Board Office Use: Legislati	ve File Info.
File ID Number	20-0953
Introduction Date	6/3/20
Enactment Number	20-0888
Enactment Date	6/10/2020 lf



Aemo						
То	Board of Education					
From	Kyla Johnson-Trammell, Superintendent					
	Martha Pena, Coordinator, After School Programs					
Board Meeting Date	June 3, 2020					
Subject	Amendment No. 3 to Memorandum of Understanding					
	Contractor: East Bay Asian Youth Center					
	Services For: Roosevelt Middle School					
Action Requested	Approval by the Board of Education of Amendment No. <u>3</u> to					
and	Memorandum of Understanding between					
Recommendation	Oakland Unified School District and East Bay Asian Youth Center					
	Oakland, CA , for the latter to					
	alter MOU scope of work to provide services in a manner consistent with local shelter-in-place orders as outlined in attached COVID amendment for the after school program at Roosevelt Middle School for the period of August 1, 2019 through July 31, 2020, with the continued MOU not to exceed amount of \$394,019.00. All other terms and conditions remain in full force and effect					
	for the period of <u>August 1, 2019</u> through <u>July 31, 2020</u> in an amount not to exceed 394,019					
Prior Contract	The Agreement was previously approved by the Board on <u>June 26,2019</u> (Enactmen No. <u>19-1095</u>).					
Prior Contract Modification						
	No. <u>19-1095</u>). This amendment modifies the scope of work.					
Modification	No. <u>19-1095</u>). This amendment modifies the scope of work. All other provisions remain the same. Was this contract competitively bid? No If no, exception:					
Modification	No. <u>19-1095</u>). This amendment modifies the scope of work. All other provisions remain the same. Was this contract competitively bid? No					
Modification Competitively Bid	No. <u>19-1095</u>). This amendment modifies the scope of work. All other provisions remain the same. Was this contract competitively bid? ^{No} If no, exception:					

Board Office Use: Legisla	ative File Info.
File ID Number	20-0953
Introduction Date	6/3/20
Enactment Number	20-0888
Enactment Date	6/10/2020 lf



AMENDMENT NO. 3 TO

Memorandum of Understanding

This Amendment amends Memorandum of Understanding Unified School District (OUSD) and East Bay Asian Youth Center (Contractor) entered into on	between Oakland ree to amend that
1. Services: The scope of work is <u>unchanged</u> . The scope of work has <u>changed</u> : If the scope of work has changed: Provide brief description of revised scope of work including measure expected final results, such as services, materials, products, and/or reports; attach additional pages and <u>Revised scope of work attached</u> . OR CONTRACTOR agrees to provide the following and Contractor will alter MOU scope of work to provide services in a manner consistent with local shelter-in-place attached COVID amendment for the after school program at Roosevelt Middle School.	urable description of is necessary.
2. Term (duration): The term of the contract is <u>unchanged</u> . The term of the contract ha	s <u>changed</u> .
If the term has changed: The contract term began on <u>August 1, 2019</u> and expires on extend the contract through <u>July 31, 2020</u> .	The parties agree to
3. Compensation: The contract price is <u>unchanged</u> . The contract price has <u>chan</u>	ged.
If the compensation has changed: The contract price is amended by	
Increase of \$to original contract amount.	
Decrease of \$to original contract amount.	
The new contract total is Three Hundred Ninety Four Thousand, Nineteen Dollars (394,019)

- 4. Remaining Provisions: All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.
- 5. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<u>https://www.sam.gov/</u>).

PO No. PO20-03295

Req No.

Amendment

6. Approval: Approval requires signature by the Board of Education and/or the Superintendent as its designee. This Amendment shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DISTRICT		CONTRACTOR	
Joy that	6/11/2020	David kakishiba	5/5/2020
President, Board of Education Superintendent Chief or Deputy Chief	Date	Contractor Signature David Kakishiba	Date Executive Director
Jef. Africante	6/11/2020	Print Name, Title	
Secretary, Board of Education	Date		

Form approved by OUSD General Counsel for 2018-19 FY

FOR OUSD PURPOSES ONLY - The following information is not part of the Contract.

Se Pro	rvices above original contract cannot be provide ocurement.	OUSD Inte d before the	ernal Routing amendment is fully ap	pproved and the PO amou	unt is increased
1.	Administrator/Manager	-DocuStanet by	ure - Approved	Denied - Reason	Date
2.	Resource Manager (if restricted funds)	Uifford How	Developed by:		5/4/2020
•	Network Superintendent/Executive Director	Mark Tridett	Martina Pena		5/6/2020
	Chief/Deputy Chief Legal (if increase takes contract above \$90,200)	E SCIENCE ADDIAGE	Sendra Agulera		5/6/2020
	Superintendent, Board of Education	Signature	n the legal contract		

Alignment with Single Plan for Student Achievement - SPSA (required if using State or Federal Funds)

Please select:

Action Item included in Board Approved SPSA (no additional documentation required)-Item Number:_

- Action Item added as modification to Board Approved SPSA Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 - Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification а. date, school site name, both principal and school site council chair initials and date.
 - b. Meeting announcement for meeting in which the SPSA modification was approved. C. .
 - Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 - d. Sign-in sheet for meeting in which the SPSA modification was approved.

Amendment No. 3 – Memorandum of Understanding VendorID: <u>001474</u> Vendor Name: <u>East Bay Asian Youth Center</u> After School Program – Roosevelt Middle School

COVID Amendment

This Amendment modifies the attached Agreement, incorporated herein by reference, between the Oakland Unified School District ("OUSD") and [East Bay Asian Youth Center] ("CONTRACTOR", together with OUSD, "PARTIES").

- A. Recitals. Both OUSD and CONTRACTOR agree to the following recitals:
 - On Friday, March 13, 2020 at 6:00pm, OUSD ceased in-person instruction at all OUSD school sites. Subsequently, OUSD cancelled in-person instruction for the remainder of the school year.
 - The Alameda County Public Health Officer issued a number of shelter-in-place orders that prohibited non-essential work and travel. These effectively prohibited, among other things, non-essential work and travel as well as in-person instruction at all OUSD school sites.
 - The Governor issued a series of Executive Orders that directed "all individuals living in the State of California to stay home or at their place of residence." As with the orders by the Alameda County Public Health Officer, these Executive Orders also prohibited non-essential work and travel as well as in-person instruction at all OUSD school sites.
- B. **Term**. Unless the term of the Agreement ends on or after August 15, 2020, the Agreement is hereby modified to authorize OUSD, at its sole discretion, to extend the term to any date up to and including August 15, 2020; provided that OUSD may only extend the term if CONTRACTOR is unable to perform under the Agreement, as modified herein, for all or part of the time that in-person instruction is prohibited. OUSD may only extend the term for the length of time that CONTRACTOR was unable to perform due to the effective prohibition against in-person instruction.
- C. **Scope of Work**. The scope of work described in the Agreement is hereby modified to enable CONTRACTOR to provide the services described in the Agreement by any means that are consistent with COVID-19-related local, state, and federal orders (including, but limited to, those referenced above in the Recitals), provided that OUSD agrees, in writing, that doing so will provide a meaningful benefit to OUSD. Only a site administrator or central office OUSD employee may give such written permission.
- D. Invoicing. The Agreement is modified such that, for services performed on or after March 14, 2020 and that are permitted by Paragraph C above, CONTRACTOR must first receive written permission from OUSD to invoice OUSD for such services. Only a central office OUSD employee may give such written permission; an OUSD employee assigned to a school site may not give such written permission. Any invoice submitted pursuant to this paragraph must, at a minimum, include the following for each date (on or after March 14, 2020) on which an invoiced service was performed: the date and the length of time; a description of the service performed; a description of the individual(s) who performed the service; the medium by which the service was performed (e.g., virtually); and whom at OUSD received and benefited from the service. At its discretion, OUSD may require additional information included in an invoice.

E. Electronic Signatures. This Amendment and all future amendments and supplements to the Agreement may be executed in one or more counterparts, all of which shall constitute one and the same amendment. Any counterpart may be executed and delivered by facsimile or other electronic signature (including portable document format) by either of the parties and, notwithstanding any statute or regulations to the contrary (including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom), the counterpart shall legally bind the signing party and the receiving party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received. This section constitutes a waiver by each party of the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations are provided to be and the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations including, but not limited to, Government Code section 16.5 and the regulations including, but not limited to, Government Code section 16.5 and the regulations including, but not limited to, Government Code section 16.5 and the regulations including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom.

OAKLAND UNIFIED SCH	IOOL DISTRICT	CONTRACTOR	
Sondra Aguilera	5/6/2020	David kakishiba	5/5/2020
Chief or Deputy Chief	Date	Contractor Signature	Date
<u>Sondra Aguilera, Chief A</u> Print Name, Title	cademic Officer	<u>David Kakishiba, Exec</u> Print Name, Title	utive Director
Jody London President	Date		
Kyla Johnson-Trammell Secretary	Date		

Previously approved as to form by OUSD General Counsel



OAKLAND UNIFIED SCHOOL DISTRICT

ols, Thrising Students

AMENDMENT ROUTING FORM 2018-2019

Amendment No. 3 to Memorandum of Understanding

Directions

Services beyond the original contract cannot be provided until the amendment is fully approved and PO is increased by Procurement.

- 1. To be eligible for an amendment, term end date of the contract cannot not be expired. If expired, a new contract is necessary.
- 2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- 3. If contract total amount has increased, the scope of work must change.

OUSD contract originator creates new requisition with the original PO number referenced in the item description. 4.

- When the contract amendment is approved, Procurement will add additional funds to the original Purchase Order.
- Attachment 0 Checklist ø
- Contract amendment packet including Board Memo and Amendment Form Board approved copy of the original contract and any prior Amendments.

	Co	ntractor Information	1200				
Contractor Name	East Bay Asian Youth Center	Contractor's Co	ontact	David Kakishiba			
OUSD Vendor ID #	001474	Title		Executive Director			
Street Address	2025 East 12th St	City, State		Ochland On		0.1000	
Telephone	(510) 533-1092		1	ebayc.org	Zip Code	94606	

		Compensati	on and Terms		and the second second
Current Contract Amount	\$394,019.00	OUSD Vendor ID #	001474	Start Date of Original Contract	8/1/2019
Amount of Increase		Original PO #	PO20-03295	Current Term End Date	7/31/2020
Amount of Decrease		New Requisition #		New Term End Date*	
New Total Contract Amount	394,019	% Change	0	*Must be no more than five years from the start date	

Requisition No.	ou are planning to multi-fund a contract using LEP funds, Budget Number	Resource Name	Amount
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

-		Contract History	
	OUSD Enactment #		
Agreement	19-1095	19-1202 Memorandum of Understanding - East Bay Asian Youth Center - A	Contract Amount
Amend #	OUSD Enactment #	General Description of D	and the second se
1	20-0029	Adding staff, increasing student participation, fuding for field trips	Increase/Decrease Amount
2	20-0269	Reduce agency funded and his	\$19,767.00
	20-0203	Reduce agency-funded academic support to add OUSD teacher academic	-\$8,316.00
			-

		0	USD Contrac	t Originator Inform	nation	le la			
-	me of OUSD Contact	Clifford Hong				Email	clifford	hong	@ousd.or
Site	/Dept. Name	Roosevelt Middle School			Site			Phone	510-535-2877
Ser	vices above original co	Approva	al and Routi	ng (in order of app	rovals	steps)			
	1	intract cannot be provided be	Signa	nument is fully appro iture - Approved	oved an		D amoun		
1,	Administrator/Ma	nager	alifford Hong						Date 5/4/2020
2.	Resource Manager	(if restricted funds)	Cantonexistroacs	Martia Pina					5/5/2020
3.	Network Superinte	ndent/Executive Director	Doubligreet by:	BLAYTUA PLINA	-				
4.	Chief/Deputy Chief		Mark Triplett	-Doublighed by.					5/6/2020
5.		kes contract above \$92,600)		Soudra Aguilera	-				5/6/2020
		ard of Education							

Procurement-Date Received:

THIS FORM IS NOT A CONTRACT

Rev. 1/11/19

Board Office Use: Legislative File Info.				
File ID Number	20-0125			
Introduction Date	2/12/20			
Enactment Number	20-0269			
Enactment Date	2/26/2020 os			



Memo											
То	Board of Education										
From	Kyla Johnson-Trammell, Superintendent										
	Martha Pena, Coordinator, After School Programs										
Board Meeting Date	February 12, 2020										
Subject	Amendment No. 2_ to Memorandum of Understanding										
	Contractor: East Bay Asian Youth Center										
	Services For: Roosevelt Middle School										
Action Requested and	Approval by the Board of Education of Amendment No. 2 to Memorandum of Understanding between										
Recommendation	Oakland Unified School District and East Bay Asian Youth Center										
	Oakland, CA , for the latter to										
	reduce funding for agency-funded academic support positions so school site can hire Roosevelt teachers on extended contracts to support academic needs of students participating in the After School Program at Roosevelt Middle School for the period of August 1, 2019 through July 31, 2020, in the reduced amount of \$8,316.00, decreasing the MOU not to exceed amount from \$402,335.00 to \$394,019.00. All other terms and conditions of the MOU remain in full force and effect										
	for the period of <u>August 1, 2019</u> through <u>July 31, 2020</u> in an amount not to exceed <u>394,019</u> .										
Prior Contract	The Agreement was previously approved by the Board on <u>June 26,2019</u> (Enactment No. <u>19-1095</u>).										
Modification	This amendment modifies the scope of work and compensation. All other provisions remain the same.										
Competitively Bid	Was this contract competitively bid? ^{No} If no, exception:										
Fiscal Impact	Funding resource(s): After School Education and Safety (ASES/6010)										
Attachments	 Contract Amendment Copy of original contract and all prior amendments (if any) 										

Board Office Use: Leg	sislative File Info.	
File ID Number	20-0125	
Introduction Date	2/12/20	
Enactment Number	20-0269	
Enactment Date	2/26/2020 os	



AMENDMENT NO. 2 TO

Memorandum of Understanding

This Amendment amends Memorandum of Understanding between C Unified School District (OUSD) and East Bay Asian Youth Center between C (Contractor) entered into on June 26, 2019 (OUSD Enactment No. 19-1095). The parties agree to ame Agreement as follows: Image: Contractor of the parties agree to ame	
1. Services: ☐ The scope of work is <u>unchanged</u> . ✓ The scope of work has <u>changed</u> . If the scope of work has changed: Provide brief description of revised scope of work including measurable descreexpected final results, such as services, materials, products, and/or reports; attach additional pages as necessary. <u>Revised scope of work attached</u> . OR ✓ CONTRACTOR agrees to provide the following amended services result reduce funding for agency-funded academic support positions so school site can hire Roosevelt teachers of extended contracts to support academic needs of students participating in the After School Program at Roosevelt Middle	y. vices:
2. Term (duration): The term of the contract is <u>unchanged</u> . The term of the contract has <u>changed</u> .	
If the term has changed: The contract term began on <u>August 1, 2019</u> and expires on The parties a extend the contract through <u>July 31, 2020</u> .	agree to
 3. Compensation: ☐ The contract price is <u>unchanged</u>. If the compensation has changed: The contract price is amended by ☐ Increase of \$ to original contract amount. ☑ Decrease of \$8,316 to original contract amount. The new contract total is <u>Three Hundred Ninety Four Thousand, Nineteen</u> Dollars (<u>394,019</u>) 	

- Remaining Provisions: All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.
- 5. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (https://www.sam.gov/).

PO No. PO20-03295

Req No.

6. Approval: Approval requires signature by the Board of Education and/or the Superintendent as its designee. This Amendment shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DIS	TRICT	CONTRACTOR	
poly that	2/27/2020	David kakishiba	1/15/2020
X President, Board of Education	Date	Contractor Signature	Date
Superintendent Chief or Deputy Chief		David Kakishiba	Executive Director
Jef. Rf have	2/27/2020	Print Name, Title	
Secretary, Board of Education	Date		

Form approved by OUSD General Counsel for 2018-19 FY

FOR OUSD PURPOSES ONLY - The following information is not part of the Contract.

1925		OUSD Inte	ernal Routing		
Se Pro	rvices above original contract cannot be provide ocurement.	d before the	amendment is fully ap	proved and the PO amou	unt is increased b
-		Signat	ure - Approved	Denied - Reason	Date
1.	Administrator/Manager	DecuSigned by:		incusori	1/15/2020
2.	Resource Manager (if restricted funds)	ABDBSCA257704CS	Docusioned by. Martha Pina		1/15/2020
3.	Network Superintendent/Executive Director	DocuSigned by:	6798480C2A184D2		1/20/2020
4.	Chief/Deputy Chief	Mark Tridett EDG18A2F482C165	DocuSigned by:		1/21/2020
5.	Legal (if increase takes contract above \$90,200)		Sandra Aguilera		1/21/2020
6.	Superintendent, Board of Education	Signature	n the legal contract		

Alignment with Single Plan for Student Achievement – SPSA (required if using State or Federal Funds) Please select:

Action Item included in Board Approved SPSA (no additional documentation required)-Item Number:_

- Action Item added as modification to Board Approved SPSA Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 - a. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 - b. Meeting announcement for meeting in which the SPSA modification was approved.
 - c. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 - d. Sign-in sheet for meeting in which the SPSA modification was approved.

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	Program Assistant (37 weeks, 25 hours per weak, \$25.72 per 5825 [hour]	121		22,050.00	+ +		22,050.00	-	34 214	19	141	- in 11			44,100.		1	
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	ABES MATCH REQUIREMENT.	10-1-1-	2013年															
100	ASES requires a 3:1 match for every grant sward doilar awarded	1.5	12															
	Total Match amount required for this grant		98,949,01															
-	Facilities count loward 25% of this match requirement		24,737.25															
	Remaining match amount required:		74,211.76															
5	Match should be met by combined OFCY funds, other site funds,																	
	private collars, and in-kind resources. This total equals:		0.00															
	Fotal Match amount left to meet:		74,211.75															
Req	Ind Signatures for Budget Approval:/										-		T. State					
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AMENDMENT ROUTING FORM 2018-2019

Amendment No. 2 to Memorandum of Understanding

Directions

Services beyond the original contract cannot be provided until the amendment is fully approved and PO is increased by Procurement.

- 1. To be eligible for an amendment, term end date of the contract cannot not be expired. If expired, a new contract is necessary.
- 2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- 3. If contract total amount has increased, the scope of work must change.

OAKLAND UNIFIED

SCHOOL DISTRICT

4. OUSD contract originator creates new requisition with the original PO number referenced in the item description.

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

- Attachment Checklist
- Contract amendment packet including Board Memo and Amendment Form • Board approved copy of the original contract and any prior Amendments.

