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File ID Number	16-2610
Introduction Date	01/11/17
Enactment Number	17-0026
Enactment Date	1-11-17



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

**To** Board of Education

**From** Antwan Wilson, Superintendent

**Board Meeting Date** January 11, 2017

**Subject** Memorandum of Agreement - Ever Forward-Siempre Adelante - (contractor) - Community Partnerships Unit - 922/Community Schools and Student Services Department (site/departament)

**Action Requested** Approval of a Memorandum of Agreement between the Oakland Unified School District and Ever Forward-Siempre Adelante, Oakland, CA, to be primarily provided via the Community Schools and Student Services Department for the period of October 19, 2016 through May 31, 2017.

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

Ever Forward-Siempre Adelante has teaching experience in OUSD and will provide trained mentors to lead in-school groups.

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

Approval by the Board of Education of a Memorandum of Agreement between the District and Ever Forward-Siempre Adelante, Oakland, CA, and the Memorandum of Agreement for the Specific School Site, Frick Middle School, for Ever Forward-Siempre Adelante to provide mentor-led community group for at-risk young men of color, as described in the Scope of Work, incorporated herein by reference as though fully set forth, via the Community Schools and Student Services Department, for the period of October 19, 2016 through May 31, 2017, at no cost to the District.

**Recommendation** Approval of a Memorandum of Agreement between Oakland Unified School District and Ever Forward-Siempre Adelante. Contractual services to be provided via the Community Schools and Student Services Department for the period of October 19, 2016 through May 31, 2017.

**Fiscal Impact** Funding resource name (please spell out): No Fiscal Impact

**Attachments** Memorandum of Agreement  
Certificate of Insurance  
Scope of Work  
Statement of Qualifications



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

**Legislative File ID No.** 16-2610

**Department:** 922/Community Schools and Student Services Department

**Vendor Name:** Ever Forward - Siempre Adelante

**Contract Term:** Start Date: 10/19/16 End Date: 05/31/17

**Annual Cost:** \$ 0

**Approved by:** Andrea Bustamante

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

**Why was this Vendor selected?**

School site selected partner for In-Kind agreement.

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

Program provides mentor-led community group for at-risk young men of color.

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

If No, answer the following:

1) How did you determine the price is competitive?

No money exchanged; In-Kind partnership.

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**

**MEMORANDUM OF AGREEMENT BETWEEN A NON-PROFIT ORGANIZATION  
AND OAKLAND UNIFIED SCHOOL DISTRICT**

**I. Parties**

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between Oakland Unified School District ("OUSD") and Ever Forward - Siempre Adelante [CONTRACTOR—name of your organization].

WHEREAS, the CONTRACTOR's services or program described in this MOU will be provided at no cost to OUSD, the students, or the parents; and

BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said services/program on school(s), site(s) ("Schools") selected in Section II of the MOU.

**II. Program Sites**

Unless otherwise agreed to in writing by the parties, the School(s) governed by this agreement are the following:

Frick Impact Academy

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. CONTRACTOR Responsibilities/Scope of Services**

A. Provide a description of the services that your program will be providing OUSD. Please be specific by answering all of the following questions

1. A brief description of the type of services your program generally provides.

Mentor-led community group for at-risk young men of color

\_\_\_\_\_

2. The relevant experience of the CONTRACTOR personnel that will be providing the services:

Teaching experience in OUSD with administration experience.

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Trained mentors to lead in-school group.

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3. Please check all of the expectations or goals below that are in agreement with your program's services.

- ☐ Ensure a high quality instructional core
  - ☒ Develop student's social health/skills
  - ☒ Develop student's emotional health
  - ☐ Develop student's physical health
  - ☒ Develop student's cognitive and academic skills
  - ☒ Create equitable opportunities for learning
  - ☐ Ensure, maintain, or support high quality and effective instruction
  - ☒ Prepare students for success in college and careers
  - ☒ Help ensure, create, and/or sustain safe, healthy and supportive schools
  - ☐ Create accountability for quality
  - ☒ Help create full service community schools in OUSD
  - ☒ Increase, raise graduation rates
  - ☐ Other: \_\_\_\_\_
- 

- B. Ensure that all CONTRACTOR personnel, including subcontractors, will comply with any policy and systems in place at OUSD and School(s). This includes, but is not limited to the following:

1. **Drug and Smoke Free**—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 School(s).
2. **Anti-Discrimination**—It is the policy of OUSD that in connection with CONTRACTOR's services in this MOU there shall be no discrimination against any employee engaged in the work because of race, color,

ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age. Therefore, the CONTRACTOR agrees to comply with applicable Federal and California laws.

