

Board Office Use: Legislative File Info.	
File ID Number	26-1047
Introduction Date	05/27/26
Enactment Number	
Enactment Date	



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Board Cover Memorandum

To Board of Education

From Denise Saddler, Interim Superintendent
Sondra Aguilera, Chief Academic Officer
Julie McCalmont, Coordinator, Summer Learning Programs

Meeting Date May 27, 2026

Subject Summer Programming Addendum No. 1, Expanded Learning Programs After School Program Master Contract 2025-2028 with Oakland Kids First

Ask of the Board ☒ Approve Summer Programming Addendum
☐ Ratify Amendment

Services On June 25, 2025, the District and Oakland Kids First entered into an Expanded Learning Programs After School Program Master Contract 2025-2028 for vendor to serve as lead agency for program coordination, academic intervention, homework support, student supervision and a variety of enrichment services for Castlemont High School. That Master Contract requires that, if summer services are to be added, a separate Scope of Work be submitted reflecting the summer scope, summer budget, and any changes in location as to summer services.

This Summer Programming Addendum is being submitted to name the school site where vendor will provide summer services for the summer of 2026 (Castlemont High School), as well as to increase the Master Contract not-to-exceed amount by \$21,988.80 to cover the cost of summer services as this location.

Change to Not-To-Exceed Amount & Funding Increasing not-to-exceed amount by \$838,500.00 to a new not-to-exceed amount of \$860,488.80.

Source(s), If Any Resource 4124 – 21st Century Program in the amount of 763,500.00, Resource 2600 – Expanded Learning Opportunities Program (ELO-P) in the amount of \$96,988.80.

Attachment(s)

- Summer Programming Addendum No. 1, Expanded Learning Programs After School Program Master Contract 2025-2028
- Summer Program Plan and Budget
- Expanded Learning Programs After School Program Master Contract 2025-2028, Enactment No. 25-1115
- Request for Proposal 26-165CSSS and Vendor Bid Materials

Board Office Use: Legislative File Info.	
File ID Number	26-1047
Introduction Date	05/27/26
Enactment Number	
Enactment Date	



**SUMMER PROGRAMMING ADDENDUM
TO EXPANDED LEARNING PROGRAMS
AFTER SCHOOL PROGRAM MASTER CONTRACT 2025-2028
BETWEEN OAKLAND UNIFIED SCHOOL DISTRICT AND
Oakland Kids First**

ADDENDUM NO. 1, FOR SUMMER 2026

This Addendum No. 1, for Summer 2026 supplements the Master Contract 2025-2028 (Contract) between Oakland Unified School District (OUSD) and **Oakland Kids First** (Contractor) entered into on 06/25/2025 (OUSD Enactment No. 25-1115). All terms in the aforementioned Contract remain unchanged, and Contractor remains obligated to provide all services described therein. The parties agree to supplement that Contract as follows:

1. Summer Program Sites, Days, Hours, Grades Served

Contractor shall offer programming during Summer 2026, Monday through Friday, every regular summer school day, at the sites, dates, hours, and grade levels provided here:

Site Name	Date Range	No. Days	Hours of Operation	Grade Levels Served
Castlemont High School	06/08/26 – 07/02/26	18	8:30am – 5:30pm	Bridge – 9

2. Summer Program Components/Scope of Work

The services to be provided during the above-referenced time period are described in the scopes of work attached as Exhibit A. There shall be a scope of work for each site. These services will be performed in accordance with any COVID-19-related federal, state, and/or local orders, and Contractor shall immediately follow all OUSD directives regarding health and safety protocols. In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.

3. Compensation

Contingent on OUSD receipt of California Department of Education and/or U.S. Department of Education summer programming grant funds, and subject to grant funding levels, the award amount (21st Century Supplemental grant, Summer ESSERS, and/or ELOP - Expanded Learning Opportunities Program grants) for Contractor are as follows:

Site Name	Award Amount
Castlemont High School	\$21,988.80
Total Award Amount	\$21,988.80

- 4. 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/>).

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

This Addendum and all future addendums, amendments and supplements to the Contract may be executed in one or more counterparts, all of which shall constitute one and the same Contract. 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 promulgated therefrom.

OAKLAND UNIFIED SCHOOL DISTRICT

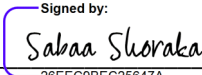
X President, Board of Education

Date

☐ Superintendent

☐ Chief or Deputy Chief

CONTRACTOR

Signed by:


Contractor Signature

4/21/2026

Date

Sabaa Shoraka, Deputy Director

Print Name, Title

Secretary, Board of Education

Date

Form approved by OUSD General Counsel's Office for 2025-2026 FY

FOR OUSD PURPOSES ONLY – The following information is not part of the Addendum.

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

Please select:

- | |
|--|
| <p>☐ Action Item included in Board Approved SPSA (no additional documentation required)–Item Number: _____</p> <p>☐ 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.</p> <ul style="list-style-type: none">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. |
|--|

EXHIBIT "A" SCOPE OF WORK

[ATTACH BUDGET TOOL AND EXPANDED LEARNING OPPORTUNITY PROGRAM PLANNING TOOL FOR EACH SITE]

OUSD Expanded Learning Summer Program Plan

Full Document - 2026

Section 1: Summer Program Snapshot							
Campus Site:	Castlemont High	Summer Principal: Lena Garcia	Summer Leader Name	Model	Independent	Grades Served:	Bridge to 9th
Lead Agency Name:	Oakland Kids First	Site Coordinator: Rosario Diaz	Rosario Diaz	Target Summer (ADA) Average Daily Attendance:	40	Student Start Date	6/8/2026
Official Summer Learning Program Name	Castlemont 2026 Summer					Student End Date	7/2/2026

Section 2: Lead Agency Assurances:	
	Please review and initial each item and sign below.
☒	I understand that my agency's contracted summer funds are based on the above-average daily attendance target number. I understand that my program should strive for 85% of this attendance target by the end of the first week of the program. I will submit a revised summer budget plan to the OUSD Expanded Learning Office detailing how I will reallocate contracted funds appropriately to reflect actual attendance numbers and to support my student recruitment and retention plan for the remainder of the summer.
☒	___ I understand that I am required to input my actual attendance numbers into the attendance system <i>daily</i> during the summer program. I will cross-check signatures on my daily sign-in/out sheets with numbers inputted to ensure that the numbers match up and are accurately report my summer attendance data. I understand that the OUSD Expanded Learning Office will carefully review my daily attendance numbers over the summer program.
☒	___ I understand that I am required to submit electronic copies of my summer attendance records (including copies of daily student sign in/out sheets and the OUSD summer internal audit log) to the OUSD Expanded Learning Office twice during summer programming. I will submit my attendance through June 30 th by the first week of July, and I will submit the rest of my attendance within one week of the last day of my program. I will also submit attendance data during the course of my summer program, as requested, for OUSD's attendance reporting to the California Department of Education.
☒	___ I understand that OUSD's state and federal grant funds are funding my summer program. I understand that I am required to follow all grant compliance requirements as outlined by the OUSD Expanded Learning Office. I will maintain my summer program records for 5 years for auditing purposes, as required by the California Department of Education, and will submit any summer programmatic or fiscal records to the OUSD Expanded Learning Office, as requested, for school district reporting and auditing purposes.
☒	___ I understand that the summer program supported by ELO-P must operate for 9 hours total daily. Your program hours will depend on your collaboration with the school. All students must be off-site by 5:30 pm. We also understand that this may shift due to current county health and safety guidelines.
☒	___ I understand OUSD Summer Programs are intended to be free programs for unduplicated students.
☒	___ I understand that I am required to turn in my supplemental program plan in accordance with the summer deliverables calendar.
☒	Name and Signature of Summer Lead Agency Director:

Section 3: Summer Program Description

Please describe your program in 275 word or less. Include what makes your program unique, any themes, examples of activities and anything else that gives a full picture of a student's experience. *(This should be similar or the same as what you submit for enrollment to families.)*

CastleWorks Work-Based Learning opportunities are 5 week projects for Summer 2026. Each project is aligned to one or both pathways and provides students an opportunity to continue learning while applying their learning and skills in the real-world. Students will be paid for completing the project to the expectations of the program and of each advisor.

Section 4: Summer Program Recruitment and Retention Strategies and Timeline

Briefly describe your anticipated summer program student recruitment and retention activities for February - April.

We held a summer opportunities fair where students had the opportunity to complete an interest form. Staff will make presentations in advisories and after school programs.

I have completed the recruitment one-pager and disseminated it to the feeder schools. (Or focal schools if you are independent)



Have you set up a recruitment and enrollment discussion with the Summer Recruitment manager at your site?



All summer hubs will be required to offer a parent orientation before the program begins. Collaborate with your principal to identify a date.

The **proposed** date of my parent orientation is:

6/4/2026

Section 5: Summer Staff Information (As much as is known at this time)

To promote continuity between OUSD after-school and summer programs and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs. Please list the name(s) of line staff you intend to hire as part of your summer program staff. (Add additional rows as needed.) Please note that the summer program must have a minimum 1:20 adult-to-student ratio 1-12th grade 10:1 for TK-1st grade).

Summer staff must meet the minimum staff qualifications according to the grant requirements:

Must pass fingerprint background clearance by DOJ and FBI

Must have TB clearance

Must have at least 2 years of college (48 semester units), or pass the Instructional Aide Exam administered by the Alameda County Office of Ed

You will be sent a contact survey to send us information on line staff later in the year. Please fill out the table below with information on your site coordinator only.

Important Note: Summer program staff in integrated programs will be expected to attend 12 – 15 hours of OUSD summer line staff trainings.

The Summer Site Coordinator and summer program staff should be hired **no later than March 13th**. **Summer coordinators should have at least 3 years experience coordinating programming.** You will be required to give our office a directory of entire site staff in April.

Site coordinator	Email	Phone Number
Rosario Diaz	rosario@oaklandkidsfirst.org	510-255-1795
Agency Director	Email	Phone Number
Sabaa Shoraka	sabaa@oaklandkidsfirst.org	5102244089

Section 6: Facilities

Plan with your site administrator which rooms and outside spaces your summer program will use Monday - Friday from 8:30 - 5:30.

All summer facility requests must be completed by **March 17th**, through [Facilitron](#). Rooms not reserved by the 17th, may not be available for summer programming.

Indoors		Outdoors
Number of classrooms		Common Spaces
Music tech room		farm and garden
Fablab		
Media Center		
Future Center		

For off-site programs, please add the address where the summer program will be held.

Signature of Summer Lead Agency Director	Signed by:  26EEC9BEC25647A
Signature of Summer Hub Site Principal	DocuSigned by:  393F68692CE0405...

	A	B	C	D	E	F	G	H	I
1									
2		GRANT FUNDED SUMMER BUDGET PLANNING SPREADSHEET							
3		TK-12 2026							
4									
5		Site Name:	Castlemont High						
6		Site #:	OUSD Summer Site Code						
7		Lead Agency	Oakland Kids First						
8		# of summer students (ADA)	40						
9		# of summer program days	18						
10		Total Grant Funds	\$21,988.80		Grant Funds for Lead Agency		Lead Agency In-Kind Contributions		
11			TOTAL CONTRACTED FUNDS		\$21,988.80		\$0		
12		BOOKS AND SUPPLIES							
13		4310	Supplies (can be purchased by lead agency for summer supplemental programming)			\$1,500.00			
14		4310	Curriculum						
15		5829	Field Trips (fees, supplies)						
16			Transportation						
17			Entry fees for field trips	\$3,958.39					
18			Snacks			\$1,500.00			
19			Incentives						
20			Culminating Event supplies						
21									
22									
23			Total books and supplies		\$3,958.39		\$3,000.00		
24		CONTRACTED SERVICES							
25		5825	Site Coordinator (list here if CBO staff)			\$11,942.00			
26		5825	Program Assistant (# of staff X total hours X hourly rate, including prep and training time)						
27		5825	Program Staff (# of staff X total hours X hourly rate, including prep and training time) Cherry Arellano, 280*\$43.29(include fringe)=10,920	\$7,272.72		\$3,822.00			
28		5825	Program Staff (# of staff X total hours X hourly rate, including prep and training time) Cherry Arellano, 280*\$39.00=10,920	\$8,558.81		\$14,246.59			
29		5825	Program Staff (# of staff X total hours X hourly rate, including prep and training time) Alejandra Astorga (280*\$37.68)			\$12,765.20			
30		5825	Professional Development						
31		5825	Employee benefits						
32		5825	Youth Intern Stipends			\$34,000.00			
33		5825							
34			Total services		\$15,831.53		\$76,775.79		
35		IN-KIND DIRECT SERVICES							
36									
37									
38									
39									
40									
41			Total value of in-kind direct services		\$0.00		\$0.00		
42		SUBTOTALS							
43			Subtotals DIRECT SERVICE		\$19,789.92		\$79,775.79		
44			Allowable lead agency admin (at 10% of contracted funds or less)		\$2,198.88				
45		TOTALS							
46			Total budgeted per column		\$21,988.80		\$79,775.79		
47			BALANCE remaining to allocate		\$0.00		-\$79,775.79		
48									
49									
50		Required Signatures for Budget Approval:							
51		Lead Agency:		Date:	4/21/2026				
52		Summer Site Hub:							
53		Notes:			4/22/2026				
54		1) Lead agencies will be required to submit a summer-end expenditure report on these budget expenditures.							
55									
56		2) These contracted summer funds are based on anticipated summer program average daily attendance. Sites that fall short of 85% of the summer attendance target in the first week will be required to submit an aggressive student recruitment and retention plan for the remainder of the summer and reallocate budget funds appropriately to reflect actual attendance numbers.							
57									



Board Office Use: Legislative File Info.	
File ID Number	25-1312
Introduction Date	6/25/2025
Enactment Number	25-1115
Enactment Date	6/25/2025 CJH

Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Sondra Aguilera, Chief Academic Officer

Meeting Date June 25, 2025

Subject Expanded Learning Programs After School Program Master Contract 2025-2028 with Oakland Kids First

Ask of the Board XXApprove After School Master Contract
☐ Ratify Services Agreement

Services *Vendor will serve as lead agency for program coordination, academic intervention, homework support, student supervision and a variety of enrichment services, as described in the Master Contract, for Castlemont High School.*

Term Start Date: 7/1/25 End Date: 7/31/28

Not-To-Exceed Amount \$838,500.00

Competitively Bid Yes
If the Service Agreement was not competitively bid and the not-to-exceed amount is more than \$96,700, list the exception(s) that applies (requires Legal review/approval and may require a resolution): [Exception]

In-Kind Contributions *District staff monitor budgets and grant compliance requirements. District provides space and Custodial Services for after school programs.*

Funding Source(s) *Resource 4124 – 21st Century Program in the amount of 763,500.00, Resource 2600 – Expanded Learning Opportunities Program (ELO-P) in the amount of \$75,000.00*

Background *The After School Education and Safety (ASES) Program 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 section 8421 further defines the purpose of the 21st Century High School After School Safety and Enrichment for Teens (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.

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade. "Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

This agency 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 for issuance of contracts for after school programs and has been approved as a qualified lead agency partner by the OUSD Expanded Learning Office. The school Principal and their team have selected this agency from a list of approved lead agency partners.

Attachment(s)

- Expanded Learning Programs After School Program Master Contract 2025-2028 with Oakland Kids First
- Request for Proposal 24-148ExLO and Vendor Bid Materials

**Expanded Learning Programs
After School Program Master Contract 2025-2028
Between Oakland Unified School District and**

Oakland Kids First

1. **Intent.** This Master Contract 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 Oakland Kids First ("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 the OUSD school sites identified in the Scope of Work(s) to be incorporated into this Master Contract by reference. A summary of Agency after school programs to be offered during the school year ("SUMMARY") is attached hereto as Exhibit A. Summer programs will be selected through a Scope of Work at a later date, based on OUSD needs, site availability, and subject to Board approval. Identification of summer programs is anticipated in February of each year and after-school providers will be assigned to OUSD schools to facilitate summer programming.
2. **Scope of Work.** The Scope of Work consists of the approved Annual Budget Tool and Annual Expanded Learning Opportunity Program Planning Tool, templates of which are attached hereto as Exhibit B. There shall be a Scope of Work for each separate school site served by AGENCY. The term of the Scope of Work shall not exceed one year. OUSD and AGENCY shall ensure that a Scope of Work is executed for each identified school site no later than 30 days prior to the date on which services under that Scope of Work are scheduled to begin. By approving this Master Contract, and the Scope of Work templates and Summary attached hereto as Exhibits A and B, the OUSD Board of Education ("BOARD") delegates to the Executive Director of Community Schools and Student Services ("CSSS Executive Director") the authority to approve and amend individual Scopes of Work for after school programs during the school year without further Board action required. Any Scopes of Work or amendments exceeding the approved amounts in the SUMMARY require Board approval.
3. These services will be funded by one or more of the following grants:
 - California Department of Education ("CDE") After School Education and Safety Program ("ASES")
 - US Department of Education 21st Century Community Learning Centers (21st CCLC)
 - US Department of Education 21st Century High School After School Safety and Enrichment for Teens ("ASSETS")
 - Expanded Learning Opportunities - Programs ("ELO-P")
 - Oakland Fund for Children and Youth - This Master Contract 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 ASES and 21st CCLC funds.
 - Private grants
4. **Term of Master Contract.** The term of this Master Contract shall be July 1, 2025, through July 31, 2028.
5. **Termination and Suspension.**
 - 5.1. **Termination for convenience by OUSD.** The BOARD may at any time terminate this MOU or any Scope of Work entered into pursuant to Section 2 of 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. The OUSD After Schools Program shall also annually review the AGENCY's performance and bring recommendations to terminate the AGENCY to the Board.

5.2. **Termination for cause by OUSD.** In addition, OUSD may terminate this MOU or any Scope of Work entered for cause should AGENCY fail to perform any part of this MOU. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief or Deputy may issue the termination notice without approval by the BOARD, in which case this Agreement would terminate upon ratification of the termination by the BOARD or three (3) days after the notice was provided, whichever is later, unless the condition or violation ceases or satisfactory arrangements for the correction are made. 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 for the services through the end of the Term identified in Section 3.

5.3. In the event of termination or suspension, AGENCY must, upon request, follow all transition protocols and actively participate in the transition process, attend all transition meetings, promptly turn in all keys and key fobs, transfer custody of all records, and inventory of all after-school supplies.

5.4. **Average Daily Attendance Requirement.** In the event, an AGENCY fails to achieve 86 percent of their annual attendance target in any given calendar year (EC Section 8483.7[a][1][D]), AGENCY will be placed on probation from (January-May). If AGENCY is unable to meet compliance deliverables to improve ADA, AGENCY's contract will be assessed to determine capacity to continue serving as the expanded learning provider at the school site.

July-Dec: Capacity building, site work to increase ADA compliance

Jan-May: Assessment Period, sites will review ADA to comply with 86% ADA requirements. Sites that fall below expectations, tier 2 supports will be implemented.

Aug-Dec: Intensive Supports, sites falling below 86% ADA, intensive tier3 supports will be implemented.

Jan-May: Transition

5.5. **Suspension.** If OUSD, at its sole discretion, develops health and/or safety concerns related to the AGENCY's provision of services, then the CSSS Executive Director may, upon approval by OUSD legal counsel, issue a notice to AGENCY to suspend the Agreement or Scope of Work, in which case AGENCY shall stop providing services under the Agreement until further notice from OUSD. OUSD shall compensate AGENCY for services satisfactorily provided through the date of suspension. During the period of suspension, OUSD may procure services from another agency.

5.6. **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. In the event AGENCY ceases to provide required services prior to the end of the MOU term, 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, or OUSD is unable to secure required services from another contractor, AGENCY shall pay any additional cost through the end of the term identified in Section 4. 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.

5.7. Alignment with OUSD's initiatives: (Creating Joyful Spaces) - Complaints, safety, lack of inclusion. (compromises district initiatives) _moving from approved to conditional. What does High Quality look like. Observations look like?

6. **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, 21st

CCLC, and ELO-P grant award amount for the school sites listed above, funding projection is based on three-year grant totals for each school site identified in Exhibit A. The three-year not-to-exceed amount for this Master Contract is \$ 838,500.00. AGENCY shall be entitled to compensation from these funds in accordance with the following terms and conditions:

6.1.Total Compensation. Subject to the provisions of 6.2 Positive Attendance and the provisions of 6.3 Administrative Fee and subject to AGENCY compliance with Master Contract 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. Funding will be contingent on CDE grant allocations. Penalties may be assessed or payments withheld for non-compliance, including but not limited to Master Contract requirements, accurate attendance reporting, fiscal invoicing, full participation at OUSD required meetings, training, and in continuous quality improvement efforts. Falsification of attendance or any compliance documents will result in the termination of the contract.

6.2.Positive Attendance. Payment for services rendered related to the ASES, 21st CCLC, ASSETS, and ELO-P grants shall be based on actual student attendance rates (\$10.18 a day per student through ASES, 21st CCLC, ASSETS, and ELO-P.), 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 \$10.18 a day for ASES, 21st CCLC, ASSETS, and ELO-P per student. Documentation of attendance must be submitted through the OUSD's Aeries student information system in order for invoices for payment of services for the ASES, 21st CCLC, ASSETS, and ELO-P grants to be processed. Attendance is due by the 10th day of the following month. In the event that any school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), and AGENCY provides programming remotely pursuant to Section 7.4.5 of this MOU, AGENCY shall calculate attendance based on student participation in AGENCY's remote programming.

6.2.1. Reconciliation Process for Positive Attendance Based Grant Funds. OUSD will adjust the payment of the "positive attendance based" grants based on a quarterly review of monthly invoices and attendance for services rendered related to the ASES, 21ST CCLC (Core Grant), ASSETS, and ELO-P 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 an additional payment or 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.

6.2.2. Administrative Charges and Reconciliation. The reconciliation process for positive attendance-based grants must factor in the subtraction of administrative and other OUSD central charges, as outlined in section 6.3, from any grant amounts earned through attendance (OUSD indirect, custodial, evaluation, and After School Programs Office administrative and training/technical assistance fees).

6.3.OUSD Administrative Fees. OUSD shall charge and withhold up to 14% from the overall ASES, ELO-P, and 21st Century grant awards for central indirect, administrative, custodial, evaluation, and direct service training and technical assistance.

6.4.AGENCY Administrative Fees. AGENCY understands and agrees that it may not charge more than 5% of the total contract amount as administrative fees and that its administrative fees must be set at an appropriate dollar amount to keep the ASES, 21st CCLC, ASSETS, and 10% ELO-P grants within the grant-mandated allowable 15% for total indirect/administrative costs. The agency administrative fees charged to the ASES, ELO-P, 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 ASES, 21st CCLC, ASSETS, and ELO-P programs. Indirect costs consist of expenditures for administrative activities necessary for the general operation of the agency, but that cannot be tied to the ASES, 21st CCLC, ASSETS, and ELO-P programs.

