OUSD students who are in need of summer services to counter summer learning loss; program activities will be based on youth development quality standards; work collaboratively with the Summer Learning Office and After School Programs Office to ensure that students in need receive at least 6 hours of daily summer learning, enrichment, physical activity, and support services; conduct outreach for summer student recruitment, communicate with families regularly, fulfill OUSD grant reporting requirements including submission of summer attendance records, and maintain communication with the OUSD Summer and After School units to review progress on summer program goals; comply with 21st CCLC grant requirements at Life Academy for the period of May 1, 2015 through August 21, 2015, in the amount of \$19,760.00.

Recommendation Approval of professional services contract between Oakland Unified School District and Alternatives In Action. Services to be primarily provided to 922/Community Schools and Student Services Dept. for the period of 05/01/2015 through 08/21/2015.

Fiscal Impact Funding resource name (please spell out) 4124/21st CCLC Core Funding
not to exceed \$ 19,760.00

Attachments

- Professional Services Contract including scope of work
- Fingerprint/Background Check Certification
- Insurance Certification
- TB screening documentation
- Statement of qualifications

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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Alternatives In Action

(CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 05/01/2015, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 86,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 86,000, whichever is later. The work shall be completed no later than 08/21/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Nineteen Thousand, Seven Hundred Sixty Dollars (\$ 19,760.00) [per fiscal year], at an hourly billing rate not to exceed _____ per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: N/A

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement except: N/A, which shall not exceed a total cost of _____.

5. CONTRACTOR Qualifications / Performance of Services:

CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:

Name: Julie McCalmont

Site /Dept.: 922/Community Schools and Student Services Dept.

Address: 746 Grand Avenue

Oakland CA 94610

Phone: (510) 273-1576

Email: julie.mccalmont@ousd.k12.ca.us

CONTRACTOR:

Name: Patricia Murillo

Title: Executive Director

Address: 3666 Grand Avenue

Oakland CA 94610

Phone: (510) 285-6290

Email: pmurillo@alternativesinaction.org

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

- i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

☒ CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

☐ CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

10. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
 14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
 15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
 16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
 17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
 18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
 20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees; and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
 21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
 22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).
25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
27. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
28. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
29. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
31. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

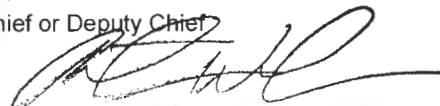
OAKLAND UNIFIED SCHOOL DISTRICT



☒ President, Board of Education

☐ Superintendent

☒ Chief or Deputy Chief



Secretary, Board of Education

CONTRACTOR



Contractor Signature

Patricia Murillo

Executive Director

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY


File ID Number: 15-1385
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 By: 

EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

- 1. Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

The contractor will deliver at least 6 hours of daily summer academic support and enrichment to OUSD students who are in need of summer services to counter summer learning loss. Program activities will be based on youth development quality standards. The contractor will work collaboratively with the OUSD Summer Learning Office and After School Programs Office to ensure that students in need receive at least 6 hours of daily summer learning, enrichment, physical activity, and support services in the summer. The contractor will conduct outreach for summer student recruitment, will communicate with families regularly over the summer, will fulfill OUSD grant reporting requirements including submission of summer attendance records, and will maintain communication with the OUSD Summer and After School units to review progress on summer program goals. Providers will comply with 21st Century Community Learning Center grant requirements.

- 2. Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

Summer learning programs are critical in countering summer learning loss in students. Students will greatly benefit from the opportunity to participate in a full 6-hour summer learning program. The summer learning program will provide students with a safe and supportive place to spend their summer. Students' physical and social-emotional health and well-being will be supported through the summer program's academic, enrichment, and support services. As a result of the summer learning program, students will return to school in the fall feeling more engaged in learning, more connected to the school community, and less affected by summer learning loss. As a result, students will be more prepared to engage in a new school year of learning and more ready to attend school on a daily basis.

- 3. Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:
(Check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Ensure a high quality instructional core | <input type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input type="checkbox"/> Full service community district |

- 4. Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- ☐ **Action Item included in Board Approved CSSSP** (no additional documentation required) – Item Number: _____
- ☐ **Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
1. Relevant page of CSSSP with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the CSSSP modification was approved.
 3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the CSSSP modification was approved.