3. **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 OUSD employee to perform the services in this MOU, and affirms that to the best of its knowledge no such conflict presently exists. CONTRACTOR agrees to alert OUSD in writing if and when a potential conflict does arise.
  4. **Family Education Rights and Privacy Act**—CONTRACTOR shall observe District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records.
- C. **Required Documents**—Ensure that all CONTRACTOR personnel who will be on OUSD premises have been: (a) fingerprinted; (b) submitted to DOJ and FBI criminal background check via Live Scan or a similar service as required by the Education Code, and (c) taken a tuberculosis test. Please see Section IV for the relevant documentation that is required.
- D. **Insurance**
1. **General Liability:** ***EITHER*** (a) Provide evidence of general liability insurance that names OUSD as an additional insured, for operations, students, volunteers, and personnel at location where CONTRACTOR provides programs/services with at least \$1 Million in coverage, and furnish certificate of said insurance to OUSD ***OR*** (b) CONTRACTOR is not required to maintain insurance under this agreement if the Risk Management Officer signs a waiver of insurance. The additional insured address must read: Oakland Unified School District, Attention: Risk Management, 1000 Broadway Suite 440, Oakland, CA 94607. Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
  2. **Workers' Compensation:** If CONTRACTOR employs any person to perform work in connection with this MOU, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and federal laws, when applicable. The CONTRACTORS' Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

☐ The requirements under Section D. 2. will not apply if CONTRACTOR checks or marks this box and by doing so confirms and represents that it does not employ anyone in the manner subject to the workers' compensation laws of California.

- E. **Communication**—Communicate with School(s) and OUSD staff, both formally and informally, to ensure, to the best of the program's ability, that the CONTRACTOR'S services are aligned with the School(s) and OUSD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or OUSD staff, provide reasonable data and information to students participating in the CONTRACTOR's program.
- F. **Confidentiality**—CONTRACTOR shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of OUSD. CONTRACTOR will comply with FERPA, and will be allowed to use the data received to solicit funding to continue to expand its services/program, so long as there is no information from which the identity of any student in the CONTRACTOR's program as a participant could be made.
- G. **Register With/Update Community Partner Platform**—Contractor shall register in OUSD's Community Partner Platform (CPP) database and perform annual updates *by August 31 of each year*, to maintain full and complete up-to-date information. The CPP database and instructions may be found online at [ousd.org](http://ousd.org) under Partner Organizations.

#### IV. Required Documents

CONTRACTOR CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

##### A. Contractor (Individual):

- ☐ **Completion of Pre-Consultant Screening Process**—Attach a letter from Human Resources showing completion of Pre-Consultant Screening for this current fiscal year. This process will include a check of all of the following.
  - **Fingerprinting**—Attach documentation
  - **Criminal Background Check**—Attach documentation
  - **Tuberculosis Clearance**—Documentation from health care provider showing negative TB status within the last four years.

**Contractor (Agency):**

- ☒ Or, attach a letter from Agency/Community-Based Organization/Non-Profit Organization on agency letterhead verifying all employees have been Fingerprinted/Criminal Background Checked and have TB clearance for this current fiscal year and signed by authorized personnel.

**B. Contractor:**

- ☒ Insurance—see Section III(D) for specifications. Please attach documentation of either proof of insurance, or a waiver signed by the Risk Management Officer.

**V. Responsibilities of Oakland Unified School District**

- A. **Space**—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the CONTRACTOR.
- B. **Janitorial Service**—Provide necessary services to maintain this space, including janitorial services, maintenance, utilities, and technology support.
- C. **Data**—Ensure that CONTRACTOR has reasonable access to student assessment and evaluation data necessary to inform instruction and periodically review student progress and to provide the study.
1. For the purpose of cohort determination, for instructional purposes, or for academic research purposes, at the sole discretion of OUSD, provide CONTRACTOR access to student assessment data for all students at School(s) including, but not limited to, state test scores and site-based assessments. Students identified may be protected by the use of ID numbers.
  2. Provide CONTRACTOR with any other student information reasonably necessary to provide its services consistent with the CONTRACTOR's program and to evaluate the impact of its program on students at School(s).