6.5. 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 each school year during the term of this Agreement and will not exceed the budget reflected in Exhibit B for each Scope of Work.

6.6. Site Coordinator. (Per EC Section 8483.9(c)), the cost of a program Site Coordinator may be included as direct service provided that at least 85 percent of the Site Coordinator's time is spent at the program site.

6.7. Modifications to Budget. Any modifications to the approved grant budget must be approved by OUSD and AGENCY, 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 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, that 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.

6.8. Program Fees. The intent of the ASES, 21st CCLC, ASSETS, and ELO-P programs is to establish local programs 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. The fee structure must be identified within the Scope of Work approved by both parties prior to charging any program fees. AGENCY shall provide the OUSD After School Programs Office with additional documentation upon request, to ensure grant compliance. Programs that charge program fees will waive or reduce these fees for students 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. Any site receiving 21st Century Community Learning Center (CCLC) and ASSETS must report all fees collected (i.e., registration fees, family fees, application fees, etc.) to the OUSD After-School Program Office for CDE reporting. (EC 8482.6)

7. Services. AGENCY will serve as the lead agency at the OUSD school sites identified in the annual Scope of Work, will be responsible for operations and management of the ASES, 21st CCLC, ASSETS, ELO-P, OFCY, and private grants contracted to AGENCY by OUSD for fiscal years 2025-2026- through 2027-2028. This shall include the following required activities:

7.1. Student Outcomes. AGENCY shall achieve the student outcomes described in the grant application narrative and articulated in documents from the program evaluation team, both of which are incorporated herein. 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. (EC 8483.3[c][5], 8483.3[c][6])

7.2.Alignment with Single Plan for Student Achievement (“Site Plan”). AGENCY will ensure the after-school program aligns with objectives of OUSD and OUSD school sites identified in the “School Site List and Annual Grant Amounts” attached hereto as Exhibit A which are designed to ensure the success of students as articulated in the Site Plan(s). AGENCY will work in partnership with the school principal(s) to ensure that the program components are aligned with and complement OUSD standards and school site curriculum. (EC 8483.3[c][5], 8483.3[c][6])

7.3.Alignment with LCAP. AGENCY will ensure the after-school program aligns with objectives LCAP Goal 2: Focal student groups demonstrate accelerated growth to close our equity gap and should be supportive of other LCAP goals, as identified in the Annual Expanded Learning Opportunity Program Planning Tool within the Scope of Work. (EC8483.3[c][6])

7.4. 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 Truth, Hope, Change, Curiosity tool
- planning with data (using self-assessment and other program data as available)
- development of a quality action plan 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, and 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.

7.5.Oversight. AGENCY will provide oversight, fiscal management, payroll services, technical assistance, and facilitation of collaboration with other service providers. Agency must ensure compliance with ASES and 21st CCLC and ASSETS, and ELO-P 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. OUSD’s Expanded Learning Office will monitor all compliance requirements and provide regular supervision of sites at its discretion. AGENCY will provide all necessary documents within 48 hours of written request by OUSD.

7.6.Enrollment. At each OUSD school site identified in the “School Site List and Annual Grant Amounts” attached hereto as Exhibit A, and for which there is a Scope of Work, AGENCY will enroll sufficient number of students and run services for a sufficient number of days to earn the full core grant allocation of funding.

7.7.Program Requirements

7.7.1. Program Hours. The program shall be offered Monday through Friday, every regular school day annually (EC Section 8483[a][1]), commencing immediately upon the conclusion of the regular school day, operating a minimum of 15 hours/week, and until 6:00 pm daily.(EC 8483[a][1]), EC Section 8483[a][1][A][i]). Instructional activities must include a balance of both academic, enrichment/recreation, and physical components (EC Section 8483.3[c][5]). ELO-P funding can be used to support intercession programming and before-school care. AGENCY will ensure expanded learning programs commence at full capacity on the first day of school and conclude on the last day of school.

- 7.7.2. **Program Days.** The program shall be offered a minimum of 177 - 180 days during the 2025–2026 through the 2027-2028 school years (EC Section 8483[a][1]). AGENCY will close the ASES, 21st CCLC, ASSETS, and ELO-P program(s) no more than a maximum of 3 days in each of the 2025-2026 through the 2027-2028 school years for staff professional development, as permitted by Education Code. Programs that receive 21st CCLC Supplemental or ELO-P 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. AGENCY can not utilize ASES/21stCCLC/ASSETS/ELO-P professional development days during the first week of school.
- 7.7.3. **Program Staffing.** AGENCY agrees to ensure each school site is fully staffed (lead agency staff and/or subcontractors) and able to provide comprehensive programming to 86% of the grants ADA requirement commencing on the first day of school and continuing through the last day. AGENCY will ensure staff are clearly identifiable. Site coordinator salary is considered direct service and the Site coordinator must be on campus at least 85% of the time (8483.9[c]). AGENCY will provide staff with training and development (EC Section 8483.3[c][4]) to ensure high quality programming. Selection of the Site Coordinator is subject to the approval of the school site principal (EC Section 8483.4)
- 7.7.4. **Program Components.** AGENCY agrees to provide programming that supports the guidelines as outlined in the ASES, 21st CCLC, ASSETS, and ELO-P grants for students identified at each of the schools listed in the “School Site List and Annual Grant Amounts” attached hereto Exhibit A. AGENCY acknowledges and agrees to 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. (EC 8482.3[c][1][A], 8482.3[f][6], 8483.3[c][1])
 - **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. (EC 8482.3[c][1][B], 8482.3[f][6], 8483.3[c][2]) 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. (EC 8483.3[c][7])
 - **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. (EC Section 8482.3[c][1][A])
 - **Equitable Access Programming.** AGENCY shall include a component for students at all schools site receiving Equitable Access funding to support full access to program components.
 - **Supplemental and Summer Services.** In all programs receiving 21st CCLC Supplemental and/or ELO-P 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. If summer services will be added, a separate Scope of Work will reflect the summer scope, summer budget and any changes in location as to summer services to be provided.
 - **Elementary and 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 Elementary and Middle School Sports Release of Liability and Assumption of Risk prior to participation. The Elementary and Middle School Sports Release of Liability and Assumption of Risk template will be provided to the AGENCY by OUSD prior to the beginning of each school year.

- **Tk-6 school sites that receive ELO Program** funding are required to offer the ELO Program to all TK/K-6 classroom-based pupils and provide program access to any TK/K-6 classroom-based pupils upon parent/guardian request. (46120(d)(1)(B) or 46120(d)(4)). TK is not optional and is included in the requirement because TK is operated as a program within Kindergarten.

7.7.4.1. **Super Snacks/Snack/Supper/Beverages:** AGENCY shall meet Federal and State meal and snack requirements (8482.3[d][1], 8482.3[d][2], 8483.3[c][8]) and all meals and snacks must be provided by OUSD Nutrition Services department. Nutrition Services shall:

7.7.4.1.1. Provide meals and beverages that meet State and Federal standards;

7.7.4.1.2. Provide the number of meals and beverages requested by AGENCY unless/until Nutrition Services determines that AGENCY's participation is lower than the super snack/snack/meal/beverage count provided by the AGENCY, in which case, the number will be adjusted;

7.7.4.1.3. Provide all supplies including utensils, napkins, forks, required;

7.7.4.1.4. Support compliance by AGENCY with required State and Federal administrative requirements;

7.7.4.1.5. Provide annual training to AGENCY.

7.7.4.2. Each AGENCY participating in the Nutrition Services super snack/snacks/supper/beverage program shall:

7.7.4.2.1. Attend annual training. In the event that the person responsible for super snack or snack distribution changes, AGENCY will make arrangements with Nutrition Services for training of new employees or representative of the AGENCY;

7.7.4.2.2. Complete After School Super Snack, Snack, and Supper Menu Production Worksheets (MPW) on a daily basis;

7.7.4.2.3. Ensure meal count is accurate;

7.7.4.2.4. Submit completed MPW to cafeteria staff by the next business day;

7.7.4.2.5. Return leftovers to the cafeteria;

7.7.4.2.6. Ensure that only students are served and receive food from the program;

7.7.4.2.7. Ensure that meals are not removed from campus

7.7.4.2.8. Immediately report to OUSD Site Coordinator and Nutrition Services any concerns related to food safety or food contamination

7.7.4.3. AGENCY will be billed at the rates immediately below, for meals by Nutrition Services under the following conditions.

7.7.4.3.1. MPW not completed and submitted by the next business day;

7.7.4.3.2. Super Snacks and Snacks are ordered and not picked up

7.7.4.4. In addition to any applicable liability associated with audit findings. AGENCY will be charged OUSD's current meal costs that OUSD is unable to claim due to AGENCY's failure to comply with program requirements: The current costs for the 2024-2025 school year are below; these amounts may change throughout the life of the agreement.

7.7.4.4.1. Super Snack: \$3.66

7.7.4.4.2. Supper: \$3.66

7.7.4.5. 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.

7.7.4.6. In accordance with guidance provided by the California Department of Education, in the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), OUSD may fulfill its above-described obligations to provide after-school meals, snacks, and/or beverages through a "grab-and-go" meal distribution program, in which case AGENCY shall not be responsible for distributing after-school meals, snacks, and/or beverages.

7.7.5. **Staff Ratio.** The staff to youth ratio shall not exceed 1:20 for elementary, middle, and high school programs, with no more than 20 youth for each qualified, adult staff supervisor. TK-K programs must operate on a 1:10 staff to youth ratio. (EC Section 8483.4)

7.7.6. **Remote Provision of Services.** In the event that the school site at which AGENCY has agreed to provide programming is closed for any emergency reason (including but not limited to reasons related to COVID-19), AGENCY shall provide programming remotely, rather than in-person at the school site.

7.8. **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:

7.8.1. **Accountability Reports.** AGENCY will provide OUSD with the following set of program accountability reports:

- Financial reports
- Activity reports
- Attendance reports
- Outcomes reports: behavioral and academic
- Staff qualifications

7.8.2. **Attendance Reports.** AGENCY will provide OUSD with attendance reports using the OUSD/OFCY attendance systems and maintain 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 following the termination of this Agreement for auditing purposes. (EC 8482.3[f][10][A], 8484[a][1][A])

7.8.3. **Use of Enrollment Process.** AGENCY will use OUSD online and paper After School Program Parent Permission packet, including early release waiver, for all after-school participants. Forms will be provided to AGENCY by OUSD prior to the beginning of each school year. AGENCY will seek approval from the OUSD After School Programs Office for any modifications to the OUSD enrollment packet, in advance of distribution.

7.9. **Maintain a Clean, Safe, and Secure Environment.** AGENCY shall maintain 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. (EC 8483.3[c][3])

7.10. AGENCY shall register with and maintain current information within OUSD's Community Partners Database, unless OUSD communicates to AGENCY in writing otherwise, based on OUSD's determination that the services are not related to community schools outcomes. If/when agency programs and school sites change (mid-year or subsequent years), AGENCY shall promptly update the information in the database.

7.11. **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(s) to complete and/or update and submit an annual after-school safety plan(s) by mid-October each year which aligns with and is part of each 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.

7.12. **AGENCY shall comply with all applicable California and Federal laws,** regulations, and ordinances. This includes, but is not limited to, compliance with the California Labor Code 6401.9 (Workplace Violence Prevention Plan Law), as well as any other laws related to labor, employment, safety, health, and environmental regulations. The AGENCY shall ensure that all activities and services conducted under this Agreement are in strict compliance with such laws and regulations. Any violation of these laws, regulations, or ordinances by the AGENCY or any of its employees, subcontractors, volunteers, or agents shall constitute a material breach of this Agreement.

7.12.1. **OAKLAND UNIFIED SCHOOL DISTRICT will not tolerate workplace violence** and is committed to maintaining a safe workplace for all employees, supervisors, managers, vendors, contractors, and visitors. The workplace is defined as any time or place when on School District business, at a School District sponsored event, or if the conduct has an impact on the workplace, regardless of where the conduct occurs. Prohibited actions include, but are not limited to, the following types of behaviors:

- Striking, punching, slapping, or assaulting another person
- Throwing or kicking objects
- Direct or implied threat to do harm to a person or to a property
- Threatening or intimidating communications or gestures
- Expression of a plan to hurt self/others
- Possession of a dangerous, deadly weapon (including imitation weapons) at the workplace, unless an employee has been authorized in advance
- Inappropriate behavior, statements, or actions that could reasonably be perceived as aggressive, threatening, or violent.

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

7.13.1. 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 OUSD's incident reporting email address identified in the Incident and Injury Reporting and Crisis Response Protocols 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.

7.13.2. AGENCY will provide adaptive programming to support all OUSD students needs within **reasonable accommodations**. AGENCY will provide a welcoming environment to students who are physically, racially, ethnically, linguistically, and neurologically diverse to participate in expanded learning programs. Students with Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504s) are encouraged to enroll in expanded learning, including after-school programming. OUSD will assess and provide additional support to a school site to ensure reasonable accommodations are met.

7.14. **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

7.15. **AGENCY will ensure staff is trained by an OUSD nurse to provide emergency medication** for students with conditions such as asthma (albuterol inhaler), diabetes (glucagon, baqsimi (nasal spray)), severe allergies (Epi-pen), seizures (nayzilam, valtoco (nasal spray)), and any other condition where an emergency medication is prescribed which can be administered by trained staff in an emergency. This includes Non-emergency medication: ADHD medication, Benadryl, and Tylenol.

7.15.1.1. Epi-Pen Medication Overview:

- Epinephrine is the medication used in a severe allergic reaction. Epinephrine will open the airways and increase circulation.
- Pre-measured doses of the medication are placed into auto-injectors or EpiPens.
- It is safe to give epinephrine even if there is not a reaction.
- The sooner it is given; epinephrine is more likely to reduce the chance of death.
- Students given epinephrine must go to the hospital for observation.

7.15.2. **OUSD will be responsible via a School Nurse to monitor school district medication** administration practices for compliance with established policies and procedures. This will include providing training to assigned staff in the appropriate administration of medication aligned with the school district policy and procedure, and maintain student medication records confidentiality.

7.16. **Relationships.** AGENCY will maintain six essential collaborative relationships to ensure partnerships toward effective program implementation:

- Administration, faculty, and staff of each school site covered by this Master Contract (Exhibit A)
- OUSD After School Programs Office
- OUSD central administration departments
- Parents/Guardians
- Youth
- Community organizations and public agencies

7.17. **Licenses.** AGENCY shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

7.18. **Transportation of Students.** AGENCY will ensure student safety by ensuring a policy that requires staff to have the necessary insurance coverage under section 8.3.8 to drive students in their personal cars. In addition, AGENCY will need signed permission from the family.

- 7.19. Loss of Standing as Qualified Organization:** Failure to ensure MOU requirements are fulfilled may result in loss of good standing as a qualified organization and/or termination of the partnership.
- 7.20. Student Discipline & Due Process:** No student may be removed from participation in an after-school program operated by an Expanded Learning Lead Agency without due process. AGENCY must adhere to all applicable policies, procedures, and regulations governing student discipline to ensure fairness, equity, and transparency in decision-making.
- 7.20.1. Review and Determination by OUSD Expanded Learning Office (EXLO): In the event that a student exhibits behavioral conduct that may warrant removal from the program, the Expanded Learning AGENCY must document all incidents, interventions, and attempts to support the student prior to any determination. Before taking any action to remove a student, the AGENCY shall submit a formal incident report and request for review to the OUSD Expanded Learning Office (EXLO).
- 7.20.2. Approval Prior to Removal: The EXLO will conduct a comprehensive review of the reported behavioral conduct, including any mitigating circumstances, documented interventions, and student support strategies. The EXLO shall determine whether removal from the program is an appropriate and necessary action. No student shall be removed from participation unless and until the EXLO has vetted and approved such action in writing.
- 7.20.3. Interim Measures: While awaiting EXLO review and approval, the AGENCY may implement temporary interventions, including but not limited to, behavior contracts, additional supervision, modified participation, or referrals to support services. However, an AGENCY may not enact a unilateral removal or exclusion of a student without following the due process outlined herein.
- 7.20.4. Notification & Appeal: If removal is approved, the AGENCY must provide formal written notice to the student's parent/guardian, outlining the reasons for removal and any available appeal process. Appeals must be submitted in writing within 30 days to the EXLO office for reconsideration.
- 7.20.5. Non-Discrimination & Equity: All decisions regarding student behavior and potential removal must be made in alignment with OUSD policies on equity, inclusion, and non-discrimination. No student shall be excluded from participation in the program based on race, gender, disability status, or other protected classifications.
- 7.20.6. Compliance & Accountability: Failure to adhere to this process may result in corrective action against the Agency.
- 7.21. Equipment & Supply Inventory Management:** All equipment and supplies purchased for the Expanded Learning Program (ELP) using funding from the After School Education and Safety (ASES), Expanded Learning Opportunities Program (ELOP), After School Safety and Enrichment for Teens (ASSETs), or 21st Century Community Learning Centers (21st CCLC) grants remain the sole property of the Expanded Learning Program and do not belong to the Lead Agency. Lead Agencies are prohibited from repurposing, transferring, or claiming ownership of such equipment for any use outside the scope of the Expanded Learning Program.
- 7.21.1. Inventory & Documentation Requirements: Lead Agencies are required to maintain an accurate, up-to-date inventory of all equipment and non-consumable supplies purchased with grant funds. The inventory shall include, at a minimum:
- Item description
 - Date of purchase
 - Cost of purchase
 - Serial number (if applicable)
 - Location of the item
 - Condition/status of the item

This inventory must be submitted to the OUSD Expanded Learning Office (EXLO) annually and made available upon request for audits or compliance reviews.

7.21.2. Use, Storage, & Maintenance: Equipment and Supplies must be used exclusively for Expanded Learning Program activities and stored securely at the designated program site(s). Lead Agencies are responsible for ensuring proper maintenance and safeguarding of all program-purchased equipment.

7.21.3. Transfer & Disposition of Equipment: If a Lead Agency discontinues its partnership with the Expanded Learning Program or ceases operations at a site, all purchased equipment and remaining non-consumable supplies must be returned to the OUSD Expanded Learning Office or transferred to a designated successor agency as determined by OUSD. The Lead Agency may not sell, repurpose, or otherwise reallocate equipment outside of these guidelines.

7.21.4. Compliance & Enforcement: Failure to comply with inventory management and equipment ownership requirements may result in financial liability, grant non-compliance, or termination of the MOU. The OUSD Expanded Learning Office reserves the right to conduct site visits, audits, and compliance checks to ensure adherence to these provisions.

8. Field Trip Policy. **FIELD TRIPS, OFF-SITE EVENTS, AND OFF-SITE ACTIVITIES:**

8.1. AGENCY shall provide each Site Administrator and the OUSD Expanded Learning Office with a schedule of all after-school program field trips and/or off-site events and/or off-site activities, on a template to be provided by OUSD, 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.

8.2. All field trips and off-site events/activities must be approved in advance by OUSD; AGENCY representatives, including staff and subcontractors, may not take students off-site for events, activities, and field trips without OUSD's approval. AGENCY shall submit OUSD's Field Trip request form to the after-school site coordinator, agency director, and site administrator to seek approval. AGENCY shall comply with OUSD policy and regulations regarding Field Trips.

If AGENCY becomes aware of an unauthorized field trip or off-site activity/event prior to the trip taking place, AGENCY shall cancel the trip/activity and notify the family, site leader, and OUSD Expanded Learning Office. Nothing in the preceding sentence shall be construed as requiring reporting to families, site leaders, or OUSD Expanded Learning Office when it is prohibited by law.

If AGENCY becomes aware of an unauthorized field trip or off-site activity/event after the trip/activity has taken place, AGENCY shall immediately terminate the AGENCY staff or subcontractor organizing the trip, and notify the family, site leader, and OUSD Expanded Learning Office. Nothing in the preceding sentence shall be construed as requiring reporting to families, site leaders, or OUSD Expanded Learning Office when it is prohibited by law.

8.3. AGENCY hereby certifies that after-school and any summer program staff and/or subcontractors will comply with OUSD board policy and regulations, and the procedures in Sections 8.3, 8.4, 8.5, and 8.6, for all field trips, off-site events and off-site activities.

8.3.1. **Licenses Permission Slips/Acknowledgement.** Field trip/excursion permission slip must be signed by parent(s)/guardian(s) of all student participants and an acknowledgment must be signed by all adult chaperones both of which shall include the following information:

8.3.1.1. a full description of the trip and scheduled activities

8.3.1.2. student/adult participant health information

- 8.3.2. **"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 of the out-of state field trip or excursion."
- 8.3.3. After-school and summer program staff or subcontractors leading trip must have a written list of students attending the trip.
- 8.3.4. No student shall be prevented from making a trip due to lack of sufficient funds.
- 8.3.5. After school and summer program staff or subcontractors leading the trip shall have a sufficient first aid kit in their 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.
- 8.3.6. **Health Conditions/Medication:** Trip participant health information will be gathered and reviewed in advance of the trip and any needed revisions to the supervision plan made, including making sure that chaperones understand relevant information (e.g. food allergies). A plan will be developed to collect, secure, and dispense prescription medications from their original containers only and consistent with the physician's instructions.
- 8.3.7. **Supervision**
- 8.3.7.1. AGENCY Executive Director must review and approve the supervision plan.
- 8.3.7.2. Trip as structured is appropriate to age, grade level, and course of study.
- 8.3.7.3. 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 duties, 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 the 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.
- 8.3.7.4. 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.
- 8.3.7.5. 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.
- 8.3.7.6. Safety requirements have been met (e.g.: 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).

8.3.8. **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 per occurrence/\$2,000,000 aggregate 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 instructions and information which shall be kept in their vehicle, including health and emergency information for each student riding in his/her vehicle.

8.3.9. 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.

8.3.10. Vendor is licensed to provide all proposed activities.

8.3.11. 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.)

8.4. **Additional Requirements for High Risk, Overnight, or Out of State Trips:**

8.4.1. **Definition of High-Risk Activities**

8.4.2. 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

8.4.2.1. The cost of limited OUSD student accident insurance coverage for student accidents during such activities shall be borne by OUSD.

8.4.2.2. 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.

8.4.3. 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.

8.4.4. 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 is negative shall thereafter be required to take a tuberculosis test every four years or sooner if deemed necessary by AGENCY.