21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET			
ELEMENTARY & MIDDLE SCHOOLS 04.2015			
Site Name:	Life Academy	21st CCLC Grant Funds for Lead Agency	Lead Agency In-Kind Contributions
Site #:	335		
Lead Agency	Alternatives In Action		
# of summer students (ADA)	76		
# of summer program days	19		
Total 21st CCLC Grant Funds	\$18,759		
TOTAL CONTRACTED FUNDS		\$19,760	\$0
BOOKS AND SUPPLIES			
4310	Supplies (can be purchased by lead agency for summer supplemental programming)	\$1,000	\$1,000
4310	Curriculum		\$450
5829	Field Trips (fees, supplies)	\$905	\$96
5829	Bus tickets for students		
5829	Rental bus for field trips		
	Snacks		
	Incentives		
	Family Night supplies		\$50
	Total books and supplies	\$1,905	\$1,596
CONTRACTED SERVICES			
5825	Site Coordinator		\$4,000
5825	Community School Manager		\$3,500
5825	E-Team Internship Lead Coordinator (\$20.5/hour x 8 hours/ day x 24 days)	\$4,561	
5825	Youth Leadership Enrichment Facilitator (\$14.5/hour x 8 hours/ day x 24 days)	\$3,183	
5825	STEM Instructor (\$14.5/hour x 8 hours/day x 24 days)	\$3,338	
5825	Fitness/Sports Instructor (\$14.5/hour x 8 hours/day x 24 days)	\$3,273	
5825	Professional Development		
5825	Stipends for 15 Youth Interns ("E-Team-in-Training")	\$1,500	
5825	Stipends for 5 Youth Interns ("E-Team Youth Coaches")	\$2,000	
5825			
5825			
	Total services	\$17,855	\$7,500
IN-KIND DIRECT SERVICES			

21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET			
ELEMENTARY & MIDDLE SCHOOLS 04.2015			
Site Name:	Life Academy	21st CCLC Grant Funds for Lead Agency	Lead Agency In-Kind Contributions
Site #:	335		
Lead Agency	Alternatives in Action		
# of summer students (ADA)	76		
# of summer program days	19		
Total 21st CCLC Grant Funds	\$18,759		
TOTAL CONTRACTED FUNDS		\$19,760	\$0
Total value of in-kind direct services			
SUBTOTALS			
Subtotals DIRECT SERVICE		\$19,760	\$9,096
Allowable lead agency admin (at 4% of contracted funds or less)			
TOTALS			
Total budgeted per column		\$19,760	
BALANCE remaining to allocate		-\$0	
Required Signatures for Budget Approval:			
Lead Agency:		Date:	
Notes: 1) Lead agencies will be required to submit a summer-end expenditure report on these budget expenditures. 2) These contracted summer funds are based on anticipated summer program average daily attendance. Sites that fall short of 85% of the summer attendance target in the first week will be required to submit an aggressive student recruitment and retention plan for the remainder of the summer and reallocate budget funds appropriately to reflect actual attendance numbers.			



OUSD Summer 2015 Lead Agency Summer Program Plan

Summer Hub: Life Academy of Health & Bioscience

(Submit to OUSD Expanded Learning Office by April 23)

SECTION 1: Summer Program Snapshot

Lead Agency Name: Alternatives in Action	Summer Hub Site: Life Academy of Health & Bioscience	Target Summer Average Daily Attendance (ADA) Number: 75 from 6/22-6/26; 87 from 6/29-7/2; 72 from 7/6-7/17	Grades Served: Incoming 6 th -11 th Grade Students
Hours of Operation (include hours for full six hour summer program): 9:00am-3:00pm	Type of Program (6 hour stand alone or A+B afternoon enrichment): 6 hour stand alone	Program Dates: (note any program closure dates during this period) Monday, June 22 nd -Friday, July 17 th (Closed Friday, July 3 rd)	Total # of summer program days of operation: 19 days

SECTION 2: Lead Agency Assurances

Please review and initial each item and sign below.