	Co	ntractor Information						
Contractor Name East Bay Asian Youth Center		Contractor's Co	ontact	David Kakishiba				
OUSD Vendor ID #	001474	Title		Executive Director				
Street Address	2025 East 12th St	City, State	Ophland CA					
Telephone	(510) 533-1092		iunii@	ebayc.org	Zip Code	94606		

		Compensati	on and Terms		Television and the
Current Contract Amount	\$402,335.00	OUSD Vendor ID #	001474	Start Date of Original Contract	8/1/2019
Amount of Increase		Original PO #	0000 0000	Current Term End Date	7/31/2020
Amount of Decrease	-8,316	New Requisition #		New Term End Date*	113 112020
New Total Contract Amount	394,019	% Change	-2.07	*Must be no more than five years from	n the start data

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

Requisition No.	Budget Number	Resource Name	
		Nesource Name	Amount
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

0	01100 5	Contract History	
	OUSD Enactment #		Contract Amount
Agreement	19-1095	19-1202 Memorandum of Understanding - East Bay Asian Youth Center 📷	\$382,568.00
Amend # 0	OUSD Enactment #	General Description of Person for A	
1	20-0029	Adding staff, increasing student participation, fuding for field trips	Increase/Decrease Amount \$19,767.00
			+.0,.07.00

	OUSD Contract O	riginator Informatio	n	10.000		and a second second
Name of OUSD Contact			Email	clifford.	2000	<u> </u>
Site/Dept. Name	Roosevelt Middle School	Site	1		T	@ousd.org
		510	2 # 21,	2	Phone	510-535-2877

	Approva	al and Routing (in order of approv	val steps)	
Ser	vices above original contract cannot be provided be	fore the amendment is fully approve	d and the PO amount is increase	ed by Procurement
1.		Signature - Approved	Denied - Reason	Date
	Administrator/Manager	alifford House		1/15/2020
2.	Resource Manager (if restricted funds)	480830A257704CS Docusigned by. Matthe Pera		1/15/2020
3.	Network Superintendent/Executive Director	Docusigned by: Mark Tright		1/20/2020
4.	Chief/Deputy Chief	E3018A2F4820455 DocuSigned by:		1/21/2020
5.	Legal (if increase takes contract above \$92,600)	Sondra Aquilera		1/21/2020
6.	Superintendent, Board of Education	Signature on the legal contract		

Procurement-Date Received: _____

THIS FORM IS NOT A CONTRACT

Board Office Use: Legislative File Info.File ID Number19-2317Introduction Date1/8/20Enactment Number20-0029Enactment Date1/8/2020 e	ative File Info.
File ID Number	19-2317
Introduction Date	1/8/20
Enactment Number	20-0029
Enactment Date	1/8/2020 er



Nemo	
То	Board of Education
From	Kyla Johnson-Trammell, Superintendent
	Martha Pena, Coordinator, After School Programs
Board Meeting Date	January 8, 2020
Subject	Amendment No. <u>1</u> to Memorandum of Understanding
	Contractor: East Bay Asian Youth Center
	Services For: Roosevelt Middle School
Action Requested and Recommendation	<u>Approval</u> by the Board of Education of Amendment No. <u>1</u> to <u>Memorandum of Understanding</u> between Oakland Unified School District and <u>East Bay Asian Youth Center</u>
	<u>Oakland, CA</u> , for the latter to fund one additional Academic Mentor to serve up to 20 additional youth. Contractor will also add numerous field trips throughout the year, providing greater educational enrichment and community-building opportunities for students participating in the After School Program at Roosevelt Middle School for the period of August 1, 2019 through July 31, 2020, in the additional amount of \$19,767.00, increasing the MOU not to exceed amount from \$382,568.00 to \$402,335.00. All other terms and conditions of the MOU remain in full force and effect
	for the period of <u>August 1, 2019</u> through <u>July 31, 2020</u> in an amount not to exceed 402,335
Prior Contract	The Agreement was previously approved by the Board on <u>June 26,2019</u> (Enactment No. <u>19-1095</u>).
Modification	This amendment modifies the scope of work and compensation. All other provisions remain the same.
Competitively Bid	Was this contract competitively bid? ^{No}
Fiscal Impact	If no, exception: Funding resource(s): After School Education and Safety (ASES/6010)
Attachments	 Contract Amendment Copy of original contract and all prior amendments (if any)

Board Office Use: Legi	slative File Info.
File ID Number	19-2317
Introduction Date	1/8/20
Enactment Number	20-0029
Enactment Date	1/8/2020er



AMENDMENT NO. 1 TO

Memorandum of Understanding

This Amendment amends		between Oakland
Unified School District (OUSD) and E	ast Bay Asian Youth Center	
	ine 26, 2019 (OUSD Enactment No. <u>19-</u>	<u>1095</u>). The parties agree to amend that
Agreement as follows:		
If the scope of work has changed: expected final results, such as serv	Provide brief description of revised scope o ices, materials, products, and/or reports; at	ach additional pages as necessary.
Contractor will fund one additional Ac	attached. OR 🔽 CONTRACTOR agrees to p cademic Mentor to serve up to 20 additional your preater educational enrichment and community carm at Roosevelt Middle School	uth. Contractor will also add numerous field
participating in the Arter School Hogi	an at Rooseven middle School.	
2. Term (duration): 🗹 The ter	m of the contract is <u>unchanged</u> .	erm of the contract has <u>changed</u> .
If the term has changed: The contr extend the contract throughJuly 3	ract term began on <u>August 1, 2019</u> and expir 31, 2020	es on The parties agree to
3. Compensation: The cor	ntract price is <u>unchanged</u> .	contract price has <u>changed</u> .
If the compensation has changed:	The contract price is amended by	
	9,767 to original contract amount	
	to original contract amoun	
The new contract total is Four Hund	red Two Thousand, Three Hundred Thirty Five	Dollars ()

- 4. **Remaining Provisions**: All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.
- 5. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<u>https://www.sam.gov/</u>).

PO No. PO20-02288

Amendment

6. Approval: Approval requires signature by the Board of Education and/or the Superintendent as its designee. This Amendment shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DISTRICT		CONTRACTOR	
Joy that	1/9/2020	David tzakisluiba	11/6/2019
X President, Board of Education	Date	ContractoreSignatore	Date
Superintendent		David Kakishiba	Executive Director
Chief or Deputy Chief			
Jef & have	1/9/2020	Print Name, Title	
Secretary, Board of Education	Date		

Form approved by OUSD General Counsel for 2018-19 FY

FOR OUSD PURPOSES ONLY - The following information is not part of the Contract.

		OUSD Internal Routing		
Ser Pro	vices above original contract cannot be provide ocurement.	d before the amendment is fully a	oproved and the PO amou	int is increased by
		Signature - Approved	Denied - Reason	Date
1.	Administrator/Manager	and the second s		11/6/2019
2.	Resource Manager (if restricted funds)	ABCREDO 2007 TO ACE Decologinal by: Martia Pena		11/6/2019
3.	Network Superintendent/Executive Director	Boautigned by: 076648000224 10412		11/19/2019
4.	Chief/Deputy Chief	E3C18A2F482Ce55 DocuSigned By:		12/2/2019
5.	Legal (if increase takes contract above \$90,200)	- โอนสาร ริกมร์เราะ อยาวเสียยวงกษ์ต		
6.	Superintendent, Board of Education	Signature on the legal contract		

Alignment with Single Plan for Student Achievement - SPSA (required if using State or Federal Funds)

Please select:

Action Item included in Board Approved SPSA (no additional documentation required)-Item Number:_

Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

a. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.

b. Meeting announcement for meeting in which the SPSA modification was approved.

c. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.

d. Sign-in sheet for meeting in which the SPSA modification was approved.

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OAKLAND UNIFIED SCHOOL DISTRICT

AMENDMENT ROUTING FORM 2018-2019

Amendment No. 1 to Memorandum of Understanding

Directions

Services beyond the original contract cannot be provided until the amendment is fully approved and PO is increased by Procurement.

- 1. To be eligible for an amendment, term end date of the contract cannot not be expired. If expired, a new contract is necessary.
- 2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- 3. If contract total amount has increased, the scope of work must change.

4. OUSD contract originator creates new requisition with the original PO number referenced in the item description. When the contract amendment is approved, Procurement will add additional funds to the <u>original</u> Purchase Order.

- Attachment Checklist
- Contract amendment packet including Board Memo and Amendment Form
 Board approved copy of the original contract and any prior Amendments.

	Co	ntractor Information								
Contractor Name	East Bay Asian Youth Center	Contractor's Cont	act David Kakishiba	David Kakishiba						
OUSD Vendor ID #	ndor ID # 001474 Title		Executive Director	Executive Director						
Street Address	2025 East 12th St	City, State	Oakland, CA	Zip Code	94606					
Telephone	(510) 533-1092	Email (required) ju	inji@ebayc.org							

		Compensati	on and Terms		
Current Contract Amount	\$382,568.00	OUSD Vendor ID #	001474	Start Date of Original Contract	8/1/2019
Amount of Increase	19,767	Original PO #	PO20-02288	Current Term End Date	7/31/2020
Amount of Decrease		New Requisition #	VR20-04342	New Term End Date*	
New Total Contract Amount	402,335	% Change	5.17	*Must be no more than five years from the start do	

Requisition No.	Budget Number	Resource Name	Amount
VR20-04342	010-6010-0-1110-4000-5825-212-2120-1553-9999-99999	ASES	\$ 19,767.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

Contract History						
	OUSD Enactment #	Exact Name of Contract	Contract Amount			
Agreement	19-1095	19-1202 Memorandum of Understanding - East Bay Asian Youth Center	\$382,568.00			
Amend #	OUSD Enactment #	General Description of Reason for Amendment	Increase/Decrease Amount			

		OL	ISD Contract Originator Inform	nation	1			
Nan	ne of OUSD Contact	Clifford Hong			Email	clifford.	iong	@ousd.org
Site/Dept. Name Roosevelt Middle School				# 21.		Phone	510-535-2877	
		Approve	and Routing (in order of app	oroval	steps)			
Serv	vices above original c	ontract cannot be provided be	fore the amendment is fully appr	oved a	nd the P	O amount i	is increase	d by Procurement.
			Signature - Approved		D	enied - Rea	son	Date
1.	· Administrator/Manager		Clifford Hours					11/6/2019
2.	Resource Manager (if restricted funds)		Marting Ping					11/6/2019
3.	Network Superintendent/Executive Director		0798453CZA:84D2 Decutory by: Mark Thiglett					11/19/2019
4.	Chief/Deputy Chie	f	Discribigant by: ESCIENTERE					12/2/2019
5.	Legal (if increase ta	akes contract above \$92,600)	BUTZCHROMADIO					
6.	Superintendent, B	oard of Education	Signature on the legal contract					

Procurement-Date Received:

Board Office Use: Legis	lative File Info.	
File ID Number	19-1202	
Introduction Date	6/26/19	
Enactment Number	19-1095	
Enactment Date	6/26/19 er	



Memo

Board of Education
Kyla Johnson-Trammell, Superintendent
Andrea Bustamante, Executive Director, Community Schools & Student Services
Martha Pena, Coordinator, After School Programs
<u>June 26, 2019</u>
Memorandum of Understanding
Contractor: East Bay Asian Youth Center
Services For: Roosevelt Middle School

Action Requested and Recommendation

Approval by the Board of Education of Memorandum of Understanding between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to serve as lead agency for program coordination, math intervention, homework support, student supervision and a variety of enrichment services, as described in the MOU, for Roosevelt Middle School's comprehensive After School Program, for the period of August 1, 2019 through July 31, 2020, in an amount not to exceed \$382,568.00.

Background

(Why do we need these services? Why have you selected this vendor?) The After School Education and Safety (ASES) is the result of the 2002 voter approved initiative, Proposition 49. This proposition amended California Education Code 8482 to expand and rename the former Before and After School Learning and Safe Neighborhood Partnerships Program. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe, constructive alternatives for students in kindergarten through ninth grade. The ASES program is defined within the language of SB 638 and Education Code (EC) sections 8482 and 8484.6.

The general purpose of the 21st Century Community Learning Centers (21st CCLC) program is to establish or expand community learning centers that provide students with academic enrichment opportunities along with activities designed to complement the students' regular academic program. California Education Code (EC) section 8421 further defines the purpose of the 21st CCLC High School ASSETS program as (1) creating incentives for establishing locally driven after school enrichment programs that partner schools and communities to provide academic support and safe, constructive alternatives for high school pupils in the hours after the regular school day, and (2) assisting pupils in passing the high



school exit examination for public school programs. This organization has demonstrated experience and capacity in serving in the after school lead agency role. This organization successfully met all of the requirements of OUSD's Request for Qualifications process and has been approved as a qualified lead agency partner by the OUSD Expanded Learning Office. **Competitively Bid** Was this contract competitively bid? No If no, exception: **Fiscal Impact** Funding resource(s): 6010/After School Education and Safety (ASES) Grant; 4124/21st Century Community Learning Centers Grant Attachments Memorandum of Understanding . **Program Plan and Budget** a: Certificate of Insurance •

Statement of Qualifications

After School Template for Elementary and Middle Schools Memorandum of Understanding 2019-2020 Between Oakland Unified School District and East Bay Asian Youth Center

- 1. Intent. This Memorandum of Understanding ("MOU") establishes the Oakland Unified School District's ("OUSD") intent, contingent upon OUSD's receipt of California Department of Education and/or U.S. Department of Education after school grant funds, to contract with East Bay Asian Youth Center ("AGENCY") to serve as the lead agency to provide after-school and/or summer educational programs and to serve a sufficient number of students and run services for a sufficient number of days to earn the core grant allocation of funding at 212/Roosevelt Middle School _ under the following grants:
 - After School Education and Safety Program ("ASESP")
 - California Department of Education ("CDE") 21st Century Community Learning Center (21st CCLC)
 - Oakland Fund for Children and Youth This MOU will also outline services provided on OUSD school grounds through the Oakland Fund for Children and Youth ("OFCY") After-School Initiative funds that shall be utilized as matching funds to CDE ASESP and 21st CCLC funds.
 - Private grants
- 2. Term of MOU. The term of this MOU shall be August 1, 2019 through July 31, 2020. The term may be extended by written agreement of both parties.
- 3. Termination by OUSD. OUSD may at any time terminate this MOU for any or no reason upon not less than five (5) days written notice to AGENCY. OUSD shall compensate AGENCY for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this MOU for cause should AGENCY fail to perform any part of this MOU. In the event of termination for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, AGENCY shall pay the additional cost.

a) No Premature Termination by AGENCY AGENCY hereby certifies that it is willing and able to provide required services for the full term of the MOU. AGENCY will not be permitted to unilaterally terminate the MOU or cease providing required services prior to completing the full term unless OUSD approves any change and/or unless OUSD deems immediate removal of AGENCY is necessary for cause. In the event AGENCY ceases to provide required services prior to the end of the MOU term, or is terminated for cause, OUSD may secure the required services from another contractor. If OUSD's cost of procuring services from another contractor. If OUSD's cost of procuring services from another contractor exceeds the cost of providing the services pursuant to this MOU, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost. If OUSD suffers any loss of funding or other program consequences attributable to AGENCY's premature termination, AGENCY shall pay any additional cost in addition to any damages otherwise due under this MOU.

b) Advance Notice by AGENCY for Coming School Year. AGENCY must provide advance notice to Principal and OUSD After School Programs Office by the end of the first semester if AGENCY cannot continue providing after school lead agency services for the succeeding school year. This date allows the school site to have sufficient time to find a new lead agency partner, and enables OUSD to work to preserve after school grant funding (including OFCY city funding) for the school.

4. Compensation. Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education after school grant funds and subject to grant funding levels, the ASES and 21st CCLC grant award amount for <u>East Bay Asian Youth Center</u> is <u>382,568.00</u>, AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:

- 4.1. Total Compensation. Subject to the provisions of 4.2 Positive Attendance and the provisions of 4.3 Administrative Fee and subject to AGENCY compliance with MOU requirements, AGENCY shall receive the amount of the grant award less OUSD's administrative fees and other site costs agreed to by the Site Administrator and AGENCY. Penalties may be assessed or payments withheld for non-compliance, including but not limited to MOU requirements, attendance reporting, fiscal invoicing, full participation at OUSD required meetings and trainings and in continuous quality improvement efforts.
- 4.2. Positive Attendance. Payment for services rendered related to the ASESP and 21st CCLC grants shall be based on actual student attendance rates (\$8.19 a day per student through ASESP and \$7.50 a day per student through 21st CCLC), not estimates, as those programs are "positive attendance based." OUSD reserves the right to modify the annual core allocation based on reported attendance. In the event that payments made to AGENCY exceed the reported attendance for the Core grant, the AGENCY will return payments to OUSD at the rate of \$8.19 a day for ASESP and \$7.50 a day for 21st CCLC per student. Documentation of attendance must be submitted through the OUSD/OFCY attendance systems in order for invoices for payment of services for the ASESP and 21st CCLC grants to be processed. Exhibit A ("Attendance Reporting Schedule 2019-2020")
 - 4.2.1. Reconciliation Process for Positive Attendance Based Grant Funds. OUSD will adjust the payment of the "positive attendance based" grants based on quarterly review of monthly invoices and attendance for services rendered related to the ASESP, 21ST CCLC (Core Grant) for any adjustments resulting from the reconciliation of the attendance reports for that quarter's months. The attendance reconciliation process will assess the program's performance with respect to the required compliance with the grant mandated attendance rates. Based on the review, financial adjustments of additional payment or additional withholding will be made. Any remaining balance(s) will be forwarded to AGENCY or OUSD. Any adjustment required in excess of the withholding will necessitate additional adjustments to future invoices and payments.
 - 4.2.2. Administrative Charges and Reconciliation. Reconciliation process for positive attendance based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 4.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).
- 4.3. **OUSD Administrative Fees.** OUSD shall charge and withhold up to 14% from the overall ASESP and 21st Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.
- 4.4. AGENCY Administrative Fees. AGENCY understands and agrees that it may not charge more than 4% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the ASESP and 21st Century grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASESP and 21st CCLC grants must be used for direct administrative costs and cannot be used for agency indirect costs. Direct administrative costs consist of expenditures for administrative activities that provide a direct benefit to the ASESP and 21st CCLC programs. Indirect costs consist of expenditures for administrative activities that are necessary for the general operation of the agency, but that cannot be tied to the ASESP and 21st CCLC programs.
- 4.5. Program Budget. The grant will remain as part of the site budget. Funds will be encumbered from the site budget on behalf of AGENCY for the school year 2019-2020 and will not exceed \$_382,568.00 in accordance with Exhibit B. Exhibit B ("ASESP/21st CCLC Planning Tool/Comprehensive After School Program Budget for AGENCY 2019-2020").
- 4.6. **Modifications to Budget.** Any modifications to the approved grant budget must be approved by OUSD, AGENCY, and CDE before expenditures of funds for modified line items are authorized. Except as expressly set forth herein, OUSD shall not be liable to AGENCY for any costs or expenses paid or incurred by AGENCY in performing services for OUSD. The granting of any payment by

After School MOU for Elementary and Middle Schools, 2019-2020, page 2 of 38 Rev. 5/13 /2019

OUSD, or the receipt thereof by AGENCY, shall in no way lessen the liability of AGENCY 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 OUSD and in that case must be replaced by AGENCY without delay.