8.4.5. 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 the trip to discuss trip and safety-related procedures, itinerary and questions.

8.4.6. Sleeping arrangements and night supervision are safe and appropriate.

8.4.7. **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

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

8.5.1. No swimming or wading shall be allowed on trips unless planned and approved in advance.

8.5.2. 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 ratios and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

8.5.3. Swimming Activities

8.5.3.1. 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 the trip and a tracking system is designed to ensure they do not enter the pool or swim area.

- 8.5.3.2. Swimming facilities, including backyard pools, must be inspected by the AGENCY Executive Director and after-school program staff before the trip is scheduled.
- 8.5.3.3. 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.
- 8.5.3.4. 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.
- 8.5.3.5. 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.
- 8.5.3.6. 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.
- 8.5.3.7. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- 8.5.3.8. Staff and chaperones assigned to supervise students must wear swimsuits, know how to swim, and be at each side of the pool or swim area actively monitoring students at all times.
- 8.5.3.9. The After School Program Coordinator and/or Summer Program Coordinator may require students to wear flotation devices, depending upon their age and swimming ability.
- 8.5.3.10. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

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

- 8.6.1. 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 OUSD Office of the General Counsel an original, properly completed, signed and dated East Bay Regional Park District Waiver, on a form to be provided by the OUSD to AGENCY prior to the beginning of each school year, 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
- 8.6.2. 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.

8.7. In the event that a field trip cannot proceed as planned for any reason (including but not limited to the closure of the field trip destination in response to COVID-19), AGENCY shall provide alternative programming to students (including remote programming, in the event that the school site at which AGENCY has agreed to provide programming is closed).

- 9. **Financial Records.** AGENCY agrees and understands that OUSD is responsible for fiduciary and programmatic oversight for the expenditure of the ASES, 21st CCLC, ASSETS, & ELO-P grant funds contracted to AGENCY by OUSD for the fiscal year 2025-2028 (EC 8482.3[f][5]). 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.

9.1.**Accounting Records.** AGENCY will maintain its accounting records based upon the principles of fund accounting.

9.2.**Disputes.** AGENCY shall make all records related to ASES, 21ST CCLC, ASSETS, and ELO-P 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.

10. Invoicing

10.1. **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.

10.2. **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.

10.3. **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, to be provided by OUSD to AGENCY prior to the beginning of each school year, for regular invoice submission.

10.4. **Submission of Invoices.** AGENCY must submit invoices to OUSD on a timely and regular basis for services rendered through the Expanded Learning Office's Salesforce Database. 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 C)**

10.5. **Submission of Invoices for ASES, 21st Century, and ELO-P Grants.** For services rendered related to the ASES, 21st CCLC, ASSETS, ELO-P grants, OUSD shall pay AGENCY, on a monthly basis, for appropriately documented expenses related to the ASES, 21ST CCLC, ASSETS, and ELO-P grants, with a cumulative total for 2025-2028 not to exceed the amount identified in Section 6, and 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 Expanded Learning Office via Salesforce Community invoicing tool. AGENCY will also submit the required OUSD invoicing and staff qualifications form via the Salesforce Community.

11. **Ownership of Documents.** AGENCY agrees that, pursuant to California law, it shall maintain program and fiscal documentation for the ASES, 21st CCLC, ASSETS, and ELO-P 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.

12. Changes

- 12.1. **Agency Changes.** AGENCY may, at any time, request in writing changes to the Scope of Work. 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 request 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 an amended Scope of Work and signed by OUSD prior to AGENCY's implementation of such changes; changes that increase the proposed budget may require prior approval by the BOARD.
- 12.2. **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 2025 - through the - 2028 fiscal years to reflect additional changes resulting from such legislation.

13. Conduct of Consultant

- 13.1. **Staff Requirements.** AGENCY must comply with all Federal and State employment and labor laws. 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:
- 13.1.1. **Child Abuse and Neglect Reporting Act.** AGENCY will provide at its own expense Mandated Reporter training equivalent to that set forth in California Education Code section 44691(b) 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.
- 13.1.2. **Tuberculosis Screening.** AGENCY agents who work with students must submit to a tuberculosis risk assessment as required by EC 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.
- 13.1.3. **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. (EC 8483.4)
- 13.1.4. **Minimum Qualifications.** AGENCY staff and agents who directly supervise students and are included in the 1:20 staff-to-student ratio (EC 8483.4) must meet the following minimum

qualifications for an instructional aide: a high school diploma or its equivalent 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.

- 13.2. **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, employees, representatives, or agents from the OUSD school site and/or property, the OUSD site administrator shall provide to the AGENCY written, supporting rationale for the decision. OUSD After School Program Office, after conferring with Legal and the Executive Officer supporting the site, shall decide, taking all the facts and circumstances into account, if AGENCY may reassign an employee or agent to another OUSD site. Prior to the removal or change of any AGENCY staff member who is a regular part of the after-school program, AGENCY shall inform the Site Administrator with as much notice as possible, and will work with the Site Administrator to ensure a smooth transition in staffing.
- 13.3. **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 G 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 a 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.
- 13.4. **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.
- 13.5. **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).
- 13.6. **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 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. AGENCY employees shall undergo training around appropriate interactions with students in child development settings.

- 13.7. **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 a positive school climate.

14. **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 or 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.

15. **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:

- 15.1. **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 / \$2,000,000 aggregate.
- 15.2. An ACORD Sheet for Professional Liability or Corporal Punishment insurance: It should have minimum policy limits of \$1MM per occurrence and \$2MM aggregate;
- 15.3. Either one of these two types of coverage are acceptable - It should be on an ACORD Sheet: A) Improper Sexual Conduct & Physical Abuse Liability or B) Sexual Abuse & Molestation. It should have minimum policy limits of \$1MM per occurrence and \$2MM aggregate minimum
- 15.4. **Worker's Compensation** insurance, as required by the California Labor Code, with not less than the statutory limits.
- 15.5. **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 ensured 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 commences under this Master Contract. If at any time said policies of insurance lapse or become canceled, OUSD may immediately terminate this agreement. 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 D). OUSD has the rights to update the insurance requirements and AGENCY must comply with the updated requirements. Failure to comply will result in the termination of contract.

16. **Legal Notices.** All legal notices provided for under this MOU shall be sent via email to the email address set forth below, or personally delivered during normal business hours, or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other PARTY at the address set forth below.

OUSD

Name: General Counsel
Site/Dept: OUSD Legal Department
Address: 1011 Union Street, Site 946
City, ST Zip: Oakland, CA 94607
Phone: 510-879-5060
Email: OUSDLegal@ousd.org

AGENCY

Name: Lukas Brekke-Miesner
Title: Executive Director
Address: 3700 E. 12th Street, Ste 3
City, ST Zip: Oakland, CA 94601
Phone: 510-418-2070
Email: lukas@kidsfirstoakland.org

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

17. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
18. **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.
19. **Program Books and Supplies.** Supplies can be purchased by OUSD and by the Lead Agency. A Lead Agency cannot exceed \$4,500 in supply purchases. Supplies to be used in both the school day and after-school program must be jointly funded, with a maximum of 50% applied to ASES/21st/ELOP/ASSETS. All supplies purchased with grant funding remain the property of OUSD and must remain at the site (see section 7.21).
20. **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.

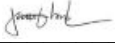
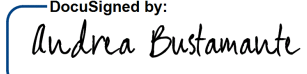
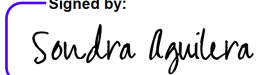
OAKLAND UNIFIED SCHOOL DISTRICT  _____ ☐ President, Board of Education ☐ State Administrator ☐ Superintendent  _____ Secretary, Board of Education  _____ Executive Director Community Schools and Student Services Dept.  _____ Chief Academic Officer Continuous School Improvement <i>MOU template approved by OUSD Office of the General Counsel May 2025</i>	AGENCY  _____ Agency Signature <u>Lukas Brekke-Miesner, Executive Director</u> Print Name, Title Attachments: ● Exhibit A. School Site List and Annual Grant Amounts ● Exhibit B. Scope of Work Template and Budget Tool Template ● Exhibit C. Procedure for Invoicing & Attendance ● Exhibit D. Certificates of Insurance ● Exhibit E. Statement of Qualifications ● Exhibit F. Agency Letter ● Exhibit G. Agreement to Allow Distinct and Separate Employment by OUSD and AGENCY Legislative File ID: <u>25-1312</u>

Exhibit A
 Schools Sites Supported Under this Agreement and Annual Grant Amounts
 After School Programs (Not Summer School)

After-School Sites:

School Site Name:	Projected After-School Enrollment Numbers:	Projected Total Annual Grant:
Castlemont High School	138	\$279,500.00
	Total:	\$279,500.00

Exhibit B

Blank Template of PPT and Budget Tool

INSERT HERE



25-26 OUSD Expanded Learning Programs - Program Planning Tool (PPT)

2025-2026 ELEMENTARY/MIDDLE & HIGH

Program Planning Tool Table of Contents			
Section		Purpose	Suggested Lead (Principal, Site Coordinator, Agency Director)
	School Site Information	Outlines vital programmatic info, including services, funding sources, and critical stakeholders.	Agency Director
	Program - Dates/Min Days	Identify program closure days for PD and clarify the minimum days for the school year.	Agency Director
	Program - Operations (attendance/staffing)	Outlines the attendance and enrollment goals for the program.	Agency Director
	Program Operations (Offering and Schedule, Sub-Contractors)	Description of program schedule and program offerings, including any subcontractors or community-based programs the after-school program will host.	Site Coordinator & Site Principal
	Program Model and Enrollment Process	Identifies program model and offerings, including intersession. It also includes an enrollment process and timeline.	Site Coordinator & Site Principal
	Inclusion	Describes State/Federal/OUSD's requirements for supporting all students.	Site Coordinator & Site Principal
	Program Components	Includes CDE-required program components and how the program will meet these (<i>educational and literacy component, educational enrichment, physical activity, social-emotional learning, family engagement, and universal design</i>).	Agency Director & Site Principal
	*Educational/Literacy		Agency Director & Site Principal
	*Social Emotional		Agency Director & Site Principal
	*Enrichment		Agency Director & Site Principal
	*Physical Activity		Agency Director & Site Principal
	*Family Engagement		Agency Director & Site Principal
	Continuous Quality Improvement		
	Facilities	Outlines which parts of the campus the Expanded Learning program will utilize, including UED programming.	Agency Director & Site Coordinator
	Campus Safety & Access	Includes safety agreements between the Lead Agency and the School Site, including a link to the safety plan	Agency Director & Site Principal
* Community School Managers and Quality Supports Coaches should be a part of the planning process.			

SECTION 1: SCHOOL SITE AND AFTER-SCHOOL PROGRAM INFORMATION

School Site Information							
School Site Name:		School Type:	Tk Only Site				
			0 Elementary (TK-5)				
			0 Elementary/Middle (TK-8)				
			0 Middle (6-8)				
Expanded Learning Lead Agency:			0 High School (9-12)				
			0 Alternative High School				
			0 Continuation High School				
			0 Comprehensive High School				
		Please indicate which funding source(s) is allocated to your site:					
After-School Funding Source:			0	ASES			
			0	21st CCLC			
			0	ASSETS			
			0	Expanded Learning Opportunity Program (ELO-P)			
			0	Oakland Fund for Children and Youth (OFCY)			
			0	Program Fees			
		* Complete program budget is located in the site's Quip program folder					
Program Model		Before School	0	After-School	0	Intersession	0
CDS Code: (This is a 14-digit code, search here)							
Principal Name:		Principal Signature and date:					
Lead Agency Signatory Name:		Lead Agency Signature and date:					
Executive Director, Community Schools & Student Services:	Andrea Bustamante	Executive Director, CSSS Signature and date:					

SECTION 2: PROGRAM OPERATIONS

PROGRAM DATES, MINIMUM DAYS & SCHEDULE
To be compliant with California Department of Education (CDE) 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. Programs must begin to operate on the first day of school and run until the last day of school.
Program Operations for the 2025-2026 school year. First Day: August 11, 2025 Last Day: May 28, 2026.
2025 UPDATED ED CODE:

Per CDE Education Code Section 8483.7(c) allows programs to close for a <u>maximum of 3 days during a calendar year (not a school year)</u> for staff development. Families and school site personnel 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 agendas and staff sign-in sheets. This should be uploaded no later than 5 business days after the closure day. Identify the three days (if any) your program plans to close this year for PD. The program must be open all other days of the school year. (Updates for any date changes are due September 2025).				
1st:		2nd:		3rd:
ATTENDANCE, STAFFING, OUTREACH, AND RECRUITMENT				
All programs serving students TK through 6th grade must be accessible to all students who need it. All programs are required to meet their ASES and/or 21CCLC ADA or risk grant reductions in the following school year. Accordingly, it is important for site teams to work collaboratively with the lead agency to identify outreach strategies to eliminate waitlists. *Sites utilizing ELO-Program funds must OFFER comprehensive after-school and intersessional Expanded Learning Opportunities to ALL <u>unduplicated pupils</u> in Transitional Kindergarten/Kindergarten through sixth grade (TK/K–6) classroom-based instructional programs starting in 2025–26. California Education Code (EC) Section 46120(a)(1). *ELO-Program must prioritize enrollment for all <u>unduplicated pupils</u>. *Pupils that are foster, unhoused, ELL and/or qualify for free and reduced-price meals cannot be charged fees.				
Enrollment Estimation: 25 - 26 (<i>for the site's combined funding</i>) (ASES, 21CCLC, and ELOP)			Average Daily Attendance: CDE ADA Target (ASES, 21CCLC, ASSETs)	
Staffing Estimations: Review enrollment projections for the 2025-26 school year to identify staffing requirements. All staff should be reflected in the Quip Budget - Allowable Expenses Crosswalk				
Grade Levels Served and Enrollment Estimations (Site-Based School Day Enrollment Data)				
Grade Level	TK/K 10:1 Student/Staff Ratio	1st - 5th Grade 20:1 Student/Staff Ratio	6th-8th Grade 20:1 Student/Staff Ratio	9th-12th Grade 20:1 Student/Staff Ratio
Enrollment Estimation				
Staffing Targets Based on the projected enrollment numbers				
Teachers on ET (not UED/QSC) or OUSD STAFF OT				
PROGRAM OFFERING, SAMPLE SCHEDULE, AND COMMUNITY-BASED PARTNERS (SUB-CONTRACTORS)				
0	The " Program Schedule " has been completed and uploaded into the deliverables folder.			

0	Insert Link Here: {Ensure it is uploaded in your deliverable folder}		
	The program schedule should include: a. Before care b. Class/Activity title, i.e., African Dance, Yoga - be specific c. Day and time program is being offered		
	Use the attached template to describe program components, then link them to this document. Use the drop-box option (a) CDE--academic, enrichment, physical activity to indicate the component your offering fits under.		
	<i>*In the fall, sites are required to resubmit updated program schedules. This schedule should be clearly aligned with the supports identified in section 4.</i>		
Please list any community-based organizations/sub-contractors the site will partner with in the 2025-26 school year . All Subcontractors should also be in the site's Quip Budget - Allowable Expenses Crosswalk			
Organization Name: <i>Example: Jane's Cooking</i>	Estimated Contract Amount	Who will manage the services: <i>School Site - Lead Agency</i>	Who is paying the subcontractor? (Lead Agency/School/ExLO)

SECTION 3: ENROLLMENT

ENROLLMENT PROCESS TO SERVE ALL STUDENTS	
ENROLLMENT PROCESS & TIMELINE	
Please use this template as an example.	
Upload Instructions: Please upload to your Program Plan Deliverables Folder. Please name your file in this format: SchoolName_EnrollmentTimeline.	
Please check the box below after completing the above instructions	
☐	The enrollment timeline has been uploaded to Google Drive Deliverables Program Plan folder.
Insert Link to Enrollment Timeline: _____	

SECTION 4: INCLUSION

INCLUSION - SUPPORTING ALL OUSD STUDENTS
*Please check all the boxes to demonstrate awareness and implementation of mandatory expectations.
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 <i>Golden Ticket</i> . Golden ticket students

get priority access into the after-school program. If a student/family indicates they have a Golden Ticket, the correct response is to enroll and admit them immediately. If you have any concerns regarding their status, reach out to your Expanded Learning Program Manager. Transitional students are by definition:
- Any OUSD student who is a homeless youth, as defined by the federal <i>*McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 1143a)</i> , 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. <i>*Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.)</i>
- 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
- OUSD's ExLO will also distribute Golden Tickets to students under special circumstances (Example: Emergency Transfers)
0 The expanded learning lead agency is aware of and will implement the OUSD Golden Ticket Policy.
Reasonable Accommodations Handout. Expanded Learning Inclusion Policy
Oakland School Board passed Resolution No. 2021-0159 in June 2021: Ensuring Access to Social-Emotional and Academic Supports for Students with Disabilities.

SECTION 5: PROGRAM COMPONENTS

PROGRAM COMPONENTS (The descriptions below should reflect the site's specific needs)

[CDE](#) 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 is 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]) The description below should reflect site-specific needs.

1) EDUCATIONAL COMPONENT

OUSD requires that part of your Educational Component focuses on Literacy and includes academic support in the core subject (language arts, math, history/social science, etc). Make sure to include how district literacy practices will be integrated.

- (i) Describe how the expanded learning program will provide the educational & literacy component.
- (ii) How are students building academic skills?
- (iii) How does the program align/supplement the school day priorities and curriculum?

Respond Below:

2) How is social-emotional academic development being integrated? (Include specific strategies for creating a safe & supportive environment through encouragement and actively engaged learning.) (i.e., collaborative skills, self-management, responsible decision-making, etc.)

Respond Below:

3) Enrichment Component that offers students engaging activities in various areas (fine arts, career technical

education, presentation, etc.)
How does the expanded learning program choose which educational enrichment activities are offered? <i>(Include specific strategies designed to foster skill-building youth voice and leadership, and diversity, access and equity.)</i>

Respond Below:

4) Physical Activity is an 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 the program.)
CDE expects Elementary programs to offer 30-60 minutes of developmentally appropriate, daily physical activity (to help meet CDE recommendation of 30-60 daily minutes of moderate to vigorous physical activity for youth). This is not ‘free play’ or recess. (We understand Middle and High will vary based on sports programs and scheduling. Programs should provide a physical component to non athletes.)
Please explain how the expanded learning program will address physical activity in your program, including type, frequency, and target population. All students should have the opportunity for physical activity).
· Plan and evaluate (review fitness test results, track minutes, etc.) · Include a variety of activities throughout the year
Describe how the expanded learning program will provide structured physical activity for all participants. <i>(Include specific strategies to promote healthy choices and behaviors.)</i>

Respond Below:

5) Family Engagement that may include literacy activities and other educational services that engage adult family members of students.
Describe how the expanded learning program provides opportunities to promote literacy and/or other educational services to adult family members of students?

Respond Below:

SECTION 6: CONTINUOUS QUALITY IMPROVEMENT

SECTION 6: CONTINUOUS QUALITY IMPROVEMENT (Alignment with CDE)	
This cycle of improvement revolves around twelve critical standards—the Quality Standards for Expanded Learning in California —which were developed in partnership between the California Department of Education’s (CDE) After School Division and the California Afterschool Network (CAN) Quality Committee.	
POINTS OF SERVICE Quality Standards & PROGRAMMATIC Quality Standards	
Resources:	
Definitions: CDE Quality Standards	
Unpacked: CDE Quality Standards & CQI Spectrum	
Unpacked: CDE Quality Standards & CQI Spectrum	
0	<u>California Department of Education Quality Standards have been entered into the Google Form.</u>
Identify a Point of Service Standard you want to work on next year based on your data from Public Profit and set a goal for your program.	

Evaluation Data Point:
Point of Service Quality Standard:
Goal:

SECTION 7: FACILITIES

SECTION 8: Facilities			
(a)	Plan with the school site administrator which rooms and outside spaces the expanded learning program will use Monday - Friday from the start of the program to 6 pm. Make sure to include bathrooms and snack areas.		
(b)	Lead Agency Director, will go into the Facilitron website to complete facilities usage requests no later than May 16, 2025. Visit the Facilitron website at: www.facilitron.com/dashboard/login		
	*NOTE: If using the school kitchen during the program, there needs to be an additional approved Facilitron request . A Nutritional Services (NS) staff member must supervise the proper use of the kitchen equipment and clean up afterward. Program using the kitchen will need to pay for the NS staff member's time during the kitchen use, similar to custodian services. The staff's hourly rate will determine the rate of pay.		
0	Lead Agency has reserved all facilities in Facilitron.	Date Entered into Facilitron	
Indoors (specify # of rooms) <i>i.e. 10 classrooms / 160 students</i>		Common spaces (specify space names) <i>i.e. Cafeteria, library, gym, large play yard, etc</i>	
# of classrooms	# of Students	Hours to be used	Which common spaces will your program use?