SK YML I understand that my program's goal is to achieve at least 85% of the above attendance target this summer. I understand that if my summer site falls below 85% of this attendance target by the end of the 1st week of the summer program, I will be required to submit an aggressive student recruitment and retention plan to the OUSD Expanded Learning Office, detailing my program's efforts to raise attendance numbers for the remainder of the summer.

SK YML I understand that my agency's contracted summer funds are based on the above average daily attendance target number. My program will over-enroll appropriately to ensure that we reach this attendance target. I understand that if my program falls short of 85% of this attendance target by the end of the first week of program, I will submit a revised summer budget plan to the OUSD Expanded Learning Office detailing how I will reallocate contracted funds appropriately to reflect actual attendance numbers, and to support my student recruitment and retention plan for the remainder of the summer.

SK YML I understand that I am required to input my actual attendance numbers into the Cityspan attendance system **daily** during the summer program. I will cross check signatures on my daily sign in/out sheets with numbers inputted into Cityspan to ensure that the numbers match up and that Cityspan accurately reports my summer attendance data. I understand that the OUSD Expanded Learning Office will carefully review my daily attendance numbers over the summer program.

SK YML I understand that I am required to submit single-sided hard copies of my summer attendance records (including copies of daily student sign in/out sheets and the OUSD summer internal audit log) to the OUSD Expanded Learning Office by the last day of my summer program. I will also submit attendance data during the course of my summer program, as requested, for OUSD's attendance reporting to the California Department of Education.

SK YML I understand that OUSD's 21st Century federal grant funds are funding my summer program. I understand that I am required to follow all grant

compliance requirements as outlined by the OUSD Expanded Learning Office. I will maintain my summer program records for 5 years for auditing purposes, as required by the California Department of Education, and will submit any summer programmatic or fiscal records to the OUSD Expanded Learning Office, as requested, for school district reporting and auditing purposes.

SK PA I confirm that my summer budget plan reflects my actual planned expenditures for my program. I will submit a required summer-end expenditure report to the OUSD Expanded Learning Office reporting on my agency's actual expenditures aligned to this budget plan. I understand that any discrepancy of over 10% between any line item in my budget plan and actual summer expenditures for that line item must be justified in my final expenditure report.

SK PA I understand that if I am running an A+B summer program model, these are requirements regarding my program hours of operation: Morning summer school will operate from approximately 8:15 – 12:15 daily. My afternoon summer program will operate from approximately 12:15 – 3:15 daily. All students must be off-site by 3:30pm and staff must be off site by 3:40 as the building will be promptly locked at 4pm daily.

SK PA If I am a stand-alone 6 hour program, I understand that OUSD will only cover custodial costs for four weeks of my summer program until 3:30 pm. My agency will be responsible for covering any extra custodial costs if my program runs beyond four weeks, and beyond the hours of 3:30 pm daily.

SK PA I understand OUSD Summer Programs are free programs. Summer Lead Agencies cannot charge a summer program fee to participating families for program costs or field trip costs.

Name and Signature of Summer Lead Agency Director: _____



SECTION 3: Summer Calendar and Daily Schedule

- a) Please attach a copy of your summer calendar showing all program days of operation, field trips, and any other notable special events and activities (ie. your summer end family celebration).
- b) Please attach a copy of your daily schedule detailing your full 6 hour program. (Note: sites that are using the A+B model must include the morning academic program in the daily schedule you submit). Attached is an example.
 - Please note that all programs under the A+B model will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), between the hours of 12:15 – 3:15.
 - Please include staff prep and meeting times, and clean up/debrief times on your daily schedule.

SECTION 4: Summer Curriculum

Attach your summer program curriculum scope and sequence, outlining your curriculum objectives and planned program activities.

Please note that all programs under the A+B model should plan to provide daily hands-on academics (ie. STEM), enrichment, physical activity, and community building activities.