- Program Fees. The intent of the ASESP and 21st CCLC programs is to establish local programs 4.7. that offer academic assistance and enrichment for students in need of such services regardless of their ability to pay. Though it is not against the rules to charge fees for participation in programs, the CA Department of Education discourages it because it could exclude students in need from attending and taking advantage of the after school program. Fees should not create a barrier to participation in the after school program. After school services must be equally accessible to all students targeted for services regardless of their ability to pay. Programs that propose to charge fees may not prohibit any family from participating based on their inability to pay and must offer a sliding scale of fees and scholarships for those who could not otherwise afford to participate. Any income collected from fees must be used to fund program activities specified in the grant application. AGENCY shall do full accounting of fees collected, and documentation shall be kept for 5 years for auditing purposes. If AGENCY decides to charge fees, this decision shall be made collaboratively with the Site Administrator, and AGENCY shall work collaboratively with the Site Administrator and parent leaders to develop an appropriate program fee structure for the school community. AGENCY shall provide the OUSD After School Programs Office with written documentation of the program fee structure prior to charging any program fees, and shall provide OUSD with additional documentation upon request, to ensure grant compliance. Programs that charge program fees will waive or reduce these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge fees if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care.
- 5. Scope of Work. AGENCY will serve as lead agency at <u>212/Roosevelt Middle School</u>, will be responsible for operations and management of the ASESP, 21st CCLC, OFCY, and private grants contracted to AGENCY by OUSD for fiscal year 2019-2020. This shall include the following required activities:
 - 5.1. Student Outcomes. AGENCY shall achieve the student outcomes as described in the grant application narrative and articulated in documents from the program evaluation team. AGENCY agrees to develop school specific outcomes, as defined in partnership with the principal. AGENCY recognizes that the principal is the chief decision maker for after school and summer programs, and ensures that school site objectives are met.
 - 5.1.1. Alignment with Single Plan for Student Achievement ("Site Plan"). AGENCY will ensure the after school program aligns with OUSD and ______212/Roosevelt Middle School and objectives to ensure the success of students as articulated in the Site Plan. AGENCY will work in partnership with the school principal to ensure that the program components are aligned with and complement OUSD standards and school site curriculum.
 - 5.1.2. Continuous Quality Improvement (CQI). AGENCY must fully engage in continuous quality improvement (CQI) processes and complete the following steps of the CQI cycle each year, and timely submit corresponding CQI deliverables to the After School Programs Office:
 - beginning of year self-assessment using YPQA/SAPQA tool
 - planning with data (using self-assessment and external assessment PQA data, and other program data as available)
 - development of quality action plan (QAP) with SMART goals for program improvement
 - progress check for program quality e.g. quality coaching

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners).

Agency staff (Site Coordinators and other agency staff) are also required to participate in any OUSD sponsored CQI training provided by the OUSD After School Programs Office.

- 5.2. **Oversight.** AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASESP and 21st CCLC funding guideline requirements and follow OUSD after school policies and procedures. This includes compliance with OUSD staffing requirements and policies including No Child Left Behind and other legislative mandates.
- 5.3. Enrollment. AGENCY will enroll <u>6th</u> through <u>8th</u> grade students at <u>212/Roosevelt Middle School</u>, to serve sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

5.4. Program Requirements

- 5.4.1. **Program Hours.** The program shall be offered Monday through Friday, every regular school day annually, commencing immediately upon the conclusion of the regular school day, operating a minimum of 15 hours/week, and until 6:00 pm daily. Instructional activities must include a balance of both academic and enrichment/recreation components.
- 5.4.2. Program Days. The program shall be offered a minimum of 177 180 days during the 2019 2020 school year. AGENCY will close the ASESP and 21st CCLC program no more than a maximum of 3 days in the 2019-2020 school year for staff professional development, as permitted by Education Code. Programs that receive 21st CCLC Supplemental grant funds or private funding for summer shall additionally operate a sufficient number of days and hours in the summer, on weekends, and during intercession in the manner prescribed by the grant legislation and/or funder, in order to meet attendance goals required by the CA Department of Education and/or the funder.

provide programming consistent with grant guidelines understanding that:

- Educational and Literacy. An educational and literacy element that must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.
- Enrichment. The enrichment element must offer an array of additional services, programs and activities that reinforce and complement the school's academic program. Enrichment may include but is not limited to arts, youth development, leadership, recreation, sports, music, career awareness, college interest, service learning and other youth development activities based upon student needs and interests. All programs must offer both enrichment and recreation/physical fitness activities as core components of the after school program, and summer program if summer program is provided.
- Family Literacy Services. AGENCY shall assess the need for family literacy services among adult family members of the students to be served by the program. All programs will, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
- Equitable Access Programming. AGENCY shall include a component for students at 212/Roosevelt Middle School to support full access to program components.
- Supplemental and Summer Services. In all programs receiving 21st CCLC Supplemental grant funds or private funding for summer, AGENCY will provide educational and enrichment programming in the summer, on weekends, and/or during intercessions. A broad range of

activities may be implemented based on local student needs and interests, and district guidelines for summer programming. Supplemental and summer services may be added under this MOU. If summer services will be added, a separate MOU amendment will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.

Middle School Sports League Activities.

All programs participating in the Middle School Sports League must include those activities in their Program Planning tool and Program Schedule. Middle School Sports League activities, including but not limited to on and off site practices and games, are subject to the field trip policy high risk field trip activities requirements provided in this agreement. All sports participants and volunteers must have on file a completed Middle School Sports Release of Liability and Assumption of Risk prior to participation (attached hereto as Exhibit E (1)).

- 5.4.3.1. Snacks/Supper/Beverages: AGENCY shall meet Federal and State meal and snack requirements and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:
 - 5.4.3.1.1. Provide meals and beverages that meet State and Federal standards;
 - 5.4.3.1.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;
 - 5.4.3.1.3. Provide all supplies including utensils, napkins, forks, required;
 - 5.4.3.1.4. Support compliance by AGENCY with required State and Federal administrative requirements;
 - 5.4.3.1.5. Provide annual training to AGENCY.
- 5.4.3.2. Each AGENCY participating in the Nutrition Services snack/meal/beverage program shall:
 - 5.4.3.2.1. Attend annual training. In the event that the person responsible for snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;
 - 5.4.3.2.2. Complete After School Snack and Supper Menu Production Worksheets (MPW) on a daily basis;
 - 5.4.3.2.3. Ensure meal count is accurate;
 - 5.4.3.2.4. Submit completed MPW to cafeteria staff by the next business day;
 - 5.4.3.2.5. Return leftovers to cafeteria;
 - 5.4.3.2.6. Ensure that only students are served and receive food from the program;
 - 5.4.3.2.7. Ensure that meals are not removed from campus
 - 5.4.3.2.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination
- 5.4.3.3. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.
 - 5.4.3.3.1. MPW not completed and submitted by the next business day;
 - 5.4.3.3.2. Snacks are ordered and not picked up

5.4.3.4. In addition to any applicable liability associated with audit findings. AGENCY will be charged the following for each meal that OUSD is unable to claim due to AGENCY's failure to comply with program requirements:

5.4.3.4.1. Snack: \$1.00

5.4.3.4.2. Supper: \$3.50

- 5.4.3.5. AGENCY will be liable for audit findings and/or assessments (See Section 12 below) that are attributable to AGENCY's failure to comply with the rules and regulations of the Nutrition Services program, including liability if reimbursement is denied Nutrition Services because of AGENCY's failure to comply with program requirements.
- 5.4.4. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20, with no more than 20 youth for each qualified, adult staff supervisor.
- 5.5. Data Collection. AGENCY will work with OUSD to collect and analyze data on student enrollment, student attendance, student academic performance, student satisfaction, and parent satisfaction. This includes, but is not limited to:
 - 5.5.1. Accountability Reports. AGENCY will provide OUSD with the following set of program accountability reports:
 - Financial reports
 - Activity reports
 - Outcomes reports: behavioral and academic
 - 5.5.2. Attendance Reports. AGENCY will provide OUSD with attendance reports using the OUSD/OFCY attendance systems and maintaining required attendance records utilizing the OUSD/OFCY attendance systems, including completion of mandatory monthly reports. Original written documentation of all daily attendance records, including all daily sign in/out sheets, will be maintained by Agency for 5 years for auditing purposes.
 - 5.5.3. Use of Enrollment Packet. AGENCY will use OUSD After School Program Parent Permission and Student Information enrollment packet, including early release waiver, for all after school participants. (Exhibit C) AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD enrollment packet, in advance of distribution.
 - 5.5.4. **Maintain Clean, Safe and Secure Environment.** AGENCY shall maintaining clean, safe, and secure program environments for staff and students in conjunction with OUSD guidelines. AGENCY, as they view necessary, will initiate and establish additional cleanliness, safety, supervision, training and security policies and protocols sufficient to ensure staff, student and family member safety.
- 5.6. Alignment of After School Safety Plan with School Site Comprehensive Safety Plan. AGENCY will use the OUSD After School Program Emergency Plan template and work collaboratively with school site administrator to complete and/or update and submit an annual after school safety plan by mid October which aligns with and is part of the school site's comprehensive safety plan. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD template, in advance of distribution.

5.7. Incident and Injury Reporting, Crisis Response and Training; Accident Insurance

5.7.1. AGENCY will train staff and agents in required Incident and Injury Reporting and Crisis Response Protocols. All accidents or injuries to after school program participants, visitors or staff must be reported via email to ousdincidents@ccmsi.com by AGENCY staff within one business day of occurrence. OUSD will secure at its own expense limited OUSD student accident insurance coverage to assist in payment of eligible student medical expenses incurred by parent/guardians

due to OUSD student accidents during the after school program. This coverage will be secondary to any primary medical insurance for which student participants are eligible. After School Program staff will immediately refer parent/guardians seeking payment of medical expenses under student accident coverage to OUSD's designated accident insurance representative.

- 5.8. **Meeting Participation.** AGENCY will participate in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by OUSD and collaborative partners in conducting program planning, implementation, and evaluation. These include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision. AGENCY staff will participate in meetings facilitated by the OUSD After School Programs Office to address program quality, program improvement and general troubleshooting.
- 5.9. **Relationships.** AGENCY will maintain six essential collaborative relationships to ensure partnerships towards effective program implementation:
 - Administration, faculty, and staff of 212/Roosevelt Middle School
 - OUSD After School Programs Office
 - OUSD central administration departments
 - Parents/Guardians
 - Youth
 - Community organizations and public agencies
- 5.10. Licenses. AGENCY shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
- 5.11. Loss of Standing as Qualified Organization: AGENCY shall insure MOU requirements are met. Failure to do so may result in loss of standing as a qualified organization and/or termination of partnership.
- 6. Field Trip Policy. FIELD TRIPS, OFF SITE EVENTS AND OFF SITE ACTIVITIES:
 - AGENCY shall provide each Site Administrator and the OUSD After School Programs Office with a schedule of all after school program field trips and/or off site events and/or off site activities by the first day of each semester, and a schedule of all summer field trips and/or off site events and activities by the first day of the summer program, if AGENCY is providing summer services (Exhibit D)
 - AGENCY hereby certifies that after school and any summer program staff and/or subcontractors will comply with the following procedures for all field trips, off site events and off site activities:
 - 6.1. Licenses Permission Slips/Acknowledgement. Field trip/excursion permission slip must be signed by parent(s)/guardian(s) of all student participants and an acknowledgement must be signed by all adult chaperones both of which shall include the following information:
 - 6.1.1. a full description of the trip and scheduled activities
 - 6.1.2. student/adult participant health information
 - 6.1.3. "Notice of Waiver of All Claims: Education Code § 35330 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against any school district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion, regardless of who holds the claims. If the field trip or excursion to which this permission slip applies is out-of-state, I hereby knowingly waive all of my and my daughter's/son's/ward's claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason in the state of california for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion."

- 6.2. After school and summer program staff or subcontractors leading trip must have a written list of students attending trip.
- 6.3. No student shall be prevented from making a trip due to lack of sufficient funds.
- 6.4. After school and summer program staff or subcontractors leading trip shall have a sufficient first aid kit in his or her possession or immediately available. If the trip is conducted in areas known to be infested with poisonous snakes, this first aid kit shall contain medically accepted snakebite remedies.
- 6.5. Health Conditions/Medication: Trip participant health information will be gathered and reviewed in advance of trip and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (eg food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with physician's instructions.

6.6. Supervision

- 6.6.1. AGENCY Executive Director must review and approve supervision plan.
- 6.6.2. Trip as structured is appropriate to age, grade level and course of study.
- 6.6.3. Chaperones are all AGENCY employees or subcontractors, parent(s)/guardian(s), or other authorized chaperones and are 21 or older. After School and Summer Program Coordinators and lead trip staff are satisfied that all chaperones are willing and able to perform required duites, including understanding and implementing instructions, understanding health information for students in their group, and responding effectively in the event of an emergency. Trip attendees shall be limited to assigned school or after school program staff, students and authorized chaperones. Guests, including but not limited to friends and other family members, are strictly prohibited absent prior written approval of the after school program coordinator or AGENCY executive director. Before the trip, after school and summer program staff leading trip shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. Chaperones shall not consume alcoholic beverages or be under the influence of controlled substances while accompanying and supervising students on a trip.
- 6.6.4. When a trip is made to a place of business or industry, staff shall arrange for an employee of the host company to serve as conductor.
- 6.6.5. Adult:Student Ratio is at least 1:10 or higher if swimming or wading or high risk trip. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade or younger students, appropriate to their ages. The ratio of adults to students on field trips and excursions shall be reasonable under the circumstances.
- 6.6.6. Safety requirements have been met (eg: current First aid/CPR training of at least one chaperone, first aid kits, emergency contact and health info, instructions for chaperones, staff and chaperones have cell phones which are charged and available for communication).
- 6.7. Transportation Requirements: The AGENCY after school and summer program staff or subcontractors shall ensure compliance with all state laws and may transport by the use of AGENCY's own equipment, contract to provide transportation or arrange transportation by the use of other equipment to enrolled after school and summer participants provided that: (A) parent/guardians' written permission has been obtained in advance; (B) After School Program Coordinator and/or Summer Program Coordinator has confirmed that: transportation arrangements are safe and appropriate; (C) all drivers have valid California driver's license; (D) all drivers have received fingerprint clearance; (E) provided that such transport is covered under driver or registered owner's personal automobile insurance or AGENCY automobile liability insurance policy for at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence

for liability for property damage; (F) all drivers and registered owners of private or rented vehicles used shall complete and sign declaration of driver forms assuring that: (i) the driver is at least 21 years of age and holds a current valid California driver's license;(ii) the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years; and (iii) the driver provides proof of sufficient insurance; (G) if AGENCY transports by use of an Agency owned vehicle or arranges and/or contracts with a third party to provide this transportation, the AGENCY or organization or company with whom they contract must meet or exceed the standards required of OUSD's District approved bus vendors, including but not limited to: be licensed as a transportation provider, be certified to transport students (e.g., School Pupil Activity Bus certification) and have at least \$5,000,000 Automobile liability and \$1,000,000 General Liability insurance; which has an endorsement naming OUSD and AGENCY as additional insured; (H) arrangements have been made for additional vehicle for use in event of illness or emergency; and (I) students receive instruction in safe conduct on bus or other transport; and (J) drivers shall receive safety and emergency information for each student riding in his/her vehicle.

- 6.8. AGENCY must have reasonable confirmation that all organizations involved in the trip have demonstrated expertise and exhibit reasonably safe and reputable operating procedures and business practices appropriate to student trips.
- 6.9. Vendor is licensed to provide all proposed activities.
- 6.10. All after school program student participants on field trips, off site events or activities must be covered by medical or accident insurance. (See Incident and Injury Reporting and Accident Insurance above.)

6.11. ADDITIONAL REQUIREMENTS FOR HIGH RISK, OVERNIGHT, OUT OF STATE TRIPS:

6.11.1. Definition of High Risk Activities

- 6.11.1.1. Because of concerns about the risk to student safety, the after school program coordinator shall not permit the following activities on campus or during AGENCY sponsored after school or summer program trips, events and activities unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has medical or accident insurance coverage:
 - Amusement Parks
 - Interscholastic Athletic Activities
 - Bicycle riding
 - Circus Arts
 - Hiking (Moderate to rigorous terrain or length) vs short nature "walks"
 - Hang gliding
 - Horseback riding
 - Ice Skating
 - In-line or Roller Skating
 - Rock climbing, climbing walls
 - Skateboarding or use of non-motorized scooters
 - Snow sports of any kind
 - Trampoline; Jumpers
 - Motorcycling
 - Rodeo
 - Target Shooting
 - Water Activities including but not limited to: swimming, snorkeling, scuba diving, sailing, boating, kayaking, river rafting, water slides, water skiing etc.
 - Outdoor active, experiential programs (Ropes course, pulley, etc.)

- Other activities determined by the school principal to have a high risk to student safety
- 6.11.1.2. The cost of limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.
- 6.11.1.3. Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates.
- 6.11.2. Department of Justice and FBI fingerprinting and fingerprint clearance must be obtained for all non-District employee chaperones. Chaperones who continue beyond one school year will need to get fingerprint clearance once every three years from the time they begin chaperoning on after school program trips. Chaperones shall act in accordance with district policies, regulations and school rules. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone on any field trip.
- 6.11.3. No chaperone shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Chaperones whose skin test negative shall thereafter be required to take tuberculosis test every four years or sooner if deemed necessary by AGENCY.
- 6.11.4. Letter must be sent to parent(s)/guardian(s) and if it is an overnight trip, a meeting must be held for staff, chaperones, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions.
- 6.11.5. Sleeping arrangements and night supervision are safe and appropriate.
- 6.11.6. **Vendor Proof of Insurance:** After School Program Coordinator and/or Summer Program Coordinator has obtained proof of insurance from all private vendors including:
 - Facility
 - Program

6.12. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading

- 6.12.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
- 6.12.2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, after school program staff shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

6.12.3. Swimming Activities

- 6.12.3.1. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability. Students whose parents do not give permission for their child to swim shall be identified in advance of trip and a tracking system designed to ensure they do not enter pool or swim area.
- 6.12.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after school program staff before the trip is scheduled.
- 6.12.3.3. Owners of private pools must provide a certificate of insurance, designating OUSD and AGENCY as an additional insured, for not less than \$2,000,000 in liability coverage.
- 6.12.3.4. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the AGENCY Executive Director shall ensure their presence. The AGENCY Executive Director shall ensure that lifeguards are Red Cross certified or

equivalent and must be at least 21 years old. A swim test must be administered before any student is permitted in the deep end of the pool or swim area. A tracking system shall be designed in advance of trip to identify those students who have and have not passed the swim test.