SECTION 8: CAMPUS SAFETY AND ACCESS

Section 8: Campus Safety and Access	
Please collaborate with the school's administration team to come up with agreements around campus safety and facility entrances. Add a link to the OUSD protocol. OUSD School Administrator Guidance to Police-Free Response Protocol	
Which entrances and exits will be open during the transition to afterschool?	
Once the transition has occurred, how can teachers or parents access the campus to leave or pick up students?	
In case of a lockdown or a secure school, does the site coordinator have access to keys they need to safely carry this out? What other adults on campus after school who should calibrate with afterschool for safety?	
Stay Away Orders The site principal will ensure communication between school day and	

after school regarding stay away orders. What is the process for the principal to inform the expanded learning site coordinator when a stay away order is implemented?	
Add a link to your 2025-2026 safety plan.	
Indicate all actions that will occur to ensure after-school program safety and alignment with school day procedures for emergency preparedness and emergency response:	
0	The Site Administrator and ExLO Site Coordinator will meet at beginning of the school year to update the Expanded Learning Safety Plan collaboratively.
0	The school site will share the Comprehensive School Site Safety Plan with the site coordinator.
0	School day and expanded learning programs will coordinate emergency drill schedules & procedures (ie. earthquake, fire, and lockdown drills).
0	Expanded learning staff will participate in site-level faculty safety trainings.
0	School will provide expanded learning staff with access to disaster supplies and other resources in case there is an emergency after school.
0	Site Administrator and ExLO Site Coordinator will meet regularly to review expanded learning incidences and update safety plans as needed.
0	The completed Expanded Learning 2026-2027 Safety Plan will be submitted to the Expanded Learning Programs Office by 10/1/25.
2. List the training and resources the school will provide to after school staff on safety procedures, including lockdown procedures and communication protocols for crisis response. <i>How will you ensure staff is trained for emergencies? What are the onsite communication protocols and expectations?</i>	
0	The principal and site coordinator have reviewed the OUSD Expanded Learning Emergency/Crisis 1st Level Response Notification Protocol and understand expectations regarding communication and incident reporting when an issue involving after-school safety
0	Expanded learning coordinator will have access to facility keys to ensure safety for after-school programs. Should a lockdown or a secure school is needed. The expanded learning Program will have access to facility keys for all areas where expanded learning programming occurs?
Culture Keeper	
0	The school site will utilize expanded learning and/or school day funds to pay Extra-time/Over-time (ET/OT) for an ExLO Culture Keeper.
0	The school site does not need a Culture Keeper,

2025-2026 AFTER SCHOOL BUDGET PLANNING SPREADSHEET

Site Name:			ASES			21CCLC Core			21CCLC Equitable Access			ELO-P		OFCY Match Funds	Program Fees (if applicable)	Other School Site Funds	Other Lead Agency Funds
Site #:		%	Resource 6010, Program		%	Resource 4124, Program		%	Resource 4124, Program		%	Resource 2600, Program					
Average # of students to be served daily (ADA):		0.00	USD	Lead Agency		USD	Lead Agency		USD	Lead Agency		USD	Lead Agency	Lead Agency	Lead Agency	USD	Lead Agency
TOTAL GRANT AWARD			0.00			0.00			0.00			0.00					
USD Indirect (5.00%)			0.00			0.00			0.00			0.00					
USD ASPO admin, evaluation, and Custodial Staffing and Supplies at 3.5%			0.00			0.00			0.00			0.00					
TOTAL SITE ALLOCATION			0.00			0.00			0.00			0.00					
1120	Quality Support Coach/Academic		3050			0			0			0		0			
1120	Certificated Teacher Extended		0			0			0			0		0			
1120	Certificated Teacher Extended																
1120	Certificated Teacher Extended																
Total certificated			3050		0	0		0	0		0	0		0	0	0	0
2205	Site Coordinator (list here, if district		0			0			0					0			
2225	Culture Keeper (optional)		0			0			0					0			
Total classified			0		0	0		0	0		0	0		0	0	0	0
3000's	Employee Benefits for Certificated		747.25			0			0			0					
3000's	Employee Benefits for Classified Staff		0			0			0			0					
3000's	Employee Benefits for Salaried		0			0			0			0					
Total benefits			747.25		0	0		0	0		0	0		0	0	0	0
4310	Supplies		0											0			
4310	Curriculum		0											0			
5829	Field Trips		0		0									0			
4420	Equipment (including computers -		0											0			
Bus tickets for students																	
Total books and supplies			0		0	0		0	0		0	0		0	0	0	0

Facilities count toward 25% of this match requirement:	0.00
Remaining match amount required:	0.00
Match should be met by combined OFCY funds,	0.00
Total Match amount left to meet:	0.00

Required Signatures for Budget Approval:

Principal:

Date:

Lead

Date:

Exhibit C (1)



PROCEDURE FOR INVOICING & ATTENDANCE
Oakland Unified School District
Comprehensive After School Programs

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

All ELO-P, 21st Century and/or ASES attendances and invoices must be submitted via the OUSD/Expanded Learning Salesforce Community.

- ◆ All attendance must be entered into Aeries Student Information System, and all copies of sign-in/sign-out sheets must be uploaded into the site's deliverable Google folder by the 10th of every month. Attendance sign-in must comply with OUSD and CDE's protocols.
- ◆ A detailed breakdown of charges must be provided, including the number of hours worked and the hourly rate. All subcontractors' payments and purchases under \$500/per item must be reflected in the corresponding invoice. Receipts for purchases made with expanded learning funds must be attached to the invoice to support any expenses reflected on the invoice. Bus itinerary and reservation documentation must be attached for all field trip expenditures **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, and should be entered by the 10th of every month.
- ◆ Contractor, Agency, Site Coordinator, and Principal signatures will be collected through the Salesforce Community Database and DocuSign. All of these signatures must be signed by the intended individual.
- ◆ **Invoices should be accompanied by one Invoicing and Staff Qualifications form per school site.**

If there are any questions regarding the invoicing process, please contact the expanded learning program manager.

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

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

Paying OUSD Certificated Employees (Teachers)

- ◆ Extended Contract teachers should submit a “Request for Extended Contract” form to After School Programs Office IN ADVANCE to approve all projected work to be completed, using appropriate Budget Org Key (Object Code usually -1120 or -1122)
- ◆ Have Employee sign Extended Contract & ALL Time Sheets
- ◆ Have Principal approve and sign 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 ELO-P, 21st Century and/or ASES Extended Contracts and Time Sheets must be submitted via email to the OUSD After School Programs Office in order to be processed and paid.
- ◆ **Union Contract rate for teachers on extended contracts is \$47.50/hr.**
- ◆ Once the Extended Contract has been submitted and approved, only timesheets are required to be submitted for subsequent payments.
- ◆ Timesheets should be submitted to the After School Programs Office no later than the last working day of any month for payment at the end of the following month.

If there are any questions regarding these documents or procedures, please contact the Expanded Learning Office at expandedlearning@ousd.org.



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

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

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

- ◆ Complete Informed K-12 OUSD ET/OT Form
- ◆ All Custodial ET/OT forms must be submitted to Custodial Services at 900 High Street.
- ◆ All Culture Keeper ET/OT forms must be submitted electronically to Culture Keeper Coordinator
- ◆ Any other ET/OT forms for 21st Century and ASES classified staff must be routed to school Principal, who should then route to After School Program Office. ET/OT forms must be delivered to the After School Programs Office no later than each classified payday for payment on the following payday.
- ◆ Rate varies depending on the employee's hourly rate

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

Exhibit D

Certificates of Insurance and Additional Insured Endorsement

INSERT HERE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cook, Disharoon & Greathouse, Inc. 16 Bryson Drive Sutter Creek CA 95685	CONTACT NAME: Lynda Reynolds-Brown PHONE (A/C, No, Ext): (510)437-1900 FAX (A/C, No): (510)437-1979 E-MAIL ADDRESS: lbrown@cdginsurance.com
INSURED Oakland Kids First 3700 E 12th Street Unit 3 Oakland CA 94601	INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits Insurance Alliance INSURER B: State Compensation Ins. Fund INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL2471717863**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		202413909	7/30/2024	7/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Liquor Liab AGGREGATE \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			202413909	7/30/2024	7/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			202413909UMB	7/30/2024	7/30/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	17475972024	8/15/2024	8/15/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Social Services Prof Liab			202413909	7/30/2024	7/30/2025	\$1,000,000 EACH CLAIM \$2,000,000 AGG
A	Sexual Misconduct/Abuse Liab			202413909	7/30/2024	7/30/2025	\$1,000,000 EACH CLAIM \$2,000,000 AGG

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

Per Acord guidelines, refer to 2nd page COMMENTS/REMARKS section for Additional Insured information.

Re: Vendor Service Agreement

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District Attn: Risk Management 1011 Union Street Site 987 Oakland, CA 94607	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE L Reynolds-Brown/LB 
---	---

© 1988-2014 ACORD CORPORATION. All rights reserved.

COMMENTS/REMARKS

Oakland Unified School District is Additional Insured under General Liability per attached endorsement #CG2026 1219, when required in a written contract between the Named Insured and Additional Insured.
Insurance is Primary & Non-Contributory per attached endorsement NIAC E61 0219.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement 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

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

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, 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 omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded 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 insureds, 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
2. 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.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:
--

A. Section II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

B. Section III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

Exhibit E

Statement of Qualifications

INSERT HERE



Mission Statement:

Oakland Kids First (OKF) is a nonprofit in Oakland, CA with a mission to increase youth voice, leadership and power to create engaging and equitable public schools where all students learn and lead. OKF believes youth are the experts of their own experience, and are therefore equipped to evaluate, innovate and govern the institutions that are designed to serve them.

Background and History of the Organization:

OKF has supported youth leadership development, student success in high school, and youth organizing for over 27 years. OKF programs have successfully built youth power; created school cultures that promote safety, belonging and engagement; and increased educational equity through policies, programs, and coalition partnerships that center the voices and priorities of low-income BIPOC Oakland students.

OKF was originally founded as a community coalition that organized and passed the Kids First! Initiative between 1995-96, which secured a percent of the city budget to fund services for children and youth in what is now the Oakland Fund for Children and Youth (OFCY). OKF evolved from a coalition into a nonprofit in 2002. Since then, we've trained and partnered with thousands of low-income BIPOC students, who have led successful educational equity and racial justice campaigns aimed at improving schools. OKF continues to amplify youth voice and activate youth power so that students in Oakland public high schools can identify and address challenges impacting their experiences in school. We remain committed to building student leadership skills, supporting positive youth development and healing through restorative justice practices, and amplifying youth messages or solutions to improve educational equity in Oakland.

Service Description:

Oakland Kids First (OKF) works to ensure that OUSD high schools are places where youth and adults work in partnership to improve student learning, leadership, success in high school, and equity. Based on the challenges, needs, and opportunities in Oakland high schools, OKF works with youth organizers to come up with innovative solutions to improve school culture and academic resilience. Examples include organizing to save and sustain the district's free supper program that provides over 10,000 low-income students of color with access to free, hot, nutritious meals after school. OKF also partnered with youth leaders and an Oakland Youth Vote coalition to successfully pass the historic Measure QQ in November 2020, securing the right to vote for 16 and 17-year-olds in Oakland school board elections.

Programs:

1. Representing Educated Active Leaders Having A Righteous Dream (referred to as REAL HARD) is an after school youth leadership and organizing program that engages 1 9th–12th grade leaders each year across five schools in positive school culture & climate formation. The REAL HARD program improves students' sense of belonging, connection to peers and caring adults, educational equity, engagement in learning, and skills related to campaign development and implementation.

3700 E. 12th St. STE 3. Oakland, CA 94601

p: 510.452.2043 f: 510.452.2075

www.oaklandkidsfirst.org



REAL HARD is OKF's longest running youth program, and participants have successfully planned and implemented campaign wins that reach over 3,000 students at their campuses in efforts that improve school culture and climate. REAL HARD has ensured students feel a greater sense of safety and belonging on campus, while also inserting themselves into adult decision-making spaces to advocate for student needs. Across campuses in the past eight years, REAL HARD youth leaders developed strategies to uphold and institutionalize codes of respect, and integrate currency systems connected to school stores to incentivize and lift up positive school culture.

Going into the 2024-25 school year, REAL HARD will continue working at five public high schools including Castlemont, Fremont, Oakland High, Oakland Tech and Skyline.

2. Oakland Kids First serves as the Lead Agency for Castlemont High School's Knight Success and Knight Time Extended Day Programs that serve over 400 youth annually and engage 120 students per day on average. Lead agency programs offer comprehensive college, career, and community readiness activities, work-based stipended learning opportunities, academic support, credit recovery, health and fitness, social-emotional learning and mental health support, after school enrichment, positive youth development, family engagement and literacy activities, as well as targeted programming for International and Newcomer students. OKF works with the school community and outside partners to ensure students are engaged in an extended day culture that meets their various academic, postsecondary readiness, health/wellness and enrichment needs.

3. Re-igKnight- Castle Cares engages students that work and/or that are interested in working to reconnect with their education at school. Youth eligible for this program include 11 and 12th grade students that have had some engagement this year but are below average in attendance and/or below a 2.0 GPA. The program will develop caring connections, professional skills and academic recovery using work and paid incentives to re-engage students in their education.

4. Youth Organizing Council (YOC) is a cross-campus youth leadership and youth organizing training program that was established by OKF in 2018. YOC convenes 15 student leaders with previous program experience from each program site during the summer and each week during the school year. YOC offers intensive leadership development and youth organizing support to champion justice and educational equity for low-income, marginalized students in Oakland.

5. OKF leads citywide efforts to build youth voting power in Oakland by providing strategic leadership, capacity building, and fundraising for implementation of Measure QQ, while anchoring the Oakland Youth Vote (OYV) coalition and supporting the OYV Youth Core Leaders Committee.

3700 E. 12th St. STE 3. Oakland, CA 94601

p: 510.452.2043 f: 510.452.2075

www.oaklandkidsfirst.org



Across programs and activities, OKF provides meaningful stipended opportunities for youth skill development, community-building, restorative justice, shared decision-making, youth participatory action research, and transformative civic engagement activities that improve culture and climate in Oakland schools.

Exhibit F

Agency Letter

INSERT HERE



Subcontractor Employee Name	Fingerprint Scan ATI #	Current TB Clearance Documentation on File and Date	IA Requirement Documentation on File	Sexual Harassment and Mandated Reporter
Alejandra Astorga	G338ASA845 12/4/19	X Yes ☐ No 1/29/24	X Yes ☐ No	X Yes ☐ No
Lukas Brekke-Miesner	B25OVRO566 9/17/17	X Yes ☐ No 1/6/23	X Yes ☐ No	X Yes ☐ No
Janet Chavez	B199CHJ824 7/18/22	X Yes ☐ No 08/14/25	X Yes ☐ No	X Yes ☐ No
Rosario Diaz	F5128297	X Yes ☐ No 9/3/24	X Yes ☐ No	X Yes ☐ No
Ester Dixon Richards	B163RIE026	X Yes ☐ No 9/6/24	X Yes ☐ No	X Yes ☐ No
Justine Hind	F315WHN378	X Yes ☐ No 9/6/24	X Yes ☐ No	X Yes ☐ No
Cara Holiday	M249JOC003	X Yes ☐ No 8/26/24	X Yes ☐ No	X Yes ☐ No
Arthur McDade	B025MCA781	X Yes ☐ No 1/25/22	X Yes ☐ No	X Yes ☐ No
Domenichi Morris	B233MOD134 4/25/22	X Yes ☐ No 4/25/22	X Yes ☐ No	X Yes ☐ No
Hadiyah Owen	B247OWH728	X Yes ☐ No 08/16/24	X Yes ☐ No	X Yes ☐ No
Maya Rapier	B25RAM037	X Yes ☐ No 9/11/21	X Yes ☐ No	X Yes ☐ No
Sabaa Shoraka	B116SHS593	X Yes ☐ No 9/11/21	X Yes ☐ No	X Yes ☐ No
Senayt Sium	F198SIS897	X Yes ☐ No 7/19/23	X Yes ☐ No	X Yes ☐ No
Peter Truong	S115TRP005	X Yes ☐ No 8/14/24	X Yes ☐ No	X Yes ☐ No
Florence Wilson	F315WHN378	X Yes ☐ No 9/6/24	X Yes ☐ No	X Yes ☐ No



A - All of our employees that work at OUSD have passed fingerprint review by Department of Justice (DOJ) and FBI and TB Testing requirements.

B - ATI Numbers (from fingerprinting) will appear on all invoices submitted to OUSD.I.

EXHIBIT G
Agreement to Allow Distinct & Separate Employment by OUSD and AGENCY

As set forth in Paragraph 13.3 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. Employment Position. 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.
2. 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. Control & Supervision – OUSD Employment. 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. Control & Supervision – AGENCY Employment. 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. Workers Compensation Liability Insurance. 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. Wages. 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 OUSD employment position, and OUSD agrees to indemnify, defend, and hold harmless OUSD from any such claim.

7. No Joint Employer Relationship. 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. Termination. 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.
9. Litigation. This Agreement shall be performed in Oakland, California and is governed by the Laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
10. Integration/Entire Agreement of Parties: This Agreement and the Master Contract 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. Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
12. Signature Authority. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
13. Employment Contingent on Governing Board Approval: 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



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Request for Proposal #24-148ExLO

**EXPANDED LEARNING LEAD AGENCY
FOR EXPANDED LEARNING OFFICES**

**OAKLAND UNIFIED SCHOOL DISTRICT
Attention: Procurement Department
900 High Street, 2nd Floor
OAKLAND, CA 94601**

**email: procurement@ousd.org
phone: (510) 879-2990**

**Proposals Due:
July 12, 2024**

THE TERMS AND CONDITIONS OF THIS SOLICITATION ARE GOVERNED BY
THE APPLICABLE STATE AND FEDERAL LAWS.

A. Table of Contents

A. Table of Contents	2
B. Schedule of Events	3
C. Introduction and Overview	4
Term of the List of Qualified Agencies	5
Overview of OUSD Expanded Learning Programs	5
D. Funding	7
Other considerations for the allocations of funds	8
E. OUSD Expanded Learning / Program Operation	9
F. Base-line Expanded Learning Program Requirements	9
G. Staffing	11
H. Enrollment, Attendance and Evaluation Documentation	12
I. Contract and Payments	13
J. Guidelines for Charging Fees	13
K. RFP Process	14
L. Minimum Proposals	15
M. Application Submission Contents	16
N. Application Submission Instructions	17
FORMAT	17
O. Evaluation and Selection	19
Application Rubric	19
P. Terms & Conditions for Receipt of Applications	20
Errors and Omissions by Applicant	20
Change Notices	21
Failure to Object to Errors and Omissions in Application	21
Financial Responsibility	21
Proposer's Obligations Under the Conflict of Interest Laws and Board Policies	21
Reservations of Rights by the District	21
No Waiver	22
Q. Standard Contract Provisions	22
APPENDIX I: RFP Application	23
2024 OUSD Request for Proposals Application (Template)	23
APPENDIX II: Application Questions	25
APPENDIX III. Instructions for RFP Application Submission:	29
Required Supporting Documentation Instructions:	29
APPENDIX IV: OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist	31
OUSD AFTER-SCHOOL LEAD AGENCY 2022-25 MOU SAMPLE CONTRACT	34
APPENDIX V: Appeals Process for Applicants	35

B. Schedule of Events

Event	Date	Info
RFP 2024 Announcement	June 6, 2024	
RFP Digital Application Released	June 7, 2024	Link on Procurement Website
RFP Pre-Conference Q & A (Virtual)	June 25, 2024 at 2:00 p.m. pst	Zoom link on Procurement Website
Deadline for Questions	June 28, 2024	
RFP Submission Due Date	July 12, 2024	
Lead Agency Status Notifications	September 6, 2024	
School Site/Lead Agency Confirmation of Partnership	November 29, 2024	
OUSD MOU Approval Season	May - June 2025	
Lead Agency Service Contract	July 1, 2025 - June 30, 2028	

OUSD will use every effort to adhere to the schedule. However, OUSD reserves the right to amend the schedule, as it deems necessary.

The District reserves the right to amend or cancel this proposal at any time.

Proposers are responsible for viewing any new changes related to this proposal online at <https://www.ousd.org/bidopportunities>.

If a proposer desires any clarification or questions of any kind regarding this solicitation, the proposer must make a written request and should be addressed via email to:

Francisco Flores, Procurement Analyst
francisco.flores@ousd.org

NOTE: Contacting Board members and/or any District staff other than the procurement analyst who is outlined above, may disqualify the proposer from the selection process.

What is an RFP? An RFP (Request for Proposals) is a proposal based selection process, in accordance with Public Contracts Code section 20111.5. It is a request by OUSD Expanded Learning Office for non-profit organizations to submit their proposals to be considered an OUSD-approved primary contractor/expanded learning program provider for district school-site based comprehensive expanded learning program services, after which OUSD will determine which providers are qualified based on that determination.

What is a Pre-Conference Q & A? A pre-conference Q & A is an opportunity to ask members of the selection team any questions you may have, and/or clear up any confusion regarding project details/scope of work that is in the RFP. This is an *Optional Online Meeting*.

C. Introduction and Overview

The mission statement of OUSD's Office of Expanded Learning states: *In community, we cultivate transformative experiences for youth on their journey as they become thriving, productive leaders.*

The Oakland Unified School District (OUSD) Department of Expanded Learning invites interested nonprofit organizations to respond with their proposals to serve as an Expanded Learning Program Provider in designing, planning, administering, and operating effective, high-quality comprehensive expanded learning programs. Eligible providers will be committed to support OUSD's strategic plan to ensure strong readers by the third grade, support empowered graduates, create joyful schools, and grow a diverse and stable staff. In addition, eligible providers must also support citywide goals.

Lead Agency partners will invest in providing expanded learning supplemental programs that complement the regular school day program and support the OUSD priorities for student achievement, health, and well-being. Oakland Unified School District's (OUSD) mission is to build a Full-Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent teachers daily. Expanded Learning supports this mission while holding our values of equity, joy, and liberation for youth and adults. Select Lead Agencies will commit to working in partnership with school sites and the OUSD Expanded Learning Office (ExLO) to provide comprehensive programming that supports the entire school community.

Through the RFP process, OUSD seeks organizations who demonstrate the capacity to be adaptive, make necessary shifts, and be able to work within the established OUSD model of school and community partnerships through various funding sources' parameters.

Organizations must be fiscally sound with the capacity to leverage other resources to provide students with high quality expanded learning programming: after-school and summer youth development experiences that complement and support school district and city priorities for student success and well-being.

Community organizations that serve as a Lead Agency are an integral part of our OUSD Full Service Community Schools and make an impactful contribution toward strengthening student outcomes.

Term of the List of Qualified Agencies

This Request for Proposals (RFP) for Expanded Learning & Summer Program Lead Agency will result in a list of OUSD vetted lead agencies with which OUSD will enter three-year master contracts. From the list of contracted agencies, school site administrators may select an OUSD approved expanded learning program provider. An organization being placed on the approved lead agency list and entering a master contract with OUSD does not guarantee an assignment at an OUSD school site.

The selection of the expanded learnings & summer program Lead Agency is at the discretion of the school site administrator (Principal). School site administrators will select a Lead Agency from the list of approved after-school providers by assessing the quality/capacity of the current expanded learning program, identifying program goals, and considering any other factors relevant to the school site. Yearly program plans are created through a collaborative partnership between the Lead Agency and school site administrators to ensure both parties are meeting overall program expectations.

Once selected to serve at a given school, a lead agency will be contracted to serve that school site for three years, subject to continuing annual approval of the school site administrator and District.

Overview of OUSD Expanded Learning Programs

OUSD Expanded Learning Programs strive to create and sustain "safe haven" environments where Oakland children and youth can access expanded learning opportunities and integrated education, health, cultural, and enrichment programs outside of school hours or the regular school year. OUSD Expanded Learning Programs operate in all elementary, middle, and high schools across the city of Oakland.

When programming is conducted in-person, over 15,000 students across 80+ schools participate in OUSD expanded learning programs that operate Monday - Friday until 6:00 pm. Students who participate in expanded learning programs every day receive an additional 540 hours of learning by the end of the school year, equivalent to 90 additional days of school. In these valuable after-school hours, students engage in youth development activities that foster their physical health, social-emotional learning/well-being, and support their academic

achievement in school. In order to meet these goals, the quality and success of the District’s expanded learning programs is critical.