Much like last summer, our 6th grade bridge program will feature a balance of academics, enrichment, fitness, and community building activities:

Planned hands-on academic activities include will include courses and rotations in Language Arts, Science, and Mathematics. Through participation in these courses and rotations, students will:

- Understand and apply the steps of the scientific method in hands-on experiments and other technology/engineering-related activities
- Practice and use foundational literacy skills/reading comprehension strategies essential to success in middle, high school, and college-level academic work (identifying main ideas, key words, and vocabulary)
- Integrate non-fiction knowledge and original ideas into non-fiction and creative writing pieces
- Collect and use real-world numerical data to reason abstractly and quantitatively

We plan to use curriculum from the Cal Academy of Science, Discovery Education and Aha!Science for Science and Reading, Writing, & Rising Up for and Writer's Workshop for Language Arts. Summer staff leading academic activities will meet with Life Academy day school teachers in May and early June to get additional resources and ensure that group activities in this domain accurately reflect and prepare students for the work students they will be completing in the following grade at Life Academy.

Planned enrichment activities include courses and daily rotations in art, college exploration, and leadership. Through these courses and rotations, students will:

- Express themselves through experimentation with different types of art media
- Create and communicate original ideas through visual and performing arts
- Develop an understanding of how art can impact and represent community and personal life and history
- Increase understanding of the skills & processes necessary for admission to and success in college
- Build self-confidence in their leadership and public speaking skills
- Improve their ability to lead peers and manage group dynamics during group activities

We plan to use and adapt art and leadership curriculum previously developed and used by our organization, Alternatives in Action. Additionally, summer staff will have one week of planning time prior to the start of program to create new curriculum in this domain.

Planned physical activities in the Bridge program include daily morning fitness exercises and a sports/fitness rotation that will require approximately 60 minutes of rigorous physical activity. Through these courses and rotations, students will:

- Exercise regularly and learn to value its contributions to a healthy lifestyle
- Practice teamwork during physical & sports activities
- Learn new athletic skills in a variety of physical activity areas

We plan to use and adapt fitness and nutrition curriculum previously developed and used by our organization, Alternatives in Action. Additionally, summer staff will have one week of planning time prior to the start of program to create new curriculum in this domain.

Planned community building activities will take place throughout program time in both small groups and in larger, program-wide settings. Through these activities, students will:

- Build positive, meaningful relationships with classmates and adult staff
- Practice and reflect upon the use of various cooperative learning strategies
- Learn how to give & receive peer feedback in a constructive & helpful manner

- Become familiar with Life Academy mission, vision, and values (habits of life, work, mind, and academic content and rigor)
- Become familiar with Alternatives in Action principles, values, and program offerings
- Gain a better understanding of the Life Academy model (bell schedule, advisory, defenses, post-session, grade special field trips, etc.)

We plan to use the Tribes Learning Communities curriculum, as well as previously created team-building curriculum developed by our organization, Alternatives in Action. Additionally, summer staff will have one week of planning time prior to the start of program to create new curriculum in this domain.

Our CompuGirls program will feature a basic computer programming curriculum and include modules in Scratch and other multimedia software.

The objectives of this program are:

- To use multimedia activities as a means of encouraging computational thinking
- To enhance girls' techno-social analytical skills using culturally relevant practices
- To provide girls with a dynamic, fun learning environment that nurtures the development of a positive self-concept

Through participating in the program, youth participants will develop expertise in:

- digital media production with photo editing software
- documentary filmmaking with iMovie
- podcasting with Garageband
- game design with Scratch
- virtual world creation with open-sim technology

Our lead staff member for CompuGirls will be attending a 3 day training in Arizona in early June and will receive a detailed curriculum at that time.

Our Executive Team Youth Coach-in-Training program is designed to introduce students to basic practices and principles of youth leadership in order to prepare them for a full position as a youth/peer leader on the Executive Team the following school year. Participants will attend daily trainings, plan "challenge" activities to lead with 6th grade bridge students, and serve in a leadership/facilitator role within 6th grade bridge classes during the second week of summer program. Additionally, the adult coach of this group will do observations of youth coaches and provide them with detailed feedback on facilitation and public speaking.

Through their participation in the E-Team Youth Coach-in-Training Program, students will be able to:

- Cooperate with one another & improve their ability to work in peer groups
- Develop abilities to manage group dynamics in project groups
- Learn basics of code-switching & professionalism
- Demonstrate & apply 7 Rs within project groups
- Show understanding of co-creation via OAARS and group facilitation
- Exhibit role model and leadership skills during the school day and EDP
- Build self- confidence, especially in the areas of leadership and public speaking

Activity modules will include lessons on leadership identity, the “7 Rs”, group development theory, icebreakers, curriculum co-creation and OAARS, public speaking, professionalism, code switching, time management, and reflection.