- 6.12.3.5. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.
- 6.12.3.6. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- 6.12.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- 6.12.3.8. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim and be at each side of the pool or swim area actively monitoring students at all times.
- 6.12.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.
- 6.12.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

6.13. Additional Requirements for trips to East Bay Regional Park District Bodies of Water (swimming pools, lagoons, shoreline parks and lakes) and Related Facilities

- 6.13.1. At least 2 weeks prior to trip date, all persons attending trip, including, but not limited to, each and every student, teacher, instructor, chaperone, supervisor, parent, administrator, volunteer, or aide (hereinafter "participant") will provide to the School District Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver (attached as Exhibit E), executed by either the participant if he or she is 18 years of age or older, or the participant's parent or legal guardian if the participant is under 18 years of age
- 6.13.2. Should AGENCY fail to provide an original, properly completed, signed and dated East Bay Regional Park District Waiver for each trip participant as defined in Section 6.13.1 above, AGENCY agrees to hold harmless, defend and indemnify OUSD, its officers, employees, volunteers and agents from all claims and actions resulting therefrom.
- 7. Financial Records. AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASESP and 21st CCLC grant funds contracted to AGENCY by OUSD for fiscal year 2018-2019. AGENCY 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 21st 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 are required to undergo an annual audit and communicate findings to OUSD, as requested. AGENCY will ensure that all contracted funds of this MOU are expended as per grant guidelines.
 - 7.1. Accounting Records. AGENCY will maintain its accounting records based upon the principles of fund accounting.
 - 7.2. **Disputes.** AGENCY shall make all records related to ASESP, 21ST CCLC available to OUSD for review. OUSD and AGENCY shall meet and confer regarding any disputes as to the amount of actual expenses before taking any action to collect funds.

8. Invoicing

- 8.1. **Billing Structure.** AGENCY shall only invoice for actual expenditures incurred. Supporting documentation must be presented along with monthly invoices upon request. Billing details must be provided upon request to OUSD to ensure compliance with related sub recipient and grant guidelines.
- 8.2. Unallowable Expenses. AGENCY may not purchase computers or capital equipment using ASES, 21st Century Core Grant, 21st Century Direct Access, or 21st Century Family Literacy funds.
- 8.3. Invoice Requirements. AGENCY will submit invoices with evidence of the following staff qualifications for each AGENCY employee and AGENCY agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice and FBI fingerprint clearance, and Instructional Aide requirement. AGENCY will utilize the required OUSD invoicing and staff qualifications form (Exhibit F) for regular invoice submission.
- 8.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered. 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. AGENCY must also submit invoices according to specific invoicing deadlines as outlined by OUSD to ensure timely processing. **(Exhibit G)**
- 8.5. Submission of Invoices for ASESP and 21st Century Grants. For services rendered related to the ASESP and 21st CCLC grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASESP and 21ST CCLC grants, with a cumulative total for 2019-2020 not to exceed \$_382,568.00_ in accordance with the attached Exhibits to this Memorandum. Invoices for payment of services shall be submitted by the 10th of each month to the OUSD After School Programs Office, utilizing the required OUSD invoicing and staff qualifications form (Exhibit F). OUSD will strive to adhere to second Accounts Payable check run per the published schedule of monthly payments if invoices are submitted in accordance with the deadlines and requirements set forth in this section and the accompanying Exhibits.
- 9. Ownership of Documents. AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASESP and 21st CCLC programs for a minimum of five years. All documents created by AGENCY pursuant to this MOU, including but not limited to reports, designs, schedules, registration packets, early release waivers, and other materials prepared, or in the process of being prepared, for the services to be performed by AGENCY, are and shall be at the time of creation and thereafter the property of OUSD, with all intellectual property rights therein vested in OUSD at the time of creation. 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 AGENCY or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to OUSD. If any materials are lost, damaged or destroyed before final delivery to OUSD, AGENCY shall replace them at its own expense and AGENCY hereby assumes all risks of loss, damage or destruction of or to such materials. AGENCY may retain a copy of all materials produced under this MOU for its use in its general business activities.

10. Changes

10.1. Agency Changes. AGENCY may, at any time, by written order, make changes consistent with Section 5 Scope of Work of this MOU. If such changes cause an increase or decrease in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 5.4, or both. In the event that AGENCY encounters any unanticipated conditions or contingencies that may affect the scope of work or services and result in an adjustment in the amount of compensation specified herein, AGENCY shall so advise OUSD immediately upon notice of such condition or contingency. The written notice 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 to OUSD prior to the time that AGENCY performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written amendment to this MOU and signed by OUSD prior to AGENCY's implementation of such changes.

10.2. **Changing Legislation.** AGENCY understands that changes in Federal, or state legislation or District policy may impact funding levels, grant requirements, and responsibilities of AGENCY during an academic school year. This MOU may be amended during the 2019-2020 fiscal year to reflect additional changes resulting from such legislation.

11. Conduct of Consultant

- 11.1. **Staff Requirements.** AGENCY will adhere to the following staff requirements for each AGENCY "agent", including employees, staff of subcontracting agencies, and volunteers. AGENCY will provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8.3 which include:
 - 11.1.1. Child Abuse and Neglect Reporting Act. AGENCY will provide at its own expense sufficient Mandated Reporter training to all AGENCY agents at least annually within their first month working with OUSD students and 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.
 - 11.1.2. Tuberculosis Screening. AGENCY agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within the prior 60 days. If tuberculosis risk factors are identified, AGENCY agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the AGENCY agent shall obtain an x-ray of the lungs. At his/her discretion, AGENCY agent may choose to submit to the examination instead of the risk assessment.
 - 11.1.3. Fingerprinting of Agents. Current California Department of Justice (CDOJ) fingerprint clearance and FBI fingerprint clearance for each AGENCY agent working with students. AGENCY shall not permit its agents to come into contact with students until CDOJ and FBI clearance is ascertained, and AGENCY shall certify in writing to OUSD that none of its agents who may come into contact with pupils have been convicted of a violent or a serious felony. AGENCY shall further certify that it or its subcontracting agencies have received and reviewed fingerprint results for each of its agents, and Agency or its subcontracting agencies shall request and review subsequent arrest records for all agents who may come into contact with OUSD pupils in providing services to the District under this Agreement.
 - 11.1.4. Minimum Qualifications. AGENCY staff and agents who directly supervise students and are included in the 1:20 staff to student ratio must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education. In addition, AGENCY shall provide at its own expense, First Aid and CPR Training to sufficient AGENCY staff to ensure that no less than 2 AGENCY staff members with current First Aid and CPR Training are present on site during the program each day. AGENCY must provide staff and agents adequate professional development, training, coaching and preparation time to enable staff and agent performance to meet the goals of the ASES/21st Century after school grant program and provide a safe and secure program.
- 11.2. 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 school 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

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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.

- 11.3. **Conflict of Interest.** AGENCY shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. OUSD shall be permitted to hire an officer or employee of AGENCY for OUSD services in connection with or unrelated to this Agreement and AGENCY shall be permitted to hire any officer or employee of OUSD to perform any service by this Agreement, provided that the agreement attached hereto as Exhibit J is fully executed prior to the performance of any services by the officer or employee. AGENCY affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between AGENCY's family, business or financial interest and the services provided under this MOU, and in the event of change in either private interest or services under this MOU, 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.
- 11.4. **Drug-Free / Smoke Free Policy.** AGENCY understands that OUSD does not permit drugs, alcohol, and/or smoking at any time in any buildings and/or grounds on OUSD property. AGENCY agrees to adhere to this policy for its students, staff, visitors, employees and or subcontractors.
- 11.5. **Non-Discrimination.** Consistent with the policy of OUSD and California and Federal laws, AGENCY shall not engage in unlawful discrimination of students on the basis of actual or perceived physical or mental disability, medical condition, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. Consistent with the policy of OUSD in connection with all work performed under Contracts, AGENCY 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. AGENCY agrees to comply with applicable Federal and California laws including, but not limited to, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX and the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, AGENCY agrees to require like compliance by all its subcontractor(s).
- **11.6.** Bullying; Sexual Harassment. The District's Board of Education recognizes the harmful effects of bullying and sexual harassment on student learning, school attendance and participation in after school programs. In order to have a safe environments that protect students from physical and emotional harm, AGENCY shall establish student safety as a high priority and shall not tolerate sexual harassment or bullying of any student. AGENCY shall adopt a policy expressly against harassment, sexual harassment, intimidation, and bullying and ensure related training on prevention and response is accordingly provided for all AGENCY employees and agents.
- 11.7. **Restorative Justice (RJ) and Positive Behavioral Interventions and Supports (PBIS).** As a part of the District's commitment to eliminate disproportionality in discipline affecting African American male students, the District has initiated Restorative Justice and PBIS programs at many school sites. AGENCY is encouraged to learn more about these programs at school sites and work with District Staff to implement programs in the after school programs that support positive school climate.
- 12. Indemnification. AGENCY shall indemnify, hold harmless and defend OUSD and each of its officers, officials, employees, volunteers and agents from any loss, liability, audit fines, assessments, 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 OUSD, AGENCY 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 MOU. AGENCY's obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD 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 OUSD. If AGENCY should subcontract all

or any portion of the work or activities to be performed under this MOU, AGENCY shall require each subcontractor to indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of the preceding paragraph.

- 13. Insurance. Throughout the life of the MOU, AGENCY 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 and shall require each subcontractor to do the same:
 - 13.1. **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.
 - 13.2. Worker's Compensation insurance, as required by the California Labor Code, with not less than the statutory limits.
 - 13.3. 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 AGENCY. If any OUSD property is leased, rented or borrowed, it shall also be insured the same as real property.

The above policies of insurance shall be written on forms acceptable to the Risk Manager of OUSD and endorsed to name the OUSD, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to OUSD upon AGENCY's execution of this MOU and before work commence under this MOU. If at any time said policies of insurance lapse or become canceled, this MOU 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 AGENCY to OUSD. **Exhibit H** ("Certificates of Insurance").

- 14. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 15. **Counterparts**. This MOU and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 16. Program Books and Supplies. Supplies can only be purchased by OUSD, not by Lead Agency. Supplies to be used in both the school day and after school program must be joint funded, with a maximum of 50% applied to ASES/21st. The only exception is that supplies for Supplemental programming on non-school days can be purchased by the lead agency. All supplies purchased with grant funding is and remains the property of OUSD and must remain at the site.
- 17. 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/

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

OAKLAND UNIFIED SCHOO	L DISTRICT	AGENCY	
Aima Eng	6/27/19	David Eakishiba	5/27/2019
President, Board of Education State Administrator Superintendent	Date	Agency Director Signature David Kakishiba Execut	Date
Jef & the second	6/27/19	Print Name, Title Attachments: • Exhibit A. Attendance Reportin	a Sahadula
Secretary, Board of Education	Date	EXHIBIT B. Planning Tool/Col School Program Budget	nprehensive Aft
Docusigned by: Andrea Bustamante BOBEC 2805-16F44B	5/28/2019	 Exhibit C. Enrollment Packe Release Waiver Exhibit D. List of Anticipated F 	
Executive Director Community Schools and Student	Date Services Dept.	 Events and Off Site Activities Exhibit E. Waiver for use of E Park District Bodies of Water (ast Bay Region
Docusigned by: Uifford Hong	5/27/2019	Facilities Exhibit E (1) Middle School S	akes) and Relate
Principal	Date	 Liability and Assumption of Risk Exhibit F. Invoicing and Staff Q Exhibit G. Fiscal Procedures and Staff Q 	ualifications Form
Mark Triplett	5/31/2019	 Exhibit H. Certificates of Insural Exhibit I. Statement of Qualification 	ice
Network Superintendent	Date	 Exhibit J. Agreement to All Separate Employment by OUSD 	w Distinct an
Sondra Aguilera	6/1/2019	-	
Chief Academic Officer	Date	Legislative File ID:	19-1202

MOU template approved by Office of the General Counsel May, 2019

Exhibit A

Attendance Reporting Schedule

After Sch	ed School District ool Programs eporting Schedule
Monthly Attendance Period	Deadline to Input Attendance Data into Cityspan
July 1 – July 31, 2019	August 10, 2019
August 1 - August 30, 2019	September 8, 2019
September 1-30, 2019	October 10, 2019
October 1-30, 2019	November 9, 2019
November 1-30, 2019	December 8, 2019
December 1-31, 2019	January 10, 2020
January 1-31, 2020	February 9, 2020
February 1-28, 2020	March 9, 2020
March 1-31, 2020	April 10, 2020
April 1-30, 2020	May 10, 2020
May 1-31, 2020	June 8, 2020
June 1-30, 2020	June 15, 2020

Exhibit B

ASES and 21st CCLC After School Program Plan and After School Budget Planning Spreadsheet

(Template distributed separately)

INSERT HERE

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1120	Certificated Teacher Extended Contracts- math or ELA abademic intervention (recommended for MS)																			
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8'000	Employee Benefits for Classified Staff on Extra Time/Overtime (benefits at 22%)		0,00			0.00			0.00			0.00			0.00					
00C's	Employee Benefits for Salaried Employees (benefits at 42%)		0.00			0.00			0.00			0.00			0.00					
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	Field Trips			3,000.00										A						
4420	Equipment (OUSD only)																			
	Transportation / Bus tickets for students			2,962.00				-			-									
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ŀ	Total Books and Supplies		0,00	6,462.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00

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Required Signatures for Budget Approval:

Principal: Children Hons	Date: ##2 5/1/19
Lead Agency:	Date: 5210



OUSD Expanded Learning Programs - After-School Program

ELEMENTARY/MIDDLE & HIGH SCHOOLS - 2019-2020

ASES and 21st Century Community Learning Center (21st CCLC) After-School Program Plan

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION									
School Site Name: Roosevelt Mid	dle School	School Type (check one) Elementary (K-5) Elementary (K-8) Middle (6-8) High School (9-12) Continuation High School Comprehensive High School							
CDS Code: 01-61259 605	F897	After-School Lead Agency: EBAYC							
Is this school-site committed to a No, EBAYC will continue to be the									
Principal Name:	Principal Signa								
Clifford Hong	Off-	15 4/10/19							
Lead Agency Director Name:	Lead Agency D	irector Signature and date:							
Brenda Saechao	63	el 4/10/19							
After-School Site Coordinator	After-School Si	te Coordinator Signature and date:							
(if known at this time): Cynthia Phan	4/10/19								



SECTION 2: PROGRAM OPERATIONS Average Daily Attendance, Program Dates, Minimum Days & Enrollment To be compliant with grant requirements, the after-school program must commence immediately upon the conclusion of the regular day, operate a minimum of 15 hours/week, and be open until at least 6:00 pm on every school day for elementary and middle schools (EC 8483). Programs are required to operate all 180 days of the school year. Projected daily attendance for 2019-20 school year program. 302 Program Operations for the 2019-2020 school year. First Day: August 12, 2019 Last Day: May 22, 2020 CDE allows programs to close for a maximum of 3 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 and upload documentation of professional development activities offered on these dates, including training agenda and staff sign-in sheets. List the three days (if any) your program plans to close this year for PD. The program must be open every other day of the school year. Date: May 26, 2020 Date: May 27, 2020 Date: May 28, 2020 Minimum Days. When a school holds minimum days, the after-school program is required to begin as soon as the school day ends, and execute programming until 6:00 pm. Minimum days have a significant impact on after-school staff 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. Projected Number of Minimum Days for School Year 2019-2020: *School should provide lead agency with a calendar of minimum days before the 1st day of school. School-day bell schedule attached Please note that the grants from CDE do not increase funding for minimum days. If the school adds additional minimum days beyond the projected number above, what school-site funds will be utilized to fund these additional hours of programs? EBAYC has budgeted for the 36 regular minimum days in the school year. However, any additional minimum day(s) that exceed and are not accounted for in our budget will be covered by the school day. If there are no school-site funds available to fund these additional hours (\$52.50/day/mentor), school leadership understands that EBAYC program will operate and remain opened until 6:00 p.m., however not at maximum capacity serving all students enrolled. We will make sure all students have access to programming and meet the 15 hours/week to ensure grant compliance. This was discussed with school

ASES, 2141 COLC ASSETs Programs 2019-2020

leadership who understood and agreed.

Roosevelt Middle School Bell Schedule 2019 - 2020

Monday, Tuesday, Thursday, Friday (8:30am - 3:16pm)

Period	Time
Block 1 (88 min)	8:30-9:58
Block 2 (88 min)	10:02-11:30
Lunch (42 min)	11:30-12:12
Block 3 (88 min)	12:16-1:44
Block 4 (88 min)	1:48-3:16

Wednesday (8:30am - 2:00pm)

Period	Time
Block 1 (69 min)	8:30-9:39
Block 2 (69 min)	9:43-10:52
Block 3 (69 min)	10:56-12:05
Lunch (42 min)	12:05-12:47
Block 4 (69 min)	12:51-2:00



SECTION 3a: PROGRAM MODEL. Average Daily Attendance, Program Dates, Minimum Days & Enrollment
For 2019-2020, your site will operate the following program model:
 <u>Traditional After-School</u>: voluntary program, open to all students, with enrollment priorities targeting certain students <u>Extended Day Program</u>: additional class periods offered to students after the end of the regular bell schedule, for targeted grades and/or for all students of the school (Note: extended day classes must not appear on the school bell schedule) <u>Blended/Hybrid</u>: a combination of some extended day and some traditional after-school programming (<u>If you are conducting a blended/hybrid program, please use the section below to explain your program model type</u>.)
Which grade levels will be served in this program? (check all that apply.)
TKO KO 10 20 30 40 50 60 70 80 90 100 110 120
ENROLLMENT PROCESS & TIMELINE Attach your enrollment timeline to this document

Important dates to include in your timeline:

- April June: Spring enrollment for 2019-20 programs.
- Families will be notified of 2019-20 after school enrollment before the last day of school, May 30, 2019.
- After school programs begin on the first day of school when enrollment is 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, 2019, except for slots reserved for transitional students (i.e., Homeless, foster youth; Newcomers) entering the program for the first time and/or mid-year
 All programs must maintain waitlists after program slots are filled.

** This may look different for <u>High School and Continuation schools</u> based on alternative schedules and

intersession. Please include the items above that are applicable to you schedule and recruitment process.

Describe how your school will identify and recruit students beginning of Spring 2019. Indicate <u>how</u> families will be notified of 2019-2020 enrollment before the last day of school.

EBAYC's practice in regards to planning for enrollment/timeline starts early January. We collaborate with the principal to confirm our plans for our enrollment process/timeline by starting with identifying target populations and then working backwards to finalize our timeline. Steps in the process include communication of the process/timeline to the whole school community, release of applications, notification to families (letters, calls and/or in person confirmations), intake and orientation. We use this process to enroll 80% of students and leave the remaining slots for Fall registration and for students who transition throughout the year.