These expanded learning and summer programs are aligned with efforts in Oakland to improve young people’s educational outcomes, including Oakland’s investment in the Kids First! Legislative initiative goal to “Help Children and Youth Succeed in School and Graduate High School” and the Oakland Unified School District’s Full Service Community Schools initiative that seeks to provide health, education, and social services to youth, their families and the community.

OUSD expanded learning and summer programs offer critical support to schools, students, and their families. In addition to providing children and youth with sanctuary, quality expanded learning programs to support students academically and socially, OUSD expanded learning programs serve a large proportion of youth who typically benefit from additional learning support, including students from low-income households (81%) and English Learners (31%). Additionally, approximately 23% of OUSD after-school participants are African American and 46% are Latino.

OUSD seeks community partners whose organization mission and vision closely align and support the District’s strategic plan and vision for Full Service Community Schools.

High quality expanded learning programs must satisfy the various grant funding requirements— detailed further below and in the MOU—and provide additional opportunities for youth to practice the academic and social skills they need to succeed. OUSD expanded learning programs provide youth with a mix of academic support, recreational/physical, and enrichment activities. Within these broad categories, expanded learning providers work collaboratively with school partners to develop a balance of activities that meet the unique interests and needs of the student population and support the goals and priorities of the school community for student achievement and well-being. Below are examples of the mix of after-school activities offered in OUSD Expanded Learning Programs.

SAMPLE AFTER-SCHOOL ACTIVITIES BY CATEGORY

CATEGORY	ACTIVITIES
Academic Support	Academic Enrichment Learning, Tutoring, Expanded Library Services, Supplementary Education Services, Homework Support, Credit Recovery, Reading & Literacy, Math, Science
Recreation/ Physical Activity / Organized Sports	Cooperative Games, Dance, Martial Arts, Yoga, Intramural Sports, Sports Leagues, Mindfulness

Enrichment	Arts and Cultural Activities, Health and Nutrition Education, Substance Abuse & Drug Prevention, Violence Prevention, Counseling & Character Education
College and Career	Career & Job Training, Entrepreneurial Education, Technology/Telecommunications Training, Community Service & Service Learning, Internships and Apprenticeships
Leadership Development	Peer Mentoring, Peer Tutoring, Youth-Led Community Service
Science Technology Engineering & Math	Gardening, Coding, Robotics, Making, Forensics, Cooking
Outdoor Education	Community Mapping, Hiking, Backcountry Camping, Kayaking, Bicycling

D. Funding

OUSD Expanded Learning Programs are currently primarily funded through grants from the California Department of Education (CDE). CDE provides funds to school districts that collaborate with community partners to provide safe and educationally enriching alternatives for children and youth during non-school hours. The base grants that CDE awards to OUSD for after-school programs represent four (4) funding sources:

- After-School Education & Safety (ASES) for elementary, middle, and K-8 schools are state funds. ASES grants are three-year renewable funding sources.
- 21st Century Community Learning Center (21st CCLC) grants for elementary, middle, and K-8 schools are federal funds. 21st CCLC grants are awarded based on a highly competitive application process, and last for five years.
- 21st Century After-School Safety and Enrichment for Teens (ASSETS) grants for high schools are federal funds. 21st Century ASSETS grants are awarded based on a highly competitive application process, and last for five years.
- Expanded Learning Opportunities - Program (ELO-P) funding is a universal grant that supports all TK - 6th Grade OUSD's unduplicated students' access to free expanded learning opportunities.

OUSD directly applies for these grant funds from the California Department of

Education, and grant funds are received and managed by the school district. OUSD contracts a portion of grant funds to Lead Agencies to operate expanded learning programs in close partnership with schools.

Additionally, Lead Agency partners leverage other funding and resources to support high quality programs, including private grant dollars, AmeriCorps grants, volunteers, and other in-kind resources. Leveraging additional resources on behalf of the expanded learning programs is an essential function of the Lead Agency partner because of the reality that state and federal expanded learning grant dollars alone are often inadequate to run a high-quality program. ELO-P, ASES, and 21st Century grant dollars are currently awarded at a rate of:

- ASES: \$10.18/student/day for TK-8th Grade students
- 21st Century: \$10.18/student/day for TK-8th Grade students
- 21st Century ASSETS: \$10.10/student/day for high school students
- ELO-P: \$15/student/day for TK-6th Grade students

Other considerations for the allocations of funds

- OUSD elementary and middle school ASES grants can only be used to provide expanded learning programming daily (180 days) immediately after the school day and facilitate programming for at least 15 hours a week until at least 6:00 pm.
- OUSD High School ASSETS base grants can be used to operate programs before school, after school, weekends and during summer/intersession in accordance with grant guidelines.
- Some sites may also receive 21st Century related grants including Supplemental funding (to support summer programming).
- ASES and 21st CCLC grant funds are intended to complement, but not supplant, other funding provided by OUSD, school sites, or community partners.
- ASES and 21st CCLC Grant funds are inadequate to cover the true cost of running a high quality expanded learning program. OUSD and its Lead Agency community partners are committed to leveraging additional funding and resources to match grants provided by the California Department of Education.
- ASES/21st Century grants are attendance-based grants.
- ELO-P funding must be used to provide expanded learning opportunities during out-of-school time; before school, after-school, summer/intersession at no cost to unduplicated students.

Sites that fail to meet calculated attendance will trigger California Department of Education intervention and funding levels may be reduced. Sites must earn 85% of attendance to be in good standing for full funding. Failure to achieve attendance targets may result in a Lead Agency being removed from the OUSD approved list of Lead Agencies.

E. OUSD Expanded Learning / Program Operation

In Oakland, approved lead agencies must be equipped and have organizational infrastructure to provide synchronous and asynchronous programming at the discretion of OUSD, as reflected in the MOUs.

In the spirit of OUSD's Full Service Community Schools vision, our approved expanded learning organizations partners work closely with schools and their principals to develop specific programmatic goals to provide holistic support and equitable learning opportunities for all students. As school-day teachers focus on providing high quality instruction in the classroom, expanded learning programs provide high quality enrichment, physical, academic, and SEL opportunities to students during the after school and non-school days when youth are most vulnerable to crime, violence, and risky behavior.

Expanded Learning Lead Agencies are expected to offer programming to all students in TK - 12th grade reflected of the school site's specific grant requirement.

F. Base-line Expanded Learning Program Requirements

The goal of the expanded learning program is to support student success in school through academic support, social emotional development and educational enrichment. The school site administrator, working in partnership with the Expanded Learning Lead Agency, is an integral part of developing the expanded learning program components that are appropriate to support his/her school site goals articulated in the School Site Plan. All Lead Agencies are selected by Principals to collaborate on the development and implementation of the expanded learning program in compliance with State and Federal guidelines, and District requirements.

OUSD's Expanded Learning Office goals align with grant requirements which aim to provide a comprehensive expanded learning program during the school year and/or summer program which consists of a balance of academic and enrichment activities, including daily physical activity components. The funds cannot be used to supplant school day activities.

An expanded learning program must include the following:

- To satisfy **ASES Funding**:
 - Educational and literacy component to provide tutoring and/or homework assistance,
 - Educational enrichment component and,
 - Daily physical activity/recreation component and,

- Serve a minimum 83 elementary and 111 middle school students daily and, free to all unduplicated students
- To satisfy **21st CCLC E/M**:
 - Educational and literacy components to provide tutoring and/or homework assistance,
 - Educational enrichment component,
 - Physical activity/recreation component, and
 - Serve a minimum ADA contingent on grant allocation and,
 - Free to all unduplicated students
- To satisfy **ASSETs**:
 - Educational and literacy component to provide tutoring and/or homework assistance,
 - Educational enrichment component,
 - Physical activity/recreation component, and
 - Serve a minimum of 139 students daily
- To satisfy **ELO-P**:
 - Offer 9 Hours of Programming (School day hours count toward the 9 hours)
 - Support TK-6th grade students
 - 175 school days & 30 days intersessions (For the purpose of this site plan, the scope of work will be for a total of 60 school days)
 - TK/K staff ratio 10:1
 - Must offer the program to all unduplicated TK-6 grade students
 - Parallel ASES Compliance Reporting
 - ELO-P funding can not be used to provide school day support (CDE Guidance)

Additional Program Requirements:

- **All programs** must provide a nutritious snack and track attendance daily.
- Expanded learning lead agencies and school sites are **expected to implement reasonable accommodations** under Section 504 of the Americans with Disability Act to support OUSD's students with disabilities. The standard for reasonableness must be determined on a case-by-case basis.
- Per federal statute, California Education Code, and Oakland Unified School District policy, any students identified by the OUSD Transitional Student and Family Unit get priority access into the after-school program. If a student/family indicates they are homeless, newcomer, refugee, and/or asylee will have automatic enrollment.
- All programs must adhere and align with all OUSD safety policies and procedures, this includes OUSD's George Floyd Resolution which promotes a safe and supportive environment.

Please note that the below list of compliance requirements is not exhaustive. Lead Agencies are expected to know and comply with these and other district and state and federal requirements not listed here, including but not limited to state and federal laws and requirements outlined in applicable OUSD Board policies and the Memorandum of Understanding (“MOU”) with OUSD which all Lead Agencies selected to serve a school site must sign and have approved by OUSD’s Governing Board. A sample MOU is attached as Appendix III. Please note this MOU is subject to change depending on District needs. Applicants are encouraged to review it for more program requirement specifics.

Operational Requirements

- Elementary and Middle School After-School Programs must operate 5 days/week, for at least 15 hours/week, commencing immediately at the end of the regular school day and run until at least 6 p.m.
- High School After-School Programs must operate a minimum of 15 hours/week
- Summer School Programs need only comply with legislative or funder requirements
- OUSD’s Expanded Learning Programs Office (ExLO) has established early-release policies that must be implemented at each expanded learning and/or summer program. Further details of required hours and attendance expectations are located in the MOU.

G. Staffing

Staff working in OUSD Expanded Learning Programs must meet the minimum requirements to be in compliance with the California Dept of Education Codes. Staff members who directly supervise students must meet the district’s Proposal for an instructional aide, paraprofessional, or provide documentation that confirms completing 48 college units or the equivalent of an AA college degree.

Programs must operate with a minimum staff to student ratio of 1:20 for 1-12 grade and 1:10 for TK-K. Unless otherwise advised due to the health and safety of the students. It is required that each expanded learning program have a Site Coordinator who is full-time, salaried with benefits, and present at the school site during their work hours. The California Education Code provides that “selection of the program site [coordinator] shall be subject to the approval of the school site principal.” The Lead Agency must notify school principals in writing of any expanded learning staff changes within 24 hours.

Oakland expanded learning programs share a basic staffing pattern across all sites, though specific staff duties may vary somewhat from site to site. The most common staffing plan includes a full-time Site Coordinator, a Quality Support Coach (OUSD Credentialed Teacher), and youth development workers. Many programs also work with additional *service providers for specific services, and some may rely on regular volunteer assistance as well*. At some sites, certificated teachers provide targeted academic assistance, and academic enrichment activities for expanded learning participants through OUSD extended contracts.

Expanded Learning Lead Agencies should be fully staffed and prepared to provide programming for a total of 180 days. Lead agencies should have contingency plans to ensure that each program is fully staffed and able to meet the school site's enrollment needs.

H. Enrollment, Attendance and Evaluation Documentation

Approved Lead Agencies will need to consider CDE Guidelines, OUSD Expanded Learning Office expectations, and site-level input (e.g. site administrator) when it comes to student enrollment consideration, attendance protocol, and programmatic evaluation.

- a. Enrollment: Approved Lead Agencies must be familiar with CDE guidelines of ASES, 21st CCLC, ELO-P, and ASSETs Programs when working with a unique population defined as foster youth, McKinney-Vento, and students qualify with free-reduced lunch status. Lead Agencies must prioritize enrollment for any child that is homeless, 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. Lead agency will work with the school site administrator to develop a written enrollment policy. The enrollment policy needs to include, but not be limited to, enrollment priorities, application process, and acceptance notification, waitlist procedures, behavior guidelines, parental expectations, student expectations, procedure for removing students from expanded learning programs, and so on. Approved Lead Agencies are required to provide the written enrollment policy to all families who apply for the program.
- b. Fees: Unduplicated students must have access to the program at no cost. Lead Agencies should implement a process for identifying unduplicated students and ensuring that fees are not charged to those families.
- c. Attendance: Approved Lead Agency is required to be aware of all required attendance submission protocol and procedures to ensure good standing status with the Expanded Learning Office and CDE. All attendance documentation shall be closely monitored, and managed for accuracy by the Site Coordinator

and/or occasional audit request by the district and CDE. This includes accurate completion and daily maintenance of student sign in/out sheets, weekly inputting of attendance data into the OUSD online system, and monthly submission of scanned electronic attendance records to OUSD ExLO. Lead Agencies are also responsible for conducting internal audits of attendance records to ensure that program sites maintain accurate, verifiable data on student attendance. All program records must be maintained for five years for auditing purposes.

I. Contract and Payments

Agencies that are approved through the process described in this RFP must enter a 3-year master contract with the District. They may not begin operating at a school site unless the District and agency have executed a contract on the District's template. The District's Board of Education will likely approve these master contracts during the May-August 2025 Board meetings.

Although the master contract will last for 3 years, note that agencies and sites will be matched in 1-year relationships, as they are currently.

In Spring of each year, all Lead Agencies must initiate and engage in annual program planning with school leadership at each program site. Lead Agencies will submit a program plan and budget for the upcoming school year to the OUSD EXLO and Board of Education for approval, at the beginning of each school year.

Invoices are processed on a cost reimbursement basis for actual expenditures incurred. Due to the timing of OUSD contracting and fiscal procedures, Lead Agency partners must operate with a 4 month reserve covering the full cost of the agency's OUSD expanded learning program implementation. Typically, there are delays to the initial payment of agency invoices at the beginning of each school year.

J. Guidelines for Charging Fees

The intent of ASES, 21st CCLC, ASSETS, and ELO-P grants, which aligns with OUSD values, is to establish local programs that offers academic support and enrichment to students in need of such services regardless of a family's inability to pay.

CDE and OUSD discourage charging fees as that could exclude students in need from attending and taking advantage of the expanded learning program. ASES, 21st CCLC, ELO-P grants do not prohibit charging fees for expanded learning programs; however, programs that choose to charge fees, will need to collaborate with a Site Administrator to create and submit

the program's fee structure for approval in accordance with the terms in the MOU. In addition, all students that fall under the category of **unduplicated cannot be charged fees**. Sites that receive 21st CCLC and ASSETS grants will be required to report any fees collected (i.e.- registration fees, family fees, application fees, etc.). Programs that opt to charge program fees may not prohibit any family from participating due to financial circumstances. All program materials related to outreach and enrollment must state clearly that no unduplicated child will be denied services. CA EdCode stipulates that a sliding scale must also be offered in a fee schedule.

K. RFP Process

OUSD Expanded Learning Office is conducting a dual pathway process for new and current organizations. The RFP evaluation rubric will feature some questions that may be differentiated based upon the organizations current approval status and will have the same scoring process. Organizations should go through the appropriate process and provide the necessary documentation.

Organizations interested in serving in the OUSD Expanded Learning Lead Agency role for the 2025 - 28 school year must successfully complete the Lead Agency RFP process and earn the designation of a recommended lead agency. Therefore, an organization that does not successfully complete the Lead Agency RFP process or does not earn a *recommended* status will not be approved to serve as an OUSD lead agency for the 2025-2028 cycle. Organizations that are not selected during this RFP cycle will have the opportunity to reapply for the next RFP process which begins in 2028.

Organizations submitting an RFP proposal by the deadline will be assessed based on their RFP application responses, and any additional supporting materials requested by the RFP Review Team to determine the organization's potential to serve in the Lead Agency role. If additional information is required, organizations will be invited for an interview with the RFP Review Team.

Organizations completing this RFP process will be assessed and scored into one of the following categories:

- 1) **Recommended:** Community organization has adequately demonstrated its capacity to serve in a Lead Agency role and to fulfill all comprehensive Lead Agency responsibilities outlined by OUSD and CDE as well as those listed in Section III of this RFP. The organization demonstrates the capacity to collaborate, integrate, and adapt to the community. This *recommended* status will be valid for up to 3 years, depending on the organization's ability to meet and maintain and/or exceed federal, state, and district compliance requirements, to be assessed annually.

- 2) **Not Recommended:** Community organization has not adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill most of the Lead Agency responsibilities outlined by OUSD and listed in Section III of this RFP. Organizations receiving this *not-recommended* status will not be included in the list of qualified organizations that will be shared with stakeholders. An organization receiving this *not recommended* status may submit another Lead Agency RFP at a future date when the OUSD opens up a new RFP cycle.

OUSD will notify an agency of its determination before or by September 6, 2024 via email. If OUSD determines that an agency is Not Recommended, the agency shall have the opportunity to contest that determination. Additional details regarding this process are contained in Appendix V.

L. Minimum Proposals

Applicants may respond to **one or more of the** following Lead Agency categories:

Lead Agency: Elementary School (including K-8)

Lead Agency: Middle School

Lead Agency: High School

OUSD is seeking applications from established community organizations that currently possess 501(c)(3) status and adequate fiscal reserves to cover at least four (4) months of general operating expenses as a Lead Agency partner. Grant funds sub-contracted to Lead Agency partners do not cover the full cost of running a full comprehensive expanded learning program in Oakland; thus, organizations choosing to serve in the Lead Agency role must be financially stable and demonstrate the capacity to leverage other resources in support of youth programming.

A demonstrable experience in operating a comprehensive expanded learning program is strongly preferred, but all organizations must provide acceptable documents demonstrating two (2) years of experience in the following areas:

- Providing program services to the students in the service category (ies). Specific evidence of a positive track record of the capacity to effectively coordinate the entirety of a school's afterschool and/or expanded learning year-long program as well as successful collaboration with the school site administrator, faculty, and staff.
- Agency administrative capacity to comply with compliance and fiscal policies of the OUSD and CDE, including: agency administration manual; fiscal and personnel policies; attendance records; cost allocation plans, etc.

- Hiring, retention, and provision of professional development opportunities for qualified staff to provide services to OUSD students in a culturally and linguistically competent and age appropriate manner with a focus on youth development strategies.
- Capacity to effectively engage a large number of diverse students on an ongoing basis who demonstrate the desire and enthusiasm to participate in the program at a very high and consistent rate. Additionally, the agency can illustrate specific examples and strategies it has developed that actively engage parents and family members throughout the school year.
- Maintaining collaborative relationships with school site leadership in the development and implementation of a quality expanded learning program that supports the district's and the school's goals.

Organizations that apply for the Lead Agency role must be able to comply with all requirements outlined in the standard OUSD Expanded Learning Lead Agency MOU (see Appendix IV for sample of current year MOU) should it be chosen as Lead Agency. For example, while a copy of the organization's current insurance coverage is required with this application, should the organization be chosen, it will need to attain the level of insurance outlined in the MOU.

M. Application Submission Contents

Failure to provide any of the following information or forms may result in an application being disqualified.

A Complete Lead Agency Application will consist of all the following required items:

- 1) **Proposal Cover Sheet** (see Appendix I for sample)
- 2) **Letter of Agreement** (no more than one (1) page): A one-page letter signed by the person authorized to obligate the proposing agency to perform the commitments contained in the application. The letter should state that the proposing agency is willing and able to perform the commitments contained in the application.
- 3) **Written Responses to Application Questions** (no more than 8 double-spaced pages in response to the six (6) titled sections that appear in Appendix II Application Questions), signed under penalty of perjury,
- 4) **Supporting Documents**, listed in (Appendix III).
- 5) **Boilerplate Checklist:** " Expanded Learning Program and Services

Agreement” - Submission of the Signed Boilerplate Checklist (Appendix IV) will constitute a representation by your firm that it has read all of the clauses contained in the OUSD Lead Agency Memorandum of Understanding. The sample contract for the services detailed in this RFP (Appendix IV, version for Fiscal Year 22-25), and that your firm is willing to comply with OUSD contracting requirements.

- 6) **Sample Program Schedule and Summary:** Provide a sample program schedule along with a short description of each activity. No more than (2) pages.

N. Application Submission Instructions

Proposals shall be **emailed** to the Procurement Department at **procurement@ousd.org** no later than July 12, 2024.

Proposal shall be submitted with subject line: **“RFP Proposal # 24-148”**

****When submitting your proposal, be sure to get a ticket number or confirmation email.***

Proposals submitted via email should be submitted as PDF file format. PDF file size should be sufficient enough to send via email, the District does not assume responsibility if the PDF file is too large to email. If electronic submission is a factor, the District encourages hand delivery of the proposal directly to the Procurement Department, 900 High Street 2nd Floor Oakland, CA 94601 between the hours of 9:00am - 3:00pm pst. All proposals delivered after scheduled closing time for receipt of proposals will not be considered. Incomplete proposals may be deemed non-responsive and therefore not considered.

The District reserves the right to reject any or all proposals. The award of this solicitation is conditional on the winning bidder(s) accepting the terms of the MOU contract available to view below. Proposals and any other information submitted by respondents in response to this solicitation shall become the property of the District. Notwithstanding any indication by Contractor of confidential contents, and with the exception of bona fide confidential information, contents of proposals are public documents subject to disclosure under the California Public Records Act after award. The District will not provide compensation to Contractors for any expenses incurred by the Contractors for proposal preparation or for any demonstration that may be made. Contractors submit proposals at their own risk and expense.

FORMAT

All submissions must be on the RFP Application Form, typed using an easy to read 12-point font such as Arial or Times New Roman and one inch margins. All submissions

must be double-spaced. All submissions must answer all six (6) titled sections below in no more than 8 pages total. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III)

O. Evaluation and Selection

For all applications, the completion of the application will be assessed first; applications that do not submit complete documentation will not have the application reviewed.

OUTLINE THE PROCESS FOR NEW AND CURRENT ORGANIZATIONS

Applications demonstrating the capacity to meet minimum requirements will have their Proposals evaluated and scored by an RFP Review Team made up of individuals with expertise in the relevant subject matter for which the application is submitted. The RFP review team will read and score responses to the application questions in Appendix II.