SECTION 5: Summer Program Recruitment and Retention Strategies and Timeline

Briefly describe your anticipated summer program student recruitment and retention activities and timeline.

- a) Describe how you will work with school leaders and after school providers at your summer hub and feeder schools to recruit students for summer programming. Please note that summer programs are required to hit at least 85% of their attendance target. Programs should appropriately over-enroll to ensure that the target average daily attendance number is reached.
- b) What strategies will you use to retain students over the summer to ensure that your attendance numbers stay high. Please note that we highly recommend that programs maintain a waitlist so that students who do not show up after the first week of program can be immediately replaced.

a). RECRUITMENT TIMELINE & DESCRIPTION OF EFFORTS

March 25th: Recruited incoming families & students for the 6th grade Summer Bridge programs at 6th Grade Orientation event at Life Academy. Program registration packets were ready for completion and interested families/students were asked to complete all registration forms before leaving the event. We received over 40 applications from students/families at this event.

April 22nd: Recruit incoming families & students for E-team, leadership training & CompuGirls programs at 9th Grade Orientation at Life Academy. Program registration packets will be ready for completion and interested families/students will be asked to complete all registration forms before leaving the event.

Week of April 27th: Send summer program registration packets home with current Life Academy 6th, 7th & 8th grade students. Record and send robo-call to families with basic summer program registration information.

Week of May 11th: Coordinator will review applications, make enrollment projections, and generate additional recruitment & enrollment plans according to the applications received.

Week of June 1st: Coordinator and other program staff will make personal calls to all students & families to confirm their enrollment in the summer program and answer any questions about the programs.

Week of June 15th: Summer program staff will make personal calls to all students & families registered for the program to remind them of program schedule and answer any questions before the start of summer program.

First week of program: Track attendance and contact families whose students are enrolled but not attending to confirm their participation.

b). The program coordinator & assistant will make personal calls home to families with absent students during the first weeks of program in order to ensure parents are aware of the schedule and are committed to attending every day. Calls will be recorded in a GoogleDoc communication log. Upon discovering a student is not able for the full 4 week program or for significant portions of the day, s/he will be removed from the enrollment list and the program coordinator and/or assistant will contact a student on the waiting list to offer the spot to a new student in order to achieve our targeted ADA.

SECTION 9: Summer Line Staff Information (if known at this time)

To promote continuity between OUSD after school and summer programs, and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs.

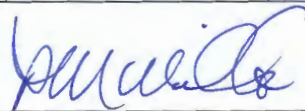
Please list the name(s) of line staff whom you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a maximum 1:20 adult to student ratio.

Important Note: Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings.
The Summer Site Coordinator and summer program staff must be hired **no later than April 4.**

Program Staff Name	Email	Current After School Site where s/he works	Summer teaching assignment(s) (grade & subject, if known)	# of yrs in working in after school	# of yrs working in summer programs	List any OUSD after school learning communities this staff member has participated in
Christina Martinez	chmartinez@alternativesinaction.org	Life Academy/Alternatives in Action	STEM	3	2	
Kareem Marshall	kmarshall@alternativesinaction.org	Life Academy/Alternatives in Action	Middle School Leadership Development	2	0	
Sam Garcia	sgarcia@alternativesinaction.org	Life Academy/Alternatives in Action	Executive Team Internship/Leadership Supervisor	10+	4	STEM/Science
Sabaa Shoraka	sshoraka@alternativesinaction.org	Life Academy/Alternatives in Action	CompuGirls, Executive Team Leadership Coach	10+	10+	
Unknown/TBA	Unknown/TBA	Unknown/TBA	Fitness/Sports			

Revised: 3/13/15

Signature of Summer Lead Agency Director: _____



Life Academy Summer Program Schedule

Your program schedule must reflect at least 6 hours of programming per day

A+B model programs must include the morning summer academic program on this schedule