19-20 EBAYC @ Roosevelt Middle School Enrollment Process & Timeline

Timeline	After School Enrollment Steps/Process
April 1, 2019	Program Enrollment Announcement
May 1, 2019	Release of Application, Recruitment & Intake
June 1, 2019	Families notified of program enrollment
August 6 - 7, 2019	New school year enrollment for remaining slots
August 12, 2019	First Day of School
Aug-Sept 2019	Program Orientation for parents
Aug 2019 - May 2020	Waitlist maintained

Target Population(s)	Specific Data to Inform Selection of Program Participants
Students in need of academic support and intervention to improve or sustain academic performance	Staff referral/recommendation
Students in need of additional social and emotional learning skills development	Staff referral/recommendation, parent/caregiver feedback and student self-selection
Homeless and Foster Youth	COST referrals/recommendations
English Language Learners and/or New Comers	Academic performance data (i.e. SRI, ELPAC)



SECTION 3b: PROGRAM MODEL. (Continued)

Average Daily Attendance, Program Dates, Minimum Days & Enrollment

Who can receive the Golden Ticket?

Per federal statute, California Education Code and Oakland Unified School District policy, any students identified by the OUSD Transitional Student and Family Unit can receive a *Golden Ticket*. Transitional students are by definition:

- Any OUSD student who is a homeless youth, as defined by the federal *McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 1143a), who is in foster care, or is designated as an unaccompanied minor.
- Any OUSD student who identifies as a newcomer, refugee or as an asylee.*Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.)
 - Establishes the definition of homeless used by schools
 - Ensures that children and youth experiencing homelessness have immediate and equal access to public education
 - Provides for educational access, stability, and support to promote school success
 - Needed to address the unique barriers faced by many homeless students

How does your program support students and their families who submit a "Golden Ticket?"

EBAYC supports students and families who submit a "Golden Ticket" by being a partner who participates in leadership bodies/committees at school. We make sure we are ready to enroll students to the after school program and we work with other staff and partners at the school to help identify and connect students/families to other resources that would benefit them. Students with a "Golden Ticket" are waived from having to pay a registration and tuition fee.

How will you modify your enrollment and attendance policies to ensure compliance with the "Golden Ticket" policy, in order to make your program accessible for foster, homeless, and newcomer students who transition into the program during enrollment and/or mid-year?

By August of 2019, EBAYC @ Roosevelt Middle School will have enrolled 95% of students and hold 5% of after school program slots for transitional students with high needs who transfer throughout the remainder of the school year. Students with a "Golden Ticket" are waived from having to pay a registration and tuition fee.



SECTION 4: PROGRAM COMPONENTS

*<u>CDE</u> requires that programs must provide a safe environment and include an **educational component** that provides tutoring and/or homework assistance; and an **educational enrichment** component, which may include, but not limited to STEAM, recreation, prevention and other Social Emotional Learning (SEL) activities (EC Section 8482.6); and provide opportunities for **physical activity.** (EC Section 8483.3[c][7])

List 2-3 program goals which will support meeting these CDE program requirements. 1. After school participants will demonstrate active engagement in their academic growth.

2. After school participants will demonstrate active engagement in the social and emotional growth.

Educational and Literacy Component that includes tutoring/ homework assistance in the core subjects (language arts, math, history /social'science, etc.)	Describe how your after-school program will provide the educational & literacy component. How are students building academic skills? How are you integrating social-emotional academic development? (Include specific strategies for creating a <u>Safe & supporting</u> <u>environment through encouragement and Active engaged learning.</u>) The afterschool program will continue to assist students with academic/homework assistance in core subject classes. Mentors will also be able to push-in during the day to support students. Weekly math and reading intervention session will be offered to students to allow them to practice the skills necessary for core subjects. Program utilizes Teach-to-One Math and Reading with Relevance Literacy curriculum.
Educational Enrichment Component that offers students engaging activities in a variety of areas (fine arts, career technical education, presentation, etc.)	Describe how your after-school program will offer educational enrichment activities. (Include specific strategies designed to foster <u>skill - building: youth voice and leadership</u> and diversity, access and equity.) Our afterschool program will offer educational enrichment activities through STEM programming, Arts and Crafts, Career exploration, yearbook, and cooking. Students will be able to engage in hands-on activities from brainstorming, designing/creating pages, layouts and design of the yearbook. Students will be able to gain skills of teamwork, being a leader, and creativity through different enrichment offering.
Physical Activity other than recess that is structured and supervised with a warm-up, structured physical activities and a cool down. (This should happen for all students in program.)	Describe how your after-school program will provide <u>structured physical activity</u> for all participants. (Include specific strategies to promote <u>Healthy Choice and Behaviors</u> .) CDE asks programs to offer 30-60 minutes of developmentally appropriate, <u>daily</u> physical activity (to help meet CDE recommendation of 60 daily minutes of moderate to vigorous physical activity for youth) This is not 'free play' or recess . • Plan and evaluate (review fitness test results, track minutes, etc.) • Include a variety of activities throughout the year Throughout the program students will be given the opportunity to participate in activity of various sports offered such as flag football, soccer, basketball, volleyball, lacrosse etc.



	and or dance and other activities. Students will also get the opportunity to participate in physical activity through classroom icebreakers and monthly student vs staff games.
Family Literacy Component that includes literacy activities and other educational services that adult family of students.	Describe how your after-school program provides opportunities to promote literacy and/or other educational services to adult family members of students? EBAYC conducts monthly family events to provide families an opportunity to understand what their child is learning and how their child is progressing (academically, social-emotionally, etc.). We often collaborate with the school day to host events and lend support (translation, facilitation, child care, etc.) in bridging the home and school.

Academic Alignment with School Day and District Priorities

Please provide a short narrative that identifies how you will support school goals aligned with district priorities.

- Collaborate with your school administrator and consult the School Site Plan to align with the school day.
- Consult the descriptions below for the District's priorities for elementary, middle and high school.

Elementary OUSD Strategic Strategies

In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to make sure students are reading at or above grade level and English learners are reaching English fluency.

Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.

MIDDLE_ OUSD Strategic Targets

In OUSD's Pathway to Excellence Strategic Plan, ultimately the entire OUSD school system is working toward the goal to **prepare all students to be college, career, and community ready**. To meet this strategic goal, middle schools must prepare their students to be high school ready by the time they graduate from the 8th grade.

Indicate how your after-school program will work collaboratively with your school partner to make progress toward achieving this target for the 2019-20 school year.

The afterschool program will work collaboratively with the school partner to host college day/night to educate and share resources with students and family. Throughout the year students will be able to participate in different workshops to explore college and career options. Along with getting the opportunities to take field trips to visit/tour college campus and career related fields.

High School OUSD Strategic Strategies

Academic activities should be aligned with school goals. Your after-school program should plan to offer a runge of academic supports to support students to learn and practice skills and knowledge related to core



academic content. There should also be an intentional learning space which allows students to work independently with support.

Please include the following OUSD High School After-School requirements:

For Comprehensive high schools:

- Academic mentoring for 9th graders at risk of failing classes
- Academic supports and mentoring for 10th–12th

grade students taking credit recovery

For Alternative Ed. high schools:

College and career readiness activities

Attach your program schedule for in 2019-2020 *In the fall, sites are required to resubmit updated program schedule. EBAYC @ Roosevelt After School Program Schedule 19 - 20

		1			
Friday	Sign-in/Supper 3:16 - 3:30	Community Circle 3:30 - 4:30	Enrichment 4:30–6:00 (Soccer, Flag Football, Basketball, Dance, Yearbook, STEM, Arts & Craft, Cooking)	Dismissal 6:00 - 6:16	Program Closure 6:16
Thursday	Sign-in/Supper 3:16 - 3:30	Academic Session 3:30 – 4:30	College & Career Workshop 4:30–6:00	Dismissal 6:00 - 6:16	Program Closure 6:16
Wednesday	Sign-in 2:00 - 2:30	Academic Session 2:30 - 3:45	Enrichment 3:45 – 5:00 (Soccer, Flag Football, Basketball, Dance, Yearbook, STEM, Arts & Craft, Cooking)	Conferencing/ Advising 5:00 - 6:16	Program Closure 6:16
Tuesday	Sign-in/Supper 3:16 - 3:30	Academic Session 3:30 – 4:30	Math/Reading Intervention 4:30–6:00	Dismissal 6:00 - 6:16	Program Closure 6:16
Monday	Sign-in/Supper 3:16 - 3:30	Academic Session 3:30 – 4:30	Enrichment 4:30–6:00 (Soccer, Flag Football, Basketball, Dance, Yearbook, STEM, Arts & Craft, Cooking)	Dismissal 6:00 - 6:16	Program Closure 6:16



SECTION 5a: CONTINUOUS QUALITY ASSESSMENT (Alignment with CDE and OUSD)

An effective program improvement process is ongoing and involves a continuous cycle of assessment, planning, and improvement. While the process should be carried out at the site level, documentation of this process should be submitted by the grantee.

This cycle of improvement revolves around twelve critical standards—the <u>Quality Standards for Expanded Learning in</u> <u>California</u>—which were developed in partnership between the California Department of Education's (CDE) After School Division and the California After School Network (CAN) Quality Committee.

Name 2-3 Quality Action Plan (QAP) practices that will be implemented in 2019-2020

1. Youth will have the opportunity to lead an ice-breaker of their choosing for the first 10 minutes of class/activity sessions.

2. Youth will have the opportunity to choose different optimistic closures to lead with the class during the last 10 minutes of class/activity sessions.

3. Youth will always be given the opportunity to brainstorm ideas and reflect whether their goal was accomplished for the session.

	PRO	GRAN	/ SEL	ASSESS	MENT
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Name the stakeholders who participated in the Program Self-Assessment in 2018-2019? Please check which stakeholders were involved in your CQI process.	 Internal evaluator School administrator Certified staff Program director Site level staff Students Advisory group 	 External evaluator District administrator Classified staff Site coordinator Parents/guardians Community partners Other stakeholders
What are some key discoveries you made doing the program self-assessment? (Strengths, areas of improvement)	throughout the years with s are available to support/lea improvements that can be v	that we made is that strong relationships were built tudents and staff. Along with having many staff that d students in engaging activity. Areas of vorked on include sharing roles (giving students ers in different ice breaker and or mini short activity) skills.



Which Quality Standards will the program focus on for improvement in the 2019 - 2020 school year?	The program will focus on youth voice and leadership.
Describe how the program will address the improvement in this area? (please include program structures, staffing practices and partnerships.)	The program will address the improvement by having staff practice sharing responsibility with students. Providing and sharing staff resources with students so students can choose what/how they plan, facilitate and reflect from/buildon to lead their peers/staff.
What is one key data point from your program profile that will be a focus for the upcoming school year? (Please include a summary of the data you are responding to.)	Weekly check-in lesson plan from staff indicating student role/lead on activity. Check off list for students and staff to utilize when implement these activities and exit/feedback/survey sheet for students and staff to complete after an activity.



SECTION 5b: Continuous Quality Assessment (CQI): POINT OF SERVICES Quality Standards & PROGRAMMATIC Quality Standards

CQI Phase Key:

- 0 equals limited awareness of the Quality Standard and the CQI process.
- 1 equals working knowledge of the Quality Standard and the CQI process.
- 2 equals success using the Quality Standard and the CQI process.
- 3 equals mastery using the Quality Standard and the CQI process.

From a scale of 0 to 3 rate your pro following <u>Point of Service Quality</u>	-	From a scale of 0 to 3 rate your program on the following <u>Programmatic Guality Standards.</u>		
1. Safe and supportive environment 3		1. Quality staff	3	
2. Active and engaged learning	3	2. Clear vision, mission, and purpose	3	
3. Skill building	3	3. Collaborative partnership	2	
4. Youth voice/leadership	2	4. Continuous quality Improvement	2	
5. Healthy choice and behaviors	2	5. Program Management	3	
6. Diversity, access, and equity	3	6. Sustainability	3	



SECTION 6: Facilities

Plan with your site administrator which rooms and outside spaces your after-school program will use Monday - Friday from the start of program to 6.

Indoors (specify room	numbers	and space I	Outdoors			
Room Number & Name of Space Cafeteria and Gym 122, 120, 116		ace # of H Students u		Room Number & Name of Space	# of Students	Hours to be used	
		302	3:00 - 6:00 2:00 - 6:00 (Wed) 3:00 - 6:00 2:00 - 6:00 (Wed)	Blacktop	302	3:00 - 6:00 2:00 - 6:00 (Wed)	
		75		· · · · · · · · · · · · · · · · · · ·	25	3:00 - 6:00 2:00 - 6:00 (Wed)	
114, 111,	110		75	3:00 - 6:00 2:00 - 6:00 (Wed)			
109, 106, 105		06, 105 75		75 3:00 - 6:00 2:00 - 6:00 (Wed)			
104, 103,	103A		75	3:00 - 6:00 2:00 - 6:00 (Wed)			
specify w	hich space w	vill be need	ded (IE: sho	owcases, ever	its and family en organization will T	gagement). Be be rescionsible	s for facilities cost.
Event	Workshop	Date	1/ 40/ 20	Students	25	Hours of Lise/Room Numbers	9:00 - 12:00 GYM, Turf, Cafeteria EBAYC rm
Name of Event	Health and Wellness Workshop	Potentiai Date	2/22/20	Number of Students	25	Hours of Use/Room Numbers	9:00 - 12:00 GYM, Turf, Cafateria EBAYC rm
CHARLES	· · · · · · · · · · · · · · · · · · ·	and the second s	1	A CONTRACTOR OF A CONTRACT OF			

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25

Hours of

Use/Room

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Name of

Event

9:00 - 12:00

GYM, Turf,



OAKLAND UNIFIED

OUSD Expanded Learning Department After-School Programs

	Workshop					Numbers	Cafeteria EBAYC rm.
Name of Event	Arts and Crafts Workshop	Potential Date	4/25/20	Number of Students	25	Hours of Use/Room Numbers	9:00 - 12:00 GYM, Turî, Cafeteria EBAYC rm.
Name of Event	Cooking Workshop	Potential Date	5/2/20	Flambar of Students	25	Hours of Use/Roam Numbers	9:00 - 12:00 GYM, Turf, Cafeteria EBAYC rm.



SECTION 7a: PROGRAM FEES

Will this after-school program charge program fees for 2019-2020 \Box' Yes \Box No If, "YES, program fees will be charged," please complete the following assurances. Both the Principal and Lead Agency partner must initial.

Principal	Lead Agency	ASSURANCES
AH.	B.S	Our program will not turn away any eligible student from program participation due to the inability to pay program fees. We understand that the California Education Code prohibits program fees from being a barrier to program participation.
Cet	B.S	Our program will communicate in writing and verbally to parents/guardians that an eligible child will not be turned away from program participation due to inability to pay.
Cit	B.S	Our program will publicize the program fee structur e in written program materials for school leaders, parents/guardians, and/or communities members (i.e. communication letter, meetings agenda, etc.)
Cet	B.S	Our program shall not charge a fee to a family for a child if the program knows that the child is a homeless youth , as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 1143.a), or for a child who the program knows is in foster care .
Clt	B.S	Our program will provide receipts to parents/guardians for each payment made.
CH	BS	The lead agency will manage funds raised by program fees according to standard accounting practices, and will provide quarterly income Statements to the Principal and OUSD Expanded Learning Office detailing amount collected from program fees and expenditures. (DUE DATES: October 31st, February 28th, June 28th)
Cet	₿.S	The lead agency will establish a letter of agreement directly with the school site, indicating that all program fees collected will be expended only at this school site for after-school expenditures; will be carried over the following fiscal year if funds for after-school expenditures; will be carried over to the following fiscal year if funds remain; and will remain at the school site if there is a change in lead agency partner.



SECTION 7b: PROGRAM FEES (Con	ntinued)
Describe how your school/program plans to collect program fee and who will be exempt from paying fees or received a reduced fee?	EBAYC has an established Tuition Policy that explains program fees, payment methods, discounts, tuition reductions, refunds and students who are exempt from paying programs fees. Please see attached documents regarding our Tuition Program.
Describe how all fees collected will be used on site for direct service in your after-school program.	A majority of after school program funding is restrictive so fees collected are used to cover program's operation cost such as personnel, activities and supplies. Roosevelt serves 300 students (50% of the school day enrollment). Our program at Roosevelt is unique and requires additional staffing to engage our families, therefore we hire a Managing Director to focus on family engagement and case management for students in our after school program who require more wrap around services. This requires EBAYC to find funding to hire and retain additional staff. Fees are also used to cover program field trips and supplies that are not ASES funded.
Describe how fees will be communicated to school leaders/school community.	Schools leaders and community are consulted and a part of planning of program tuition. We hold various meetings and focus groups to discuss tuition options. We also survey the broader school community as we continue our research before finalizing a tuition program for each school community. We communicate with families in the Spring of the current school year prior to implementing a new tuition program in the Fall.
Attach a copy of written evida handbook, etc. meeting with ager	ence of your program fee materials/process (i.e. parent letters, parent ida/minutes?

C

EBAYC Tuition Policy 2019-2020 Elementary and Middle School - Summer and After School Programs

Program Tuition:

The sole purpose of tuition collection is to ensure sufficient funding to operate EBAYC's after school and summer programming. The registration fee and tuition amounts are determined by the need of each individual program.

The tuition payment applies to all students enrolled in the program, with the exception of those identified by funding guidelines (e.g. homeless, foster youth, etc.). A monthly program tuition payment is due on the stated date on the monthly invoice.

EBAYC will continue to accept students under each program's existing enrollment guidelines. A family's ability to pay tuition is not a factor in the acceptance of a student to a program. No student will be denied of services due to inability to pay.

Deposit: A sixty dollar (\$60) deposit is requested upon the submission of the program enrollment application. The deposit fee will be used as credit toward tuition payment if a student is accepted to the program. Declined students will receive a full deposit refund upon 15 business days after program's start date. Waitlisted students will receive full deposit refund if not accepted in the program within four weeks after program's start date in the afterschool program and within 15 business days after summer program's start date.

Full Year Payment Discount: A 5% discount is applied if a full year (lump sum) payment is made in one installment upon the due date of the first invoice during the regular school year. This discount does not apply in the Summer Program.

Sibling Discount: A 25% discount is applied for each additional sibling enrolled the program. The first student pays the full tuition amount. A sibling is defined as each of two or more children or offspring having one or both parents/guardians in common - a brother or sister, or any child(ren) a parent or guardian is financially liable for. Guardians must show proof of students listed as dependent on the most recent tax return form.

Tuition Reduction: Tuition reduction is considered upon completion and submission of the Tuition Reduction Form and all required documentations. Families will be notified within fifteen (15) business days of submission. Reduction is applied when application is formally approved.

