

Board Office Use: Legislative File Info.	
File ID Number	16-1090
Introduction Date	6-8-16
Enactment Number	16-0887
Enactment Date	6-8-16



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

To Board of Education  
Antwan Wilson, Superintendent

Board Meeting Date 6-8-16  
(To be completed by  
Procurement)

Subject Individual Service Agreement Amendment - 1  
Bay Area Community Resources San Rafael CA (Contractor, City/State) -  
182/Martin Luther King Jr. Elementary (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Bay Area Community Resources. Services to be primarily provided to 182/Martin Luther King Jr. Elementary for the period of July 1, 2015 through August 19, 2016, in an amount not to exceed \$ 43,645.00.

Background This is an amendment to the original Individual Service Agreement for contracting of additional services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 24, 2015 (Enactment number 15-1160). This amendment will purchase additional services beyond the initial plan as stated in the original contract for Option A-Lead Agency Unit for Elementary School to provide Intervention, Physical Fitness, Enrichment, Leadership and Family Literacy Activities. In addition, the Community School Manager will provide coordination of all aspects of Community School, including developing and maintaining partnerships with outside service providers, integrating various non-academic programs at the school site (e.g. after school, mental health, parent engagement), developing parent leadership and parent education opportunities, etc. Because of this additional service, the school is increasing the amount of funds that were originally contracted.

Discussion Approval by the Board of Education of Amendment No. 1 of the Individual Service Agreement to the Master Memorandum of Understanding (MMOU) between the District and Bay Area Community Resources, San Rafael, CA, for the latter to provide additional services for Option A-Lead Agency Unit for Elementary School to provide Intervention, Physical Fitness, Enrichment, Leadership and Family Literacy Activities to enhance the current comprehensive after school program that serves approximately 160 students for the after school program at Martin Luther King Jr. Elementary for the period July 1, 2015 through August 19, 2016, in the amount of \$43,645, increasing the Agreement from \$190,225.00 to an amount not to exceed \$233,870.00. All other terms and conditions of the MMOU remain in full force and effect.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Bay Area Community Resources. Services to be primarily provided to 182/Martin Luther King Jr. Elementary for the period of July 1, 2015 through August 19, 2016, in an amount not to exceed \$ 43,645.00.

Fiscal Impact Funding resource name (please spell out) 0003/Unrestricted Instruction-Concentration Support  
4124/21st CCLC Core Funding not to exceed \$ 43,645.00.

Attachments

- Individual Service Agreement Amendment
- Copy of original Individual Service Agreement



**CONTRACT JUSTIFICATION FORM**  
**This Form Shall Be Submitted to the Board Office**  
**With *Every* Consent Agenda Contract.**

**Legislative File ID No.** 16-1090

**Department:** Community Schools and Student Services

**Vendor Name:** Bay Area Community Resources (BACR)

**Contract Term:** Start Date: 7/1/15 End Date: 8/19/16

**Annual Cost:** \$ 43,645.00

**Approved by:** Julia Ma / Roma Groves

**Is Vendor a local Oakland business?** Yes ☐ No ☒

**Why was this Vendor selected?**

This is an amendment ISA to the Master Memorandum of Understanding for BACR. This vendor is the current after school lead agency at Martin Luther King, Jr Elementary School.

**Summarize the services this Vendor will be providing.**

BACR will provide additional services to enhance the current comprehensive program serving approximately 160 elementary school students in the after school program.

**Was this contract competitively bid?** Yes ☐ No ☒

If No, answer the following:

1) How did you determine the price is competitive?

This vendor has Master Contract with OUSD to offer services under its Menu of Service to select school and central sites for community schools work and a variety of student services.



2) Please check the competitive bid exception relied upon:

- ☐ **Educational Materials**
- ☐ **Special Services** contracts for financial, economic, accounting, legal or administrative services
- ☐ **CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- ☐ **Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- ☐ **Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- ☐ **Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- ☐ **Emergency** contracts [requires Board resolution declaring an emergency]
- ☐ **Technology** contracts
  - ☐ electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
  - ☐ contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
  - ☐ Western States Contracting Alliance Contracts (WSCA)
  - ☐ California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- ☐ **"Piggyback" Contracts** with other governmental entities
- ☐ **Perishable Food**
- ☐ **Sole Source**
- ☐ **Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- ☒ **Other, please provide specific exception**



# Individual Service Agreement (ISA) Amendment Routing Form

## Basic Directions

Services beyond the Individual Service Agreement cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
3. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
4. OUSD contract originator submits ISA amendment packet for approval within 10 days of creating the requisition.

**When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.**

Attachment Checklist ☒ ISA amendment packet including Board Memo, ISA amendment form, Menu of Services  
☒ Copy of original Individual Service Agreement  
☐ Copy of Prior Amendments, If Any.

OUSD Staff Contact Emails about this ISA amendment should be sent to: Renee.McMearm@ousd.org

## VENDOR INFORMATION

CONTRACTOR NAME	Bay Area Community Resources	CITY	San Rafael	STATE	CA
SITE /DEPT NAME	182/Martin Luther King Jr. Elementary	SITE #	182		

## BUDGET INFORMATION

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:

☐ SPSA ACTION ITEM NUMBER: OR ☐ SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
003	Unrestricted Instruc-Concentration Supp	1820003101-5825	R0163561	\$ 25,000.00
4124	21st CCLC Core	1821871401-5825	R0164086	\$ 18,645.00
				\$

## Amount and Reason for Amendment

Original PO Number(s)	P1602992, P1602993	Reason for Amendment to ISA (check appropriate box): <input checked="" type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 190,225.00	
Amended ISA Amount	\$ 43,645.00	
New Total Contract Amount	\$ 233,870.00	

## Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

1.	<b>Site Administrator or Manager</b>	Name	Roma Groves	Phone	510-874-3381	Fax	510-874-3388
	Site / Department	182/Martin Luther King Jr. Elementary					
	Signature	<i>Roma Groves</i>			Date Approved	4/18/16	
2.	<b>Resource Manager, if using funds managed by:</b>	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Schools & Student Services					
	Signature	<i>Julia Ma</i>			Date Approved	5/12/16	
	Signature				Date Approved		
3.	<b>Regional or Executive Officer</b>						
	Signature	<i>Curtis L. Smith</i>			Date Approved		
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>						
	Signature	<i>Dean Allen</i>			Date Approved		
5.	<b>Superintendent or Board of Education</b>	Signature on the legal contract					
<b>Legal Required if not using standard contract</b>		Approved			Denied - Reason		
<b>Procurement</b>	Date Received			PO Number			



Board Office Use: **Legislative File Info.**

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**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community Schools, Thriving Students

**INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT No 1**

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF

**UNDERSTANDING**

This Amendment is entered into between the Oakland Unified School District (OUSD) and Bay Area Community Resources (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2015, and the parties agree to amend that Agreement as follows:

**MASTER MOU – ORIGINAL ISA INFORMATION**

VENDOR NAME	Bay Area Community Resources	LEGISTAR FILE ENACTMENT #	15-1160
SITE NUMBER / NAME	182/Martin Luther King Jr. Elementary	AMOUNT OF ORIGINAL ISA	\$ 190,225.00
Original ISA Contract, or most recent ISA Contract Amendment period: 7/1/2015 (from date) to 8/19/2016 (end date).			

**ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX**☒ **Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.**

Service	Option A: Elementary School Lead Agency	Fee	\$ 96,576.00	UNITS OF SERVICE	.19	\$ 18,645.00
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 18,645.00

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

1h. School utilizing other funds to increase level of services and/or number of students served beyond the above based unit.

☒ **Purchase New Type of Service.**

Service	Option O: Full Service Community Schools	Fee	\$ 60,000.00	UNITS OF SERVICE	.42	\$ 25,000.00
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$ 25,000.00

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

1h. School utilizing other funds to increase level of services and/or number of students served beyond the above based unit.

**Increasing the ISA Not to Exceed Amount to:**

\$ 233,870.00

☒ The Term (Duration) of the Individual Service Agreement remains unchanged.
☐ The Term (Duration) has changed: The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_.
**ISA Amendment History:**
☒ There are no previous amendments to this ISA. ☐ This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA

Amendment being approved by the Board of Education.

VENDOR	NAME	Martin Weinstein	TITLE	CEO
SIGNATURE		<i>Martin Weinstein</i>	DATE	4/20/16
OUSD SITE ADMINISTRATOR	NAME	Roma Groves	TITLE	Principal
SIGNATURE		<i>Roma Groves</i>	DATE	4/18/16

**APPROVAL BY THE BOARD OF EDUCATION**

PRESIDENT OF THE BOARD OF EDUCATION

Secretary of the Board of Education

DATE 6-8-16

DATE 6-8-16



# AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 01.2015

Site Name:	Site #:	ASES Resource 6010, Program 1553	21CCLC Core Resource 4219, Program 1111	OFCY Match Funds	Other School Site Funds
Martin Luther King	182				
Average # of students to be served daily (ADA):	%	OUSD	Lead Agency	%	OUSD
TOTAL GRANT AWARD		\$112,500		\$130,695	\$67,000
CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES					
OUSD Indirect (5%)		\$5,357		\$6,224	
OUSD ASPO admin, evaluation, and training/technical assistance costs		\$7,009		\$8,143	
Custodial Staffing and Supplies at 3.25%		\$3,254		\$3,781	
TOTAL SITE ALLOCATION		\$96,879		112,548	
CERTIFICATED PERSONNEL					
1120 Quality Support Coach/Academic Liaison REQUIRED		\$2,500		\$0	\$0
1120 Certificated Teacher Extended Contracts- math or ELA academic intervention or Common Core academic enrichment		\$0		\$0	\$0
Certificated Teacher Extended Contracts- ELL supports					\$0
Total certificated		\$2,500		\$0	\$0
CLASSIFIED PERSONNEL					
2205 Site Coordinator (list here, if district employee)		\$0	\$0		\$0
2220 SSO (optional)		\$0		\$0	\$0
		\$0		\$0	
Total classified		\$0	\$0	\$0	\$0
BENEFITS					
3000's Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24%)		\$600		\$0	
3000's Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 20%)		\$0		\$0	
3000's Employee Benefits for Salaried Employees (benefits at 40%)		\$0			
3000's Lead Agency benefits (rate: 25%)			\$0		
Total benefits		\$600	\$0	\$0	\$0
BOOKS AND SUPPLIES					
4310 Supplies (OUSD only, except for Summer Supplemental)		\$0		\$4,036	\$3,893
4310 Curriculum (OUSD only)		\$0			\$0
5829 Field Trips		\$0			\$0
4420 Equipment (OUSD only)		\$0			\$0
Building Intentional Communities curriculum (required for 21st Century middle school sites- allocate at same level as 2014-15)				\$0	
Communication					\$800
Mileage					\$150
Summer Institute Training					\$150
Total books and supplies		\$0	\$0	\$4,036	\$4,993
CONTRACTED SERVICES					
5825 Site Coordinator (salary, \$50,000 + \$12,500 (Fringe) = \$62,500; 10 month comes out of ASES		\$0	\$40,479	\$6,933	\$15,088
5825 Program Support Staff (Daurje Robinson): \$14/hr 13.75/hrs a wk x 32wks = \$6,160 + 6 hours of PD (\$93) = \$6,253 + 25% fringe			\$6,897	\$919	



5825	Program Assistant (De'Shawna Riley): \$16.50/hr 30/hrs a wk x 37wks = \$18,315 + 40 hours of PD (\$660) = \$18,975 + 25% fringe (\$4,743.75) = \$23,719							\$23,719	
5825	Program Instructor (Edgar Romero): \$14hr x 21.5hrs/wk x 37 wks = \$11,137 + 49/hr. PD (\$686) = \$11,823+ 25% fringe (\$2,955.75) Total= \$14,778.75				\$4,000		\$10,779		
5825	Program Instructor (Sheree Banks): \$14hr x 21.5hrs/wk x 37 wks = \$11,137 + 14/hr. PD (\$686) = \$11,823+ 25% fringe (\$2,955.75) Total= \$14,778.75				\$3,103		\$11,676		
5825	Program Instructor(Blessed Vorgar): Teminated November 2015 \$3919 + 25% = \$980 Total =\$4899						\$4,899		
5825	Program Instructor (Asia Williams):Terminated on 3/11/16 \$7,147 =25% fringe (\$1,787) Total= \$8,934						\$8,934		
5825	Program Instructor9(Wennay Reed): \$14hr x 21.5hrs/wk x 37 wks = \$11,137 + 14/hr. PD (\$686) = \$11,823+ 25% fringe (\$2,955.75) Total= \$14,778.75				\$14,779				
5825	Program Instructor(Xavier Comeaux): \$14hr x 21.5hrs/wk x 37 wks = \$11,137 + 14/hr. PD (\$686) = \$11,823+ 25% fringe (\$2,955.75) Total= \$14,778.75				\$11,676		\$3,102		
5825	Americorps - Alicia						\$14,000		
	Program Instructor Milani Pelley: \$15hr x 21.5hrs/wk x 18 wks = \$5,805 + 25% fringe (\$1,451) Total= \$7,256				\$5,276		\$1,822		\$158
	Program Instructor - Nicole Casino: \$14hr x 21.5hrs/wk x 16 wks = \$4,816 + 25% fringe (\$1,204) Total= \$6,020				\$4,020		\$2,000		
5825	BACR Program Support Staff (Callisyn Zielenski) \$672 + \$168 (25% Fringe) = \$840						\$840		
5825	BACR Program Manager (Professional Development, Training, Coaching, Staff Observations, general feedback for program quality): 18.5% of \$56,000 = \$10,400 + \$2,600 (25% fringe) = \$13,000						\$158		\$12,842
5825	Community School Manager (General oversight of all partners and existing/incoming resources at MLK, supports implementation of ASP program): 27% of \$60,000 + fringe @ 25%						\$20,250		
	Additional Hours for Interim Coordinator, Minimum days & PD						\$5,803		
5825	Destiny Arts						\$12,000		
5825	TechBridge (\$4,000)						\$2,500		
	UC Build								\$3,500
	Total services		\$0	\$90,230	\$0	\$106,615		\$55,307	\$0

### LEAD AGENCY ADMINISTRATIVE COSTS

**SUBTOTALS**

## TOTALS

BALANCE remaining to allocate		\$0		\$0		\$0
TOTAL GRANT AWARD/ALLOCATION TO SITE		\$112,500		\$130,695		\$67,000

**ASES MATCH REQUIREMENT:**

ASES requires a 3:1 match for every grant award dollar awarded.