**VI. Duration**

This MOU is for the 10/19/2016 — 05/31/2017 period.  
{insert mm/dd/year} {insert mm/dd/year}

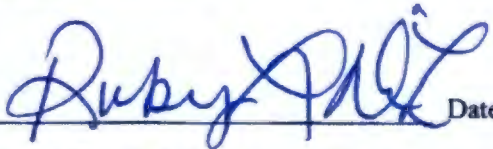
**VII. Termination**

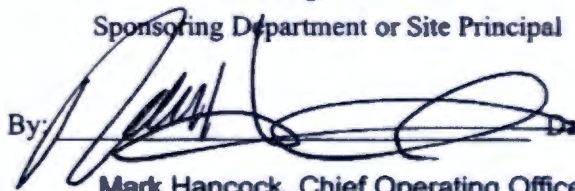
Either party may terminate this MOU at any time, without cause, with 30 day written notice to the other party. This agreement may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

#### VIII. Defense/Indemnity/Hold Harmless

Each party to this MOU agrees to defend, indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.


By:  Dated: 10/24/14 (MM/DD/YYYY)  
Sponsoring Department or Site Principal

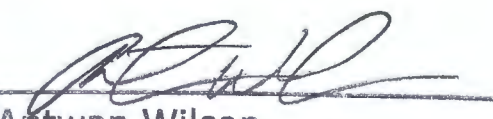
By:  Dated: 10/19/2016 (MM/DD/YYYY)  
Mark Hancock, Chief Operating Officer (Print Name)  
Ever Forward - Siempre Adelante (CONTRACTOR)

Approved as to form and procedure

By:  Dated: 12/6/16 (MM/DD/YYYY)

Michael L. Smith, Deputy General Counsel  
Oakland Unified School District

  
James Harris  
President, Board of Education

  
Antwan Wilson  
Secretary, Board of Education

**MEMORANDUM OF AGREEMENT BETWEEN A NON-PROFIT ORGANIZATION  
AND SPECIFIC SCHOOL SITE**

**I. Parties**

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between Frick Impact Academy (SCHOOL) and Ever Forward - Siempre Adelante [CONTRACTOR—name of your organization].

WHEREAS, the CONTRACTOR's services or program described in this MOU will be provided at no cost to the SCHOOL, the students, or the parents; and BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said services/program to SCHOOL.

**II. Contractor's Services**

Directions: Please check all of the expectations or goals below that are in agreement with your program's services. This list is similar to the one you filled out on page 2 of the MOU with OUSD; however, this one is for the school site's information. You must fill out both.

- ☐ Ensure a high quality instructional core
- ☒ Develop student's social health/skills
- ☒ Develop student's emotional health
- ☐ Develop student's physical health
- ☒ Develop student's cognitive and academic skills
- ☒ Create equitable opportunities for learning
- ☐ Ensure, maintain, or support high quality and effective instruction
- ☒ Prepare students for success in college and careers
- ☒ Help ensure, create, and/or sustain safe, healthy and supportive schools
- ☐ Create accountability for quality
- ☒ Help create full service community schools in OUSD
- ☒ Increase, raise graduation rates
- ☐ Other: \_\_\_\_\_

**III. Time Commitment/Schedule**

Directions: Please attach a schedule that details the amount of time you will be at the school site and when. The schedule should detail the number of hours per day, number of days per week, number of weeks per month and so on, that you will be providing your services at the school. Both parties must agree to this schedule.

#### IV. Space

Check off all of the rooms or space at school that CONTRACTOR's will use to provide services at this school:

- ☐ Kitchen
- ☐ Cafeteria (without access to Kitchen equipment and facilities)
- ☐ Gym
- ☒ Classroom(s): (please list how many and which ones) 1 classroom designated by school
- ☐ Office(s)/Conference Room: (please list how many and which ones)
- ☐ Yard/Outdoor Play area
- ☐ Other: \_\_\_\_\_

#### V. Communication

Please identify a contact person for CONTRACTOR:

Name	Ashanti Branch, Executive Director
Address	1714 Franklin Street #100-337, Oakland, CA 94612
Phone Number	(510) 684-4842
E-mail	ashanti@everforwardclub.org

Please identify a contact person for the School site:

Name	Catherine Cotter, School Counselor
Address	2845 64th Avenue, Oakland, CA 94605
Phone Number	(510) 729-7736
E-mail	catherine.cotter@ousd.org

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.