Payment Method: Families have the choice of paying quarterly, each semester, or for the whole year in cash, check, money order, or credit card. A bounced check will be assessed a \$25 penalty fee. After three bounced checks, families will be required to make payments in cash, money order, or credit card.

Refunds: Prorated refunds will be made as a result of withdrawal or dismissal from the program. A prorated refund will be provided upon receipt of thirty (30) day advance written notice for program withdrawal from parents or guardians.

A student dismissed from program per program's enrollment policy will receive a prorated refund within fifteen thirty (15) business days of dismissal.

By signing below, I am stating that I have read, understood, and will comply with the above tuition policy of EBAYC.

____/___/____

Parent or Guardian Signature

X

Date

EBAYC Tuition Frequently Asked Questions (FAQs) 2019-2020 Elementary & Middle School Elementary - After School Programs

Please note this FAQ only applies to our Elementary and Middle School Programs.

What is the deposit fee?

A deposit fee of \$60 dollars is due when you submit your application. The deposit fee will be credited toward your first and last months of your tuition payment if your child is accepted in the program. If your child is not accepted in the program, the \$60 deposit fee will be refunded.

Why do we have student tuition now when we didn't need to pay before?

In spite of our best efforts to fundraise for our summer and after school programs, EBAYC continues to face funding cuts over the years. In the past, we have relied on EBAYC's savings to fill the budget gap. We do not have any more savings. So, we're asking families to make tuition payment so that we can continue to run our programs.

Will my tuition payment mean that I will receive more or higher quality of services?

EBAYC is *always* striving to provide the highest quality of services regardless of accepting tuition or not. However, this tuition collection will only serve the purpose of filling our budget gap and DOES NOT directly support any program enhancements. We do not provide any special treatment to those who can pay tuition and/ or provide additional donations.

What does the tuition cover?

The tuition covers program's operation costs such personnel, supplies, etc., which are critical to operating a successful after school program.

What if I cannot afford to pay the tuition?

You can fill out EBAYC's Tuition Reduction form. Please ask your Program Director for a copy of the form. You will get a response within 15 business days upon submission of your fully completed form. Upon approval of the Tuition Reduction form, parents may either accept the discount or appeal the decision, please see your Program Director for the Tuition Reduction Appeal Form. No student is denied services because of their inability to make tuition payment.

When should I fill out a Tuition Reduction form?

Tuition Reduction forms are due once every school year within 30 days of your child's first day of program.

How often should I fill out the Tuition Reduction forms?

If you believe you qualify for a tuition reduction, it must be filled out at the start of every After School Program year as financial conditions may be changing from year to year. Does not apply to summer.

If I paid in advance for the entire year, then I applied for a tuition reduction, can I still receive a refund?

No, tuition reductions can only be applied to current open balances and cannot be applied retroactively.

Will tuition affect my child's enrollment in the After School Program?

No, tuition does not affect your child's enrollment in EBAYC's after school program. Students are accepted into after school based on existing program enrollment guidelines.

Is there a discount if I have more than one child enrolled in the EBAYC After School Program?

Yes, there is a \$70 discount for each additional sibling(s) enrolled in EBAYC's elementary or middle after school after school programs.

Please note a sibling is defined as each of two or more children or offspring having one or both parents/guardians in common; a brother or sister. Cousin(s) are also eligible for sibling discount if the same Parents/Guardians are financially responsible for him/her. If requested, guardians must show proof of students listed as dependent on their most recent tax return form.

Students	Quarterly Cost	Monthly Cost	Total Cost (9.5 months)	Early-Payment Discount (-\$15)
1 st child (with \$60 deposit)	\$75/quarter	\$30/month	\$285	\$270
2 nd child (with \$60 Deposit)	\$52/quarter	\$23/month	\$215	n/a

All cost are rounded to the nearest dollar.

Is there a discount if I pay in full?

There is a \$15 discount per family for After School Programs if made by Oct. 9, 2019.

Can I combine sibling discount, full payment discount and tuition reduction?

Sibling discounts, \$15 Full-Year Payment discount *per family*, and approved tuition reductions <u>cannot</u> be combined. The greatest of the three discounts will be applied to your invoice.

What is the application deposit for?

The application deposit is used to process your child's application for enrollment in the after school program. If accepted into the program, the deposit will be applied toward program tuition payment. Declined or waitlisted students will receive a full deposit refund upon 30 business days after program's start date.

When can I expect an invoice?

The first invoice will be by mid/late September. Thereafter, invoices are distributed monthly.

When are payments due?

Payments are due on the second WEDNESDAY of each month. For those who wish to make quarterly payment, please see below payment schedule. Summer Payments are due by TBD.

AFTER SCHOOL PROGRAM Quarter	y Payment Schedule
Due Date	Amount Due*
August (Enrollment Deposit)	\$60
October 9 th	\$75
January 8 th	\$75
April 8 th	\$75
TOTAL	\$285

*Amounts do not reflect sibling discounts and/or approved tuition reduction requests.

How do I make my payment for tuition? And who do I give it to?

Always enclose your invoice payment stub with any payment so we can identify the child you are paying for.

- Mailing in a <u>check</u> is preferred. Please make checks payable to <u>EBAYC</u>.
 Mail to: Attn: EBAYC Development, 2025 East 12th Street, Oakland, CA 94606
- b. Pay in person with your Program Director at your school site. Office hours at your school sites will be announced by your Program Directors. Your invoice will provide more information.

What form of payment is acceptable?

Families have the choice of paying in cash, check, money order, or credit card. <u>Checks are preferred</u> and considered the <u>safest</u> transaction. Please make checks payable to "EBAYC."

Are payments made tax deductible?

Yes, all payments received by EBAYC are tax deductible with a valid receipt. Our tax ID# is 94-2925799.

Why is there a \$25 fee charged for a bounced check?

Bank charges a fee for a bad check with insufficient money to make the check deposit. So, EBAYC cannot afford to pay the fee charged by our bank, therefore a fee is necessary to deter bounced checks. After three bounced checks, families will be required to make payments in cash, money order, or credit card.

Policy Change: Policies are subject to change. Policy change notifications will be mailed 15 business days prior to effective date.

For additional questions that have not been covered above, please contact our Development Team at (510) 533-1092 ext. 59 or Darling@ebayc.org.



2019-2020 TUITION REDUCTION FORM INSTRUCTIONS

COMMITMENT TO OUR COMMUNITY

EBAYC's mission is to inspire young people to be life-long builders of a just and compassionate multicultural society. Our goal is for youth to be safe, smart, and socially responsible. We value the needs, experiences, and opinions of our members. We seek equity among all members and welcome all to participate in our programs. Parents are asked to pay a monthly tuition fee to help close our program's budget gap. We appreciate the contributions of family members so that we can continue to pay for program expenses. However, we stand firm to our community values and commitment to serve youth and families. No student will be turned away any student for the inability to pay upon program acceptance.

TUITION REDUCTION

This application is intended for families with extraordinary financial hardships that prevent making payments as scheduled. All applications are reviewed independently and approved by the administrative department of EBAYC. Decisions are based on several factors that include, but are not limited to gross adjusted income and family size. Submission of an application does not guarantee a reduction.

DEADLINE to submit this application is thirty (30) school days within your student's first day of program. Any approved reductions will only be applied to current open balances and cannot be applied retroactively for a refund. The form will expire within one program year after signing up and applicants will have to re-apply for a tuition reduction at the beginning of each after school program year.

Sibling discounts and tuition reductions cannot be combined. The greater of the two discounts will be applied to your invoice. Each tuition reduction form is reviewed case by case.

PROCEDURE

- 1. Fill out and sign application completely. Incomplete application will be returned and not considered.
- 2. <u>Attach all copies of qualifying financial documents</u> as stated on page 3. Original and photocopy financial documents will not be returned.
- 3. Submit complete application and attachments using any of the following method:
 - a. Mailing: EBAYC, Attn: EBAYC Development, 2025 East 12th Street, Oakland, CA 94606; or
 - b. Fax to (510) 533-6825 and address: Attn: EBAYC Development
 - c. In Person: Program Director at your student's after school program.
- 4. Wait for written determination notification within fifteen (15) business days of submission. Notification and new invoice will be sent to mailing address provided.

For further assistance on how to fill out the form, contact us at 533-1092 ext.59 or at Darling@ebayc.org.

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

EBAYC TUITION REDUCTION FORM*

Please complete the entire application, sign, and date it, and submit it to EBAYC. All information is confidential. Completion of this application does not guarantee approval. Please allow approximately fifteen (15) business days for processing and notification. *Sibling discounts and tuition reductions cannot be combined. The greater of the two discounts will be applied to your invoice.* Please apply for a new reduction at the beginning of each new school year.

CONTACT INFORMATION

PRIMARY PARENT OR GUARDIAN

	Last Name	
Street	City	Zip Code
······	Email	
Address	·····	Phone
GUARDIAN		
	Last Name	
Street	City	Zip Code
	Email	
Address		Phone
Last Name	School	Grade
Last Name	School	Grade
Last Name	School	Grade
	Address Contract of the second	Email Address Course Co

REQUEST FOR REDUCTION AND WAIVER

Please mark all applicable reasons for your request for reduction/waiver.

Unemployment/reduced work hours. Start Date of Unemployment/Reduced hour's ___/ _/ Weekly hours if reduced: ____.

Unusual medical expenses exceeding more than 10% of your income.

Fulltime student

Refugee - Date arrived to USA: / /

Disability

Other:

Number of Family Members: _____ Annual Gross Household Income: \$_ (Please include any public assistance you receive in annual gross income)

SUPPORTING DOCUMENTS**

Please attach photocopy of your most recent federal income tax return photocopies. This document must be one page in length showing annual gross income, household number, and lists dependents. If you do not file taxes, please submit one of the following income verifications: Submitted forms cannot be more than 90 calendar days old

Check stubs from all current employers

- SSI or government assistance award letter showing monthly income received
- Medical expenses verification
- Verification of school registration for each semester/quarter

□ Other:

AUTHENTICATION STATEMENT

I acknowledge by signature below, that all of the information on this form is accurate and complete. I agree to provide additional documentation to verify need, if requested. I am aware that on-time tuition payments are required to receive reduction. I understand that any reduction of tuitions will expire within one program year after signing up and I will have to re-apply for a tuition reduction or waiver the following year.

I understand that as a part of my tuition reduction/waiver, I may be asked to provide volunteer service as requested to support the program.

X

Signature

Print Name

Date

*Each application is reviewed and approved independently. If there any changes to your income after submitting this application, please notify EBAYC.

**Supporting Documents will not be returned, no originals will be accepted.

FOR STAFF USE ONLY Staff/Program Director Comments:	
Approved/Declined by (staff member)	Approved Discount
Entered in QB by (staff member):	Date

Lead Agency

School Site: ROOSEVELT MIDDLE SCHOOL Lead Agency: EAST BAY ASIAN YOUTH CENTER

Use the spreadsheet below to detail your allowable Agency Administrative costs that are charged to the after school grants. Lead Agencies can charge up to 4% of contracted funds for Agency Administrative costs, as long as the overall grant total for Indirect/Administrative costs does not exceed 15% of the total grant award. If it does exceed 15%, then the Agency Admin cost must be reduced accordingly. In order to stay in compliance with grant restrictions on Indirect costs, lead agencies are only allowed to charge direct administrative costs are those that provide a direct benefit to a particular program. These may include, but are not limited to: administrative work involving duplicating or reproduction, collection and maintenance of records, program planning, maintenance of student attendance system, public relations, proportion of staff job duties related to administrative tasks. Indirect costs consist of expenditures that are necessary for the general operation of the agency, but that cannot be tied directly to the after school program.

	ASES	21st Century Core	21st C Equitable Access	Supplemental
Personnel	(0 0	0	0
Benefits			······································	
Supplies & Equipment	1			
Contracted Services				
Data collection & Evaluation				
Other direct administrative costs (please describe)				
TOTAL AGENCY ADMIN CHARGED TO GRANTS		0 0	0	0

Addendum on Staff Time Allocation: Hours for direct work with students, prep time, and professional development 2019-20

School Site: ROOSEVELT MIDDLE SCHOOL Lead Agency: EAST BAY ASIAN YOUTH CENTER

All sites must submit a budget addendum indicating how direct service staff time is divided between hours of direct work with students, prep time, and Professional Development. In order for line staff to deliver high quality after school services, it is our expectation that Lead Agencies allocate appropriately for line staff weekly Prep time and monthly Professional Development, in addition to actual hours working directly with students. The After School Programs Office recommends the following hours for Prep and Professional Development for each line staff: minimum of 1 hour of prep time per week; 10 hours for participation in YPQI continuous quality improvement processes (PQA trainings, scoring mtg, planning w/data, Youth Work Methods trainings). Additionally, agencies should budget for 10-12 hrs of content-specific PD for each staff teaching specialized activities such as literacy, math, STEM, BIC, etc. so that staff can attend OUSD learning communities and specialized trainings. We also recommend that lead agencies provide at least 1 hr/month or 10 hrs/year of agency PD for staff.

Direct service staff	Allocation	Total hours working directly with students	Total hours for Prep	Total hours for Professional Development
Example 1: (grouping staff)	\$41,720	2700 hrs	180 hrs	100 hrs
5 enrichment providers		(15 hrs/wk X 36 wks X 5 providers)	(1 hr/wk X 36 wks X 5 providers)	(20 hrs/year X 5 providers)
Or Example 2 (list staff individually): 1 Literacy	,	540 hrs (15 hrs/wk X 36 hrs)	36 hrs	30 hrs (30 hrs/year)
Instructor				
1 Math Instructor		540 hrs (15 hrs/wk X 36 hrs)	36 hrs (1 hr/wk X 36 wks)	30 hrs (30 hrs/year)

School Site Contracted Services Addendum 2019-20

School Site: ROOSEVELT MIDDLE SCHOOL Lead Agency: EAST BAY ASIAN YOUTH CENTER

List all subcontracted organizations and individual consultants who will be contracted to provide services in the after school program. Indicate contract amount, briefly describe services, and indicate who will initiate the contract with this organization/individual. This should be either the lead agency, or the school site directly.

Name of Subcontracting Community Organization or Individual Consultant	Contract Amount	Brief description of services (or role of individual consultant)	Who will contract with this organization? (Indicate Lead Agency or School Site)
		· · · · · · · · · · · · · · · · · · ·	



OUSD EXPANDED LEARNING PROGRAMS

Partner Assurances & Agreements

2019-2020

School Site: Roosevelt Middle School		
Lead Agency: East Bay Asian Youth Center	Date: 04/18/2019	
Name of After School Program: EBAYC @ Roosevelt	After School Site Coordinator Name (if k Cynthia Phan	nown at this time):
Principal Signature	Lead Agency Signature	éf.
Assurances for Grant Complian	ce & After School Alignment with	School Day
Principal and Lead Agency representative will r Please note hyperilinics for the following of • Grant Assurances signed by OUSD Superi • Quality Support Coach Role Description	documents referenced below.	PRINCIPAL, AGENCY, INITIALS INITIALS
	ctor/Site Coordinator have reviewed the	

- Site Administrator and Site Coordinator will meet at least once monthly to ensure program is meeting identified goals. (Bi-weekly check-ins are recommended.)
- Site will provide the after-school program with appropriate **facilities and resources** in support of program goals, including office space with internet and phone access for the Site Coordinator, and safe storage for program records.
- 4. 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. (See page 3 for details on After School Safety Plan requirements.)
- 5 Site Administrator and Site Coordinator understand the program must meet **CDE attendance targets** in order to retain grant funding. Site and program will work collaboratively to ensure strong student recruitment and retention.

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Assurances for Grant Compliance & After School Alignment with School Day, continued

- School will share student outcome data to better refine program (Attendance data, test scores, Report Cards, IEP's, etc). Site Coordinator will share relevant student and program data with school.
- 7 Site Administrator and lead agency partner have reviewed the <u>Quality Support Coach key</u> <u>responsibilities</u>, and understand this role is critical for strengthening staff practices and program quality. Site Administrator will identify and recruit a certificated, qualified individual to serve as the **Arter EduciQuality Support Coach**.
- Site will invite Site Coordinator and appropriate staff to participate in **faculty meetings** and professional development opportunities, in order to ensure consistency in standards of teaching and learning, and positive school culture & climate.
- Site will invite Site Coordinator to participate on school committees (ie. SSC. COST, SST, Culture Climate team, SPSA planning team, etc) to ensure coordination of services.
- 10. Site Administrator is aware that CDE does not increase after school grant funding for minimum days, and that programs are required to operate until **6pm** on minimum days. If additional minimum days are added to the school schedule next year, site will allocate resources to help offset the cost of additional hours of programming.
- Lead agencywill register with/update OUSD provider database. In order to maintain accurate, up-to-date information on the services provided, the Lead Agency shall register in OUSD's provider database, update schools of operation prior to commencing services for school year 2019 – 20, and update during the current school year if schools of operation change.
- 12 Lead Agency will ensure that appropriate After School staff participate in OUSD Expanded Learning Office meetings and professional development throughout the year including: mandatory ASPO Summer Institute, ongoing site coordinator meetings; continuous quality improvement (CQI) trainings; agency director meetings; various professional learning communities (time commitment varies); local conferences (i.e., annual Bridging the Bay conference), and other relevant district trainings (i.e., safety, PBIS, etc.);
- 13. Site and Lead Agency understand that **professional development helps ensure program quality**. Lead agency is committed to providing/accessing professional development opportunities for after school staff, based on needs identified by program data. The lead agency 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).

PRINCIPAL SIGNATURE

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LEAD AGENCY SIGNATURE

B

After School Safety and Emergency Planning

	Safety Plan includes the After School Emergency Plan
	gram (ASP) Site Coordinator will update the After-School
	aligning plans and procedures for after school and school day
	d crisis response. Indicate all actions that will occur to
proparedness and emergency respon	
Site Administrator and ASP Site Coordinate Plan collaboratively	or will meet at beginning of school year to update After School Emergency
Site will share Comprehensive School Site	e Safety Plan with after school partner.
	l coordinate emergency drill schedules & procedures (ie. earthquake, fire
After School staff will participate in site-le	vel faculty safety trainings
	ccess to disaster supplies and other resources in case there is an
	or will meet regularly to review after school incidences and update safety
The completed After School Emergency F Office by 10/1/19.	Plan (ASEP) will be submitted to Expanded Learning Programs
Other. SPECIFY:	
	da antar share a spectra to a state and a state and a spectra state and a spectra state and a spectra state and
lockdown procedures and communication pro	wide safety training including emergency preparedness, lockdown
	ation protocols for crisis response. School day and after school staff alkies to address any problems during after school time.
	ed the OUSD After School Emergency/Crisis J _{at Lavel} nderstand expectations regarding communication and <u>incident</u> r school safety occurs. Yes No
€ ₀	
Facility Keys	
	r has access to facility keys in order to ensure safety after school
should a lockdown or lockout be needed. Will the A where after school programming occurs?	After-Schod Program have access to facility keys for all areas Yes No
If no, indicate how the school campus will be secu	red if crisis should occur during after school hours and if lockdown is
necessary:	
71	

After School Safety and Emergency Planning, continued

SSO Staffing

Check one:

Site will utilize after school and/or school day funds to pay Extra time/Over time (ET/OT) for an after school SSO. Site does not need an SSO.