Application Rubric

Performance Area	Expectations for OUSD Recommended Organizations <i>(not an exhaustive list)</i>
Collaborative Partnerships (20 Points) This performance area focuses on the extent to which organizations develop strong relationships with ExLO, school site, community-based partners, families, and other program stakeholders.	• Organizations establish and maintain clear, open and regular lines of communication with stakeholders • Organizations establish and maintain clear, aligned values with stakeholders around supporting and honoring youth • Organizations seek and respond to feedback, engage in active listening, shared decision-making, and planning processes with stakeholders • Organizations and partners celebrate one another and the unique role each occupies in supporting youth
Empowerment (10 Points) This performance area focuses on the extent to which organizations promote youth agency, self-actualization, leadership, and liberation.	• Organizations provide opportunities for youth to own and share their stories and speak their own “truth” • Organizations celebrate youth interests, passions, culture, and help them to explore their own growth • Organizations provide opportunities for youth to lead and develop projects • Organizations encourage youth to consider multiple perspectives
Safe and Supportive Environment (20 Points) This performance area focuses on organization’s ability and capacity to attend to all facets of safety for participants while cultivating a sense of belonging.	• Organizations prioritize and implement systems of support to ensure physical, emotional, cultural, structural, and inclusionary safety for youth and staff • Organizations integrate SEL and restorative practices into program culture • Organizations establish strong relationships, clear boundaries, and trust between staff, youth, and families • Organizations clearly articulate and actualize values and group agreements

Lifelong Learning (15 Points) This performance area focuses on the extent to which organization practices help to support youths' academic engagement, cultivation, and transformation.	• Youth engage in activities focused on nurturing fundamental habits for lifelong learning • Youth participate in diverse enrichment programming that reflect student interests and that promote joy, skill-building, and hands-on experience • Youth participate in activities that promote mindfulness, practice socio-emotional learning, and developing a growth mindset
Adaptive Programming (15 Points) This performance area focuses on organization's adaptive capacity/willingness and that practices reflect values of diversity and inclusion of youth and other stakeholders.	• Organizations offer differentiated services to meet individual student and family needs • Organizations provide services that are inclusive, responsive, and culturally relevant • Where applicable, organizations services are trauma-informed • Organizations demonstrate capacity to adapt to physical, environmental, cultural, and social shifts
Strong Systems and Structures (20 Points) This performance area focuses on the efficacy of an organization's program structure, compliance management capacity, infrastructure viability, and a thriving culture to support responsible financial management of programs and services that benefit students.	• Organization services are supported by a strong, stable, and adaptive organizational infrastructure, financial capacity to deliver and sustain services, and the ability to execute compliance expectations and deliverables • Organizations are purpose- and values-driven and programming is aligned with collaborative vision between the school site and the provider • Organizations engage in continuous quality improvement processes to ensure transparency of expectations and a culture of accountability, responsibility, compliance, and metrics • Organizations provide staff with consistent and applicable professional development support and learning opportunities

Applicants must agree to abide by all OUSD policy requirements as outlined in the Appendix IV Boilerplate MOU checklist. The list of "Approved Expanded Learning Lead Agencies" will be utilized by school site administrators for a period of up to three (3) years pending funding availability to select a Lead Agency to administer the expanded learning program on his/her school site.

P. Terms & Conditions for Receipt of Applications

Errors and Omissions by Applicant

Applicants are responsible for reviewing all portions of this RFP, and promptly notifying the District, in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the District promptly after discovery, but in no event

later than five working days prior to the date for receipt of applications. Modifications and clarifications will be made by addenda as provided below.

Change Notices

The District may modify the RFP prior to the application due date by issuing Change Notices, which will be on the OUSD. The applicant shall be responsible for ensuring that its application reflects any and all Change Notices issued by the District prior to the application due date regardless of when the application is submitted.

Failure to Object to Errors and Omissions in Application

Failure by the District to object to an error, omission, or deviation in the application will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

Financial Responsibility

The District accepts no financial responsibility for any costs incurred by applicants in responding to this RFP. Submissions of the RFP will become property of the District and may be used by the District in any way deemed appropriate.

Proposer's Obligations Under the Conflict of Interest Laws and Board Policies

A proposer must be aware that if the proposer will enter into a contract with the District, proposer/contractor shall be responsible to comply with conflict of interest laws and Board policies, which are briefly summarized in Section 11.4 ("Conflict of Interest") of the attached Appendix IV ("OUSD Expanded Learning Lead Agency MOU" sample contract). It is the responsibility of a contractor to comply with the law and OUSD Board policies. Submission of an application signifies that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

Reservations of Rights by the District

The issuance of this RFP does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Reject any or all applications;
- Reissue a Request for Proposals ;
- Prior to submission deadline for applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the

applications;

- Procure any materials, equipment or services specified in this RFP by any other means;
- Determine that no project will be pursued.

No Waiver

No waiver by the District of any provision of this RFP shall be implied from any failure by the District to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

Q. Standard Contract Provisions

Any agency selected from the *Expanded Learning Program Lead Agency Qualified List* by a school site administrator, and which chooses to enter into contract with the District, will enter into a contract substantially in the form of the Expanded Learning Lead Agency MOU, attached hereto as Appendix IV. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another qualified agency and may proceed against the original selectee for damages.

APPENDIX I: RFP Application

2024 OUSD Request for Proposals Application (Template)

(Email procurement@ousd.org for template)

ASES, 21st CCLC, ELO-P, and ASSETS Expanded Learning Programs

Cover Sheet Template:

Organization Name			
Primary Contact Person:		Secondary Contact Person:	
Email:		Email:	
Telephone #:		Telephone #:	

Service Category: Check the grade levels your organization is interested in serving.	
	Elementary (Grades TK-5)
	Elementary/Middle (Grades TK-8)
	Middle (Grades 6-8)
	High (Grades 9-12)

Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.		Yes
		No
Are you currently an OUSD Approved Lead Agency Partner?		Yes
		No
Have you served as an OUSD Lead Agency partner before in past years? If so, please identify the years and durations served.		Yes
		No
		# Years
Do you currently serve in the Lead Agency role for any other school districts besides OUSD?		Yes
		No
If yes , please list all school districts you have served.		
How many school sites does your organization have the capacity to serve as a lead agency?		# Sites
In the box below, please briefly explain your rationale for this number of sites?		

On behalf of _____ (Agency), I, _____ (name)
 _____ (Position), declare under penalty of perjury under the laws
 of the State of California that the foregoing is true and correct.

Signature: _____ Date: _____

APPENDIX II: Application Questions

After reading the RFP narrative, please respond to all of the prompts within all six (6) titled sections below in no more than 8 double-spaced pages in 12pt Font. Organizations may elaborate on specific documents provided in the Required Supporting Documentation (Appendix III).

The prompts are distinct and differentiated based upon if the applicant is a new or a current organization. See below for the definition of each designation and only respond to the prompts that apply to organizations of that designation or status.

New Organizations/Applicants:

Organizations applying to be a comprehensive expanded learning provider within OUSD and were not an OUSD-approved lead agency during the 2022-25 RFP cycle.

Collaborative Partnerships (up to 2 pages) (20 Points)	1. Describe a collaborative partnership that the organization experienced while engaged in a school and/or district setting. Site specific examples. 2. How does the organization seek and respond to feedback from stakeholders? Please specify what the organization did to make this happen. 3. How does the organization and its partners maintain clear and aligned values for supporting and honoring youth? 4. Please provide specific examples of how the organization collaborates with a variety of stakeholders to make decisions and ensure a positive culture and climate in your programs.
Empowerment (up to 1 page) (10 Points)	5. Describe how the organization honors and celebrates different perspectives and unique roles to support youth. 6. What professional development does your organization provide staff to support student belonging, engagement, and leadership opportunities?
Safe and Supportive Environment (up to 1 page) (20 Points)	7. Provide examples of strategies your organization implements to ensure youth experience a sense of belonging, are valued, acknowledged, and celebrated in the program. 8. What training is implemented and/or available to support staff in ensuring their programs provide safe and supportive environments? Please share examples of any curriculum and/or resources available to staff.

Lifelong Learning (up to 1 page) (15 Points)	9. What practices and resources within your organization support academic engagement, confidence, and habits for lifelong learners? 10. Lifelong Learning can be formal, nonformal, informal, and self-directed; describe how your organization supports staff-to-students learning in the program offering. 11. Describe how youth participate in diverse enrichment programming that reflects their interests and promotes joy, skill-building, and hands-on experience. Site Examples.
Adaptive Programming (up to 1 page) (15 Points)	12. What strategies are in place to support staff and students when the organization has to make unexpected shifts due to physical, environmental, and social contexts? Share how you would communicate that. 13. How does the organization offer differentiated services to meet school, student, and family needs? 14. Share an example of how the program will provide inclusive programming to all OUSD students, including students with special needs.
Strong Systems and Structures (up to 2 pages) (20 Points)	15. Using the organization's budget and profit and loss statement in the required supporting documentation, create a budget narrative showing how the organization would allocate funds to run a high-quality comprehensive expanded learning program. These budgets must be based on the grant requirements detailed in the Funding description above (Section E.); including a required staffing ratio of 1:20 (or better) ○ Elementary/Middle School Funding: ($\\$10.18 \times (65\% - \text{total UDS}) \times 175 \text{ days}$) ■ Ex: $(100 \text{ Unduplicated students} \times \\$10.18 \times 175 \text{ day}) \times 65\% = \\$115,797$ ○ Your budget must detail: ○ Projected Program Fees ○ Staffing costs for service delivery, staff training, and prep time ○ Full-time salaried site coordinator ○ Any agency management-level staff who grant funds will pay for the support of direct service programming ○ Supplies, materials, curriculum, books, field trips, etc. ○ Agency administrative costs are not to exceed 5% from ASES and 10% from ELO-P of the contracted amount Note: ■ The budget does not need to include snack costs ○ Strong practices for staff and program improvement with support from the lead agency. 16. The state of California has introduced Expanded Learning Opportunities

	Program (ELO-P) funding, allowing expanded learning programs to grow and adapt to meet the community's needs. ELO-P funds are subject to shift based on state budgeting. How will the organization ensure that current programming levels are sustainable if/when funds are no longer accessible? 17. What is the organization's experience with implementing ASES/21st CCLC/ASSETS/ELO programs? Share a success and a challenge that the organization faced managing its requirements.. In retrospect, what shifts would the organization make to achieve a more successful outcome?
--	--

Current/Returning Organizations:

Active and contracted comprehensive expanded learning providers that are OUSD-approved for the 2022-2025 cycle. If the applying organization is on this [list](#), it is classified as a returning or current organization and can only respond to the prompts below.

Collaborative Partnerships (up to 2 pages) (20 Points)	1. During SY 2022-2024, how did the organization and its partners maintain clear and shared values around supporting and honoring the needs of youth? 2. How has the organization sought and responded to feedback from stakeholders, engaged in active listening, and made shared decisions? 3. Share a specific example of a successful collaborative partnership with stakeholders. Share an example of a challenging collaborative partnership and how the organization navigated the situation that did not reach the desired outcome. In retrospect, what shifts would you make to achieve a more successful outcome?
Empowerment (up to 1 page) (10 Points)	4. How has the organization supported youth agency and provided youth leadership opportunities? 5. What professional development did the organization provide staff that supported student engagement and leadership opportunities? 6. What shifts did your organization make to create spaces for youth voice and choice?
Safe and Supportive Environment (up to 1 page) (20 Points)	7. Provide examples of strategies your organization implemented to ensure youth experienced a sense of belonging and felt valued, acknowledged, and celebrated in the program. 8. What training was available to support staff in ensuring their programs provide safe and supportive environments? Please share curriculum, training, and resources available to staff. 9. How has the organization aligned with OUSD policy to provide a safe and

	supportive environment?
Lifelong Learning (up to 1 page) (15 Points)	10. What practices and resources within the organization support academic engagement, confidence, and habits for lifelong learners? 11. Describe how youth participated in diverse enrichment programming that reflected their interests and promoted joy, skill-building, and hands-on experience. Site Examples.
Adaptive Programming (up to 1 page) (15 Points)	12. What strategies are in place to support students when the organization has to make unexpected shifts due to physical, environmental, and social contexts? 13. How does the organization offer differentiated services to meet school, student, and family needs? 14. Share an example of how the program provided inclusive programming to OUSD students, including students with special needs.
Strong Systems and Structures (up to 2 pages) (20 Points)	15. Using your organization's budget and profit and loss statement in the required supporting documentation, create a budget narrative showing how your agency allocates funds to run a high-quality comprehensive expanded learning program. These budgets must be based on the grant requirements detailed in the Funding description above (Section E.), including a required staffing ratio of 1:20 (or better). ○ Elementary/Middle School Funding: $(\\$10.18 \times (65\% - \text{total UDS}) \times 175 \text{days})$ ■ Ex: $(100 \text{ Unduplicated students} \times \\$10.18 \times 175 \text{day}) \times 65\% = \\$115,797$ ○ Your budget must detail: ○ Projected Program Fees ○ Staffing costs for service delivery, staff training, and prep time ○ Full-time Full time salaried site coordinator ○ Any agency management-level staff who grant funds will pay will be paid by grant funds for the support of direct service programming ○ Supplies, materials, curriculum, books, field trips, etc. ○ Agency administrative costs are not to exceed 5% from ASES and 10% from ELO-P of the contracted amount Note: ■ The budget does not need to include snack costs ○ Strong practices for staff and program improvement with support from the lead agency. 16. The state of California has introduced Expanded Learning Opportunities Program (ELO-P) funding, allowing expanded learning programs to grow and adapt to meet the community's needs. ELO-P funds are subject to shift based on state budgeting. How will your organization ensure that current programming levels are sustainable if/when funds are no longer accessible?

	17. During 2022-2024, what was your organization's success around meeting CDE compliance expectations? Expectations include meeting staff ratio, staffing qualifications, average daily attendance, and serving unduplicated, special needs, and TK/K students. . Share a success and a challenge that the organization faced in meeting compliance expectations. In retrospect, what shifts would your organization make to achieve more successful outcomes?
--	---

APPENDIX III. Instructions for RFP Application Submission:

Any documents submitted after the deadline will not be accepted or reviewed.

Required Supporting Documentation Instructions:

To support RFP responses and verify organizational Proposals, the following documentation is required. The *Application Questions* in Appendix II will directly reference these documents and ask for an elaboration of the information these documents provide. All documents received will be viewed internally and not shared publicly. These documents do not count towards the 8-page limit for the RFP application described in Appendix II. Additionally, please label all supporting documents clearly according to this list:

Any files missing could result in disqualification from the RFP process.

All files will need to be clearly labeled based on the list below:

- One (1) sample Expanded learning program schedule with activity summary
- A sample budget pertaining to the program schedule and activity summary
- Current Profit and Loss statement from 2022 or 2023
- Copy of 2023 990 Tax Form
- Copy of Monitoring Reports and/or other external evaluations of the program (maximum of 1)
- Organizational chart of agency that illustrates how the OUSD Expanded Learning Program is to be supported administratively and programmatically
- Copy of organization's 501(c)(3) letter
- Bank statements to show proof of operating cash reserves
- Job description for site coordinator and program instructor positions
- Copy of IRS letter certifying tax exempt status
- Proof of "active" status with the office of the California Secretary of State Board roster

and minutes – Include the current board roster indicating officers and affiliations as well as Board approved minutes from the 2022-2023 school year.

- Signed letter of agreement (as elaborated upon in Section N)
- Most recent audited financial statements within 2 years and summary of the audit findings
- Letters of reference (maximum of 2)
- Documents demonstrating fulfillment of minimum Proposals (see Section M)
- Copy of current certificate of current insurance: Commercial/General Liability \$1M per occurrence and Workman's Comp.

The following documents listed below are **not** required upon submission of proposal but will be required upon receiving 'Recommended' status.

1. Statement of Qualifications

A Statement of Qualifications is a paragraph or two on the organization's letterhead that explains why they are qualified to provide this service.

2. Commercial General Liability Insurance Coverage via an ACORD sheet.

A. Address in the "Certificate Holder" section: Oakland Unified School District, Attn: Risk Management; 1011 Union Street, Oakland CA 94607

B. Policy Limits: 1,000,000 per occurrence / \$2,000,000 aggregate

2. (a) Policy Endorsement naming OUSD as an additional insured (from the Agent): this is a Separate document from above.

3. An ACORD Sheet for Professional Liability or Corporal Punishment insurance: It should have minimum policy limits of \$1MM per occurrence and \$2MM aggregate

3. (a) Policy Endorsement naming OUSD as an additional insured on this policy.

4. Either one of these two types of coverages are acceptable - It should be on an ACORD Sheet

A) Improper Sexual Conduct & Physical Abuse Liability or

B) Sexual Abuse & Molestation. It should have minimum policy limits of \$1MM per occurrence and \$2MM aggregate minimum;

4. (a) Policy Endorsement naming OUSD as an additional insured on this policy.

5. Agency Letter: This letter states the following : (and should be on your letterhead)

(a) All of the employees that work at OUSD have passed fingerprint review by CA DOJ and FBI, TB testing requirements, and mandate reporting.

(b) ATI Numbers (from fingerprinting) will need to appear on all invoices submitted to OUSD

(c) Proof of fingerprint passage and TB Test passage of staff working at OUSD will be available to OUSD upon demand.

APPENDIX IV: OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist

1. Intent
2. Term of MOU
3. Termination
4. Compensation
 - 4.1. Total Compensation
 - 4.2. Positive Attendance
 - 4.2.1. Reconciliation Process for Positive Attendance-Based Grant Funds
 - 4.2.2. Administrative Charges and Reconciliation
 - 4.3. OUSD Administrative Fees
 - 4.4. Agency Administrative Fees
 - 4.5. Program Budget
 - 4.6. Modifications to Budget
 - 4.7. Program Fees
5. Scope of Work
 - 5.1. Student Outcomes
 - 5.1.1. Alignment with Community School Strategic Site Plan
 - 5.2. Oversight
 - 5.3. Enrollment
 - 5.4. Program Requirements
 - 5.4.1. Program Hours
 - 5.4.2. Program Days
 - 5.4.3. Program Components
 - 5.4.4. Staff Ratio
 - 5.5 Data Collection
 - 5.5.1. Accountability Reports
 - 5.5.2. Attendance Reports
 - 5.5.3. Use of Enrollment Packet

- 5.6. Maintain Clean, Safe and Secure Environment
- 5.7. Meeting Participation
- 5.8. Relationships
- 5.9. Licenses
- 6. Field Trip Policy. Field Trips, Off Site Events and Off Site Activities
 - 6.1. – 6.13.2., including, but not limited to:
 - 6.1. Licenses Permission Slips/Acknowledgement
 - 6.1.3. Notice of Waiver of All Claims
 - 6.5. Health Conditions/Medication
 - 6.6. Supervision
 - 6.7. Transportation Requirements
 - 6.11. Additional Requirements for High Risk, Overnight, Out of State Trips
 - 6.12. Additional Requirements for Field Trips/Excursions Which Include Swimming or Wading
 - 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
- 7. Financial Records
 - 7.1. Accounting Records
 - 7.2. Disputes
- 8. Invoicing
 - 8.1. Billing Structure
 - 8.2. Unallowable Expenses
 - 8.3. Invoice Requirements
 - 8.4. Submission of Invoices
 - 8.5. Submission of Invoices for ASESP and 21st Century Grants
- 9. Ownership of Documents
- 10. Changes
 - 10.1. Agency Changes
 - 10.2. Changing Legislation
- 11. Conduct of Consultant
 - 11.1. Child Abuse and Neglect Reporting Act
 - 11.2. Staff Requirements

- 11.2.1. Tuberculosis Screening
 - 11.2.2. Fingerprinting of Agents
 - 11.2.3. Minimum Proposals
- 11.3. Removal of Staff
- 11.4. Conflict of Interest
- 11.5. Drug-Free/Smoke Free Policy
- 11.6. Non-Discrimination
- 12. Indemnification
- 13. Insurance
 - 13.1. Commercial General Liability
 - 13.2. Worker's Compensation
 - 13.3. Property and Fire
- 14. Litigation
- 15. Incorporation of Recitals and Exhibits
- 16. Counterparts
- 17. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- 18. All exhibits, with required forms and timelines

OUSD AFTER-SCHOOL LEAD AGENCY 2022-25 MOU SAMPLE CONTRACT

The contract template that is currently being used by lead agencies can be accessed by clicking the [following link](#). The MOU contract will be a master contract between OUSD and the lead agency that does not specify the school site(s) where the agency is assigned, and that master contract will last for three (3) years (but note that agencies and sites will continue be matched in 1-year relationships, as they are currently).

All applicants are required to review the MOU contract template currently in use, and sign the OUSD Expanded Learning Lead Agency MOU Boilerplate Checklist of the RFP (Appendix IV).

If having a hard time opening the contract template, please email procurement@ousd.org for a copy.

Submission of this Signed Boilerplate Checklist will constitute a representation by your firm that it has read all the clauses listed in the OUSD Expanded Learning Lead Agency MOU contract sample (Appendix IV), is willing and able to comply with OUSD contracting requirements, and understands that the standard OUSD Expanded Learning Lead Agency MOU is subject to change annually.

Signature

Date

Name and Title of Signatory

Name of Organization

APPENDIX V: Appeals Process for Applicants

Any applicant may appeal to the Oakland Unified School District Procurement Department if the determination that it is not prequalified. An appeal must be based on one or both of two following:

- **Unfair process** (e.g., the appellant's proposal was treated differently than others, conflict of interest by OUSD Department of Expanded Learning staff, etc.)
- **Material error** (e.g., the appellant's proposal was reviewed under the wrong funding strategy, failure to consider all application materials, incorrect application of evaluation rubric or some other mistake of fact occurred), or

The appellant must submit the appeal by September 13, 2024 (i.e., 5 business days after the Lead Agency Notification Date). If the appellant fails to file an appeal prior to the applicable appeals deadline, the appellant waives any and all rights to challenge the decision of the District.

An appeal must clearly state the facts that establish one of the above-referenced bases for appeal and how, as a result, the appellant's proposal was affected negatively. The appeal will be considered and adjudged by the Senior Manager, Rosaura Altamirano, whose decision will be final. Appellant should submit the appeal and any supporting documents should be sent electronically by email to:

Rosaura M. Altamirano

Senior Manager, Supply Chain & Logistics, rosaura.altamirano@ousd.org

Appellants will receive written notice of the outcome of their appeal by September 26, 2024. In the event that an applicant's appeal is successful, the agency will be treated as all other prequalified agencies.