6th Grade Bridge, 7th/8th Leadership Development, & High School Executive Team Programs

Monday - Friday

8:00-9:00	Staff prep & meeting time	60
9:00-9:15	Students arrive & eat snack	15
9:15-9:45	Morning Circle & Community Building in Tribes	30
9:45-10:00	Sustained Silent Reading Time	15
10:00-11:00	Activity Rotation #1 (STEM, Leadership, Fitness/Sports)	60
11:00 - 12:00	Activity Rotation #2 (STEM, Leadership, Fitness/Sports)	60
12:00 - 12:30	Lunch & Outside/Active Time	30
12:30 - 1:00	Team Building "Challenge" Activities in Tribes	60
1:00-2:00	Activity Rotation #3 (STEM, Leadership, Fitness/Sports)	60
2:00-2:45	Program-Wide Thematic Project Time (Hands-on projects/service learning; will feature appearances by Life Academy teaching staff & other community partners)	45
2:45-3:00	Closing Circle & Dismissal	15
3:00 - 3:30	Staff Reflection/Debrief	30

NOTE: High School Executive Team youth coaches will be co-creating and co-facilitating all above activities with adult staff

High School CompuGirls and Youth Coach-in-Training Programs**

Monday - Friday

8:00-9:00	Staff prep & meeting time	60
9:00-9:15	Students arrive & eat snack	15
9:15-10:30	Morning Training Module Part 1	75
10:30-10:40	Break	10
10:40-11:55	Morning Training Module Part 2	75
11:55 - 12:30	Lunch & Outside/Active Time	35
12:30 - 1:00	Community Building "Challenge" Activities	30
1:00-2:45	Skill-Building Activities Based on Morning Training Modules	105
2:45-3:00	Closing Circle & Dismissal	15
3:00 - 3:30	Staff Reflection/Debrief	30

NOTE: Youth coach in-training program will run from Monday, 6/22-Thursday, 7/2; CompuGirls will run from Monday, 6/29-Friday, 7/17

Life Academy & Alternatives in Action Summer Program Calendar

June



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 NO STUDENTS: Staff PD & Planning	16 NO STUDENTS: Staff PD & Planning	17 NO STUDENTS: Staff PD & Planning	18 NO STUDENTS: Staff PD & Planning	19 NO STUDENTS: Staff PD & Planning	20
21	22 1 st Day of 6 th Bridge, E-Team in Training, 7 th /8 th Leadership Development	23 - 6 th Bridge - E-Team in Training - 7 th /8 th Leadership Development	24 - 6 th Bridge - E-Team in Training - 7 th /8 th Leadership Development	25 - 6 th Bridge - E-Team in Training - 7 th /8 th Leadership Development	26 - 6 th Bridge - E-Team in Training - 7 th /8 th Leadership Development	27
28	29 -First Day of CompuGirls - 6 th Bridge - E-Team in Training - 7 th /8 th Leadership Development	30 - 6 th Bridge - E-Team in Training - 7 th /8 th Leadership Development - CompuGirls				

Life Academy & Alternatives in Action Summer Program Calendar

July



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 - 6 th Bridge - E-Team in Training - 7 th /8 th Leadership Development - CompuGirls	2 - LAST DAY OF E-TEAM IN TRAINING - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls (POTENTIAL CAL ACADEMY FIELD TRIP DATE)	3 NO PROGRAM	4
5	6 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	7 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	8 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	9 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	10 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls (POTENTIAL CAL ACADEMY FIELD TRIP DATE)	11
12	13 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	14 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	15 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	16 - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	17 LAST DAY OF SUMMER PROGRAM - 6 th Bridge - 7 th /8 th Leadership Development - CompuGirls	20

Alternatives in Action

WHERE YOUTH CHOOSE TO LEAD

Founded in 1994, Alternatives in Action is a non-profit which works with East Bay youth who have leadership potential and prepares them for college, career and community involvement. Through this work, Alternatives in Action envisions generations of young adults inspired and prepared to take meaningful action that positively transforms their lives and their communities. Alternatives in Action makes this vision come alive through a range of programs, including its charter high school, The Bay Area School of Enterprise, its Home Sweet Home Preschool that also provides career training for high school youth, and comprehensive school initiatives at three sites, McClymonds High School in West Oakland, Life Academy in East Oakland, and the Bay Area School of Enterprise in West Alameda. In total, Alternatives in Action develops the leadership potential and provides school-linked services to over 600 youth, with another 500 children and youth benefiting from the community-based projects and events created by Alternatives in Action youth.