Site does not have the resources to fund an after school SSO.

PRINCIPAL SIGNATURE LEAD AGENCY SIGNATURE

- 34

Continuous Quality Improvement (CQI)

Engaging in continuous quality improvement (CQI) processes is an OUSD expectation for all schools and after school programs, and is a condition for ongoing after school grant funding from the California Dept. of Education. The OUSD Expanded Learning Office has adopted a research-based Assess-Plan-Improve CQI process utilizing national quality standards for youth development. All OUSD after school programs are expected to fully engage in and complete the following steps of the CQI cycle each year, and submit corresponding CQI deliverables to the school district on a timely basis: (This process is in review and tools will be updated throughout the year.)

- self-assessment using Youth Program Quality Assessment (YPQA)/School Age Program Quality Assessment (SAPQA) tool
- planning with data (using self-assessment and external assessment PQA data, and other program data as available)
- · development of quality action plan (QAP) with goals for program improvement
- = QAP progress check

The CQI cycle is intended to be a collaborative process involving program staff, and can include other stakeholders (ie. youth leaders, school partners, parents, other community partners)

CQI. Continuous quality improvement **QAP:** Quality action plan SAPOA: School Age Program Quality Assessment. YPQA: Youth Program QualityAssessment

PRINCIPAL SIGNATURE

Review and mark all commitments: Our lead agency and school partner understand district expectations regarding the after school program's participation in the Continuous Quality Improvement (CQI) process summarized above. We agree to the following expectations:

- Lead agency will budget adequately to ensure program staff participate collaboratively in each step of the CQI process.
- Site coordinator will participate in CQI trainings to develop her/his leadership in leading continuous quality improvement processes.
- Lead agency director will provide coaching support and monitoring to Site Coordinator to ensure completion of a meaningful CQI process, and thoughtfully completed CQI deliverables.
- Site coordinator will share CQI data with Site Administrator and school staff.

Lead agency and school partner will work collaboratively to support the implementation of the program's Quality Action Plan, including providing staff with adequate training and resources to improve the quality of their practices.

LEAD AGENCY SIGNATURE

ADDENDUM #1 COMPLETED BY MIDDLE SCHOOL AFTER SCHOOL PROGRAMS ONLY Middle School Sports

School Si	te: Roosev	elt Middle	School
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Lead Agency: East Bay Asian Youth Center

Middle School Athletics

sports are an exclung way to keep students engaged in school, and to support health & wellness and community building. OUSD encourages after school programs to participate in the OUSD middle school sports league, which consists of after school sports practices and games on the weekend. Lead agency staff, teachers on extended contract, and/or classified staff on extra time/overtime can serve as coaches for middle school athletics.

Please **Identify** the middle school sports activities that the after-schoolprogram will be offering students this year in partnership with the OUSD Middle School Sports League.

Co-ed Flag Football Girls Cross Country Boys Cross Country Girls Basketball

Boys Basketball

Boys Soccer Girls Track and Field Boys Track and Field Girls Volleyball

Girls Soccer

Boys Volleyball Other:

PLEASE DESCRIBE:

- Vi understand that my middle school sports activities will be listed on my 2019-20 program schedule.
- I understand I will submit a Schedule of Field Trips and Off-Campus Activities form each semester, listing my program's after school athletic games and practices.
- V understand that all students participating in middle school sports will complete an OUSD Release of Liability and Assumption of Risk form for Middle School Sports League Activities.
- understand that individuals providing coaching for middle school sports will need to go through the OUSD coaches hiring process.

PRINCIPAL SIGNATURE LEAD AGENCY SIGNATURE

ADDENDUM #2 COMPLETED BY HIGH SCHOOL AFTER SCHOOL PROGRAMS ONLY ASSETs Program Schedule

ASSETs Program Schedule

Must be completed by all programs that receive or have currently applied for ASSETs funding.

Describe yourplanned programming on weekends, intercession breaks, summer, and other non-school days during the 2019-20 school year. Your plans must match your proposed program budget.

Number of non-school days you plan to effor during the 2019-2020 meenly our (JULY 1, 2019-2020 July 2020)	N/A
Dates of Bervice	N/A
Proposed Hours of Operation	N/A.

Description of program activities: (describe goals of programming, target audience, planned activities, etc.) Please include any programming geared to internships or requiring off campus travel.)

NA for Middle Schools PRINCIPAL SIGNATURE LEAD AGENCY SIGNATURE

ADDENDUM #3 COMPLETED BY SITES WITH EQUITABLE ACCESS GRANTS ONLY

21st Century and ASSETs Equitable Access

Equitable Access

Must be completed by all programs that receive or have applied for 21, CCLC Equitable Access funding.

Some 21st CCLC and ASSETs 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. CCLC/ASSETs 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.

We partner with organizations such as Refugee Transition and Catholic Charities to align supports for Newcomers and English Language Learners. Additionally we hire a Managing Director to help coordinate resources such as one-to-one or small group tutoring and mentoring, translation, family supports (food pantry, social services) and transportation (public transportation, ride shares, etc.) so students can participate in out of school time (after school, summer, weekend) activities.



LEAD AGENCY SIGNATURE

Exhibit C



Date

PARENT PERMISSION AND RELEASE AND STUDENT INFORMATION

OAKLAND UNIFIED SCHOOL DISTRICT

ASES and/or 21st CENTURY ELEMENTARY & MIDDLE SCHOOL AFTER-SCHOOL PROGRAMS

I give my child permission to partic School Program.	ipate in the 2019-20 _	·	
Name of School:			
Student's Name		Grade	Date of Birth
Parent/Guardian Name (Please print)	Signature		Today's Date
Home Address	City	Zip	
Home Phone	Work Phone	Cell Phone	
EMERGENCY CONTACT INFO In case of emergency, please contact: Name	RMATION	Phone	e: work/home/cell
Name	Relationship	Phone	e: work/home/cell
Does your child have health coverage?	Yes	No	
Name of Medical Insurance	Policy/ Insurance #	Primary Insu	red's Name
authorize After-School Program Staff necessary for my child during the Afte	to furnish and/or obtain r-School Program.	n emergency medica	l treatment which may l
Parent/Guardian Name			 Date

Signature

RELEASE OF LIABILITY

I understand the nature of the After-School program and that participation is voluntary. I understand that the Oakland Unified School District is not responsible for loss, damage, illness, or injury to person or property as a result of participation in the After-School program. I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from any and all claims for injury, illness, death, loss or damage as a result of participation in the After-School program.



Parent/Guardian Signature

Date

AFTER-SCHOOLPROGRAM ATTENDANCE POLICIES

understand that my child is expected to participate fully in the After-School program:

- Elementary School students are expected to participate in the After-School program every day until 6pm, for a total of 15 hours per week.
- Middle School students who participate in the After-School program <u>at least 3 days per week until 6pm,</u> for a minimum total of 9 hours per week will be given priority for enrollment.

I understand that eligible students who are able to fulfill these attendance requirements have priority for enrollment and that if my child cannot fully participate, my child may lose his/her spot in the program.

I understand that my child (in 2nd grade or higher) must sign in to program daily and my child (applicable to high school students) or his/her parent/guardian must sign out of program daily.

STUDENT RELEASE/ PICK UP POLICY

As parent/guardian, I understand that the After-School Program will begin immediately After-School is out and will end by <u>6:00 p.m</u>. Students will not be released to go home from the After-School Program until they are signed out by the parent/guardian or one of the individuals listed below unless parent/guardian has completed and returned a Waiver of Pick Up Policy:

Parent/Guardian Signature

Date

When I am unable to pick my child up, I give After-School Program staff permission to release my child to:

Name/Relationship

Phone Numbers: Home/Work/Cell

Name/Relationship

Phone Numbers: Home/Work/Cell

REMEMBER: Please pick up your child on time at the end of stated program closure. If students are not picked up by the end of program, After-School Program staff may be required to contact Child Protective Services or law enforcement. Please note: Three instances of tardiness in picking up your child will result in his/her dismissal from the program.

PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS

For the 2019-2020 school year, I give consent to Oakland Unified School District to disclose to After-School Program Staff my child's confidential academic data (test scores, report cards, attendance, and other performance indices), and input my child's data into the database created for afterschool programs for the sole purpose of providing targeted support and academic instruction and assessing the academic effectiveness of the After-School Program. I also give permission for After-School Program staff to monitor my student's progress and to request my child to voluntarily participate in evaluation surveys for the purpose of determining program effectiveness. I understand that consent to disclose information and evaluate programs is not a requirement to participate in the after-school program and that I can withdraw this consent at any time by notifying the After-School Program and the OUSD After-School Programs office in writing.

Date



Parent/Guardian/Caretaker Signature

PHOTO/VIDEO RELEASE

During your child's attendance in the After-School Program, s/he may participate in an activity that is being photographed or videotaped; these photographs/video recordings may be used for promotional purposes.

My child _____may ____may not be photographed/videotaped by the After-School program for promotional purposes.

I authorize the OUSD or any third party it has approved to photograph or videotape my child during After-School program activities and to edit or use any photographs or recordings at the sole discretion of OUSD. I understand that I and my child shall have no legal right or interest arising from the recording, including economic interest. I also agree to release and hold harmless the OUSD and any third party it has approved from and against all claims, demands, damages, and liabilities arising out of or use of the recording.

|--|

Parent/Guardian Signature

Date

SPECIAL NOTE REGARDING PROGRAM FEES

Some After-School Programs may charge fees on a sliding scale in order to serve more students and provide more services. Programs that charge family fees will waive or reduce the cost of these fees for students who are eligible for free or reduced-priced meals. Programs cannot charge a fee if the child is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care. <u>No eligible student will be denied enrollment due to a family's inability to pay program fees.</u>

EARLY RELEASE WAIVER (OPTIONAL)

ELEMENTARY AND MIDDLE SCHOOL STUDENTS

- Elementary School students are expected to participate in the After-School program every day until 6pm, for a total of 15 hours per week.
- Middle School students who to participate in the After-School program <u>at least 3 days per week until 6pm</u>, for a minimum total of 9 hours will be given priority.

Eligible students who are able to fulfill these attendance requirements daily have priority for enrollment.

Based on the OUSD Early Release Policy, families can request Early Release of their child from the After-School Program for any of the following reasons:

- Parallel Program
- Family Emergency
- Personal Family Circumstance
- Medical appointment
- Transportation
- Community safety
- Child accident
- Other conditions, as deemed appropriate

Name of Program: _____

Name of Student: _____

Grade: _____

I request early release of my child from the After-School Program at ______ o'clock p.m. (Please check reason)

I am concerned for my child's safety in returning home by him/herself after dark.

I am unavailable to pick my child up after this time.

Other: ______

I hereby release and discharge the Oakland Unified School District and its officers, employees, agents and volunteers from all claims for injury, illness, death, loss or damage arising from my child's early release from the After-School Program.

Parent/Guardian Signature

Date

WAIVER OF PICK UP POLICY AND PERMISSION TO RELEASE WITHOUT SUPERVISION (OPTIONAL)

FOR STUDENTS AGES 12 AND OLDER ONLY

School Site: _______Name of Student: ______Name of Student: ______

Grade: _____

Date of Birth of Student: _____

If arrive, later than the dismissal time or am unable to pick up my child at the end of the After-School Program:

l give the After-School Program staff permission to release my child from the After-School Program without supervision.

I hereby release and discharge the Oakland Unified School District and its officers, employees, agents, and volunteers from all claims for injury, illness, death, loss or damage arising from the release of my child without supervision if I arrive later than dismissal time or am unable to pick up my child at the end of the After-School Program day.

Parent/Guardian/Caretaker Signature

Date

After-School Programs, 2019-20

AFTER-SCHOOLPROGRAM NAME:		
SCHOOL SITE:		
STUDENT HEALTH FORM <u>STUDENT INFORMATION</u> Student's Name		
Grade in 2019-20		
PARENT/GUARDIAN INFORMATION Parent/Guardian Name (First, Last)		
Student's Home Address		
Phone (home)		
Parent/Guardian Cell # Parent/Guar	dian Work #	
Name of Child's Doctor Telephon	e	
EMERGENCY In case of emergency, please contact:		
Name: Relation	nship to student:	
Phone Number:		
HEALTH Please check if your child has any of these Health Co	nditions and requires management after school:	
HEALTH CONDITION	MEDICATION	
Severe Allergy to:	Student has EpiPen® at school	
Asthma Diabetes	Student has inhaler at school	
Diabetes Seizures	Student has medication at school	
Sickle Cell Anemia	Student has medication at school	
Sickle Cell Anemia Image: Student has medication at school Cystic Fibrosis Image: Student has medication at school		
Other conditions:	□ Student has medication at school	
Medical History that may be of importance		
List any Allergies:		
Medications needed during the school day:		
Medications needed After-School hours:		

SPECIAL INSTRUCTIONS

All students with asthma, diabetes, and severe allergies should have emergency medication available to After-School Program staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a medical management plan (Diabetes, Severe Allergy, or Asthma Action Plan) signed by you and your doctor. The After-School Program will need to have medication for your child that is separate from the medication you provide the regular school day program.

See your School Nurse/Health Services for more information.

AUTHORIZATION TO TREAT MINOR

I give permission for the After-School Program staff to administer medication that my child may require during the After-School Program.

I authorize After-School Program Staff to furnish and/or obtain emergency medical treatment, which may be necessary for my child during the After-School Program.

Date:	Parent/Guardian Signature:
Print Name:	
Does your child have vision problems	?
Have you ever been notified that you	r child has difficulty seeing?
Is your child supposed to wear glasses	

Please return this form immediately to the After-School Program. Thank you!

After School MOU for Elementary and Middle Schools, 2019-2020, page 26 of 38 Rev. 5/13 /2019

Exhibit D

Schedule of Field Trips, Off Site Events and Off Site Activities for After School Program

Contact Information:	a second s	
Site Name	Lead Agency Name	
Name of Contact Person	Email	
Telephone	Fax	

The following Field Trips, Off Site Events and Off Site Activities for the After School Program will occur during:				
 Fall Semester- August 21, 2019 to January 19, 2020 Spring Semester- January 22, 2020 to June 7, 2020 Summer Program (Specify dates:				
Name of Field Trip, Off Site Event, and/or Off Site Activities	Date(s)	Time(s)		

Site Coordinator Signature	_Date
Lead Agency Director Signature	Date
Site Administrator Signature	_Date

After School MOU for Elementary and Middle Schools, 2019-2020, page 27 of 38 Rev. 5/13 /2019

Exhibit E

EAST BAY REGIONAL PARK DISTRICT

WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

Waiver and Release of Liability. In consideration of being allowed to use and participate in activities at East Bay Regional Park District's facilities, including but not limited to its pools, lakes, shorelines and swimming lagoons ("Recreational Activity"), I, for myself and my spouse, my child, heirs, personal representatives, next of kin, and assigns, voluntarily agree to release, waive, discharge, and promise not to sue the East Bay Regional Park District. its officers, directors, agents, volunteers, and employees (collectively the "District") from any and all liability for any accident, illness, injury, death, wrongful death, or property damage/loss arising out of my participation in the Recreational Activity and/or use of District facilities and equipment (along with the use of transportation provided, arranged, or paid for by the District, including such transportation for medical treatment), whether occurring on or off District property, and whether caused by any negligence of the District or otherwise, excepting only to the extent caused by District's gross negligence.

Assumption of Risk. I understand that participation in the Recreational Activity and the use of District facilities, equipment, and transportation carry inherent risks that cannot be eliminated regardless of the care taken to avoid injury. These risks may result in injuries that include, but are not limited to, disease, cuts, eye injuries, blindness, broken bones, concussions, heart attacks. heat stroke, dehydration, joint or back injuries, slipping on uneven surfaces, brain injuries, drowning, paralysis, and death, as well as damage/loss of personal property. I also understand that these risks might arise for a variety of reasons, including but not limited to, actions, inaction or negligence of other parties, participants, or the District. I further understand that there may be other risks that are not known to me or reasonably foreseeable at this time. By signing below, I acknowledge that participation in the Recreational Activity and the use of District facilities, equipment, and transportation is voluntary and that l knowingly assume any and all risks, known and unknown.

Indemnity Agreement. In consideration for the District's permission to participate in the Recreational Activity, I voluntarily agree to indemnify and hold harmless the District from all claims, demands, and causes of action brought by me or anyone else as a result of my participation in the Recreational Activity and/or use of District facilities and equipment (along with the use of transportation provided, arranged, or paid for by the District, including such transportation for medical treatment), whether caused by any negligence of the District or otherwise, and agree to reimburse the District for any resulting costs, expenses, and attorneys' fees

Severability. I understand and acknowledge that this Agreement is intended to be as broad and inclusive as permitted by law. If any portion of this Agreement is deemed invalid, it is agreed that the remaining portion of the Agreement shall continue in full legal force and effect.

Minor Participants. If Participant is under 18, Participant's custodial parent or legal guardian must sign below, warranting that he or she is the Participant's custodial parent or legal guardian, and is agreeing to the terms and conditions of this Agreement, on both his or her and the Participant's behalf. Parent or legal guardian acknowledges by their signature that they are giving up the same rights for the minor as they would be giving up if they signed this Agreement on their own behalf.

I have read this Agreement and understand that I am giving up substantial rights by signing it, but do so voluntarily and intend to completely release the District from the liability described above to the greatest extent allowed by law. I also understand that this Agreement is legally binding on me and my child (if applicable), spouse, heirs, personal representatives, assigns, and next of kin.

Participant Name

Name of Custodial Parent or Guardian (if Participant is under 18):

Signature:

Participant Signature (if over 18) or Custodial Parent or Guardian Signature

Date:

EBRPD Waiver - Swim Use Rev. 3/09

Exhibit E (1)

Middle School Sports Release of Liability and Assumption of Risk

OAKLAND UNIFIED SCHOOL DISTRICT AND ______ 20___20___ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

In exchange for being permitted to participate or have my child/ward participate in activities and use equipment and facilities, I agree to release, indemnify and discharge Oakland Unified School District ("OUSD"), ______, and their respective agents, directors and employees on behalf of myself, my spouse/domestic partner, children, heirs, assigns, and estate as described below.