Total Match amount required for this grant:	37,500
Facilities count toward 25% of this match requirement:	9,375
Remaining match amount required:	28,125
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals:	0
Total Match amount left to meet:	28,125

**Required Signatures for Budget Approval:**

Principal:		Date:
Lead Agency:		Date:



# Unity of Dreams After School Program

Martin Luther King, Jr. Elementary School



BAY AREA COMMUNITY RESOURCES

## 2015-2016 Program Schedule

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
1:30-1:40			Sign-in/Check-in		
1:40-1:45			transition		
1:45-2:40			Tiger Clubs		
			transition		
2:45-3:10	Check-In/Snack	Check-In/Snack	Check-In/Snack	Check-In/Snack	Check-In/Snack
3:10-3:15	transition	transition	transition	transition	transition
3:15-4:00	Enrichment: Art, Science, Math, BIC	Enrichment: Art, Science, Math, BIC	Enrichment: Art, Science, Math, BIC	Enrichment: Art, Science, Math, BIC	Tiger Clubs
4:00-5:00	Academic/Homework Support	Academic/Homework Support	Academic/Homework Support	Academic/Homework Support	Fun Friday Activities
5:00-5:05	transition	transition	transition	transition	transition
5:05-6:00	Dinner/Closing Activities	Dinner/Closing Activities	Dinner/Closing Activities	Dinner/Closing Activities	Dinner/Closing Activities



BAYAREA-10 KHARENCAME

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/6/2016

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).

<b>PRODUCER</b> Vantreo Insurance Brokerage 100 Stony Point Rd, Suite 160 Santa Rosa, CA 95401	<b>CONTACT NAME:</b> Rebecca Rountree	
	<b>PHONE (A/C, No, Ext):</b> 233	<b>FAX (A/C, No):</b>
<b>INSURED</b>  Bay Area Community Resources, Inc. 171 Carlos Drive San Rafael, CA 94903-2005	<b>E-MAIL ADDRESS:</b> rountree@vantreo.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Philadelphia Indemnity Ins Co	
	<b>INSURER B:</b> California Insurance Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b>		
18058		
38865		

## 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse / Molestation <input checked="" type="checkbox"/> Sexual/Physical Abuse GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PHPK1361041	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Sexual/Phys Abu \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PHPK1361041	07/01/2015	07/01/2016	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 type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTIONS \$ 10,000			PHUB506511	08/11/2015	07/01/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	732183680101	07/01/2015	07/01/2016	PER STATUTE 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
A	Professional Liab			PHPK1361041	07/01/2015	07/01/2016	Each Incident 1,000,000
A	Directors and Office			PHSD1063189	07/01/2015	07/01/2016	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Oakland Unified School District is named as an Additional Insured, per form PI-GLD-HS 10/11

## CERTIFICATE HOLDER

## CANCELLATION

Oakland Unified School District  
Attn: Risk Management  
1000 Broadway, Ste. 440  
Oakland, CA 94607

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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Board Office Use: Legislative File Info.	
File ID Number	15-1861
Introduction Date	10/14/15
Enactment Number	15-1632
Enactment Date	10/14/15 <i>ADA</i>



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

**To** Board of Education  
**From** Antwan Wilson, Superintendent

**Board Meeting Date** 10/14/15  
(To be completed by  
Procurement)

**Subject** Individual Service Agreement - Master Memorandum of Understanding - Bay Area Community Resources (contractor) - 182/Martin Luther King Jr. Elementary School (site)

**Action Requested** Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MMOU) between District and Bay Area Community Resources, for services to be provided primarily to 182/Martin Luther King Jr. Elementary School.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*  
The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 24, 2015 (Enactment number 15-1160).

**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 Bay Area Community Resources, San Rafael, CA, for the latter to provide its Menu Option A-Lead Agency Unit, Arts, Recreation, Leadership and Family Literary activities, as described in the Program Plan, incorporated herein by reference as though fully set forth, at Martin Luther King Jr. Elementary School for the period of July 1, 2015 through August 19, 2016, in an amount not to exceed \$190,225.00, 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 (MMOU) between the District and Bay Area Community Resources for the latter to provide Arts, Recreation, Leadership and Family Literary activities for the After School Program at Martin Luther King Jr. Elementary School for the period July 1, 2015 through August 19, 2016.

**Fiscal Impact** Funding Resource: 6010/After School Education and Safety (ASES) Grant in the amount of \$93,779.00 and 4124/21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Grant in the amount of \$96,446.00, for a total amount not to exceed \$190,225.00.

**Attachments**

- Individual Service Agreement
- Program Schedule and Budget
- Certificate of Insurance
- Menu of Service
- Copy of Master Memorandum of Understanding

Board Office Use: Legislative File Info.	
File ID Number	15-1861
Introduction Date	10/14/15
Enactment Number	15-1632
Enactment Date	10/14/15



OAH LAND UNIFIED  
SCHOOL DISTRICT

## INDIVIDUAL SERVICE AGREEMENT (ISA) 2015-2016

### MASTER MOU INFORMATION

VENDOR NAME	Community Resources		
VENDOR #		ENACTMENT #	15-1160
SITE / DEPT NAME	High Jr. Elementary	SITE #	
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO.		am@ousd.us	

### ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) - SELECT DESIRED SERVICE

SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
of El c ool		\$ 5		\$ 00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS EXPLAIN REASON FOR ALTERED RATE.

R0161439

### BUDGET INFORMATION

REQUISITION NUMBER	R0161440	START DATE	5	END DATE	08/1
RESOURCE #	RESOURCE NAME	ORG KEY	AMOUNT		
		54	\$ 00		
		87	\$ 44 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	TITLE
	Veinstein	ED
SIGNATURE	DATE 8/20/15	
OUSD SITE ADMINISTRATOR	NAME	TITLE
	Groves	Prncip
SIGNATURE	DATE 8/18/15	

### 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:  
☐ State and Federal ☐ Quality Community School Development ☒ After School Programs

SIGNATURE	DATE
	8-25-15
SIGNATURE	DATE
NETWORK / EXECUTIVE OFFICER or DEPUTY CHIEF	
SIGNATURE	DATE
	9/8/15
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION	
SIGNATURE	DATE
SIGNATURE	DATE





BAYAREA-10

RKANEN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/23/2015

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).

<b>PRODUCER</b> Vantreo Insurance Brokerage 100 Stony Point Rd, Suite 160 Santa Rosa, CA 95401	<b>CONTACT NAME:</b> <b>Sindy Graham</b>	
	<b>PHONE (A/C, No, Ext):</b> <b>(707) 546-2300</b> <b>FAX (A/C, No):</b> <b>(707) 546-2915</b>	
<b>INSURED</b>  <b>Bay Area Community Resources, Inc.</b> <b>171 Carlos Drive</b> <b>San Rafael, CA 94903-2005</b>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> <b>Philadelphia Indemnity Ins Co</b>	<b>18058</b>
	<b>INSURER B:</b> <b>California Insurance Company</b>	<b>38865</b>
	<b>INSURER C:</b> <b>Philadelphia Insurance Companies</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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 OTHER:	X		PHPK1361041	07/01/2015	07/01/2016	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> <b>Abuse Sublimit</b> \$ <b>1,000,000</b> COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PHPK1361041	07/01/2015	07/01/2016	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>			PHUB506511	08/11/2015	07/01/2016	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b> \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		732183680101	07/01/2015	07/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
A	<b>Professional Liab</b>			PHPK1361041	07/01/2015	07/01/2016	<b>Each Incident</b> <b>1,000,000</b>
C	<b>D/O Liability</b>			PHSD955266	07/01/2015	07/01/2016	<b>Each Incident</b> <b>1,000,000</b>

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

Oakland Unified School District is named as an Additional Insured, per form PI-GLD-HS 10/11

## CERTIFICATE HOLDER

## CANCELLATION

<b>Oakland Unified School District</b> <b>900 High Street</b> <b>Oakland, CA 94601</b>	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
	<b>AUTHORIZED REPRESENTATIVE</b> <i>Sindy Graham</i>

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## AFTER SCHOOL BUDGET PLANNING SPREADSHEET

ELEMENTARY &amp; MIDDLE SCHOOLS 2015-16

Site Name: Martin Luther King		ASES		21CCLC Core		21CCLC Supplemental Programming (school year only)		OFCY Match Funds		Other Lead Agency Funds	
Site #:		Resource #124 - Program		Resource #124 - Program		Resource #124 - Program		Resource #124 - Program		Resource #124 - Program	
Average # of students to be served daily (ADA):		OUSSD	Lead Agency	OUSSD	Lead Agency	OUSSD	Lead Agency	OUSSD	Lead Agency	OUSSD	Lead Agency
TOTAL GRANT AWARD		\$112,500		\$112,050		\$0		\$67,000		\$0	\$4,772
CENTRAL COSTS: INDIRECT, ADMIN, EVAL, PD, CUSTODIAL SUPPLIES											
OUSSD Indirect (5%)		\$5,357		\$5,336		\$0					
OUSSD ASPO admin, evaluation, and training/technical assistance costs		\$7,009		\$6,981		\$0					
Custodial Staffing and Supplies at 3.25%		\$3,254		\$3,241		\$0					
TOTAL SITE ALLOCATION		\$96,879		\$96,492		0					
CERTIFICATED PERSONNEL											
1120	Quality Support Coach/Academic Liaison REQUIRED	\$2,500		\$0		\$0				\$0	
1120	Certificated Teacher Extended Contracts- math or ELA academic intervention or Common Core academic enrichment	\$0		\$0		\$0				\$0	
	Certificated Teacher Extended Contracts- ELL supports										
	Total certificated	\$2,500		\$0		\$0				\$0	
CLASSIFIED PERSONNEL											
2205	Site Coordinator (list here, if district employee)	\$0	\$0							\$0	\$0
2220	SSO (optional)	\$0		\$0						\$0	
	Total classified	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BENEFITS											
3000's	Employee Benefits for Certificated Teachers on Extended Contract (benefits at 24%)	\$600		\$0		\$0					
3000's	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 20%)	\$0		\$0		\$0					
3000's	Employee Benefits for Salaried Employees (benefits at 40%)	\$0									
3000's	Lead Agency benefits (rate: 25%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total benefits	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOOKS AND SUPPLIES											
4310	Supplies (OUSSD only, except for Summer Supplemental)	\$0		\$46				\$3,893		\$0	\$0
4310	Curriculum (OUSSD only)	\$0								\$0	\$0
5829	Field Trips	\$0								\$0	\$0
4420	Equipment (OUSSD only)	\$0								\$0	\$0
	Building Intentional Communities curriculum (required for 21st Century middle school sites- allocate at same level as 2014-15)				\$0						
	Communication							\$800			
	Mileage							\$150			
	Summer Institute Training							\$150			
	Total books and supplies	\$0	\$0	\$46		\$0	\$0	\$4,993		\$0	\$0
CONTRACTED SERVICES											
5825	Site Coordinator (salary: \$50,000 + \$12,500 (Fringe)) = \$62,500; 10 month comes out of ASES	\$0	\$47,351					\$15,149			
	Program Support Staff (Unknown): \$14/hr 15hrs a wk x 32wks = \$6,720 + 8 hours of PD (\$93) = \$8,813 + 25% fringe (\$1,704) = \$6,517		\$8,517								
5825	Program Assistant (De'Shawnna Riley): \$16.50/hr 30hrs a wk x 37wks = \$18,315 + 40 hours of PD (\$660) = \$19,975 + 25% fringe (\$4,743.75) = \$23,719							\$23,719			
5825	Program Instructor (Mary Baker): \$14/hr x 21.5hrs/wk x 37wks = \$11,137 + 49hrs. PD (\$686) = \$11,823 + 25% fringe (\$2,955.75) Total = \$14,778.75		\$4,000		\$10,779						
5825	Program Instructor (Sherree Benke): \$14/hr x 21.5hrs/wk x 37wks = \$11,137 + 49hrs. PD (\$686) = \$11,823 + 25% fringe (\$2,955.75) Total = \$14,778.75				\$14,779						
5825	Program Instructor (Jemimah Nottie): \$14/hr x 21.5hrs/wk x 37wks = \$11,137 + 49hrs. PD (\$686) = \$11,823 + 25% fringe (\$2,955.75) Total = \$14,778.75				\$14,779						
5825	Program Instructor (Unknown): \$14/hr x 21.5hrs/wk x 37wks = \$11,137 + 49hrs. PD (\$686) = \$11,823 + 25% fringe (\$2,955.75) Total = \$14,778.75		\$14,779								
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5825	Program Instructor (Unknown): \$14/hr x 21.5hrs/wk x 37wks = \$11,137 + 49hrs. PD (\$686) = \$11,823 + 25% fringe (\$2,955.75) Total = \$14,778.75		\$14,779								
5825	BACR Program Support Staff (Calliyn Zielenski) \$872 + \$168 (25% Fringe) = \$840				\$840						
5825	BACR Program Manager (Professional Development, Training, Coaching, Staff Observations, general feedback for program quality): 18.5% of \$56,000 = \$10,400 + \$2,600 (18.5% fringe) = \$13,000							\$13,000			