APPENDIX I: RFP Application

2024 OUSD Request for Proposals Application (Template)

ASES, 21st CCLC, ELO-P, and ASSETS Expanded Learning Programs

Cover Sheet Template:

Organization Name	Oakland Kids First		
Primary Contact Person:	Lukas Brekke-Miesner	Secondary Contact Person:	Sabaa Shoraka
Email:	Lukas@kidsfirstoakland.org	Email:	Sabaa@kidsfirstoakland.org
Telephone #:	510-214-3976	Telephone #:	510-224-4089

Service Category: Check the grade levels your organization is interested in serving.	
	Elementary (Grades TK-5)
	Elementary/Middle (Grades TK-8)
	Middle (Grades 6-8)
X	High (Grades 9-12)

Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.	X	Yes
		No
Are you currently an OUSD Approved Lead Agency Partner?	X	Yes
		No
Have you served as an OUSD Lead Agency partner before in past years? If so, please identify the years and durations served.	X	Yes
		No
	7 years 2017-present	# Years
Do you currently serve in the Lead Agency role for any other school districts besides OUSD?		Yes
	X	No
If yes, please list all school districts you have served.		
How many school sites does your organization have the capacity to serve as a lead agency?	1	# Sites
In the box below, please briefly explain your rationale for this number of sites?		
Oakland Kids First has developed deep partnerships with the Castlemont High School administration, teachers and community partners. We do not have staffing or budget capacity to extend lead agency services to other high school campuses at this point in time.		

On behalf of Oakland Kids First (Agency), I, Lukas Brekke-Miesner (name)
Executive Director (Position), declare under penalty of perjury under the laws
of the State of California that the foregoing is true and correct.

Signature:


bOR SIGN 1VLL2501-1899772P

Date: 06/28/2024



July 10, 2024

To the Oakland Unified School District Expanded Learning Offices:

I am writing on behalf of Oakland Kids First (OKF) to confirm that our organization is a 501c(3) nonprofit organization that is prepared to perform the commitments contained in the attached application to serve as an Expanded Learning Program Lead Agency for High Schools.

Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, service provision, and youth organizing to provide youth with the skills and opportunities to both navigate and transform systems.

Currently, OKF serves as the lead agency for Castlemont High Schools extended day program called Knight Time and also provides after school youth development and organizing programming at five high schools in Oakland including: Castlemont, Fremont, Oakland High School, Oakland Technical High School, and Skyline High School.

Oakland Kids First has a long track record of providing high quality community school services, positive youth development, student power building and family engagement in Oakland public schools and is committed to continuing to serve the Castlemont High School community.

OKF has excellent internal fiscal management, staff development and training practices, and processes for engaging and empowering students, families, and staff in cycles of continuous program improvement.

This letter verifies that OKF has read all of the requirements and commitments contained in the Request for Proposal #24-148ExLO and our organization is willing and able to meet all required commitments.

If you need any additional information, please feel free to contact the Executive Director, Lukas Brekke-Miesner by phone at 510-452-2043.

Sincerely,

A handwritten signature in blue ink that reads "Lukas Brekke-Miesner". Below the signature is a small rectangular box containing the text "boxSIGN" and a long alphanumeric string "5VLL25J1-4YZZZ7PQ".

Lukas Brekke-Miesner

*3700 E. 12th St. STE 3. Oakland, CA 94601
p: 510.452.2043 f: 510.452.2075
www.oaklandkidsfirst.org*



Written Responses to Application Questions
OUSD Request for Proposal 24-148ExLO Lead Agency - High School

1) Agency History, Overview and Approach to Collaborative Partnerships: Oakland Kids First's (OKF) mission is to increase youth voice, leadership and power to create engaging and equitable public schools where all students learn and lead. Founded in 1996, OKF offers programs that focus on youth leadership development, organizing, community school services, academic support and work-based learning to ensure students have the resources to navigate existing inequitable conditions and the support to transform them. OKF builds youth power; creates school cultures that promote safety, belonging and engagement; and increases educational equity through policies, programs, and coalition partnerships that center the voices and priorities of Oakland students.

Since 2017, OKF has served as lead partner of Castlemont High School's extended day programs, where our team provides positive youth development, social emotional learning, academic support and interventions, care management, enrichment, health/wellness, family literacy, stipended work-based learning, and support for International and Newcomer students. Together our *Knight Time Extended Day Programs*, *Knight Success College*, *Career & Community Readiness*, and *Castle Cares* initiatives engage 575 students annually with an average of 120 student participants per day. OKF works closely with the school and outside partners to ensure Castlemont students are engaged in an extended day culture that meets students' comprehensive needs, goals, needs and interests to succeed in school and graduate on time prepared for college, career and community engagement.

During the 2022-23 and 2023-24 school years, OKF's staff worked in partnership with Castlemont's administrators, community school manager, Coordination of Services Team

(COST), care managers/coordinators, safety, attendance and school culture/climate committees, SUDA and CHEA academies, 9th & 12th grade houses, International Academy, and teachers contracted to facilitate CastleWorks programs and tutoring. OKF also expanded partnerships with community-based organizations in alignment with the district's vision of full service community schools to leverage shared resources so the Castlemont campus is a hub of support and opportunity for students, families and community members, and to break down barriers to student achievement. One of our most successful partnership models is shared management of the one acre farm, garden and orchard. OKF employs a full time farm co-manager, who works with multiple nonprofits including the Social Good Fund, Butterfly Movement, and Growing Together to provide additional staffing, programming, and community engagement at the Farm.

OKF's additional expanded learning partnerships include: The Museum of Children's Art Oakland and Elevate Oakland to support art and music programs, Beats Rhymes & Life to incorporate recording into sound production, East Oakland Youth Development Center to provide job training curriculum, Civil Design Studio and The Crucible to support the CastleWorks Fabrication Lab (FabLab), Oakland Athletic League to host student interns, and the Public Health Institute, Youth Wellness Advisory Board and Children's Hospital Oakland to give students exposure to public health careers. Dual enrollment courses were held in partnership with Peralta Community Colleges. Each semester, OKF surveys all program participants and reviews feedback on program offerings, curriculum and activities with facilitators. OKF staff worked with the school to distribute culture and climate surveys 3x this year, and youth provided input into ways to improve culture and student engagement including holding end of semester celebrations and Knight Heroes awards. Surveys also provided an opportunity for students to give input on new activities aligned with their interests and needs, which is how OKF established

the CastleWorks Barbershop/Cosmetology and Fashion Design programs.

OKF is a long-standing partner of several OUSD departments including the Community Schools & Student Services (CSSS) office, Office of Equity, and Restorative Justice. We work collaboratively on All City Council student union curriculum and student campaigns, and co-developed OUSD's Meaningful Student Engagement standards. We are currently partnering with the district on plans to implement Oakland Youth Vote, including working with teachers and district staff on development of civic engagement curriculum and voter registration plans for high school campuses, as Oakland Youth Vote will enfranchise sixteen and seventeen year olds to vote in local school board elections as soon as this November 2024.

When challenges arise with partners, which they do given that each organization has different missions, goals, levels of youth experience and resourcing, OKF staff take a proactive problem solving approach. We provide direct feedback and work together to center student needs when making decisions. For example, the CastleWorks FabLab dual enrollment instructor struggled to maintain consistent youth participation. OKF's Extended Day Program Manager helped the instructor build a recruitment plan by presenting in advisory and SUDA academy classes, and to think through activities that built community, included hands-on engaging projects, and addressed discouragement that youth felt following theft of program equipment. When OUSD district partners surfaced challenges and concerns, OKF staff listened to the feedback and immediately took corrective actions to ensure our organization remained in compliance with MOU and contract expectations. Examples included OKF taking feedback about low engagement levels, and improving our enrollment and participation rates after school to maintain funding levels, and more recently changing HR hiring, screening, onboarding, and offboarding practices through the support of an HR attorney.

2) Empowerment: OKF ensures that OUSD high schools are places where youth and adults work in partnership to improve student learning, leadership, and educational equity. OKF prepares youth with information, skills and curriculum to identify innovative solutions and lead organizing campaigns to improve learning conditions. Examples of youth taking agency include: Working in partnership with an Oakland Youth Vote coalition to successfully write and pass Measure QQ-Oakland Youth Vote in 2020, securing the right for 16 and 17-year olds to vote in school board elections. Youth leaders have been advocating for implementation of Oakland Youth Vote ever since. Student leaders are also currently leading campaigns at 5 OUSD high schools to keep their bathrooms consistently unlocked, stocked, and sanitized. OKF youth often lead campaigns that become integrated into All City Council efforts to improve school safety and belonging. For example, our REAL HARD program established shared Codes of Respect at five high schools, which became an ACC recommendation, and youth now run school stores at Castlemont and Fremont in alignment with OUSD's PBIS policy to uphold positive behavior and shared values.

3) Safe and Supportive Environment: OKF specializes in providing environments that are safe, supportive and engaging for Oakland students by partnering directly with young people to create shared agreements, co-lead activities, incorporate appreciations, and build community across diverse cohorts of students to increase youth's sense of belonging at school. OKF programs make space for youth to hold leadership roles, co-facilitate activities, and provide input on everything from ice breakers, campaign topics and ideas for field trips. Each year, participants identify relationship- building and collaboration as top skills gained in OKF programs. When asked to describe the best part of participating in Spring 2024, students wrote: "Relationship building and skill building opportunities," and "I learned new skills like painting and farming. I

made new relationships between students...These programs made me feel important and welcomed.”

To ensure a safe, supportive and engaging environment for all students, OKF mandates training in Professional Boundaries, Mandated Reporting, Sexual Harassment, CPR and First Aid. We also offer training in Restorative Justice, positive youth development practices, Youth Mental Health First Aid training, and professional development on learning modifications to better accommodate English Language Learners and youth with special needs. We also hire multilingual staff to support translation and interpretation. At Castlemont, OKF staff and student leaders co-lead Fresh Friday events, Advisory challenges, the Harvest Fest and end of semester celebrations. OKF celebrates students earning honor roll and those who graduate with custom stoles and senior awards to ensure students feel seen, acknowledged and valued.

4) Lifelong Learning: OKF program teams undergo continuous cycles of program assessment, planning and goal setting to support academic engagement, confidence building and habits for lifelong learning. These cycles are data-informed, rooted in attendance and survey data that OKF collects each semester, as well as evaluations from external agencies including OUSD after school program surveys, Oakland Public Education Fund data dashboards, and OFCY evaluations. By serving as lead agency for extended day programs at Castlemont, OKF staff have regularly participated in district cycles of improvement based on 12 Quality Standards for Expanded Learning in CA. OKF prioritizes professional development for personnel by allocating individual and staff-wide budget resources for training, conferences, books, and professional memberships. OKF also provides curriculum development support and coaching from our Youth Development Director as well as time for peer observations so facilitators can learn from one another's best practices. Paralleling our approach to lifelong learning for staff, OKF programs

foster learning environments to spark habits for academic success, improved confidence, and engagement that support youth participants to be lifelong learners. Each semester students select the program topics in extended day programs that align with their interests, and in some cases are referred to academic supports, care management, or interventions to help them stay on track to graduate.

5) Adaptive Programming: OKF has a long track record of empowering and engaging diverse low-income BIPOC youth, and adapting our program approach and student-led campaigns to center the needs, voices and priorities of youth. Castlemont High School, where OKF serves as lead agency, is located in a high stress zone according to the City of Oakland's Community Stressors Index. East Oakland has high rates of poverty, violence, trauma and social disempowerment with serious negative consequences for residents. Many youth experience disproportionate health and economic inequities as this region is also a designated food desert with historically underfunded social institutions and city services. To meet the needs of the school community, OKF created tiers of programs and supports, including activities for the general student population to help meet youth goals to succeed in high school and graduate prepared for college, career and community opportunities, as well as targeted interventions/supports for those experiencing challenges with their mental health, physical health or academic obstacles putting them at risk of not graduating. OKF's Castle Cares program connects students with the greatest need for support to OKF staff or campus-based care managers who meet one-on-one to set goals, monitor progress, teach new skills and connect students to resources such as paid work opportunities so they can succeed.

When there is a threat or an actual incident of community violence on or near campus, OKF staff follow protocols developed with the administration for lockdowns and securing the

campus. If the school administration determines that programs should be canceled so all youth leave safely, OKF uses district communications tools like Parent Square to provide information to the families/guardians of youth, and makes general announcements for students that are followed up with messages sent by each program facilitator if the program schedule has been modified. OKF trains staff and follows district protocols for after school security, field trips including high risk activities like overnight retreats, and incident reporting.

As part of our ongoing process for program improvement and innovation, OKF continues to pilot and adapt our approach to best serve students and their family needs, particularly when it comes to including people whose primary language is not English and/or if students have special needs related to learning differences, physical disabilities or behavioral modifications. Staff have been trained in modifying program curriculum and activities to be inclusive of those with IEPs. We hired multilingual staff who provide support during the school day, after school and in the dual enrollment English for Speakers of Other Languages course. We also offer a Peer Interpreter program that stipends students to help with interpretation and translation for ELL and Newcomer students. The Peer Interpreter program has become one of our most successful models with requests for support coming from school day teachers and after school program facilitators.

6) Strong Systems and Structures: OKF has solid policies, systems and practices in place for fiscal oversight, organizational management, and program sustainability. OKF works closely with We Heart Finance LLC to implement effective practices for financial management, accounting, bookkeeping and compliance for revenue secured from foundation grants, government contracts, corporations, individual donors, fee for service contracts, and sales. OKF conducts an annual financial audit and provides 990 forms and information publicly.

OKF's budget size has increased in recent years as we have increased youth stipend

payments and improved benefits and compensation for all employees in order to better meet the needs of students and staff when it comes to accessing economic opportunity, equitable fair wages and sustainable employment. To cover increased expenses, OKF developed strategies to identify new foundation funders, grow our donor base, and apply for additional contracts. As OKF's Castlemont programs grew, OKF secured multiple general operating grants that provided matched resources along with new contracts, unrestricted gifts and project specific grants to ensure our lead agency programs are high-quality, comprehensive, consistent, and fee-free for all participants. Note, OKF plans to re-apply to the Oakland Fund for Children and Youth (OFCY) to support two core programs, and to the Department of Violence Prevention in 2025, which both have supported our Community School Initiatives at Castlemont over the last several years.

OKF successfully meets CDE compliance expectations including consistent staffing of a full time Extended Day Program Manager, and maintaining a 1:20 staff to student ratio despite some vacancies that required modifying several activities to remain in compliance. We continued to improve and meet our Average Daily Attendance goals incorporating youth ideas and leadership into recruitment strategies, improving youth stipend payments, and integrating the EDP program with school day curriculum. OKF staff works with COST teams and administrators to identify students experiencing homelessness, housing insecurity, and food insecurity, as well as those in special education programs with IEPs, in order to coordinate services, supports and programming to best meet student needs. OKF also distributed between \$20,000- \$25,000 in direct aid per year through a Student Relief Fund for students experiencing urgent crises to help them continue to attend and engage at school.

OKF's robust approach to holistically serving students has made us a critical partner of the Castlemont community and we look forward to many more years of continued partnership.



OAKLAND KIDS FIRST

Knight Time Extended Day Program Schedule



CASTLEMONT HIGH SCHOOL

Days of the Week	Program Title	Description	Staff
Mon /Thu	Intramural Sports	Intramural Sports: Offers students the space and support to meet their physical, social and recreational needs while promoting teamwork. The intramural program includes league, tournament, individual and dual sport competition.	TBD
Mon /Thu	Tutoring	Students have the opportunity to receive support for specific subjects including English Language Arts, Math, Language, Science, etc. from qualified tutors to help them gain key academic skills, improve grades in classes, or complete assignments for school-day classes	TBD
Mon /Thu	Drivers Ed	Students have the opportunity to receive their driver permit through an online platform	TBD
Mon /Thu	Knight Success Internships	Work-based internship pathway program that gives student hands on experience in their potential work force field that aligns with the school day curriculum and courses offered in academy pathways.	TBD
Mon /Thu	FabLab	The Castlemont FabLab fabrication program houses and trains students to use 3D printers, a CNC router, laser cutters, a silver bullet, and many power tools and hand tools. FabLab participants have an additional opportunity to participate in a Dual Enrollment course aligned to the fabrication program that is offered in partnership with the Peralta Community College system.	The Crucible
Mon/Wed	Castle Farm and Gardens	The Castle Farm and Garden program is a youth food entrepreneurship program. Students have the opportunity to either start their own healthy food business (with hands on support and a distribution network) or to create a project to improve the food on the Castlemont campus. In addition students learn new culinary skills, get a food handlers certificate, share stories and recipes, get support with start-up funds, and hands farm/garden experience. We are creating a healthy food culture on campus at Castlemont High School.	Arthur McDade and Cherry Arellano
Mon/Wed	Community Urban Art	Community Urban Arts provide students to express themselves artistically, and promote community health through muraling and community building	TBD
Mon/Wed	Crafting Club	Castle Crafters is a crafting group that gathers students who are interested in working on different creative projects together. Projects include waste beads, candles, balms and etc.	TBD
Mon/Wed	Knight Interpreters	Knight Interpreters prepares students to serve as interpreters/translators and peer mentors for English Language Learner or Newcomer students at Castlemont. The program meets weekly to reflect on the peer interpreters' work, hear tips from professional interpreters, and learn about the importance of skills like reading in their home language. Students go to in person events, like community technology distribution, support their peers during school day classes, and make phone calls home to provide language support in Spanish and Mam to fellow students, their families and community members.	Alejandra Astorga
Mon/Wed	CHO- Youth Wellness Advisory Board	The Youth Wellness Advisory Board (YWAB) is a group of student leaders dedicated to contributing social justice activism, community engagement, and public health	CHO-Staff
Mon/Wed	Braiding and Weaving	Covers all aspects and types of hair braiding, natural hair care, and hair weaving techniques. Designed to help individuals master various braiding and natural hair care techniques and skills. Students will understand the business of hair braiding and hair weaving. Students will leave this course with a holistic understanding of braiding and hair weaving as a practice.	Florence Wilson

Mon/Wed	Elevate Music Program	Elevate Oakland leverages music & the arts to provide life-changing tools desperately needed for our youth to accomplish their goals, enrich their lives, and inspire them to strive for greatness. Elevate Oakland strives to provide students access to mentoring, nurturing, instruction and training by dedicated professional artists and musicians, thereby filling the gaps in arts & music opportunities caused by spending cuts, and re-engaging the full potential of Oakland youth.	Kenneth Foster
Mon/Wed	Barber Shop	Students learn shaving, clipper-art, and trimming of hair, beards, and mustaches, as well as cutting and styling hair. Students learn sanitation, sterilization and safety practices as well as cutting-edge styling skills from our professionally trained instructors.	Mr. Rich Players only Barbershop
Tue/Thu	REAL HARD	REAL HARD is an after school youth leadership program that focuses on leadership skill development, political education, and participant action research so student leaders can engage their peers in campaigns to improve school culture and climate, and increase equity for students furthest from opportunity.	Hadiyah Owens
Tue/Thu	Food as Medicine-Culinary Arts	Students will gain experience as they explore and establish their talent for cooking and preparing food in a creative and safe way. Students will learn leadership skills, employability skills, and professional communication. Students will learn the necessary culinary skills that are critical in today's hospitality industry. They will learn to prepare, season, and cook dishes such as soups, meats, vegetables, or desserts.	Ester Dixon
Tue/Thu	Teens on Target	Teens on Target (TNT) trains East Oakland high school students to be violence prevention educators and leaders in the effort for a more peaceful city. These peer educators teach violence prevention workshops at middle schools, where they reach hundreds of students, changing attitudes and behaviors. TNT leaders gain valuable skills and earn stipends for their work.	Youth Alive
Tue/Thu	Knight Armory	Knight Armory is a student run store that supports positive school culture by rewarding students with Knight Bucks that can be redeemed at the Knight Armory which is open after school.	Hadiyah Owens
Tue/Thu	Fashion and Design	Students will be receive training that covers a range of foundational techniques, including sewing, patternmaking, fashion illustration, conceptual design, figure drawing, color theory, body movement, performance, visual communication, and the study of textiles and fabrics.	Yaira Abdool
Tue/Thu	Wiser's Science World	The Science World program brings graduate student mentors together with small groups of students to conduct fun and engaging scientific investigations.	Wiser Wazier Wise
Tue/Thu	Youth Beats: Photography and Videography	Videography and Photography provide students to express themselves through photography and videography. Students will learn the basics of establishing composition shots when capturing pictures along with understanding the concept of the 3 point lighting triangle & depth of field. Students in the program will use their skills to photograph culture and climate and Knight Time Activities.	Youth Beats
Tue/Thu/Fri	Soccer without Borders	Soccer Without Borders uses soccer as a vehicle for positive change, providing newcomer and other under-served youth with a toolkit to overcome obstacles and experience growth, inclusion and personal success. They will be playing in tournaments with other Soccer Without Border schools.	Soccer Without Borders
Thu	Graffiti	Graffiti, gives students a unique opportunity to express themselves through creative art. Using Community themes and perspectives, these students use artistic skills to recreate passages from their community that relate to their general lives.	Mr. Daniel Silva

Oakland Kids First: Extended Day Programs at Castlemont Budget	
FY July 1, 2024- June 2025	
PROGRAM EXPENSES/DIRECT COSTS	Total FY 24-25 OKF Castlemont Budget
Program Materials and Supplies	\$36,300
Food/Drink (Events Harvest Fest, Celebrations, Culinary Arts)	\$31,800
Printing and Publications	\$5,000
Youth Retreat /Field Trips	\$35,250
Staff Travel/ Mileage	\$2,500
Participant Incentives and Stipends	\$545,400
PROGRAM SUBTOTAL	\$656,250
SUBCONTRACTORS SUBTOTAL	\$26,500
OKF LEAD AGENCY PERSONNEL EXPENSES	
Personnel Salary	
Administrative Support (3 staff at .20 FTE)	\$33,050
Extended Day Programs Manager	\$86,500
Site Coordinator (EDP Admin + Scholars in Service)	\$70,000
Castle Cares Manager (.25 FTE)	\$21,500
Care Coordinator (.25 FTE)	\$18,750
Program Instructors (5 Staff at .20 FTE)	\$61,063
Academic Mentor (3 Staff at .60 FTE)	\$52,785
OUSD Certified Teacher	\$25,218
OUSD Classified Employees	\$15,344
Benefits	
Lead Agency Fringe Benefits	\$85,516
OUSD Fringe Benefits	\$8,480
PERSONNEL SUBTOTAL	\$478,206
GENERAL EXPENSES (partially covered by indirect)	
Office Supplies	\$1,500
Facility Rental	\$1,500
Telephone/Internet/Communications	\$2,500
Equipment /Technology Purchase	\$9,632
Staff development, training and retreats	\$6,000
GENERAL EXPENSES SUBTOTAL	\$21,132
Total 2024-2025 Budget	\$703,882