By:  Dated: 10/21/16 (MM/DD/YYYY)

Site Principal or Contact Person

By:  Dated: 10/19/2016 (MM/DD/YYYY)

CONTRACTOR

### **Time Commitment/Schedule**

#### **Ever Forward Club at Frick Impact Academy**

The program requires 1.5 - 3.0 hours per week (depending on the planned activity or curriculum), once a week, with the Club ideally meeting after the last class period of the day. The day of the week the Club meets on campus is decided by Frick, as well as the time. This estimate excludes any special events that may be held on campus, such as a dinner or athletic activity, and would be separately authorized by Frick.

The program is designed to meet once a week beginning mid-September of the academic year and ending in May. Frick may designate which weeks are available for Club meetings and will otherwise control the meeting schedule.



October 19, 2016

Ms. Jaymie Lollie  
Community School Manager  
Frick Impact Academy  
Oakland Unified School District  
2845 64th Avenue, Oakland, CA 94605

RE: Proof of Fingerprinting and TB Tests

Dear Ms. Lollie,

Please be advised that Ever Forward-Siempre Adelante's policy is to require all staff working on-site at schools or having substantial contact with minors through our programs are required to submit to:

- The California DOJ and FBI Live Scan fingerprinting procedure;
- Tuberculosis testing; and
- A criminal history record check.

Intellicorp is our service provider for the criminal history background checks, and we have been authorized by the California DOJ to require LiveScan fingerprinting of staff pursuant to California Penal Code section 11105.3.

Don't hesitate to contact me at (415) 732-9520, or [mark@everforwardclub.org](mailto:mark@everforwardclub.org), should you have any questions or require additional information.

Sincerely,

Mark Hancock  
Chief Operating Officer

cc: Ashanti Branch, Executive Director



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/13/2016

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> Fidelity Insurance Service a member of United Valley 801 Allston Way Berkeley CA 94710		<b>CONTACT</b> NAME: Tracy White PHONE (A/C, No, Ext): (510) 548-8200 FAX (A/C, No): (510) 548-6145 E-MAIL ADDRESS: twhite@fidelityinsuranceservice.com	
<b>INSURED</b> Ever Forward - Siempre Adelante 1714 Franklin St #100-337 Oakland CA 94612		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: NIAC 99998 INSURER B: QBE Insurance Corporation 39217A INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: CL16101308237

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		201628026NPO	8/22/2016	8/22/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 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 type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ 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	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder is additional insured in regards to the operations of the insured as required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Oakland Unified School District  
Attn: Risk Management  
1000 Broadway Suite 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

Erik Holland/ERH

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October 19, 2016

Ms. Jaymie Lollie  
Community School Manager  
Frick Impact Academy  
Oakland Unified School District  
2845 64th Avenue, Oakland, CA 94605

RE: Statement of Qualifications

Dear Ms. Lollie,

Young men of color face disproportionately high rates of poverty, single-parent households, incarcerated or absentee fathers and dropping out of high school. The statistics tying these circumstances to incarceration and high school graduation rates, particularly when a father isn't present while growing up, are nothing less than alarming among African American and Latino men.

Researchers and educators have for years provided data that the warning signs of dropping out are apparent well before students actually leave school; often times showing up as early as the elementary or initial middle grades. These Early Warning Signs were identified by researchers from the Consortium on Chicago School Research, the Center for Social Organization of Schools at Johns Hopkins University, and the Philadelphia Education Fund set out to identify the most highly predictive factors of dropping out. They identified three key factors—the “ABCs”—that were better predictors of student outcomes than demographics or test scores: Attendance, Behavior, and Course passing/performance.<sup>1</sup>

Ever Forward - Siempre Adelante (EFSA) works at the intersection of Social Emotional Learning, Mentoring and Academic Advising. We aim to address the underlying causes of dropouts and the growing achievement gap of inner city youth in a preventive manner, as early as sixth grade. Our programs seek to improve every educational and personal relationship in a young man's life.

The Ever Forward Club program (Club) is a youth development and mentoring program for young men in grades six through twelve. The Club provides a safe space for young men to navigate life challenges and human emotions they are often not given the space, or the tools, to do so safely. Club objectives span across four development areas: *Academic, Social, Community* and *Family*. Moreover, the Club curriculum addresses a primary focus of EFSA's work, to create communities of young men who are setting and achieving goals inside and outside the classroom.