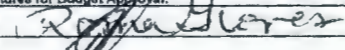

2015-16 Elementary/Middle School After School Program Budget

ELEMENTARY & MIDDLE SCHOOLS 01/2015

Site Name: Site #:	Average # of students to be served daily (ADA):	ASES			21CCLC Core			21CCLC Supplemental Programming (school year only)			OFCY Match Funds		Other Lead Agency Funds	
		Resource 6010 Program 1503		%	Resource 6010 Program 1503		%	Resource 4114 Program 1503		%	Lead Agency	Lead Agency	Lead Agency	Lead Agency
		CUSD	Lead Agency		CUSD	Lead Agency		CUSD	Lead Agency					
5825	Community School Manager (General oversight of all partners and existing/incoming resources at MLK, supports implementation of ASP program) 27% of \$60,000 + fringe @ 25% (\$15,000) = \$20,250					\$20,250								
5825	TechBridge (\$3,954)		\$1,417			\$2,537								
	UC Build										\$3,500			
	Total services	\$0	\$90,843		\$0	\$93,521		\$0	\$0		\$55,368		\$0	\$0
IN-KIND DIRECT SERVICES														
													\$0	\$0
													\$0	\$0
	Total value of in-kind direct services												\$0	\$0
LEAD AGENCY ADMINISTRATIVE COSTS														
	Lead Agency admin (4% max of total contracted \$)		\$2,936.42			\$2,925					\$0	\$6,639		\$0
SUBTOTALS														
	Subtotals DIRECT SERVICE	\$4,782	\$90,843	84	\$1,722	\$93,521	84	\$0	\$0		\$60,361		\$0	\$0
	Subtotals Admin/Indirect	\$13,939	\$2,936		\$13,863	\$2,925		\$0	\$0		\$6,639		\$0	\$0
TOTALS														
	Total budgeted per column	\$18,721	\$93,779		\$15,604	\$96,446		\$0	\$0		\$67,000		\$0	\$0
	Total BUDGETED	100	\$112,500	100	\$112,050	84		\$0			\$67,000		\$0	\$0
	BALANCE remaining to allocate		\$0		\$0			0						
	TOTAL GRANT AWARD/ALLOCATION TO SITE		\$112,500		\$112,050			\$0						

<b>ASES MATCH REQUIREMENT:</b>	
ASES requires a 3:1 match for every grant award dollar awarded.	
Total Match amount required for this grant:	\$7,500
Facilities count toward 25% of this match requirement:	9,375
Remaining match amount required:	28,125
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources. This total equals	
Total Match amount left to meet:	28,125

Required Signatures for Budget Approval:

Principal:		Date:	8/18/15
Lead Agency:		Date:	8/20/15

**OUSD After School Programs**  
*funded by After School Education and Safety (ASES) and 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Grants*

**ASES and 21<sup>st</sup> CCLC After School Program Plan**  
**Elementary & Middle Schools**  
**2015 - 2016**

**SECTION 1: School Site Information**

School Site: Martin Luther King, Jr. Elementary School	Lead Agency: Bay Area Community Resources
Principal Signature: <i>Roma Flores</i>	Lead Agency Signature: <i>[Signature]</i>
After School Site Coordinator Name (if known at this time): Jeremy Gladson	Date: 4/12/15

**SECTION 2: Alignment with Site Plan (SPSA), Major Improvement Priorities**

In collaboration with school leadership, identify the school's Major Improvement Priorities where this after school program is identified for its high leverage practices.

MLK's 3 Big Rocks:

Balanced Literacy: In order to help foster a culture of readers, the after school program will provide time for independent reading, group readings of chapter books, student presentations of learning, and recognition for students who achieve their reading goals.

S.T.E.A.M. with an emphasis on mathematics: The after school program will emphasize Math and Science activities supplemented by the KidzScience and KidzMath curricula. We will utilize the on-site STEM lab, as well as continue to partner with girl scouts, Tech Gyrls, and the Oakland Parks & Recreation Discovery center for hands-on STEM activities. Performing arts will be added through theater arts, cheerleading, and art clubs, and showcases. We will increase services in technology by utilizing resources such as code.org.

Student Engagement: The after school program will create structured student roles and leadership opportunities within each class. Staff will be trained on "Think-Pair-Share" techniques to be in-line with day school culture. After School "Ambassadors" will also represent the program in the MLK student government program.



### LCAP Strategic Priorities

In collaboration with school leadership, identify the specific LCAP goal(s) that this afterschool program will intentionally support.

☐ College & Career Readiness (LCAP Goal 1)

☒ Literacy and vocabulary test (Proficiency on Standards, Grade Level Reading, English Learners Reading Fluency-LCAP Goals 2, 3, 4)

☒ Mathematics/STEM Proficiency (Proficiency on State Standards—LCAP Goal 2)

☒ Student Engagement/Leadership (LCAP Goal 5)

☒ Parent/Family Engagement Overarching-Parents read in the classrooms and Jewish Coalition, family reading night, literacy updates in community newsletter, every month family event. Working with new established PTA. (LCAP Goal 6)

☐ Safe, Healthy & Supportive Schools (LCAP Goal 7)

State 3 – 4 primary goals of the After School Program and intended impacts for participating students.

Describe how these after school goals align with the school's Major Improvement Goals and Strategies identified in its SPSA plan.

- All Students will practice writing with evidence, reading information text, and having academic discussions. This will connect the after school experience to the academic practices of school day learning.
- 40% of program participants attending the academic support component of the program on a regular basis will show an improvement in their overall math and reading scores (F&P and SRI benchmarks scores). This data will be gathered in the Fall and Spring.
- All students will be offered leadership and engagement opportunities in their after school groups by fulfilling classroom and group functional roles and leadership positions.
- 95% of students will indicate they are in a safe and nurturing environment.
- 95% of parents will feel their child is in a safe and nurturing environment. This data will be measured through OFCY and internal BACR surveys.

### SECTION 3: OUSD Strategic Questions-Complete the matrix for *at least two* of the following four OUSD Strategic questions.

Strategic Questions/Desired Outcomes	Strategic Activities	Outcomes of Strategic Activities	Data used to assess the strategic activities
<i>As a result of our ASP efforts...</i>	<i>What after school strategic activities will support the desired outcomes?</i>	<i>What short-term outcomes will you expect from your efforts by the end of the school year?</i>	<i>What data will be collected to measure these outcomes?</i>

<p><b>Satisfactory School Day Attendance:</b> How many more Oakland children are attending school 95% or more?</p>	<ul style="list-style-type: none"> <li>• Target and recruit the students who are identified as chronically absent to be in the program</li> <li>• Support and align with the school day's vision and goals on attendance expectations</li> <li>• Support and align with the school day's reward and consequences process for attendance</li> <li>• Track students with poor program attendance and reach out to find out why and how attendance can be improved</li> <li>• Lead by example and ensure staff come to work daily and on-time</li> <li>• Students with good attendance will be able to attend a special party, event or trip at the end of each specified period provided by the extended day program</li> <li>• Reiterate the impact missing school has on students' academic success</li> <li>• Connect coming to school</li> </ul>	<ul style="list-style-type: none"> <li>• All students increase their school day attendance</li> <li>• Every student and parent is aware of the importance of coming to school daily</li> <li>• Parents are empowered to seek help if they are unable to get their children to school</li> <li>• Students feel recognized and proud that they come to school daily</li> <li>• Parents feel supported in getting their student to school daily</li> <li>• Students feel compelled to come to school/extended day excited to participate in the activities</li> <li>• There is a unified vision and mission between the school day and the extended day program on the expectations for attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher input.</li> <li>• Weekly Cityspan reports</li> <li>• Clear attendance policies and procedures</li> <li>• Clear tracking and enforcement of attendance policies</li> <li>• A list of chronically absent students for recruitment</li> <li>• Daily absent lists</li> <li>• Information from parents on barriers to getting their students to school</li> <li>• Parent contact information</li> <li>• SA-YPQA scores</li> <li>• OFCY/OUUSD survey data</li> </ul>
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	<p>daily to other life skills</p> <ul style="list-style-type: none"><li>• Connect attendance to being able to stay in the program</li><li>• Have fun, exciting and meaningful activities so students look forward to attending the extended day program and go to school</li><li>• Encouraging car pools, walking buddy's and wake up buddies (to call others in the morning) within the MLK Community</li><li>• Create an incentive/recognition process for parents of those students who's attendance has improved</li><li>• Open the Family Resource Center prior to the start of school so parents can access it if they need to prior to the start of their day</li><li>• Ask for donations/host fundraisers in order to provide bus passes and/or alarm clocks to students and parents</li></ul>		
--	--	--	--

	<ul style="list-style-type: none"> <li>• Identify and report truant parents so they are fined or otherwise disciplined for not getting their children to school</li> </ul>		
<b>Job Skills/Career readiness:</b> How many more students have meaningful internships and/or paying jobs?	<ul style="list-style-type: none"> <li>• Each enrichment and academic skill building offering will have a connection to college and career</li> <li>• There will be a career and college week where we will give each student a chance to research and pick their chosen college and career</li> <li>• Students will be exposed to different careers and colleges through a linkage between ASP and school day activities, including guest speakers</li> </ul>	Students will be assigned reports on various colleges and universities and work in partnership with the school day for Family Career Night. Guest Speakers will also present on various careers and the importance of education and the necessary skills/experience needed.	50% of students become more interested in college and are able to share about their college and career goals. Pre and post surveys will show our achievement in this category.
<b>Health and Well-being:</b> How many more Oakland children have access to, and use, the health services they need?	<ul style="list-style-type: none"> <li>• The ASP will continue to educate families through its garden and cooking Program</li> <li>• The ASP will join the school day's Healthy Eating initiative where students have access to the salad bar, and a weekly Farmer's Market.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of students will have access to healthy food choices.</li> <li>• ASPInstructors will give presentations on healthy food choices/options to students and families.</li> <li>• The ASP will partner with the school day to develop an</li> </ul>	<ul style="list-style-type: none"> <li>• Survey data</li> <li>• School Counseling data</li> <li>• Sign in sheet at family workshops,</li> <li>• Students adjusting their food choices</li> <li>• Parents engaging in the Farmers Market and purchasing produce</li> <li>• Healthy snacks and meal dietary data.</li> </ul>



	<ul style="list-style-type: none"> <li>• The ASP will have a health and nutrition week</li> <li>• ASP staff will engage in making referrals or recommendations for mental health services in partnership with the school day</li> <li>• ASP will continue to promote happy and healthy families by having family events, in partnership with the Community Schools Manager</li> </ul>	<p>exercise program for the families (parents and students).</p> <ul style="list-style-type: none"> <li>• Increased number of youth accessing mental health services</li> <li>• Increased number of families accessing the family resource center for health and well-being services</li> </ul>	
--	---	---	--

#### SECTION 4: Program Model and Lead Agency Selection

For 2015-2016, my site will operate the following program model:

**X Traditional After School:** *voluntary program open to all students, with enrollment priorities targeting certain students*

#### Description and Rationale for Selection of Lead Agency

**Describe how the selected Lead Agency partner will support the school's plans for Full Service Community School development.**

The BACR philosophy about after school programs extends far beyond keeping children safe. We believe in providing a nurturing and enjoyable environment where students can improve their academic and life skills. We believe in integrating the principles and practices of youth development into all activities. Just as important, we see the schools, students and parents as our customers, and we believe it is our responsibility to understand and meet their needs. This approach to after school program is consistent with the BACR mission of serving youth and families, fostering volunteerism, and building community. As a large, diverse community agency, BACR has the organizational capacity and infrastructure to maintain high quality while expanding our services.

#### SECTION 5: Attendance, Program Dates, Minimum Days, and Program Schedule

In order to remain in compliance and meet minimum funding requirements, the after school program must commence immediately upon the conclusion of the regular day and operate at least until 6pm *on every regular school day* for elementary and middle schools. (EC 8483)  
High school programs are required to operate a minimum of 15 hours per week.

*\* CDE allows programs to close for a maximum of 3 of these days during the school year for professional development. Families must be notified of these program closure dates in advance, and the lead agency must maintain documentation of professional development activities offered on these dates, including training agenda and staff sign in sheets.*

Required # of Program Days your program will operate during School Year 2015-2016 (programs are required to operate between 177 – 180 days of the school year)	180
Projected Daily Attendance during School Year 2015-2016	166
Programs are allowed up to three days of program closure during the school year to offer staff professional development. Please list the three days (if any) your program plans to close this year for PD.	We do not plan to close program at anytime.
<b>Minimum Days</b> Elementary and middle school after school programs are required to operate from the end of the school day to 6pm. When a school holds minimum days, the after school program must begin early and run a long day until 6pm. Minimum days have significant impact on the after school staffing and budget. Thus, during the program planning process, school leadership and the lead agency partner must discuss the anticipated number of minimum days for the program year, and discuss shared resources to fund minimum day programming when the number of minimum days exceeds the typical OUSD schedule of one minimum day per week for the school year.	
Projected Number of Minimum Days for School Year 2015-2016	Approx. 6 additional days
Describe funding plan to operate program on minimum days, including additional school resources (if any), to support full program implementation on all minimum days: We always incorporate minimum days into our school budget prior to the year starting. It will not impact our budget negatively.	

### Program Schedule



1. Submit program schedule as an attachment, using the standard program schedule template. The after school schedule must indicate the school name and the program year.
2. Submit a copy of the school bell schedule for the 2015-16 school year.

**Important Notes:** The after school schedule must commence immediately the minute the school day bell schedule ends on all program days. Before submitting, compare the school bell schedule with the after school schedule to ensure that the times are aligned. (i.e. If the school bell schedule ends at 2:55 pm, then the after school schedule must begin at 2:55 pm. The same is true on minimum days.)

Additionally, programs must operate at least until 6pm daily AND must operate at least 3 hours per day. (i.e. If the school bell schedule ends at 3:10 pm, then the after school program must begin at 3:10 pm and run until 6:10 pm)

#### SECTION 6: Academics

Your site should plan to offer a range of academic supports including:

1) Targeted Interventions 2) Skill-Building 3) Homework Support 4) Tutoring

*Other possible supports may include computer lab, library exploration, project-based learning, coordination with SES tutoring.*

Academic activities should be aligned with school goals and support specific student achievement needs defined by the school. Activities should be based on sound instructional strategies aligned with the regular school day program.

**Required Elementary Academic Programming:** Elementary programs are required to provide at least 1 hour of literacy instruction per week for all students. (Curriculum and PD will be provided by OUSD After School Literacy Learning Community.) Programs are highly encouraged to provide after school math and science instruction. There will be learning communities to provide math and science curriculum and PD.