- I am familiar with the Middle School Sports League Activities and facility rules and agree that I
 and my child will follow them. I understand that the recreational activities or use of the facilities
 or equipment carries inherent risks which cannot be eliminated regardless of the presence of
 coaches or other care taken to avoid injury. I understand that OUSD and ______ are not
 responsible for loss, damage, illness, or injury, or death, to person or property as a result of use
 of the facilities or equipment or participation in the Middle School Sports League activities
 offered after school and on designated weekend days as scheduled.
- 2. As parent/guardian, I certify that my child is physically fit and medically able to participate in the Middle School Sports League activities and that parent/guardians have not been advised otherwise by a qualified medical person. I authorize OUSD, ______, or Middle School Sports League staff to furnish and/or obtain emergency medical treatment which may be necessary for me or my child during Middle School Sports League activities. Participant and/or parent/guardian agree to pay all costs associated with medical care and transportation for the participant as provided by law.
- 3. As parent/guardian, I have reviewed the schedule(s) for Middle School Sports League activities and understand that weather permitting the Middle School Sports League activities generally run after school and on designated weekend days of each month as scheduled. Parent/Guardians understand that they are responsible for transporting their child/children and picking up their children promptly at the end of the program and that there is no OUSD or ______ supervision for children after the Middle School Sports League program ends.
- 4. I agree as an adult participant, or the Parent/Guardian of a minor participant, to grant the right and permission to photograph and/or record me or my child/ward in connection with Middle School Sports League and to use the photograph and/or recording for all purposes.

By signing this document (Release of Liability and Assumption of Risk), I understand that if anyone is hurt or property damaged in connection with Middle School Sports League activities, I may be found to have waived my or my child/ward's right to maintain a lawsuit against OUSD, ______, or their respective agents, directors, and employees and I am voluntarily choosing to participate.

SIGNATURE	Today's Date		
Participant Name (print)	Grade	Date of Birth	
School			

(COMPLETE INFORMATION ON BOTH SIDES)

OAKLAND UNIFIED SCHOOL DISTRICT AND ______ 20___20__ MIDDLE SCHOOL SPORTS LEAGUE ACTIVITIES

Participant Name (pri	nt)	Grade	Date of Birth	 1
School		E		
Home Address	<u> </u>	City		Zip
Home Phone	Work Phone	Cell Ph	ione	Email Address
In case of emergency	please contact:			
Name	Relationship)	Phone	e: work/home/cell
If the Participant Is	<u>s A Minor (under age 18</u>	<u>):</u>		
Print name of Parent	or Legal Guardian of Minor			
Home Address		City	Z	ip
Home Phone	Work Phone	Cell Ph	one	Email Address
SIGNATURE	ent/Legal Guardian if un	der age of	Toda	y's Date
Student Participant	_	ider age of	16)	
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INVOICING AND STAFF QUALIFICATIONS FORM

2019-2020

Basic Directions

Complete the chart below for each subcontractor and attach with Lead Agency monthly invoices.

Employee, agent or subcontractor name.

1.

2. ATI #. This is the fingerprint clearance number assigned by the Department of Justice.

3. Current TB Clearance. Current means within the last 4 years. This documentation should be maintained in Lead Agency files.

4. IA Requirement. No Child Left Behind Law requires that any staff who directly supervise students and are included in the 20:1 student-to-adult ratio meet the IA requirement. This documentation should be maintained in Lead Agency files.

	Agency Information	
Agency	Agency's	
Name	Contact Person	
Billing Period	Contact Phone	
	#	

Employee, Agent, or Subcontractor Name	ATI#	Current TB Clearance Documentation on File	IA Requirement Documentation on File
		Yes No	Yes No
			Yes No
······································		Yes No	Yes No
		Yes No	Yes No
		Yes No	Yes No
		Yes No	Yes No
		Yes No	Yes No
			Yes No



PROCEDURE FOR INVOICING Oakland Unified School District Comprehensive After School Programs 2019-2020

The following procedures are required in submitting invoices that utilize 21st Century and/or ASES funding:

- All 21st Century and/or ASES invoices <u>must be submitted to the OUSD After School Programs Office</u> in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- All invoices must be generated <u>on your organization's letterhead</u>. This applies to both agency and individual contractors.
- To maintain invoicing consistency so that all necessary information is included, please <u>use the attached invoicing format</u>. Simply cut and paste the format onto your organization's letterhead. Please utilize the sample invoice as a guide. All of the information in the top section of the invoice template MUST be completed in order to process for payment. Also, in the body of the template, a detailed breakdown of charges must be provided, including number of hours worked and hourly rate. Failure to fully complete an invoice according to these specifications may result in a delay of payment.
- All invoices should cover only one calendar month, i.e. the 1st through the 30th or 31st.
- <u>Contractor, Agency, Site Coordinator, and Principal signatures</u> must be secured prior to submission of invoices to the After School Programs Office. All of these signatures must be originals.
- Invoices for the month are generally <u>due in the After School Programs Office by 5:00 p.m. on the 10th of the following month</u>. This is not a steadfast rule; for example, the invoice for November 1-30th is due in our office on the 9th of December (the 10th is a Saturday). Invoices that are submitted after the due dates listed below will be processed the following monthly invoicing period.

The tentative schedule for OUSD payments is anticipated as follows:

Invoices due to our office by 5:00 pm on:	Accounts Payable checks to be mailed on:
August 10, 2019	August 25, 2019
September 8, 2019	September 22, 2019
October 10, 2019	October 24, 2019
November 9, 2019	November 21, 2019
December 8, 2019	December 21, 2019
January 10, 2020	January 25, 2020
February 9, 2020	February 27, 2020
March 9, 2020	March 23, 2020
April 10, 2020	April 25, 2020
May 10, 2020	May 23, 2020
June 7, 2020 for May invoices	June 22, 2020
June 15, 2020 for Final Billing	TBD

If there are any questions regarding the invoicing process, please contact our office at (510) 879-2888.



PROCEDURES for PAID INSERVICE/EXTENDED CONTRACTS and TIME SHEETS OUSD CERTIFICATED TEACHERS 2019-2020

The following procedures are required in submitting fiscal forms for Paid In-service/Extended Time for OUSD employees utilizing 21st Century and/or ASES funding:

Paying OUSD Certificated Employees (Teachers)

- Academic Liaisons should submit a Paid Inservice form and Extended Contract teachers should submit a "Request for Extended Contract" IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- The FIRST submission of the Paid Inservice/Extended Contract paperwork must be accompanied by a timesheet in order to be processed by OUSD Payroll. No payment will be rendered until timesheets are submitted to our office.
- Have Employee sign Extended Contract & ALL Time Sheets
- Have Principal approve and sign Paid Inservice/Extended Contract & ALL Time Sheets
- Please be sure to submit ORIGINALS of all documents
- Please use only ONE SIDED Time Sheets
- Deliver to OUSD After School Programs Office All 21st Century and/or ASES Paid Inserivce/Extended Contracts and Time Sheets <u>must be submitted to the OUSD After School Programs</u> <u>Office</u> in order to be processed and paid. We are located at 1000 Broadway, Suite 150.
- Union Contract rate for teachers is \$26.61/hr.
- Union Contract rate for Academic Liaisons is \$34.67/hr.
- Once the Paid In-service form or Request for Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.

Paid In-service/Extended Contract Timesheets Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates ***Please note: Allow 45 days processing time for the first submission. Future submissions take approximately 5 weeks .***
September 15, 2019	October 20, 2019
October 16, 2019	November 22, 2019
November 15, 2019	December 22, 2019
December 15, 2019	January 22, 2020
January 12, 2020	February 22, 2020
February 15, 2020	March 22, 2020
March 15, 2020	April 20, 2020
April 16, 2020	May 22, 2020
May 15, 2020	June 22, 2020
June 7, 2020	June 29, 2020

If there are any questions regarding these documents or procedures, please contact our office at (510) 879-2888.



PROCEDURES for EXTENDED TIME and/or OVERTIME FORMS (ET/OT) for OUSD CLASSIFIED EMPLOYEES 2019-2020

The following procedures are required in submitting fiscal forms for Extended Time and/or Overtime (ET/OT) for OUSD classified employees utilizing 21st Century and/or ASES funding:

Paying OUSD Classified Employees (SSOs, Custodians, Instructional Aides, etc.)

- Complete "Combined ET/OT/CT and Move-Up/Acting Time Report", using appropriate Budget Org Key
- Have Employee Sign Form
- Have Site Coordinator Sign Form
- Have Principal Approve and Sign Form
- All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- All SSO ET/OT forms must be submitted to the SSO Office at <u>1011 Union St</u>.
- Any other ET/OT forms for 21st Century and ASES classified staff must be delivered to Oakland SUCCESS After School Programs Office in order to be processed and paid. Please see payment schedule in chart below. Forms that are submitted after the due dates listed below will be paid on the following Payroll Issue Date. We are located at 1000 Broadway, Suite 150.
- <u>Rate varies depending on employee's hourly rate</u>

ET/OT Forms Due to After School Programs Office on the following anticipated dates:	OUSD Anticipated Payroll Issue Dates
September 15, 2019	September 29, 2019
September 29, 2019	October 12, 2019
October 12, 2019	October 31, 2019
October 31, 2019	November 15, 2019
November 15, 2019	November 30, 2019
November 30, 2019	December 15, 2019
December 15, 2019	December 29, 2019
December 22, 2019	January 12, 2020
January 12, 2020	January 31, 2020
January 31, 2020	February 15, 2020
February 15, 2020	February 28, 2020
February 28, 2020	March 15, 2020
March 15, 2020	March 29, 2020
March 29, 2020	April 14, 2020
April 13, 2020	April 30, 2020
April 30, 2020	May 15, 2020
May 15, 2020	May 31, 2020
May 31, 2020	June 15, 2020
June 7, 2020	June 29, 2020

If there are any questions regarding these documents and procedures, please contact our office at (510) 879-2888.

Certificates of Insurance and Additional Insured Endorsement

INSERT HERE

After School MOU for Elementary and Middle Schools, 2019-2020, page 35 of 38 Rev. 5/13 /2019

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POLICY NUMBER: 20191855188 Named Insured: East Bay Asia

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East Bay Asian Youth Center

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COMMERCIAL GENERAL LIABILITY CG 20 25 04 13

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED -- DESIGNATED PERSON OR ORGANIZATION

This endorsament modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s): Oakland Unified School District Attention: Risk Management 1000 Broadway Ste 440 Oakland, Ca., 94607 ---

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II Who is An insuend is amended to include as an additional insuend the person(s) or organization(s) shown in the Schedulo, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or contactors or the acts or omissions of those acting on your babalit;
 - In the performance of your ongoing operations; or
 - In connection with your premises owned by or rented to you.

However:

- The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If opvarage provided to the additional insured is required by a contract or agreement, the insurance attended to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insurads, the following is added to Section III ~ Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance;

- 1. Required by the contract or agreement; or
- Available under the applicable Limits of insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of insurance shown in the Declarations, Exhibit I

Statement of Qualifications

INSERT HERE

After School MOU for Elementary and Middle Schools, 2019-2020, page 36 of 38 Rev. 5/13 /2019



East Bay Asian Youth Center

Statement of Qualification

EBAYC is dedicated to supporting young people to be safe, smart, and socially responsible. EBAYC offers a continuum of integrated services to a diverse membership of youth and families in Oakland. Our goal is to support students to graduate from high school and pursue higher education. EBAYC provides trusted mentors, educational programs and grassroots policy work, so that all youth may realize their aspirations and personal path to success. Over 3,000 youth are served each year through our expanded learning programs and case management services. Our program strategies resulted in higher school attendance rates and lower school suspension rates. Over the course of four decades, EBAYC consistently demonstrates high standards of program quality and performance as indicated by city, county, and school district evaluation.

EXHIBIT J

Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY

As set forth in Paragraph 11.4 of the Memorandum of Understanding between AGENCY and Oakland Unified School District ("OUSD"), this Agreement ("Agreement") allows for the employment of the EMPLOYEE, _______, for distinct and separate employment roles with OUSD and with AGENCY. These two employment positions do not overlap in duties, hours, or control by the respective employers, OUSD or AGENCY. As used in this Agreement, "Parties" means Employee, OUSD, and AGENCY.

- 1. <u>Employment Position</u>. OUSD shall provide Employee with a written document describing the position that Employee shall perform for OUSD. AGENCY shall provide Employee with a written document describing the position that Employee shall perform for AGENCY. None of the duties performed for either employer shall interfere or conflict with their responsibilities for the other employer.
- Hours of Work. OUSD shall inform Employee of the hours of work for the OUSD employment position. AGENCY shall inform Employee of the hours of work for the AGENCY position. None of the work hours shall be overlapping. Employee shall not work any hours beyond the regular working hours for either OUSD or AGENCY unless express written approval is given by the Employer for whom the extra hours are being worked.
- 3. <u>Control & Supervision OUSD Employment.</u> During the employment position and working hours performed for OUSD, EMPLOYEE will devote their full services to OUSD and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to OUSD. EMPLOYEE shall be supervised by designated OUSD personnel and OUSD will provide the information, tools, and equipment necessary for such employment. OUSD shall control all aspects of the employment relationship for the work performed for OUSD. EMPLOYEE shall not use the information, tools, or equipment of OUSD in performing the work for AGENCY, without OUSD's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. AGENCY shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's OUSD work hours.
- 4. <u>Control & Supervision AGENCY Employment.</u> During the employment position and working hours performed for AGENCY, EMPLOYEE will devote their full services to AGENCY and shall not engage in any work that conflicts with or compromises EMPLOYEE's best efforts to AGENCY. EMPLOYEE shall be supervised by designated AGENCY personnel and AGENCY will provide the information, tools, and equipment necessary for such employment. AGENCY shall control all aspects of the employment relationship for the work performed for AGENCY. EMPLOYEE shall not use the information, tools, or equipment of AGENCY in performing the work for OUSD, without AGENCY's express permission. All work product of the EMPLOYEE shall belong to the employer for whom the services were being provided at the time the work was created. OUSD shall not have any control or supervision over EMPLOYEE during the EMPLOYEE's AGENCY work hours.
- 5. <u>Workers Compensation Liability Insurance</u>. As required by California and federal law, each employer shall maintain workers compensation liability insurance for Employee's behalf for the employment position for which EMPLOYEE is employed by each of them.
- 6. <u>Wages.</u> OUSD is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the OUSD employment position. OUSD shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position, and AGENCY agrees to indemnify, defend, and hold harmless OUSD from any such claim. Similarly, AGENCY is separately and independently liable for all wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position. AGENCY shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the AGENCY employment position. AGENCY shall have no liability for any portion of wages and benefits earned by EMPLOYEE for performance of the OUSD employment position, and OUSD agrees to indemnify, defend, and hold harmless OUSD from any such claim.
- 7. <u>No Joint Employer Relationship</u>. The Parties acknowledge and agree that it is not their intent to create any joint employer relationship and, instead, each employment relationship is separate and distinct as set forth in this Agreement. Notwithstanding, EMPLOYEE understands and agrees personnel information may be exchanged between OUSD and AGENCY.
- 8. <u>Termination.</u> Subject to any applicable employment laws, any Party may terminate this Agreement or any employment relationship created under this Agreement with two weeks written notice to the other Parties.

- <u>Litigation.</u> This Agreement shall be performed in Oakland, California and is governed by the Laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
- 10. <u>Integration/Entire Agreement of Parties</u>: This Agreement and the Memorandum of Understanding between AGENCY and OUSD from which this Agreement stems, constitute the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by all Parties.
- 11. <u>Counterparts.</u> This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 12. <u>Signature Authority</u>. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 13. <u>Employment Contingent on Governing Board Approval</u>: OUSD shall not be bound by the terms of this Agreement or employment of EMPLOYEE until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to EMPLOYEE absent formal approval. This Agreement shall be deemed to be approved when it has been signed all Parties and employment of EMPLOYEE has been approved by the Governing Board.

OAKLAND UNIFIED SCHOOL DISTRICT

President, Board of Education

Superintendent or Designee

Secretary, Board of Education

AGENCY

EMPLOYEE



April 17, 2019

Martha Pena Coordinator, Expanded Learning Programs Community Schools & Student Services Oakland Unified School District 1000 Broadway Oakland, CA 94610

Dear Ms. Pena:

This letter explains the East Bay Asian Youth Center (EBAYC) policy for tuberculosis testing, fingerprinting and child abuse and neglect reporting.

EBAYC conducts its own background check on all employees and volunteers. EBAYC employees are not permitted to come into contact with students at any OUSD school sites until EBAYC receives their negative TB test results, fingerprint clearance and re-arrest records from the State of California - Department of Justice, and from the Federal Bureau of Investigation pursuant to Section 11105.3 of the California Penal Code and Section 15660 of the California Welfare and Institutions Code. No EBAYC employees who have been convicted of a violent or serious felony may come into contact with students. EBAYC will include the employees' ATI numbers on the invoices to OUSD, and will make available to OUSD the TB test results upon demand.

EBAYC employees fully comply with the California Child Abuse and Neglect Reporting Act guidelines to report suspicions of possible child abuse and neglect to the appropriate reporting agencies.

Sincerely,

grannalian

Gianna Tran, MSW Deputy Executive Director East Bay Asian Youth Center

SAM Search Results List of records matching your search for :

Search Term : east bay asian youth center* Record Status: Active

No Search Results



MEMORANDUM OF UNDERSTANDING **ROUTING FORM 2018-2019**

Basic Directions

- Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.
- 1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
- 2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
- 3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
- OUSD contract originator creates the requisition on Escape 4. 5.
- Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

		Age	ency Information	
Agency Name		y Asian Youth Center	Agency's Contact Person	David Kakishiba
Street Address		ast 12th Street	Title	Executive Director
City	Oakland		Telephone	510-533-1092
State		Zip Code 94606	Email	junji@ebayc.org
OUSD Vendor Nu		001474		<u>jj-65-000 j0.01g</u>
Attachments		of general liability and workers' ment of qualifications am Planning Tool and Budget ut showing this vendor docc no		arties List. (www.sam.gov/portal/public/Sam/)

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elephone		Clifford H			Email		clifford.hor	9	@ausd.org
ciebuoue		510-535-2	2877		Fax	510-535-2883	3		
Site/Dept. Name		212/Roos	evelt Middle	die School Enroliment Grades			6		6
		A	pproval ai	d Routing	in order of appro	val stepsa	-	through	Contract of the local division of the local
ervices cannot be provervices were not prov	ovided before the	e MOU is fi	Illy approved	and a Purcha	ase Order is issued.	Signing this doc	TIMONT attions	that is used to	
									nowledge
	trator verifies t	hat this ve	endor does	not appear	on the Excluded Pa	arties List (http	os://www.sa	n.gov)	
lease sign under the	appropriate colu	<u>mn.</u>			pproved		Denied – Rea		Date
Site Administrato	r		1	lifford Hong				5	27/2019
2. Resource Manager				Martha Pina					28/2019
3. Network Superintendent/Deputy Chief/Exec Dir.									
4. Cabinet (CAO, SBO, CFO)			P	Mark Tridutt					31/2019
. Cabinet (CAO, SE	30. CFO}				Sandra Aquitera				
. Cabinet (CAO, SE . Board of Educatio								6,	1/2019