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<sup>1</sup> See Balfanz and Fox, Everyone Graduates Center, Johns Hopkins University, National Governors Association (July 2011), [nga.org/files/live/sites/NGA/files/pdf/1110EARLYDROPBALFANZ.PDF](http://nga.org/files/live/sites/NGA/files/pdf/1110EARLYDROPBALFANZ.PDF)



Clubs are lead by trained mentors and cultivate peer-to-peer interactions so the young men develop a reliable support network. This learning context encourages social-emotional development and facilitates Club members achieving their life goals. Young men develop increased self-awareness, self-management, social awareness, relationship skills, and responsible decision making.<sup>2</sup> The proof is in the outcomes; to date the Club program boasts a 100% high school graduation rate. *Our overarching Club program goals for 2016 - 2017 are establishing at least 10 Clubs in Bay Area schools, to support at least 200 young men of color, and maintaining our trend of 100% high school graduates.*

Sincerely,

Mark Hancock  
Chief Operating Officer

cc: Ashanti Branch, Executive Director

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<sup>2</sup> Collaborative for Academic, Social and Emotional Learning (CASEL), *Social and Emotional Learning Core Competencies*, [casel.org/social-and-emotional-learning/core-competencies/](http://casel.org/social-and-emotional-learning/core-competencies/)



October 19, 2016

Ms. Jaymie Lollie  
Community School Manager  
Frick Impact Academy  
Oakland Unified School District  
2845 64th Avenue, Oakland, CA 94605

RE: Scope of work

Dear Ms. Lollie,

Please allow the following to serve as the Ever Forward Club's scope of work for the 2016-2017 academic year.

The Ever Forward Club ("EFC") is committed to creating communities of middle school and high school students nationwide who are setting and achieving their goals both as students inside the classroom (and graduating from high school) and outside in the real world (becoming leaders in their neighborhoods).

EFC is a mentor-led, youth development program for middle school and high school students. EFC aims to address the underlying causes of dropouts, the growing achievement gap of inner city youth and youth violence in a preventive manner by providing them with a safe place to share their feelings and build character.

EFC objectives span across four development areas: Academic, Social, Community and Family.

- Academic: Achieve as close to 100% high school graduation as possible
- Social: Awaken the passion and purpose of young men
- Community: Create safe circles that bind students together to positively impact their community
- Family: Establish a network to support and engage EFC students

Weekly meetings are key to the success of the EFC program because we believe strong relationships are rooted in memories. We work to provide opportunities for students to build memories while in middle school and high school so that it becomes more difficult for them to drop out.

EFC curriculum includes the following components, for weekly meetings and other events,

- Game Time: Competition is an important element for young men. The purpose of game time is to build connections with brothers in the program.
- Snack Time: Connecting with one another over a snack or a team building activity centered around food. This is also an opportunity for young men to serve to others and to allow themselves to be served.
- Get Real Time: The core of our meeting. This is the time where young men are presented with a safe space to speak truthfully about what is really happening in their lives.



- **Gender Support:** We have learned anecdotally what research confirm: Boys and girls learn and grow differently. EFC provides a space for young men to process and talk about things that are important to them in their own, personal way.
- **Brotherhood:** EFC members go through a series of activities to learn more about each other soon after joining EFC. We believe that as young men begin to learn more about each other, and create stronger bonds by discovering that others are also dealing with similar challenges, they realize that they are not alone. and the likelihood of a student dropping out greatly diminishes. We study, eat, compete and celebrate together.
- **Rites of Passage:** All EFC members participate in at least one modern day "Rites of Passage" weekend, which brings together young men from various communities to voice concerns about being a man, learn skills, get their questions answered from elder men, and acquire leadership skills for successful adulthood.
- **College Exposure and Readiness:** The majority of EFC students will be the first in their family to go to college. EFC Mentors take these students to universities and colleges so they can see college students who look like them, see what college life is like, and become familiar with the admissions process.
- **Seminars and Workshops:** Youth are engaged throughout the year with various topical workshops and seminars led by EFC staff, including "Fixed vs. Growth" mindset, goal setting, personality typing, college research, selecting the right college, SAT prep, What does it mean to be a MAN? and "The Man Box" - Acceptable vs. Unacceptable emotions for men.
- **Family Potlucks:** Family participation is very important and key to building community between the parents of the young men in the program, as well as to ensure that our students have support at home.

Expected outcomes for the EFC program:

- Significantly higher graduation rate among Club members
- Club members will be cognitively, physically, socially and emotionally ready to learn
- Club members read at grade level and are safe from violent crime
- Club Alumni complete post-secondary education or training and are employed

Don't hesitate to contact me at (415) 732-9520, or [mark@everforwardclub.org](mailto:mark@everforwardclub.org), should you have any questions or require additional information.

Sincerely,

Mark Hancock  
Chief Operating Officer

cc: Ashanti Branch, Executive Director

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