Description of program/activity	Target Population:	Academic Support (choose one)	SPSA goal(s) or school need supported by activity	Instructional Strategies	Frequency (hrs./week; # of weeks)	Measurable Outcomes
UC BUILD 1:1 Reading	Students who	<input type="checkbox"/> Homework	Big ROCK #1: To	• Increase word	8hrs/we	Improved benchmark scores

<p>Comprehension Tutoring</p> <p>School Target: 78% of all students reading and writing at or above grade level.</p>	<p>are reading 1-2 grade levels behind.</p>	<p>Support</p> <p><input checked="" type="checkbox"/> Tutoring</p> <p><input checked="" type="checkbox"/> Skill Building</p> <p><input checked="" type="checkbox"/> Academic Intervention</p> <p><input type="checkbox"/> Other</p>	<p>develop a Culture of Readers</p>	<p>attack skills and vocab strategies</p> <ul style="list-style-type: none"> <li>• Develop solid core basic math skills and concepts</li> <li>• Increase reading fluency and comprehension</li> <li>• Increase writing development</li> </ul>	<p>ek for 28 weeks</p>	
<p>Structured Academic Hour: Students will be put into intentional learning groups-of similarly skilled students and work in rotations of 1:5 with ASP staff and each other during a 60 minute homework hour. Reading and vocab will happen in addition to homework.</p>	<p>All After School Participants</p>	<p><input checked="" type="checkbox"/> Homework Support</p> <p><input type="checkbox"/> Tutoring</p> <p><input type="checkbox"/> Skill Building</p> <p><input type="checkbox"/> Academic Intervention</p> <p><input type="checkbox"/> Other</p>	<p>(SST): School Target: 78% of all students reading and writing at or above grade level. 60% of all subgroups at or above grade level in Math. Create Assessments in Edusoft ELA &amp; Math.</p>	<p>Use of academic Liaison to support line staff instructional development in the guided instruction model</p>	<p>4hrs/week for 35 week</p>	<p>90% of all students finish their homework during after school homework time</p>



Weekly S.T.E.A.M. activities	All After School Participants	<input type="checkbox"/> Homework Support <input type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Skill Building <input type="checkbox"/> Academic Intervention <input checked="" type="checkbox"/> Other: Project Based Learning	Supporting MLK as a leader among S.T.E.A.M.	<ul style="list-style-type: none"> <li>• Common Core Principles</li> <li>• STEAM Learning Community</li> <li>• STEAM Training</li> <li>• Provide students with opportunities to showcase knowledge</li> <li>• Students stay in same class year-round to master material</li> </ul>	3hrs/Week;  Every Week	Students will create their own STEAM related experiments, project or presentation for public display
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#### SECTION 7: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities and physical activity/recreation are required components of the ASES and 21<sup>st</sup> Century grants. Enrichment activities should provide students with the opportunity to apply their classroom learning in a real, hands-on way. Enrichment activities should intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

**Recommended Middle School Program Components:** Middle schools are highly encouraged to provide after school STEM instruction and youth leadership programming for students. (These program components are required for 21<sup>st</sup> Century middle school programs.) STEM and Building Intentional Communities youth leadership curriculum and PD will be provided by OUSD after school learning communities.

Description of Program/Activity	Rationale	SPSA goal(s) or school	Target Population and	Targeted Skills	Measurable Outcome
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		need supported by activity	Frequency (hrs./week; number of weeks offered)		
Performing Arts: Cheerleading & Theater Arts	Student Identified <input type="checkbox"/> School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Implementing supports for health/wellness (e.g. structured fitness and physical activities during/after school.	After School Students who choose to participate 2 Hrs. Week/ Every Week	<input type="checkbox"/> College/Career Readiness X Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) X Health and Wellness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• Get students involved in healthy lifestyles</li> <li>• Become a cultivated member of society</li> <li>• Build more of an appreciation of the arts</li> </ul>
Building Intentional Communities/Leadership	<input type="checkbox"/> Student Identified X School Identified <input type="checkbox"/> Parent Identified X Other (specify): Addresses Big Rock #3: Engagement/Leadership	Implementing positive behavioral supports in school and after school (e.g., community building, restorative discipline, conflict resolution,...	10 hrs./week for 36 weeks	<input type="checkbox"/> College/Career Readiness X Social & Emotional Learning X Leadership <input type="checkbox"/> Academic (specify) X Health and Wellness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>• Each student will learn to be a better and more responsible citizen</li> <li>• Public speaking skills</li> <li>• Nonviolence education</li> <li>• Community advocacy</li> <li>• Civic Engagement</li> <li>• Each student will learn to be a better and more responsible citizen</li> <li>• Get students involved in healthy lifestyles</li> <li>• Become a cultivated</li> </ul>



		mentoring, social skills development curriculum)			member of society.
Playground Olympics and Field Days	<input type="checkbox"/> Student Identified X School Identified <input type="checkbox"/> Parent Identified <input type="checkbox"/> Other (specify)	Implementin g supports for health/welln ess (e.g. structured fitness and physical activities during/after school.	2 times/ school year	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social & Emotional Learning <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) X Health and Wellness <input type="checkbox"/> Other (specify)	<ul style="list-style-type: none"> <li>● Get students involved in healthy lifestyles</li> <li>● To build community by inviting friends and family to participate</li> <li>● To build leadership by using student-led activities</li> </ul>
Sports and Physical Activity	X Student Identified X School Identified X Parent Identified <input type="checkbox"/> Other (specify)	Implementin g supports for health/welln ess (e.g. structured fitness and physical activities during/after school.	2-3 times a week all year	<input type="checkbox"/> College/Career Readiness X Social & Emotional Learning X Leadership <input type="checkbox"/> Academic (specify) X Health and Wellness <input type="checkbox"/> Other (specify)	Get students involved in healthy lifestyles

## SECTION 8: FAMILY ENGAGEMENT / FAMILY LITERACY

After school provides an excellent context to foster parent involvement, connect families to the larger school community, and share important information related to the after school and regular school day programs. After school family engagement efforts should be aligned with school day efforts, and support school goals for family involvement. A variety of activities may be offered, including: parent workshops, family celebrations, parent-and-child-together activities, parent leadership and volunteer opportunities.

Family literacy is a required component of all 21<sup>st</sup> Century after school programs. Family literacy services support the educational goals of adult family members, connect them to resources and services in the community, and increase their ability to support their student's learning and development. For 21<sup>st</sup> Century grantees who receive Family Literacy funding: *The activities listed below must align to your 21<sup>st</sup> Century Family Literacy budget plan.*

Type of Activity and Frequency	SPSA goal(s) or school need supported by activity	Describe how this activity is connected to student achievement	Measurable Outcome	Alignment with school day family engagement / family literacy efforts or resources
Program Orientation	Engage staff, families, and the community in supporting student progress	The Coordinator will hold several orientations explaining the ASP rules/regulations, and requirements.	Have at least 60 parents attend the event	Attendance and support from MLK administration, and increased recruitment efforts from MLK teachers
Winter/Spring Showcase	Engage staff, families, and the community in supporting student progress.	Students show off their knowledge of courses through performances and talent shows.	Have at least 50 parents and 100 students attend the event.	Engage families to increase their participation in their students' education and learning
Multiple One-Day/Night	Family Engagement	One day/night events	Have at least 50	Engage families to



Events: Math, Science, and Literacy Nights, Harvest Festival, Health Fair and parent empowerment workshop series		engage families around a specific theme or goal outside of activities that involve student work over time	parents and 100 students attend each event.	increase their participation in their students' education and learning.
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### SECTION 9: Chronic Absence Action Plan

Improving school day attendance for all students and reducing chronic absenteeism is one of the key OUSD strategic goals. The district goal is that all students will attend school at least 95% of the required school days or more, thereby achieving satisfactory attendance. Students who attend school 90% or less of required days are considered chronically absent. Students whose attendance falls in the "grey zone" between 90% - 95% are considered at risk of chronic absenteeism.

*In partnership with the school day, after school programs can play an important role in supporting student attendance by doing things like celebrating good attendance, informing parents about the importance of attendance, uncovering what challenges students/families are facing that cause them to miss school, regularly monitoring student attendance data, contacting families to let them know their child was missed at school, etc., in addition to providing meaningful after school learning experiences that help keep students engaged and coming.*

Below are several key strategies that after school programs can implement in partnership with the school day, in order to promote positive attendance, and support students and families who are struggling with attendance. Select **at least two** of the following strategies below, and identify specific action steps that your program will implement for each strategy.

Strategies to Support Attendance	Action Steps
a) Recruit and address the needs of students who are at risk of chronic absenteeism.	Talk with students and parents about the importance of regular attendance. Acknowledge students who have good attendance or increase their attendance through announcements, gifts, etc.
b) Inform parents about the importance of attendance and encourage parents to help each other get their students to class.	During parent orientations inform parents on the ASP attendance expectations; distribute registration forms that

	outline the importance of consistent attendance. Students who chronically absent will be placed on a contract and a meeting will be held with the parent(s).
c) Track students with poor program attendance and reach out to find out why and how attendance could be improved.	Monitor attendance; reach out to the student and family to understand reason for absence. Each situation is handled individually, and a plan is put into place when needed.
d) Celebrate good attendance and/or offer meaningful incentives to attract and reward students for attending our program.	Acknowledge students with announcements (bulletin board), certificates.

#### SECTION 10: Transforming School Culture and Climate

After school programs can play a critical role in support the school's efforts to transform school culture and climate, helping to make schools positive, supportive places for all students to stay engaged, be successful, and thrive.

a) The following are paths that OUSD schools are taking to change discipline and transform school culture and climate. What strategy/strategies is your school utilizing to transform school culture and climate?

☒ PBIS (Positive Behavioral Interventions and Support)

☐ Restorative Justice

☒ Social and Emotional Learning

☐ Bullying Prevention

☐ Other: (please specify) \_\_\_\_\_

b) How will the school and lead agency partner work together to ensure that the after school program is aligned and supporting these efforts, and helping to transform school culture and climate? (ie. shared professional development, curriculum, coaching, planning meetings, COST meetings, etc.)

BACR will train the Program Coordinator around issues of Restorative Justice, Social Emotional Learning and Bullying Prevention. BACR will also advocate for Program Coordinator's participation in any school day trainings around these topics in order to align with the school day policies. BACR will request written documentation on the schools policy around these initiatives and train line staff in implementing these strategies.



c) Reducing the disproportionate suspension rates of African American students is a key priority for OUSD. Please describe any special efforts your after school program is taking to support the school engagement, social-emotional well-being, and/or academic success of African American students at your school (ie. Manhood Development circles, Ethnic Studies curriculum, recognition ceremonies for student accomplishments, Black professionals as role models or mentors, etc.):

ASP Instructors will identify students to receive additional mental health support. The instructors will receive training on supporting students with extenuating circumstances (homelessness, foster/relative care, hunger, violence, family illness), and help provide them with the tools that will allow them to make good decisions, interact more positively with peers and adults. The ASP will continue to model the behavior they would like the students to exhibit. The after school program will also review it's disciplinary policy and process so that it is equitable for all students and monitor this throughout the year.

#### SECTION 11: Coordination with Other Service Providers

In the Full Service Community School model, the school becomes a hub of services where various types of service providers come together, work together, and coordinate their efforts to meet the holistic needs of students and families.

The after school Site Coordinator or Director will actively participate in which of the following school group(s), in order to increase alignment between after school and school day efforts?

- COST team (Coordination of Services Team)
- SST (Student Study Team)
- SSC (School Site Council)
- ☐ ELT (Educational Leadership Team)
- PTA
- Attendance Team/Work group
- ☐ SPSA Site Planning team
- ☐ School Culture/Climate Committee
- ☐ Other (specify)

List key community partners whom you will actively collaborate with to accomplish the goals of your program.

OUSD Nutritional Services, National Association of Black Engineers, parents, families, BACR, Success Office, UC BUILD, Operation HOPE, Inc., Faith Network, Alpha Kappa Alpha Sorority, Inc., City of Oakland Parks & Recreation

List all subcontractors who will be paid to deliver after school services.	UC BUILD
Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.	Community Schools Manager, Academic Liaison, school psychologist



### 2015-16 After School Enrollment Policy for MLK Elementary School School

OUSD has established district-wide guidelines for Target Population and Enrollment in ASES and 21<sup>st</sup> Century After School Programs. Within these guidelines, each school will create a site-specific After School Enrollment Policy that will be made public to the school community through the following methods:

- Enrollment policy will be included in After School Enrollment Packet and program materials.
- Enrollment policy will be discussed at after school parent orientation/meetings.
- Enrollment policy will be shared with school faculty.

**Target Population:** (Describe targeted student populations in order of priority. Specify data that will inform student selection.)

Target Population(s)	Specific Data to Inform Selection of Program Participants	(High School Only) Indicate if participation is <i>Optional</i> or <i>Mandatory</i> for each target population
Students in need of academic support and intervention	Applications, school data, parent information, previous family knowledge	
Students from socio-economically disadvantaged families/backgrounds	Applications, school data, parent information, previous family knowledge	
English Language Learners	Applications, school data, parent information, previous family knowledge	
Students with siblings in the program	Applications, school data, parent information, previous family knowledge	
Students with chronic absenteeism	Applications, school data, parent information, previous family knowledge	

**Which grade levels will you serve in this program?** K-5

*Note: The ASES and 21<sup>st</sup> CCLC grants require that programs are open to all students of the school, if space remains after outreach is done to targeted students. (For example, if program slots remain open after you have reached out to fill slots with target populations identified above, then by law, you must accept a kindergarten family that desires program services, even if your program prioritizes students in grades 1-5.)*

**Additional Notes:**

- Successful after school programs are heterogeneous and include several target populations.
- Sites cannot simply utilize a first come-first serve process for enrolling students; sites should establish priorities for participation.
- Programs are intended to help close the achievement gap by serving a variety of students with academic and other needs.
- In alignment with OUSD's strategic goal to reduce chronic absenteeism, programs should consider targeting students at risk of chronic absenteeism, as determined by individual attendance rates between 90 – 95% during the current school year. (Programs should collaborate with school site leadership to obtain student attendance data.)
- Program must enroll adequate numbers of students to meet CDE attendance targets.

**Enrollment Process and Timeline:** (Summarize your enrollment timeline below. Describe how your school will identify and recruit students beginning in Spring 2015. Indicate how families will be notified of 2015-16 enrollment before the last day of school, June 11, 2015.)