Alternatives in Action Central Office & West Alameda Programs 1900 Third Street Alameda, CA 94501 Tel. 510.748.4314 Fax 510.748.4326
Alternatives in Action at McClymonds High School 2807 Myrtle Street Oakland, CA 94607 Tel. 510.879.8056
Alternatives in Action at Life Academy 2101 35th Avenue Oakland, CA 94601 Tel. 510.535.7138

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2015

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 HUB Int'l Insurance Serv. Inc License #0757776 3000 Executive Parkway Suite 300 San Ramon, CA 94583	CONTACT NAME: Christine Walker-Yahn PHONE (A/C, No, Ext): 925 415-1113 FAX (A/C, No): 925 905-4284 E-MAIL ADDRESS: Cal.CPU@hubinternational.com INSURER(S) AFFORDING COVERAGE INSURER A: Markel Insurance Company NAIC # 38970 INSURER B: American Family Home Insurance 23450 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Alternatives in Action *See Below for Complete Insured Name 3666 Grand Avenue, Suite A Oakland, CA 94610	

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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X		CHP7000138702	06/25/2015	06/25/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CHP7000138702	06/25/2015	06/25/2016	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"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			CHU700138702	06/25/2015	06/25/2016	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			2EA5WC000010801	06/25/2015	06/25/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000


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

*Complete Insured Name: Alternatives in Action, dba: Bay Area School of Enterprise; dba: Home Project; dba: Home Sweet Home.

RE: As Per Contract or Agreement on File with Insured. Oakland Unified School District is additional insured on General Liability policy if required by written contract per attached endorsement MGL1209 01/12.

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District 900 High Street Oakland, CA 94601	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 
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SAM Search Results
List of records matching your search for :

Search Term : Alternatives* In Action*
Record Status: Active

No Search Results

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015

Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

1. Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
2. Ensure contractor meets the consultant requirements (including the Excluded Party List, Insurance and HRSS Consultant Verification)
3. Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
4. Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment
Checklist

- ☒ For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check
- ☒ For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/>)
- ☒ For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

OUSD Staff Contact Emails about this contract should be sent to: (required) Renee.McMearns@ousd.k12.ca.us

Contractor Information

Contractor Name	Alternatives In Action	Agency's Contact	Patricia Murillo
OUSD Vendor ID #	I000606	Title	Executive Director
Street Address	3666 Grand Avenue	City	Oakland
Telephone	(510) 285-6290	State	CA
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zip	94610
		Email (required)	pmurillo@alternativesinaction.org
		Worked as an OUSD employee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	05/01/2015	Date work will end	08/21/2015	Other Expenses	
Pay Rate Per Hour (required)		Number of Hours (required)			

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
4124	21st CCLC	9221872101	5825	\$ 19,760.00
			5825	
			5825	
Requisition No. (required)	K121160586			Total Contract Amount
				\$ 19,760.00

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

- ☒ OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>)

1.	Administrator / Manager (Originator)	Name	Julie McCalmont	Phone	(510) 273-1576
	Site/Department (Name & #)	922/Community Schools and Student Services Dept.	Fax	(510) 273-1501	
	Signature	<i>Julie McCalmont</i>		Date Approved	6/12/15
2.	Resource Manager, if using funds managed by:	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Partnerships and Student Services <input type="checkbox"/> Risk			
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature	<i>Julia Ma</i>		Date Approved	
	Signature (if using multiple restricted resources)			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature	<i>Christina Sanchez</i>		Date Approved	
4.	Chiefs / Deputy Chiefs	<input type="checkbox"/> Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$86,000			
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>Devin Bell</i>		Date Approved	
5.	Superintendent, Board of Education	Signature on the legal contract			
Legal	Required if not using standard contract	Approved		Denied - Reason	
Procurement	Date Received			PO Number	P1606537