Time	After school Enrollment Steps/Process	Individual(s) Responsible
April	Outreach to parents, teachers, community re: open enrollment and target population	Site Coordinator with PTA, Community Manager, Principal
	Engage Teachers/School support staff through a recommendation process	Site Coordinator with PTA, Community Manager, Principal
April-May	Host 2 parent orientations and Distribute Applications.	Site Coordinator & Assist Coordinator., Program Asst.
	Review applications and Interview parents, if needed (follows orientation)	Site Coordinator
	Talk with teachers/administrators/parents to gain additional demographic information & assess student needs.	Site Coordinator, teachers, principal, parent, academic liaison, counselor, community schools manager,
May-June	75% of student slots are filled, rosters are posted.	Coordinator, Program Asst.
September	All slots are filled, waitlist created	Coordinator

**Important dates to include in your timeline:**

- April – June: Spring enrollment for 2015-16 programs.
- Families will be notified of 2015-16 after school enrollment before the last day of school, June 11, 2015.
- After school programs begin on 1<sup>st</sup> Day of school, with enrollment at a minimum 75% capacity.



- August – September: New school year enrollment of families for remaining program slots.
- Remaining program slots will be filled by September 30, 2015.
- All programs must maintain waitlists after program slots are filled.

**School Support for Program Recruitment**

Describe how the school will support after school program recruitment efforts. Specify how school staff will help promote the after school program, refer students, and communicate with families about program opportunities:

BACR schools have always supported program recruitment efforts. It begins with basic referrals from principals, teachers and counselors. Referrals are always based on family need, student academic needs and social needs. School staff also ensure that they inform parents during registration and orientations that there is an after school program that they can register for and how to go about doing so. School staff have applications and informational fliers at their disposal at all times. All school day staff are versed in what the program offers and the site coordinator's information so that the public can access the coordinator for registration procedures. We also have a dedicated bulletin board in a visible/public spaces within most schools to highlight the program and entice participants to register.

Principal Signature: Roma Givores

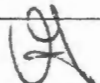

Lead Agency Signature: [Signature]

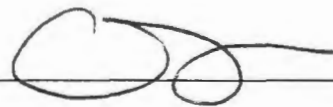
### 2015-16 Assurances for Grant Compliance and After School Alignment with School Day

Principal and Lead Agency representative will review and discuss each assurance below, and initial next to each item to signify agreement. Attached separately are the following documents referenced below: 1) Grant Assurances signed by OUSD Superintendent, 2) After School MOU template, and 3) Quality Support Coach/Academic Liaison Role Description.

Principal Initials	Lead Agency Initials	2015 - 16 Assurances for Grant Compliance and After School Alignment with School Day
RRH	CH	Site Administrator and Lead Agency Director/Site Coordinator have reviewed the CA Dept of Education's ASES and/or 21 <sup>st</sup> Century Grant Assurances, and understand mandated grant compliance elements.
RRH	CH	Site Administrator and Lead Agency Director have reviewed the Lead Agency After School MOU together, and agree to the requirements outlined in the MOU for the lead agency partner.
RRH	CH	Site Administrator will meet regularly with Site Coordinator to ensure program is meeting identified goals.
RRH	CH	Site will share student outcome data to better refine program (Attendance data, test scores, Report Cards, IEP's, etc).
RRH	CH	The principal and lead agency partner have reviewed and discussed the Quality Support Coach key responsibilities. Both Principal and lead agency partner understand that this role is critical for strengthening staff practices and the quality of the after school program. Site will identify a certificated, qualified individual to serve as the program's Quality Support Coach and to fulfill all responsibilities outlined in the role description.
RRH	CH	Site will invite Site Coordinator and appropriate after school staff to participate in school day meetings and professional development opportunities, in order to ensure consistency in standards of teaching and learning and positive school climate.
RRH	CH	Site will invite Site Coordinator to participate on SSC, COST, SST, and/or SPSA planning teams to ensure coordination of services.
RRH	CH	Site will coordinate the use of facilities and site level resources in support of program goals.



RRH		Site will provide Site Coordinator with office space that includes access to internet and phone.
RRH		Site Administrator will share the School Site Safety Plan with the Site Coordinator and discuss appropriate policies and procedures to ensure safety during the after school hours.

Principal Signature: Roma Flores Lead Agency Signature:   
 Quality Support Coach (formerly called "Academic Liaison")

After school research clearly shows that high quality programs result in increased youth outcomes. The higher the program quality, the more youth outcomes are achieved. The Quality Support Coach is a required position and plays a critical role in supporting after school program quality through the following high leverage staff capacity-building activities:

- Provide classroom observations, coaching support, and trainings to improve staff practices and program quality.
- Support the after school program's *Assess – Plan – Improve* program quality improvement cycle by helping after school programs gather and review data on program quality, make plans for improvement, and receive training and coaching supports aligned to improvement plans.
- Bridge the after school program with school day goals, priorities, curriculum, pedagogy, and data.
- Provide lesson planning support and lesson modeling to strengthen after school instruction.
- Help develop/design after school academic offerings and curriculum, and support alignment of after school activities with the Common Core standards

The Quality Support Coach can be a credentialed teacher from the school faculty or other qualified professional working with the school (for example, a Literacy Specialist, Math Coach from LCI, BTSA Coach, etc.). This individual will receive training and specific direction on the Quality Support Coach role from the OUSD After School Programs Office. The After School Programs Office will provide specific deliverables aligned with the key job duties listed above. The required budget allocation for this position is \$2,500 for the year, equivalent to 83 hrs/year at a Paid-In-Service contract rate of \$30.12/hour.

### Quality Support Coaching Planning

a) Please identify who will fulfill the Quality Support Coach role for 2015-16:

X A credentialed teacher on staff who has effective skills and experiences in coaching and/or adult learning

☐ A qualified professional who is part of the school staff

☐ An OUSD coach connected to the school (i.e. LCI Literacy or Math coach, BTSA coach, etc.)

☐ Other individual (please specify in detail): \_\_\_\_\_

If known, please specify the name of the person who will fill the Quality Support Coach role, and identify his/her role in the school: Regina Brooks-Day, Intervention Specialist

b) Some schools are challenged in finding a qualified individual on staff who can fulfill the Quality Support Coach role. In this case, the OUSD After School Programs Office will work actively to try to find an OUSD coach to match with the school. Please mark:

My school needs support in finding an individual who can effectively fulfill the role of Quality Support Coach.

☐ Yes   X No

### Teachers on Extended Contract for Direct Service

In addition to a Quality Support Coach, some schools choose to have teachers on extended contract to provide direct service to students after school, such as after school intervention, support with programs like Achieve 3000 or Fast Forward, and academic enrichment.

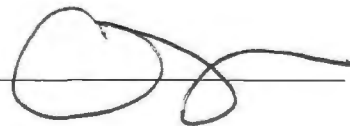
**Please list specific after school classes/activities that will be facilitated by teachers paid on extended contract. Important note:**

*Teachers on extended contract who are providing direct services to students after school must be paid at the negotiated rate of \$23.16/hr (per OEA contract). After school grant funds can be utilized for this direct service work. The Quality Support Coach cannot provide direct service to students. The Quality Support Coach is primarily responsible for providing coaching and training, and is paid at the negotiated Paid-In-Service rate of \$30.12 for their staff capacity-building services. Teachers doing direct service work after school must be paid with an extended contract.*



List after school classes/activities that will be facilitated by teachers  
on extended contract

Anticipated hours/week for  
teacher on extended contract

Principal Signature: Roma Givres Lead Agency Signature: 

### After School Safety and Emergency Planning for 2015-16

#### After School Safety and Emergency Planning

A) The Comprehensive School Site Safety Plan will incorporate the After School Program. The Principal and Site Coordinator will discuss plans and procedures for after school safety, and the Site Coordinator will have access to the Comprehensive School Site Safety Plan.

☒ Yes ☐ No

If no, explain after school plans to ensure student and staff safety should an incident of violence or other crisis/emergency occur on or near the school campus during after school hours:

B) Describe the training that site will provide after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response.

The after school program staff will be trained to use the same procedures utilized during the school day. A specific workshop will be added to the training before the first day of school/program in order to support this process.

C) Principal and Site Coordinator have reviewed the *OUSD After School Emergency/Crisis 1st Level Response Notification Protocol*.

☒ Yes ☐ No

#### Facility Keys

Will the After School Program have access to facility keys for all areas where after school programming occurs?

☒ Yes ☐ No

If no, indicate how the school campus will be secured if crisis should occur during after school hours and if lockdown is necessary:

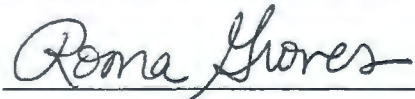
#### SSO Staffing: (check one)

☐ Site has a school day SSO who can accommodate after school related work as part of their regular salary.

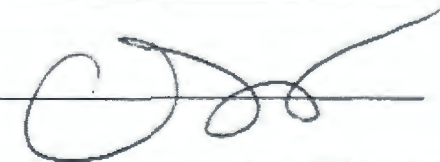
☐ Site will pay Extra time/Over time (ET/OT) to accommodate an after school SSO.

☒ Site does not need an SSO or does not have the resources to have an after school SSO.

Principal Signature:



Lead Agency Signature:





### Professional Development and Staff Wellness

**Professional Development:** After school staff should receive adequate professional development, including coaching support and trainings, in order to grow and improve their practice. Programs should utilize data from the YPQA/SAPQA youth program quality assessment tool to determine the areas of focus for professional development.

**Coordinator Summer Institute-** All Site Coordinators will participate in 4 days of training that will expand their knowledge on Youth Development, Curriculum Development, Grant Compliance, Policies and Procedures, Self-Care, and Program Quality (SA-YPQA). During Summer Institute Coordinators will have the opportunity to review their program schedule and program plan, create their year plan, plan for parent events, and learn from a variety of experts in the after school field.

**Trainings over Time:** In addition to Summer Institute, coordinators will have the opportunity to participate in BACR led and outside trainings throughout the school year. These training opportunities may include CPR/First Aid trainings, Bridging the Bay, and Region IV trainings. We have also purchased an online training series called "Safe Schools" where coordinators and line staff may access up to 30 modules related to after school safety and instruction techniques.

**Team Cluster Meetings-** All Site Coordinators will participate in Team Cluster Meetings led by their Program Manager monthly. During these meetings, the Program Manager will communicate updates from the district, the agency, as well as provide the team with professional development surrounding leadership, program development and youth development. Furthermore, the Program Manager will provide space for the Site Coordinators to receive feedback and workshop site based concerns and program quality.

**Coordinator Supervisions-** All site coordinators will meet at least two times a month to discuss site progress, individual coordinator goals, staff development and other site based subjects with their supervisor. This is opportunity for 1 on 1 support.

**Line Staff Summer Institute-** All Group Leaders will participate in a 5-day day institute that will expand their knowledge on youth development, classroom/behavior management strategies, project based lesson plans, cooperative games, emergency procedures, mandated reporting, and policies and procedures.

**Site Specific Staff Meetings-** All Site Coordinators will have the opportunity to plan and lead their own staff meetings with their line staff. At

these meetings, Site Coordinators will provide their line staff with lesson planning time, review site safety plans, plan events for students and parents, and review important site information.

Line Staff Supervision-There will be time for line staff to consult with their coordinator, academic liaison and/or assigned grade teacher for consultation on student progress and lesson plan development. Staff will also be evaluated 2 times a year and undergo peer observation opportunities within site teams.

b) What professional development opportunities will be provided by the school site?

Culture Strategies and approval for in-class observations for line staff. Coordinators should also be able to attend any school based meetings that may pertain to after school programing.

c) ASPO professional development will consist of the mandatory August Institute (week of Aug. 3-6), mandatory monthly site coordinator meetings (2 hrs./month), the annual Bridging the Bay after school conference, and various professional learning communities (time commitment varies). Please mark:

I understand that professional development helps ensure program quality. My program is committed to providing/accessing professional development opportunities for after school staff, based on needs identified by program data. My program will adequately budget for staff time to participate in professional development over the course of the year (for key line staff, recommended at least 20 hours of PD/year).

X Yes      No

#### Staff Wellness

e) Please describe ways your program will work to support staff wellness over the course of the year:

BACR will provide training, adequate prep time, special social offers and constantly check in with staff to ensure they are staying well.

Principal Signature:

Roma Flores

Lead Agency Signature:

[Signature]



**Addendum for 21<sup>st</sup> Century Community Learning Center Grantees Only**

**Equitable Access:** (must be completed by all programs that receive 21<sup>st</sup> Century Equitable Access funding)

Some 21<sup>st</sup> Century programs receive extra Equitable Access funding. The intent of Equitable Access funding is to provide targeted supports for special populations of students who may face challenges and barriers to program participation. Examples of allowable use of Equitable Access funds include:

- additional academic interventions/supports to struggling students (ie, English Language Learners, students with special needs, etc.)
- mental health support services that enable students to fully participate in the after school program
- translation services, bus tickets, and other supports that make it possible for students to participate in program

How will your 21<sup>st</sup> Century program support equitable access in your program? Which population(s) of students in your program will receive extra support through the Equitable Access supplemental grant? Please describe your planned use of Equitable Access funds. Your plans must align with your Equitable Access budget.

**21<sup>st</sup> Century Supplemental Programming during 2015-16 School Year**

Describe your planned programming on weekends, intercession breaks, and other non-school days during the 2015-16 school year. Your supplemental program plans must match your proposed supplemental program budget.

(Please do NOT include summer program plans here; there will be a separate summer planning template.)

Number of supplemental program days you plan to offer during the 2015-16 school year:

Dates of Service:

Hours of Operation: (note that supplemental programs must operate at least 3 hours/session)

Description of Supplemental program activities: (describe goals of programming, target audience, planned activities, etc.)



Bay Area  
Community  
Resources

**Administrative Office**  
171 Carlos Drive  
San Rafael  
California 94903-2005

Phone  
415.444.5580  
Fax  
415.444.5598  
Website  
[www.bacr.org](http://www.bacr.org)

**Martin Weinstein**  
CEO

**Mary Jo Williams**  
COO

**Board of Directors**

**Lissa Franklin**  
President

Nancy McEvers Anderson  
Bryan Breckenridge  
Robert Davisson  
Benedict Hur  
David Lilienstein  
Christina Lee  
Rob Ness  
Bud Travers  
Monica Vaughan  
Shannon Vincent

April 29, 2015

To Whom It May Concern:

It is the Bay Area Community Resources policy to ensure to the best of our abilities that everyone we bring into our BACR programs to work with our clients are properly screened so as to minimize any risk, either physical or emotional, to the children and other clients we serve. We achieve this through FBI and DOJ fingerprint background checks on all our employees, independent contractors, subcontractors and volunteers. We are set up to receive subsequent arrest records. In addition, all staff must turn in a negative TB clearance before they begin working with our students.

We certify that all staff meet our staff qualifications including TB clearance, and FBI/DOJ clearance before they begin working with the students. We can provide verification upon demand from OUSD.

Sincerely,

**Marisa Ramirez**  
Program Director  
[mramirez@bacr.org](mailto:mramirez@bacr.org)





## **Bay Area Community Resources After School Programs**

Bay Area Community Resources (BACR) is a regional nonprofit agency founded in 1976 whose mission is to promote healthy development among youth and families, encourage service and volunteerism, and build communities. BACR has provided after-school academic support, enrichment, and physical activity programming in Bay Area communities for more than 30 years; this includes partnerships with 27 schools in the Oakland Unified School District (OUSD) after school programs since 2004. Our after school programs are designed and staffed to be safe, accessible, and effective for students (and families) who are struggling due to poverty, academic and social-emotional challenges, and other life circumstances—helping them overcome obstacles and become high achieving and joyful learners and by doing so, helping to reduce the achievement gap.

- ❖ BACR is the lead community agency— managing the entire program, providing staff, and delivering services—27 schools in Oakland, 13 in San Francisco, 5 in Alameda, 5 in San Rafael, 8 in Antioch, 15 in West Contra Costa County, and 12 in Mt. Diablo Unified in Contra Costa County..

### **OUR VALUES**

- ❖ Provide children with a safe, nurturing and enjoyable environment after school.
- ❖ Integrate youth development practices into everything we do.
- ❖ Meet the needs of the schools, students, parents, and partner non-profits we serve.
- ❖ Empower youth by building confidence in their academic and social abilities
- ❖ Respect and embrace the sociocultural norms and history of the communities we serve in order improve the present, and sustain future generations.
- ❖ Give youth just, equal, and meaningful opportunities to learn, grow, and succeed.
- ❖ We like to have FUN! Take every opportunity to enjoy and celebrate our work.

### **PROGRAM MODEL**

#### **Academic Assistance**

- ❖ **Homework support:** Students work in small groups with trained staff.
- ❖ **Academic enrichment:** Students get hands-on opportunities to master academic content, through robotics, chemistry lab, poetry slams, and creative writing workshops.
- ❖ **Academic interventions:** Students who need it get one-on-one review sessions with teachers or tutors and Supplemental Educational Services tutoring.
- ❖ **Test preparation and credit recovery:** High school students get help to graduate.

#### **Enrichment**

- ❖ Students explore their interests and build new skills. Visual and performing arts, community service, and student-led projects that promote pride, embody culturally-responsive activities, and integrate learning objectives in California Content Standards.
- ❖ Enrichment activities are tailored to each school site.

#### **Recreation**

- ❖ Students can exercise, relax, and build social skills through organized sports, cooperative games, and free time.

#### **Showcases**

- ❖ Young people get opportunities to showcase their work and share their achievements with peers and family.

#### **EVIDENCE OF OUTCOMES**

##### **Recent Oakland elementary school surveys of youth showed positive outcomes:**

###### **Students**

- ❖ I feel safe in this program. 89%
- ❖ There is an adult at this program who cares about me. 91%
- ❖ When I'm in this program, I feel good about myself. 87%
- ❖ In this program, I learn how to use my time to finish all my school work. 91%

##### **Recent Oakland middle school surveys of youth showed positive outcomes:**

###### **Students**

- ❖ In this program, there is an adult who wants me to do my best. 87%
- ❖ This program helps me to feel like a part of my school. 72%

##### **Recent Oakland high school surveys of youth showed positive outcomes:**

###### **Students**

- ❖ The adults in this program listen to what I have to say. 95%
- ❖ This program helps me learn ways to study (like reading directions). 90%
- ❖ Since coming to this program, I am better at setting goals for myself. 90%

#### **ADVANTAGES FOR PARTNER SCHOOLS**

- ❖ **Experience and Commitment.** Over 3 decades of leading after school programs.
- ❖ **Infrastructure.** A strong, well-funded organization and administrative structure.
- ❖ **Flexibility and Adaptability.** A program tailored to each school's after school goals.
- ❖ **High Quality Staff.** We select and support highly committed and professional staff.
- ❖ **Leveraged Resources.** We have the capacity to bring AmeriCorps Members into the program. BACR continuously seeks new funding and new opportunities to add value.

#### **CONTACT US**

Any location: Marty Weinstein, Executive Director, (415) 755-2321; [mweinstein@bacr.org](mailto:mweinstein@bacr.org)  
 East Bay: Marisa Ramirez, (510) 559-3025; [mramirez@bacr.org](mailto:mramirez@bacr.org)  
 San Francisco and Marin County: Don Blasky (415) 755-2311; [dblasky@bacr.org](mailto:dblasky@bacr.org)  
 Visit our website: [www.bacr.org](http://www.bacr.org)



**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Bay\* Area\* Community\* Resources\***  
**Record Status: Active**

<b>ENTITY</b>	BAY AREA COMMUNITY RESOURCES, INC.	Status:Active
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DUNS: 102947132	+4:	CAGE Code: 3VGW8	DoDAAC:
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Expiration Date: Jun 8, 2016	Has Active Exclusion?: No	Delinquent Federal Debt?: No
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Address: 171 CARLOS DR
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City: SAN RAFAEL
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ZIP Code: 94903-2005
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State/Province: CALIFORNIA
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Country: UNITED STATES
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Board Office Use: Legislative File Info.	
File ID Number	15-1154
Introduction Date	6/24/15
Enactment Number	15-1160
Enactment Date	6/24/15



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

**To** Board of Education

**From** Antwan Wilson, Superintendent

**Board Meeting Date** June 24, 2015  
*(To be completed by Procurement)*

**Subject** Master Memorandum of Understanding between Oakland Unified School District and Bay Area Community Resources

**Action Requested** Authorize the President and Secretary of the Board to enter into and execute a Memorandum of Understanding with Bay Area Community Resources, on behalf of the District to provide services to students. This establishes a one year relationship with Bay Area Community Resources, and a not-to-exceed amount of \$4,045,188.25. This amount is projected using historical cost data, known changes to the number of sites served and expected available grant funding allowable.

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

The Oakland Unified School District enters into contracts each year to provide professional services that support the District's academic mission. The Master MOU establishes all terms and conditions, a defined menu of services with negotiated rates, and allows for the gathering of necessary supporting documentation to further streamline the process of receiving necessary services, while keeping the integrity of checks and balances, as well as maintaining oversight by the Governing Board.

A Menu of Services was established that would allow a principal to "Order" from the Menu using the Individual Service Agreement (ISA). This is essential to promoting transparency of services, and the costs of those services, between like schools. Each Individual Service Agreement is submitted to the board for approval. In the event that this vendor receives more orders for service than anticipated, an amendment to this MOU will request a new not-to-exceed amount.

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

**Vendor:** Bay Area Community Resources

**Overview of Services:** Bay Area Community Resources contracts with schools to be a lead agency to provide high quality after school programming consisting of academic enrichment and recreational physical activities, family literacy and targeted Equitable Access services to students that are high risk.

**Not-To-Exceed Amount:** \$4,045,188.25

Determination of the Not-to-Exceed Amount is based on historical data and projections for the coming school year, it is anticipated that Bay Area Community Resources will provide services to 28 school sites.



The District contracts with agencies to provide various activities and after school programs. Chosen by the number of sites served with District and the long standing relationship with the agencies, the Master Memorandum of Understanding establishes a relationship with Bay Area Community Resources, defining terms and conditions as well as setting a maximum not-to-exceed ceiling amount. This ceiling is derived from historical cost data, and known changes in sites to be served, as well as expected grant funding. In addition, the District has been working with agencies to provide a Menu of Service, which delivers a clear and measurable scope of work. Analogous to ordering from a common table menu, each product is described and the price is clearly quoted, establishing and promoting a more perfect competition where the consumer, here the principal, is informed of the services offered, and the price for those services. This allows the principal to easily compare services and prices, and plan for programmatic needs.

**Fiscal Impact**

There is no funding associated with the Master Memorandum of Understanding or the Amendment to the Master Memorandum of Understanding herewith. The Master Memorandum of Understanding establishes a relationship, as well as setting the terms and conditions with Bay Area Community Resources. The funding source for each Individual Service Agreement will be determined separately and individually. Funding for the Individual Service Agreement is verified through a review of the BDT budget process, and a review of State and Federal compliance funding when applicable.

**Recommendation**

Approval of the Master MOU between Bay Area Community Resources and the Oakland Unified School District authorizing the President and Secretary of the Board to enter into and execute the Master Memorandum of Understanding and Individual Service Agreement(s) with Bay Area Community Resources in an amount not-to-exceed \$4,045,188.25.

**Attachments**

- Master MOU
- Addendum:
  - After School Lead Agency MOU template for elementary and middle school
  - After School Lead Agency MOU template for high school

Board Office Use: Legislative File Info.	
File ID Number	15-1154
Introduction Date	6/24/15
Enactment Number	15-1160
Enactment Date	6/24/15



OAKLAND UNIFIED  
SCHOOL DISTRICT

**MASTER MEMORANDUM OF  
UNDERSTANDING BETWEEN  
OAKLAND UNIFIED SCHOOL DISTRICT and  
Bay Area Community Resources**

**2015-2016**

**1. INTENT**

- 1.1 **Intent of this Memorandum of Understanding.** This Memorandum of Understanding (hereinafter "MOU") establishes the Oakland Unified School District's (hereinafter "OUSD") intent to establish a relationship with Bay Area Community Resources (hereinafter "CONTRACTOR"), to provide services to OUSD as described and stated in full in the Individual Service Agreement(s).

**Cumulative Amount of ISA(s) NOT TO EXCEED \$ 4,045,188.25**

- 1.2 **This Master MOU shall include an Individual Services Agreement (hereinafter "ISA")** developed for each OUSD site CONTRACTOR is to provide services. It is understood that this Master MOU does not commit OUSD to pay for services provided by any CONTRACTOR, unless and until an authorized OUSD representative approves the service, and a Purchase Order is issued by OUSD's Procurement department and the ISA(s) are ratified by the Board of Education.

**2. TERMS AND CONDITIONS**

- 2.1 **Term of Agreement.** The term of this agreement shall be July 1, 2015 to August 19, 2016 and may be extended by written agreement of both parties. **ISA's are void upon termination or expiration of the Master MOU.**
- 2.2 **All terms and conditions apply jointly and severally** to all CONTRACTOR'S employees, agents, partners, subcontractors, and/or volunteers acting on behalf of, and by the direction of CONTRACTOR.
- 2.3 **Notice of Termination.** OUSD may, at any time, terminate this Agreement upon not less than thirty (30) days 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.
- 2.4 **Choice of Law.** This Agreement shall be performed in Oakland, CA, and is governed by the laws of the State of California.
- 2.5 **Licenses and Permits.** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
- 2.6 **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.
- 2.7 **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, 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 first obtaining the prior written approval of OUSD. 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.



- 2.8 **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 drugs on these sites.
- 2.9 **Anti-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under Contracts, 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. 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).
- 2.9A **Local, Small Local and Small Local Resident Business Enterprise Program (L/SL/SLRBE).** OUSD requires a twenty percent (20%) minimum local participation requirement for all professional service contracts over the informal bidding threshold (Public Contract Code Section 20111). Contractors shall comply with the twenty percent (20%) local business participation requirement at a rate of ten percent (10%) local and 10% small local and/or small local resident business participation. Business entities must be certified by the City of Oakland in order to earn credit toward meeting the twenty percent participation requirement. A copy of the District's S/SL/SLRBE Policy can be obtained from the OUSD website: [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us)
- 2.10 **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.
- 2.11 **CONTRACTOR costs or expenses.** 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: None, in an amount not to exceed \$ 0.00.
- 2.12 **Liability of CONTRACTOR to correct unsatisfactory work.** 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 District and in that case must be replaced by CONTRACTOR without delay.
- 2.13 **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.
- 2.14 **Submittal of Documents.** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:
- a) Signed Agreement
  - b) Workers' Compensation Certification
  - c) Insurance Certificates and Endorsements
  - d) Fingerprinting/Criminal Background Investigation Certification (provided with invoice)
  - e) Tuberculosis Clearance – Test Showing Negative Results (provided with invoice)



- 2.15 **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 2.16 **Changing Legislation.** CONTRACTOR understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of CONTRACTOR during an academic school year. This MOU may be amended during the 2015-16 fiscal year to reflect additional changes resulting from such legislation.

### 3. ADMINISTRATION OF MASTER MOU.

- 3.1 All notices provided for by this Master MOU shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

Contract Administrator	Michael Moore
Department	Procurement
Address	900 High Street
City, State, Zip	Oakland, CA 94601
Email	Michael.Moore@ousd.k12.ca.us

- 3.2 Notices to CONTRACTOR shall be addressed as indicated:

Name	Martin Weinstein
Title	CEO
Agency	Bay Area Community Resources
Address	171 Carlos Avenue
City, State, Zip	San Rafael, CA 94903
Phone	(415) 444-5580

### 4. AREAS OF AUTHORITY

- 4.1 **Oakland Unified School District.** The Oakland Unified School District is responsible for fiduciary and programmatic oversight for the expenditure of funds contracted to CONTRACTOR by OUSD for fiscal year 2015-2016.
- 4.2 **Independent Contractor.** This is not an employment contract. CONTRACTOR, is an independent contractor or business entity, and will be responsible for operations and management of its employees to sufficiently carry out the agreed upon Scope of Work. 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 or entitled to employees of OUSD, 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 necessary to do business in the State of California, 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, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.
- 4.3 **Fiscal oversight and management.** CONTRACTOR shall be responsible for providing oversight, fiscal management, payroll services and technical assistance to its agents, employees or subcontractors. CONTRACTOR may be required to facilitate and collaborate with other service providers as necessary. CONTRACTOR agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASEP and 21<sup>st</sup> CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2015-2016. CONTRACTOR will function as a sub recipient of funding and as such will follow all required fiscal guidelines and meet outlined standards as referenced in applicable Federal and State sub recipient guidelines for the federal 21<sup>st</sup> Century Community Learning Centers grant program, CFDA Number 84.287, awarded by the Office of Elementary and Secondary Education Academic Improvement and Teacher Quality Programs office. Sub recipients that receive over \$500,000 of federal funds may be required to undergo an annual audit and communicate findings to OUSD, as requested. CONTRACTOR will ensure that all contracted funds are expended as per grant guidelines.



- 4.4 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.
- 4.5 Ownership of Documents.** All documents created by CONTRACTOR pursuant to this Agreement, including but not limited to reports, designs, schedules, and other materials prepared, or in the process of being prepared, for the services to be performed by CONTRACTOR, are and shall be at the time of creation and thereafter the property of the OUSD, with all intellectual property rights therein vested in the OUSD at the time of creation. The OUSD shall be entitled to access to and copies of these materials during the progress of the work. Any such materials in the hands of CONTRACTOR or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the OUSD. If any materials are lost, damaged or destroyed before final delivery to the OUSD, CONTRACTOR shall replace them at its own expense and CONTRACTOR hereby assumes all risks of loss, damage or destruction of or to such materials. CONTRACTOR may retain a copy of all materials produced under this Agreement for its use in its general business activities.
- 4.6 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.
- 4.7 Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information and documents received. 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.
- 4.8 Contractor Changes.** CONTRACTOR may, at any time, by written order, make changes within the scope of work and services described in this Agreement. If such change(s) cause an increase or decrease in the budgeted cost of, or the time required for performance of the agreed upon work, CONTRACTOR shall so advise the OUSD immediately via the Contracts Administrator with a revised ISA. The revised ISA shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the OUSD prior to the time that CONTRACTOR performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.
- 4.9 Removal of Staff.** In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, AGENCY shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons. In the event OUSD requests the removal of any AGENCY related persons, employee, representative or agent from OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY staff member who is a regular part of the after school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.



**4.10 CONTRACTOR Qualifications / Performance of Services.**

- (a) **CONTRACTOR Qualifications.** CONTRACTOR 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 regulations, as they may apply.
  - (b) **Standard of Care.** CONTRACTOR represents 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.
- 4.11 Employees or Subcontractors of CONTRACTOR.** Consistent with invoicing requirements in Section 7, CONTRACTOR shall submit a list of employees or other persons who were working on the District's school sites for the period CONTRACTOR is invoicing. In the event that OUSD, in its sole discretion, at any time during the term of this Agreement, desires the removal of any CONTRACTOR related persons, employee, representative or agent from the 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.
- 4.12 OUSD's Evaluation of CONTRACTOR.** and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate the 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:
- (a) Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
  - (b) Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

**5. CONDUCT OF CONTRACTOR.**

**5.1 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:**

The District certifies to the best of 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, verifies that this vendor does not appear on the Excluded Parties List... (<https://www.sam.gov>)

- 5.2 Maintain background check.** CONTRACTOR certifies that all persons permitted to work on school sites or, may come in contact with children, have been cleared under California law and the Education Code.
- 5.3 Maintain clean, safe, and secure program environments** for staff and students in conjunction with OUSD, and following OUSD guidelines. CONTRACTOR, as they view as necessary, will initiate and establish additional cleanliness, safety, and security policies and protocol sufficient to ensure staff, student and family member safety.
- 5.4 Comply with the Child Abuse and Neglect Reporting Act (CANRA)** guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.
- 5.5 Mandatory participation** in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by the OUSD and collaborative partners in conducting program planning, implementation, and evaluation as necessary. These may include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. Participation in meetings facilitated by OUSD to address program success, areas of concern and for general troubleshooting are also required.
- 5.6 Ensure compliance with funding guideline requirements** and follow OUSD policies and procedures. This includes compliance with District staffing requirements and policies including No Child Left Behind and other legislative mandates.



**5.7 Maintain six sets of essential collaborative relationships to ensure partnerships towards effective program implementation:**

- a) Administration, faculty, and staff of OUSD
- b) OUSD central administration departments
- c) Parents/Guardians
- d) Youth
- e) Community organization and public agencies
- f) OUSD After School Program Office

**6. SCOPE OF WORK.**

- 6.1** The attached Menu of Service outlines the specific scope of work, and is described in full and incorporated into this Master MOU. Services are ordered specifically by site as detailed in the Individual Service Agreement. Only the services detailed in the menu may be ordered by an OUSD site.

**7. INVOICING.**

- 7.1 Updated listing of employees and their respective ATI number.** CONTRACTOR agrees as a condition of payment for services provided, CONTRACTOR will provide a complete updated listing with monthly invoices of all employees, subcontracted agencies, and volunteers, and their respective ATI number as registered with the Dept of Justice/FBI, at the site for which CONTRACTOR is providing services and invoicing OUSD.
- 7.2 Submission of invoices to OUSD.** CONTRACTOR must submit invoices to OUSD in a format acceptable to OUSD and on a timely and regular basis for services rendered. Invoices must contain the following information: a) the name of the project or school site; b) a daily list of tasks/services performed; the hours (or portion of an hour) worked for each task described; and d) and an itemization of any reimbursable expenses, including receipts. All invoices shall be accompanied by the following verification statement signed by the CONTRACTOR:

I personally reviewed this invoice dated\_\_\_\_\_.

I have ensured that the invoice is correct and that the services and costs were incurred in compliance with all agreements between me and/or my firm and the Oakland Unified School District.

OUSD will not accept invoices submitted more than thirty days beyond the end of each fiscal quarter. No invoices will be accepted more than 30 days past the end of June 30 of the contractual fiscal year. CONTRACTOR must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. OUSD reserves the right to reject any invoice which does not meet the requirements in this Section 7.2.

- 7.3 Payment for the Work** shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the 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. All amounts paid by OUSD shall be subject to audit by OUSD.

**8. INDEMNIFICATION**

- 8.1** CONTRACTOR shall indemnify, hold harmless and defend the Oakland Unified School District, its Governing Board, State Trustee, Superintendent and each of its officers, officials, employees, volunteers and agents (hereinafter in this Section 8 collectively referred to as "the District") from any loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the District,



CONTRACTOR or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this agreement.

8.2 CONTRACTOR obligations under the preceding shall apply jointly and severally regardless of whether the District or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss of liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of the District.

8.3 If CONTRACTOR should subcontract all or any portion of the work or activities to be performed under this agreement, CONTRACTOR shall require each subcontractor to indemnify, hold harmless and defend the District, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.

9. **INSURANCE**

9.1 Throughout the life of the MOU, CONTRACTOR shall pay for and maintain in full force and effect with an insurance company(s) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide, the following policies of insurance:

- a) **COMMERCIAL GENERAL LIABILITY** insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.
- b) **WORKERS COMPENSATION** insurance, as required by the California Labor Code, with not less than the statutory limits.
- c) **PROPERTY AND FIRE** insurance shall provide to protect: Real Property, against risk of direct loss, commonly known as Special Form and Fire Legal Liability, to protect against liability for portions of premises leased or rented; Business Personal Property, to protect on a Broad Form, named peril bases, for all furniture, equipment and supplies of CONTRACTOR. If any District property is leased, rented or borrowed, it shall also be insured the same as real property.

9.2 The above policies of insurance shall be written on forms acceptable to the Risk Manager of the Oakland Unified School District and endorsed to name the Oakland Unified School District, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to the Oakland Unified School District prior to this Master MOU becoming valid. If at any time said policies of insurance lapse or become canceled, this agreement shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or CONTRACTOR to OUSD.

☐ **ADDITIONAL ADDENDUM(S) ATTACHED**

(If this box is checked, additional terms and conditions apply.)

Yes      No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>ASES / 21<sup>st</sup> CCLC PROGRAM GRANTS (Elementary / Middle)</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>21<sup>st</sup> CCLC ASSET GRANT (High School)</b>                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>FIELD TRIPS ONLY</b>   |



On behalf of our respective institutions or organizations, we hereby execute this Memorandum of Understanding.

Martin Weinstein CEO  
CONTRACTOR BACR

Date: 6/3/15

[Signature]

President, Board of Education  
Oakland Unified School District

Date: 6/25/15

[Signature]

Secretary, Board of Education  
Oakland Unified School District

Date: 6/25/15

OUSD or the District verifies that  
the Contractor does not appear on  
the Excluded Parties List at  
<https://www.sam.gov/>

Units of Service for Lead Agency: Bay Area Community Resources 2015-2016

**Lead Agency Unit of Service for Elementary/Middle Schools**

**After School Services include:**

After school program set up at school site and coordination of comprehensive services to ensure ASES and 21<sup>st</sup> Century grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, and recreational/physical activity components to meet grant compliance. Services will be delivered by qualified and trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 93 students (Elementary School) and 111 (Middle School). Services will be offered daily, Monday through Friday, from August – June. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 20:1.

Alignment of after school program plan with key components of SPSA, Extended Day Model, and collaborative partnerships with students, families, school staff and community partners.

Ongoing after school professional development, training and coaching to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grant writing, and In-Kind or Match Programs).

**Lead Agency Option A: Cost for Elementary School lead agency package: \$96,576**

**Lead Agency Option B: Cost for Middle School Lead Agency package: \$129,145**

**Lead Agency Unit of Service for High Schools**

**Description of Services:**

After school program set up at school site and coordination of comprehensive services to ensure ASSETS 21<sup>st</sup> Century grant compliance, integration of extended day model and alignment with school day, program quality, operational and fiscal oversight.

Delivery of high quality after school programming consisting of academic, enrichment, recreational/physical activity, family literacy, and targeted Equitable Access services to students that are high risk and are hard to reach via general services. Services will be delivered by qualified, trained individuals and community providers with subject matter



expertise and youth development experience. Program set-up will ensure student safety.

Services for up to 75 students at the small alternative high schools and up to 120 at the larger continuation high school(s). 15 hours plus of programming per week from September – June.

Coordination, outreach, and delivery of: Family literacy events that meet the needs of both English and Spanish speaking families; Cross-site annual events such as Lights On Music and Arts Festival, Life After High School Conference, and Basketball and Soccer Leagues.

Equitable Access services to students that are hard to reach, may include: Internships (managing student stipends, coordinating student placements and career mentors), Job Readiness, Career Exploration, Life Skills, English and Math Tutoring, and Driver's Education.

Ongoing after school professional development, training and coaching provided to school site staff, collaborative partners, and line staff.

Agency efforts to mobilize and leverage additional resources to enhance after school services (i.e. Volunteer Management, Bayac Americorp/Vista, Fund Development and Grantwriting and In-Kind or Match Programs).

Lead agency unit of service includes programmatic and operational costs.

**Lead Agency Option C: Cost for Small High School Programs serving up to 75 students: \$156,000**

**Lead Agency Option D: Cost for Large High School Programs serving up to 120 students: \$227,000**

**Factors that may reduce or increase the school charge for above lead agency units:**

- 1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e. School opting to fund high school academic liaison, reducing above costs to ensure academic alignment.
- 1f. School opting to provide after school program leadership, reducing the above costs for Site Coordinator.
- 1g. Other specialty services from this menu have been selected to augment or replace some of the basic lead agency services included in package above.
- 1h. School utilizing other funds to increase level of services and/or number of students

served beyond the above base unit.

#### **Other Specialized Services**

##### **Option E: Youth Leadership and Career Exploration**

Structured weekly opportunities for youth to interact with trained mentors and engage in community service projects.

Cost: \$6,000 for two sessions/week, from Sept – June; service for up to 20 youth.

##### **Option F: Specialized CAHSEE preparation**

6 week CAHSEE prep intensive: 2 hours every day with up to 3 tutors utilizing *Moving Forward Education* curriculum provided by trained mentors throughout entire school year.

Cost: \$5,720

##### **Option G: Specialized Title 1 Services**

Specialized Title 1 services will provide underprivileged children an enriched and accelerated educational program, including the use of school wide curriculum/programs or additional services such as intervention that increases the amount and quality of instructional time.

Cost: \$12,000

##### **Option H: Day Time Academic Support**

Additional academic services will be provided during the school day to the students. This may include computer instruction, tutoring, intervention or instruction of school wide curriculum.

Cost: \$12,000

##### **Option I: Parent workshops**

Specialized family events to foster parent involvement and understanding of how to provide academic support to children.

Cost: \$300 per 2-hour event, for up to 75 families

##### **Option J: Farmers Market Services**

Specialized health and nutrition activities for student to foster healthy eating and educate them on healthy eating by providing a produce stand on a weekly basis.

Cost: \$5,500 to include all school community members.

##### **Option K: Health and Wellness**

Specialized health and wellness activities for students that include: Restorative Justice activities, Wellness champions, behavioral health, etc.

Cost: \$6,000

##### **Option L: Physical Fitness**

Specialized physical fitness activities may include: all seasonal sport leagues (but not limited to) basketball, flag football, soccer, and track/field. It may also include: martial arts, capoeira, yoga, recreational activities, wrestling, or other physical activity as needed.



Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity
<b>Option M: Visual or Performing Arts</b> Specialized services may included: Drama, Studio production, Drawing/ Painting/ Murals, Video/Photography, Spoken Word, Music, Hip Hop and Social Action, Dance and Cultural Dance, Drumming and cultural music, or other Visual and Performing Art programs as needed  Cost: \$12,000 per activity for 10 months up to 20 students served daily per activity
<b>Option N: Health &amp; Nutrition</b> Specialized health and nutrition activities for students to foster healthy eating and educate them on nutrition.  Cost: \$10,000 per activity for 10 months up to 20 students served daily per activity
<b>Option O: Full Service Community Schools</b> Community School Manager will provide coordination of all aspects of Community School, including developing and maintaining partnerships with outside service providers, integrating various non-academic programs at the school site (e.g. after school, mental health, parent engagement), developing parent leadership and parent education opportunities, etc.  Cost: \$60,000 for daily services for entire school year, serve entire school
<b>BACR Mental Health Services</b>
<b>Mental Health Services Option P:</b> Individual and group counseling and other mental health services, consultation with families and school personnel and limited crisis response. Approximately 25 clients served annually. Services provided by Graduate Intern for 1 ½ - 2 ½ days per week for 36 weeks. Clinical supervision provided.  Cost: \$9,000 per year
<b>Mental Health Services Option Q &amp; R:</b> Individual, group and family counseling, case management and other mental health services, consultation with school personnel and crisis response. Classroom education or other school-wide interventions as needed. Services provided by Master's level Mental Health Staff. Clinical supervision is provided. <b>Option Q:</b> \$14,000 for one day per week for entire school year; 20 students served over the course of the year. <b>Option R:</b> \$70,000 for daily services for entire school year; 80 - 100 students served over the course of the year.
<b>BACR Summer Programming</b>
<b>Option S: Small Summer Programming Services:</b> Variety of services to decrease the summer learning loss of youth by providing a safe, enriching, and dynamic summer program that involves the whole family and community. Services customized to meet school and community needs, and may include: STEM activities, Physical Fitness, Enrichment activities, and/or Fieldtrips.  Cost: \$20,000 for a 4 to 6 week summer program (approximately 3-6 hours/day) for up

to 40-60 students.

**Option T: Large Summer Programming Services:** Variety of services to decrease the summer learning loss of youth by providing a safe, enriching, and dynamic summer program that involves the whole family and community. Services customized to meet school and community needs, and may include: STEM activities, Physical Fitness, Enrichment activities, and/or Fieldtrips.

Cost: \$30,000 for a 4 to 6 week summer program (approximately 3-6 hours/day) for up to 60-180 students.

**Additional Services for ASES/21<sup>st</sup> Century Elementary, Middle, and High Schools**

**Option U: Family Literacy Services:** Variety of services to engage parents and support them in helping their children succeed in school. Services customized to meet school and community needs, and may include: parent workshops, parent outreach, and adult literacy support.

Services will be open to families of all students participating in ASES/21<sup>st</sup> Century after school programming. Services will be provided by qualified, trained individuals and/or community providers with subject matter expertise.

Cost: \$17,237

**Option V: Equitable Access Services:** Services customized to meet school needs, and may include: services to enhance student access to after school program; special support services for English learners and other high need students; translation services; and services to promote conflict resolution and positive program climate.

Services will complement after school programming occurring daily, September – June.

Cost: \$21,545

**Option W: 21<sup>st</sup> Century Supplemental Program (Saturday and Intersession):** Supplemental Saturday and Intersession project will offer services to approximately 60 – 120 1<sup>st</sup> – 8<sup>th</sup> grade students during the months of September and May. Program offerings will build and enhance students' academic skills, increase students' participation in and knowledge of health and wellness behaviors/activities, and/or provide organized sports and community games.

Cost: \$8,000

**Factors that would reduce the above costs to ASES/21<sup>st</sup> Century Additional Services:**

- 2a. School opting to provide a portion of family literacy services with own staffing and resources.
- 2b. School opting to provide a portion of Equitable Access services with own staffing and resources.
- 2c. School providing own supplies to support family literacy or equitable access services.
- 2d. School partnering with other providers to provide a portion of family literacy or equitable access services.



<b>Bay Area Community Resources Anticipated Contract Amounts 2015-2016</b>		
<b>School</b>	<b>Funding Source</b>	<b>Amount</b>
Alliance	ASES	91,993
Alliance	SIG Funding	10,000
Bridges Academy	ASES	85,886
Bunche	21 St Century- Core	58,865
Bunche	21 St Century- Equitable Access	21,545
Bunche	21 St Century- Family Literacy	17,237
Bunche	21st Century - 2014-15 Carryover	15,000
Elmhurst Community Prep	ASES	122,454
Elmhurst Community Prep	21 St Century -Base	129,145
Elmhurst Community Prep	21 St Century -Equitable Access	21,545
Elmhurst Community Prep	21 St Century- Family Literacy	17,237
Emerson	ASES	93,855
Esperanza Elementary	ASES	80,000
Glenview Elementary	ASES	93,855
Global Family	ASES	90,000
Global Family	Measure G	11,000
Grass Valley	ASES	93,855
Grass Valley	General Purpose	12,000
Greenleaf Elementary	ASES	79,455
Hoover Elementary	ASES	82,000
Hoover Elementary	21 St Century- Base	61,067
Howard Elementary	ASES	93,855
Korematsu	ASES	82,803
Lafayette Elementary	ASES	73,703
Lafayette Elementary	21 St Century- Base	94,067
Lafayette Elementary	21 St Century -Summer Supplemental 2016	19,760
Madison Middle	ASES	97,429
Madison Middle	21 St Century- Equitable Access	11,905.00
Madison Middle	21 St Century- Base	104,711.00
Madison Middle	21 St Century- Family Literacy	17,237.00
Madison Middle	21 St Century -Summer Supplemental 2016	29,000.00
Madison Middle	21 St Century- Supplemental - Saturdays	8,254.00
Markham Elementary	ASES	85,635
Martin Luther King Jr	ASES	80,776.00
Martin Luther King Jr	21 St Century- Base	96,576
Martin Luther King Jr	21 St Century- Summer Supplemental 2016	9,880
Martin Luther King Jr	unknown (for full service community schools)	25,000
Melrose	ASES	126,174
Melrose	21 St Century -Supplemental 2015	29,640
Oakland Tech	21 St Century- Core	200,956
Oakland Tech	21 St Century- Equitable Access	21,545
Oakland Tech	21 St Century- Family Literacy	17,237
Oakland Tech	21st Century - 2014-15 Carryover	10,000
Place @ Prescott	ASES	80,857

<b>Bay Area Community Resources Anticipated Contract Amounts 2015-2016</b>		
<b>School</b>	<b>Funding Source</b>	<b>Amount</b>
Place @ Prescott	21 St Century- Base	54,683
Place @ Prescott	21 St Century- Summer Supplemental 2016	9,880
Reach	ASES	93,855
Rudsdale	21 St Century- Core	88,074
Rudsdale	21 St Century- Equitable Access	21,545
Rudsdale	21 St Century- Family Literacy	17,237
Rudsdale	21st Century - 2014-15 Carryover	15,000
Sankofa Elementary	ASES	124,795
Sankofa Elementary	21 St Century- Base	96,955.00
Sankofa Elementary	21 St Century- Supplemental - Saturdays	9,624.00
Street Academy	21 St Century- Core	80,903.00
Street Academy	21 St Century- Equitable Access	21,545.00
Street Academy	21 St Century- Family Literacy	17,237.00
Street Academy	21st Century - 2013-14 Carryover	25,000.00
Urban Promise Academy	ASES	112,468
Urban Promise Academy	21 St Century -Supplemental 2015	19,760.00
Health and Wellness Project	Bechtel Student Health	4,000.00
	Total Above Anticipated Amount Contracted	3,517,555.00
	Additional Contracts 15% of Anticipated Amount	527633.25
	<b>Total BACR Contract 2014-2015</b>	<b>4,045,188.25</b>



## **ADDENDUM**

Legislative File ID #15-1154

### Master Memorandum of Understanding Bay Area Community Resources

The following documents are included with Master Memorandum of Understanding:

- After School Lead Agency MOU template for elementary and middle school After School Education and Safety (ASES) and 21st Century Community Learning Centers (21st CCLC) programs
- After School Lead Agency MOU template for high school 21<sup>st</sup> Century High School After School Safety and Enrichment for Teens (ASSETs) programs

Inclusion of the Elementary/Middle and High School Memorandum of Understanding ensures that this Master Contract agency is held to all the ASES, 21<sup>st</sup> CCLC, and 21<sup>st</sup> CCLC ASSETs grant-specific policies and requirements that the Oakland Unified School District has established for all its after school lead agency partners. These additional policies and procedures augment the policies and procedures described in this Master Contract.



# CERTIFICATE OF LIABILITY INSURANCE

BAYAR-3

OP ID: SG

DATE (MM/DD/YYYY)

07/08/2014

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).

<b>PRODUCER</b> Farallone Pacific Insurance Services, License # 0F84441 859 Diablo Avenue Novato, CA 94947 Peter C. Schmale, ext 121		<b>Phone:</b> 415-493-2500 <b>Fax:</b> 415-493-2505	<b>CONTACT NAME:</b> <b>Sindy Graham</b> <b>PHONE (A/C, No, Ext):</b> 415-493-2166 <b>E-MAIL ADDRESS:</b> sgraham@fp-ins.com <b>FAX (A/C, No):</b> 415-493-2505
<b>INSURED</b> <b>Bay Area Community Resources, Inc.</b> 171 Carlos Drive San Rafael, CA 94903-2005		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Ins Co. <b>INSURER B:</b> State Compensation Ins. Fund <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 32760	

**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	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <b>Abuse Sublimit</b> <input checked="" type="checkbox"/> <b>1,000,000</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X		PHPK1197717	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1197717	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB465255	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N/A			9065014-2014	07/01/2014	07/01/2015	<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
A	<b>Professional Liability</b>			PHPK1197717	07/01/2014	07/01/2015	Each \$ 1,000,000 Aggregate 2,000,000

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

Oakland Unified School District is named as an Additional Insured, per the attached endorsement

**CERTIFICATE HOLDER****CANCELLATION**

<b>Oakland Unified School District</b> 900 High Street Oakland, CA 94601	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b> <b>AUTHORIZED REPRESENTATIVE</b> <i>Sindy Graham</i>
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# **Bay Area Community Resources After School Programs**

Bay Area Community Resources (BACR) is a non-profit community agency that has served youth and families since 1976. We have delivered after school programs for over 20 years. Our programs promote successful youth development by providing opportunities for young people to acquire new skills, learn, share their talents, and make a mark in their community.

We have two management roles at elementary, middle or high schools:

1. BACR is the lead community agency— managing the entire program, providing staff, and delivering services—24 schools in Oakland, 13 in San Francisco, 5 in Alameda, 5 in San Rafael, 2 in San Leandro Unified, 15 in West Contra Costa County, and 12 in Mt. Diablo Unified in Contra Costa County..
2. BACR is the fiscal sponsor— managing human resources, payroll and fringe benefits

## **OUR VALUES**

- ❖ Give children a safe, nurturing and enjoyable environment after school.
- ❖ Integrate youth development practices into everything we do.
- ❖ Schools, students, parents and partner non-profits are our customers. Meet their needs.
- ❖ Youth are valuable. Support them in realizing their power.
- ❖ Respect our ancestors, improve the present, and sustain future generations.
- ❖ Give youth just, equal and meaningful opportunities to learn, grow and succeed.
- ❖ We like to have FUN! Take every opportunity to enjoy and celebrate our work.

## **PROGRAM MODEL**

### **Academic Assistance**

- ❖ **Homework support:** Students work in small groups with trained staff.
- ❖ **Academic enrichment:** Students get hands-on opportunities to master academic content, through robotics, chemistry lab, poetry slams, and creative writing workshops.
- ❖ **Academic interventions:** Students who need it get one-on-one review sessions with teachers or tutors and Supplemental Educational Services tutoring.
- ❖ **Test preparation and credit recovery:** High school students get help to graduate.

### **Enrichment**

- ❖ Students explore their interests and build new skills. Visual and performing arts, community service, and student-led projects that promote pride, embody culturally-responsive activities, and integrate learning objectives in California Content Standards.
- ❖ Enrichment activities are tailored to each school site.

### **Recreation**

- ❖ Students can exercise, relax, and build social skills through organized sports, cooperative games, and free time.

### **Showcases**

- ❖ Young people get opportunities to showcase their work and share their achievements with peers and family.

## **EVIDENCE OF OUTCOMES**

**A research study showed academic improvement for our after school participants:**

- ❖ CAT6 reading scores increased more than peers not in the program, and the difference was statistically significant.. Students initially in the lowest quartile rose 8.7 percentile points.
- ❖ In CST English Language Arts, students showed a statistically significant increase in scores. 48% of students who were Below or Far Below Basic increased 7.5 points.

**Recent Oakland elementary school surveys showed positive outcomes:**

### **Students**

#### **Program Runs Effectively**

- ❖ There is an adult who wants me to do my best. 96%
- ❖ I feel safe when I am here. 81%

#### **Benefits from Participating**

- ❖ Learn to get along with other kids better 83%
- ❖ Learn to get along with adults at school 84%
- ❖ Get help with my homework 92%
- ❖ Learn good study skills 80%
- ❖ Get more exercise 82%

### **Parents**

#### **Program Runs Effectively**

- ❖ The after school program is a safe place for my child. 97%
- ❖ I am satisfied with the after school program. 97%

#### **Benefits from Child Participating**

- ❖ I can go to work or school. 49%
- ❖ I worry less about my child when she/he is in the after school program. 47%
- ❖ I am more connected to my child's school. 43%

## **ADVANTAGES FOR PARTNER SCHOOLS**

- ❖ **Experience and Commitment.** Over 2 decades of leading after school programs.
- ❖ **Infrastructure.** A strong, well-funded organization and administrative structure.
- ❖ **Flexibility and Adaptability.** A program tailored to each school's after school goals.
- ❖ **High Quality Staff.** We select and support highly committed and professional staff.
- ❖ **Leveraged Resources.** We have the capacity to bring AmeriCorps Members into the program. BACR continuously seeks new funding and new opportunities to add value.

## **BACR AS A FISCAL SPONSOR**

For districts who want to operate their own after school programs but need help with the human resources function, BACR can enroll staff and manage payroll and fringe benefits.

- ❖ Competitive fees compared with foundations and other non-profit sponsors.
- ❖ Tailored to each district's needs.

## **CONTACT US**

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Visit our website: [www.bacr.org](http://www.bacr.org)



**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Bay\* Area\* Community\* Resources\***  
**Record Status: Active**

<b>ENTITY</b>	BAY AREA COMMUNITY RESOURCES, INC.	Status:Active
DUNS: 102947132	+4:	CAGE Code: 3VGW8 DoDAAC:
Expiration Date: Apr 8, 2016	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 171 CARLOS DR		
City: SAN RAFAEL	State/Province: CALIFORNIA	
ZIP Code: 94903-2005	Country: UNITED STATES	