Oakland Kids First

Statement of Activity

July 2023 - June 2024

	TOTAL
Revenue	
Fee for Service - Program	196,859.52
Foundation Grants	1,562,500.00
Government Grants	823,694.85
Individual Contributions	13,237.60
Interest Income	12,692.07
Misc. Income	186.17
Total Revenue	\$2,609,170.21
GROSS PROFIT	\$2,609,170.21
Expenditures	
Equipment Expense	
Equipment Rental	1,199.19
Equipment/Furniture Purchase	6,087.80
Software	26,141.72
Total Equipment Expense	33,428.71
Fundraising Expense	2,037.05
Insurance	
Liability Insurance	7,998.00
Total Insurance	7,998.00
Marketing and Communications	1,493.21
Miscellaneous	398.62
Organizational (corp.) Expenses	2,184.59
Total Miscellaneous	2,583.21
Office Supplies	10,712.08
Postage and Delivery	157.06
Professional Fees	
Accounting Fees	13,350.00
Finance Management	66,090.00
Legal Fees	10,573.50
Office Cleaning	2,625.00
Program Subcontractors	19,000.00
Emergency Relief Fund	26,543.91
Total Program Subcontractors	45,543.91
Strategy, Communications, and Marketing	71.88
Technology Consultant	21,125.00
Total Professional Fees	159,379.29
Program Materials & Supplies	51,237.65
Food & Drinks	43,250.91
Participant Incentives	10,575.00
Printing and Publications	17,189.40

Oakland Kids First

Statement of Activity

July 2023 - June 2024

	TOTAL
Student Store Supplies	6,077.12
Total Program Materials & Supplies	128,330.08
Rent	52,200.00
Utilities	8,735.92
Total Rent	60,935.92
Salaries & Benefits	
Fringe Benefits	
Company Contributions	
Retirement	22,082.95
Total Company Contributions	22,082.95
Health Benefits	84,398.91
Payroll Taxes	99,697.81
Worker's Comp.	3,882.95
Total Fringe Benefits	210,062.62
Payroll Fees	7,050.44
Salaries	0.00
Associate Director	119,985.26
Communications and Database Specialist	7,680.00
Enrichment Facilitator	
Farm Education Co-Manager	73,420.57
Total Enrichment Facilitator	73,420.57
Executive Director	150,179.58
Extended Day Program Manager	77,344.44
Lead Agency	
Care Coordinator 1	72,477.38
Culinary Arts Facilitator	7,257.81
Enrichment Facilitator	828.09
Sound Production Facilitator	4,731.56
Total Lead Agency	85,294.84
Lead Organizer	82,915.18
Marketing and Communications Manager	72,584.66
Program Assistant	58,346.51
Real Hard Program Coordinator	71,423.22
REAL HARD Program Coordinator 1	72,768.00
REAL HARD Program Coordinator 2	65,422.63
Senior Development Manager	91,702.83
Senior Finance Manager	7,123.39
Youth Development Director	93,164.52
Youth Organizing Coordinator	51,888.83
Total Salaries	1,181,244.46

Oakland Kids First

Statement of Activity

July 2023 - June 2024

	TOTAL
Staff Development	14,339.65
Staff Meals, Celebrations and Retreats	10,703.72
Total Staff Development	25,043.37
Staff Recruitment	24,174.36
Total Salaries & Benefits	1,447,575.25
Special Events	2,007.33
Stipends	
Care Management Stipends	850.00
Castleworks Internships	1,264.00
Summer Internship Stipends	4,259.00
Teacher Stipends	2,000.00
Youth Stipends	625,449.47
Total Stipends	633,822.47
Travel & Meals	390.36
Mileage/Transportation	7,401.77
Staff Travel	1,996.19
Student Travel	1,670.00
Total Travel & Meals	11,458.32
Uncategorized Expenses	11,003.05
Youth Retreats	51,669.49
Youth Field Trips	6,110.03
Total Youth Retreats	57,779.52
Total Expenditures	\$2,570,700.55
NET OPERATING REVENUE	\$38,469.66
NET REVENUE	\$38,469.66

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)**2022**Department of the Treasury
Internal Revenue ServiceDo not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.**Open to Public Inspection**

A For the 2022 calendar year, or tax year beginning 7/01, 2022, and ending 6/30, 2023		
B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Oakland Kids First 3700 E 12th Street Unit 3 Oakland, CA 94601	D Employer identification number 01-0594835
		E Telephone number 510-452-2043
		G Gross receipts \$ 1,774,329.
	F Name and address of principal officer: Bill Heiser Same As C Above	H(a) Is this a group return for subordinates? ☐ Yes ☒ No H(b) Are all subordinates included? ☐ Yes ☐ No If "No," attach a list. See instructions.
	I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527	H(c) Group exemption number
J Website: www.oaklandkidsfirst.org		
K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other	L Year of formation:	M State of legal domicile: CA

Part I Summary			
Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <u>Oakland Kids First is a community-based nonprofit in Oakland, CA that empowers young people to reimagine broken systems and organize for equitable public schools by providing youth leadership development, youth organizing, and community school services.</u>		
	2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a).....	3 4	
	4 Number of independent voting members of the governing body (Part VI, line 1b).....	4 4	
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a).....	5 19	
	6 Total number of volunteers (estimate if necessary).....	6 4	
	7a Total unrelated business revenue from Part VIII, column (C), line 12.....	7a 0.	
b Net unrelated business taxable income from Form 990-T, Part I, line 11.....	7b 0.		
Revenue	8 Contributions and grants (Part VIII, line 1h).....	Prior Year 2,253,556.	Current Year 1,721,645.
	9 Program service revenue (Part VIII, line 2g).....	90,120.	41,451.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d).....	1,876.	11,233.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e).....	767.	
	12 Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12).....	2,346,319.	1,774,329.
	Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3).....	82,886.
14 Benefits paid to or for members (Part IX, column (A), line 4).....			
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10).....		805,066.	1,114,136.
16a Professional fundraising fees (Part IX, column (A), line 11e).....			
b Total fundraising expenses (Part IX, column (D), line 25).....		145,487.	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e).....		477,560.	826,938.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25).....		1,365,512.	1,954,813.
19 Revenue less expenses. Subtract line 18 from line 12.....	980,807.	-180,484.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16).....	Beginning of Current Year 1,791,282.	End of Year 1,895,547.
	21 Total liabilities (Part X, line 26).....	93,590.	378,339.
	22 Net assets or fund balances. Subtract line 21 from line 20.....	1,697,692.	1,517,208.

Part II Signature Block					
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.					
Sign Here	Signature of officer		Date		
	Lukas Brekke-Miesner		Executive Director		
Paid Preparer Use Only	Print/Type preparer's name		Preparer's signature		Date
	Tierna Jensen				05/14/2024
	Firm's name		Firm's EIN		Check ☐ if self-employed PTIN
	Crosby & Kaneda, CPAs LLP		N/A		P02447146
Firm's address		Firm's EIN		Phone no.	
548 Market St PMB 97503		N/A		(510) 835-2727	
San Francisco, CA 94104					

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

**Application for Automatic Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-0047

► **File a separate application for each return.**
 ► **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions.		Taxpayer identification number (TIN)
	Oakland Kids First		01-0594835
	Number, street, and room or suite number. If a P.O. box, see instructions.		
	3700 E 12th Street Unit 3		
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.		
	Oakland, CA 94601		

Enter the Return Code for the return that this application is for (file a separate application for each return) **01**

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (section 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

- The books are in the care of ► Stephanie Daniels 3700 E 12th Street Unit 3 Oakland CA 94601

Telephone No. ► 510-452-2043 Fax No. ► _____

- If the organization does not have an office or place of business in the United States, check this box ► ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box. ► ☐. If it is for part of the group, check this box ... ► ☐ and attach a list with the names and TINs of all members the extension is for.

- 1 I request an automatic 6-month extension of time until 5/15, 20 24, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ☐ calendar year 20 ____ or
 ► ☒ tax year beginning 7/01, 20 22, and ending 6/30, 20 23.

- 2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

BAA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8868** (Rev. 1-2022)

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☒**1** Briefly describe the organization's mission:

The mission of Oakland Kids First is to increase youth voice, leadership and power to
create engaging and equitable public schools where all students learn and lead.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ 756,347. including grants of \$ 7,000.) (Revenue \$)

OKF served as lead agency at Castlemont High School to provide community school
services that engaged 577 total students in grades 9-12 through extended day program
activities and college, career and community readiness initiatives. 293 students
participated in stipend CastleWorks linked learning pathway career readiness
opportunities, and OKF offered academic support, one on one care management and
intervention for 404 students including tutoring, dual enrollment and credit
recovery.

4b (Code:) (Expenses \$ 398,954. including grants of \$ 6,739.) (Revenue \$)

OKF provided the foundational REAL HARD youth leadership development and organizing
program after school for 152 high school students after school at five Oakland public
high schools including Castlemont, Fremont, Oakland High, Oakland Tech and Skyline
high schools. Youth leaders conducted research into school equity issues and
developed then led campaigns to improve the conditions at their schools.

4c (Code:) (Expenses \$ 214,787. including grants of \$) (Revenue \$ 11,451.)

The cross-site Youth Organizing Council engaged 23 students from across five high
schools during a summer institute and an additional 17 youth participated in weekly
sessions throughout the school year. YOC members developed campaigns to improve
public education based on research they conducted with their peers rooted in a
Student Justice Platform and supported Oakland Youth Vote implementation.

4d Other program services (Describe on Schedule O.) See Schedule O(Expenses \$ 69,017. including grants of \$) (Revenue \$)**4e** Total program service expenses 1,439,105.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A.</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions.	2 X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I.</i>	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II.</i>	4	X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III.</i>	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I.</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II.</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III.</i>	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV.</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V.</i>	10	X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI.</i>	11a X	
b Did the organization report an amount for investments – other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII.</i>	11b	X
c Did the organization report an amount for investments – program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII.</i>	11c	X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX.</i>	11d X	
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X.</i>	11e X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X.</i>	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII.</i>	12a X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional.</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E.</i>	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV.</i>	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV.</i>	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV.</i>	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions.</i>	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II.</i>	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III.</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H.</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II.</i>	21	X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III.</i>	22 X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J.</i>	23	X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If a "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a.</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I.</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I.</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II.</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III.</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV.</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV.</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV.</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M.</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M.</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I.</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II.</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I.</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>	34	X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2.</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2.</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI.</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	38 X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V. ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable.	1a 98	
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable.	1b 0	
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. 2a 19		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? 2b	X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year? 3a		X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O. 3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 4a		X
b If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? 5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? 5b		X
c If "Yes," to line 5a or 5b, did the organization file Form 8886-T? 5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? 6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? 6b		
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? 7a		X
b If "Yes," did the organization notify the donor of the value of the goods or services provided? 7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? 7c		X
d If "Yes," indicate the number of Forms 8282 filed during the year. 7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? 7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? 7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? 7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? 7h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? 8		
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966? 9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? 9b		
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12. 10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. 10b		
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders. 11a		
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? 12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year. 12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? 13a		
Note: See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. 13b		
c Enter the amount of reserves on hand. 13c		
14a Did the organization receive any payments for indoor tanning services during the tax year? 14a		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O. 14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? 15		X
If "Yes," see the instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? 16		X
If "Yes," complete Form 4720, Schedule O.		
17 Section 501(c)(21) organizations. Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? 17		
If "Yes," complete Form 6069.		

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒ **X****Section A. Governing Body and Management**

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year. 1a 4 If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
b Enter the number of voting members included on line 1a, above, who are independent. 1b 4		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5	X
6 Did the organization have members or stockholders?	6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	8a	X
b Each committee with authority to act on behalf of the governing body?	8b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.	9	X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a	X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b	
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X
b Describe on Schedule O the process, if any, used by the organization to review this Form 990. See Schedule O		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done. See Schedule O	12c	X
13 Did the organization have a written whistleblower policy?	13	X
14 Did the organization have a written document retention and destruction policy?	14	X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official. See Schedule O	15a	X
b Other officers or key employees of the organization. See Schedule O	15b	X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a	X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b	

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed CA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. See Schedule O

20 State the name, address, and telephone number of the person who possesses the organization's books and records.
Stephanie Daniels 3700 E 12th Street Unit 3 Oakland CA 94601 510-452-2043

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII. ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Lukas Brekke-Miesner Executive Dir.	40 0			X				138,704.	0.	8,478.
(2) Sabaa Shoraka Associate Director	40 0					X		107,631.	0.	14,390.
(3) Bill Heiser Board Chair	2 0	X		X				0.	0.	0.
(4) Dr. Phoumy Sayavong Treasurer	2 0	X		X				0.	0.	0.
(5) Niema Jordan Secretary	2 0	X		X				0.	0.	0.
(6) Ijeoma Arum Board Member	2 0	X						0.	0.	0.
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) -----	-----									
(16) -----	-----									
(17) -----	-----									
(18) -----	-----									
(19) -----	-----									
(20) -----	-----									
(21) -----	-----									
(22) -----	-----									
(23) -----	-----									
(24) -----	-----									
(25) -----	-----									
1b Subtotal								246,335.	0.	22,868.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								246,335.	0.	22,868.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 2

3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual.*

	Yes	No
3		X
4		X
5		X

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual.*

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person.*

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants, and Other Similar Amounts	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	924,552.			
	f	All other contributions, gifts, grants, and similar amounts not included above ...	1f	797,093.			
	g	Noncash contributions included in lines 1a-1f.	1g				
	h	Total. Add lines 1a-1f		1,721,645.			
	Program Service Revenue			Business Code			
2a		Honoraria & Earned Income	900099	41,451.	41,451.		
b		-----					
c		-----					
d		-----					
e		-----					
f		All other program service revenue.					
g		Total. Add lines 2a-2f		41,451.			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		11,233.			11,233.
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	Gross rents	(i) Real	(ii) Personal			
			6a				
			6b				
	c	Rental income or (loss)	6c				
	d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other			
			7a				
			7b				
	c	Gain or (loss)	7c				
	d	Net gain or (loss)					
	8a	Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18					
			8a				
			8b				
	b	Less: direct expenses					
c	Net income or (loss) from fundraising events						
9a	Gross income from gaming activities. See Part IV, line 19						
		9a					
		9b					
b	Less: direct expenses						
c	Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less						
		10a					
		10b					
b	Less: cost of goods sold.						
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue			Business Code				
	11a	-----					
	b	-----					
	c	-----					
	d	All other revenue					
	e	Total. Add lines 11a-11d					
12	Total revenue. See instructions			1,774,329.	41,451.	0.	11,233.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.	13,739.	13,739.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	140,417.	28,083.	84,251.	28,083.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
7 Other salaries and wages.	829,383.	649,597.	113,120.	66,666.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).	13,377.	5,344.	7,281.	752.
9 Other employee benefits.	53,556.	45,098.	3,014.	5,444.
10 Payroll taxes.	77,403.	54,182.	15,481.	7,740.
11 Fees for services (nonemployees):				
a Management.				
b Legal.	877.		877.	
c Accounting.	43,781.		43,781.	
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)	104,245.	72,921.	18,268.	13,056.
12 Advertising and promotion.	4,610.			4,610.
13 Office expenses.	156,583.	117,690.	28,136.	10,757.
14 Information technology.	26,925.	88.	26,249.	588.
15 Royalties.				
16 Occupancy.	54,975.	40,610.	9,249.	5,116.
17 Travel.	8,445.	8,445.		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.	20,020.	14,014.	4,004.	2,002.
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	15,166.		15,166.	
23 Insurance.	6,722.	4,705.	1,344.	673.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a Youth stipends.	341,906.	341,906.		
b Youth retreats.	42,683.	42,683.		
c				
d				
e All other expenses.				
25 Total functional expenses. Add lines 1 through 24e.	1,954,813.	1,439,105.	370,221.	145,487.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720).				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X. ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash — non-interest-bearing	504,921.	1	239,863.
	2 Savings and temporary cash investments	1,057,185.	2	767,871.
	3 Pledges and grants receivable, net		3	161,440.
	4 Accounts receivable, net	187,829.	4	430,049.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	5,874.	9	17,314.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 75,341.		
	b Less: accumulated depreciation	10b 18,358.		
		27,905.	10c	56,983.
	11 Investments — publicly traded securities		11	
	12 Investments — other securities. See Part IV, line 11		12	
	13 Investments — program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11	7,568.	15	222,027.	
16 Total assets. Add lines 1 through 15 (must equal line 33)	1,791,282.	16	1,895,547.	
Liabilities	17 Accounts payable and accrued expenses	93,590.	17	117,319.
	18 Grants payable		18	
	19 Deferred revenue		19	38,993.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	222,027.
	26 Total liabilities. Add lines 17 through 25	93,590.	26	378,339.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here and complete lines 27, 28, 32, and 33. ☒			
	27 Net assets without donor restrictions	463,682.	27	533,644.
	28 Net assets with donor restrictions	1,234,010.	28	983,564.
	Organizations that do not follow FASB ASC 958, check here and complete lines 29 through 33. ☐			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	1,697,692.	32	1,517,208.
	33 Total liabilities and net assets/fund balances	1,791,282.	33	1,895,547.

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI. ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,774,329.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,954,813.
3	Revenue less expenses. Subtract line 2 from line 1	3	-180,484.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	1,697,692.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	1,517,208.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII. ☐

		Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

BAA

TEEA0112L 09/01/22

Form 990 (2022)

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

**Open to Public
Inspection**

Name of the organization

Oakland Kids First

Employer identification number

01-0594835

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations: _____
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	674,551.	1,094,846.	1,197,221.	2,253,556.	1,721,645.	6,941,819.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge.						0.
4 Total. Add lines 1 through 3.	674,551.	1,094,846.	1,197,221.	2,253,556.	1,721,645.	6,941,819.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f).						1,586,770.
6 Public support. Subtract line 5 from line 4.						5,355,049.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4.	674,551.	1,094,846.	1,197,221.	2,253,556.	1,721,645.	6,941,819.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.	1,690.	933.	996.	1,876.	11,233.	16,728.
9 Net income from unrelated business activities, whether or not the business is regularly carried on.						0.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) See Part VI.	3,000.			767.		3,767.
11 Total support. Add lines 7 through 10.						6,962,314.
12 Gross receipts from related activities, etc. (see instructions).					12	264,771.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f)).	14	76.91 %
15 Public support percentage from 2021 Schedule A, Part II, line 14.	15	71.66 %
16a 33-1/3% support test—2022. If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization.		
		☒
b 33-1/3% support test—2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization.		
		☐
17a 10%-facts-and-circumstances test—2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here . Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.		
		☐
b 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here . Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.		
		☐
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions.		
		☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**☐**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	%

19a 33-1/3% support tests—2022. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization☐**b 33-1/3% support tests—2021.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization☐**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes" and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a	
b A family member of a person described on line 11a above?	11b	
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).	2	
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.	3	

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a ☐ The organization satisfied the Activities Test. Complete line 2 below.			
b ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.			
c ☐ The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.		Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	2a		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.	2b		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in Part VI .	3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

BAA

Schedule A (Form 990) 2022

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**Section D – Distributions**

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required – <i>provide details in Part VI</i>)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E – Distribution Allocations (see instructions)

	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1	Distributable amount for 2022 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required – <i>explain in Part VI</i>). See instructions.		
3	Excess distributions carryover, if any, to 2022		
a	From 2017.....		
b	From 2018.....		
c	From 2019.....		
d	From 2020.....		
e	From 2021.....		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2022 distributable amount		
i	Carryover from 2017 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2022 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2022 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
7	Excess distributions carryover to 2023. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2018.....		
b	Excess from 2019.....		
c	Excess from 2020.....		
d	Excess from 2021.....		
e	Excess from 2022.....		

BAA

Schedule A (Form 990) 2022

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Part II, Line 10 - Other Income

Nature and Source	2022	2021	2020	2019	2018
Other		\$ 767.			\$ 3,000.
Total	\$ 0.	\$ 767.	\$ 0.	\$ 0.	\$ 3,000.

**Schedule B
(Form 990)**

Department of the Treasury
Internal Revenue Service

PUBLIC DISCLOSURE COPY
Schedule of Contributors

Attach to Form 990 or Form 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Name of the organization

Oakland Kids First

Employer identification number

01-0594835

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- ☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization

Oakland Kids First

Employer identification number

01-0594835

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1		\$ 75,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2		\$ 155,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
3		\$ 70,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
4		\$ 75,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
5		\$ 381,981.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
6		\$ 75,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Oakland Kids First

Employer identification number

01-0594835

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7		\$ 65,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
8		\$ 487,595.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
9		\$ 100,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
10		\$ 48,536.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

Oakland Kids First

01-0594835

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	N/A		
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	

Name of organization

Oakland Kids First

Employer identification number

01-0594835

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.)..... \$ N/A
 Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Financial StatementsComplete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022**Open to Public
Inspection**

Employer identification number

Oakland Kids First

01-0594835

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)	☐ Preservation of a historically important land area
☐ Protection of natural habitat	☐ Preservation of a certified historic structure
☐ Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2 a
b Total acreage restricted by conservation easements	2 b
c Number of conservation easements on a certified historic structure included in (a)	2 c
d Number of conservation easements included in (c) acquired after July 25, 2006 and not on a historic structure listed in the National Register	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year _____

4 Number of states where property subject to conservation easement is located _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 \$ _____

(ii) Assets included in Form 990, Part X \$ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 \$ _____

b Assets included in Form 990, Part X \$ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition

b ☐ Scholarly research

c ☐ Preservation for future generations

d ☐ Loan or exchange program

e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1 a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance.....	1 c
d Additions during the year.....	1 d
e Distributions during the year.....	1 e
f Ending balance.....	1 f

2 a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1 a Beginning of year balance.....					
b Contributions.....					
c Net investment earnings, gains, and losses.....					
d Grants or scholarships.....					
e Other expenditures for facilities and programs.....					
f Administrative expenses.....					
g End of year balance.....					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____ %

b Permanent endowment _____ %

c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations..... **3a(i)** ☐ Yes ☐ No

(ii) Related organizations..... **3a(ii)** ☐ Yes ☐ No

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? **3b** ☐ Yes ☐ No

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land.....				
b Buildings.....				
c Leasehold improvements.....				
d Equipment.....		75,341.	18,358.	56,983.
e Other.....				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.).....				56,983.

BAA

Schedule D (Form 990) 2022

Part VII Investments – Other Securities.

N/A

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives.....		
(2) Closely held equity interests.....		
(3) Other		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
(I) -----		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.)		

Part VIII Investments – Program Related.

N/A

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) Deposits	
(2) Right of use asset - operating lease	222,027.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 15.)	222,027.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Operating lease liability	222,027.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.)	222,027.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII. See Part XIII. ☒

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	1,774,329.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	1,774,329.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b.	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12a.)	5	1,774,329.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	1,954,813.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	1,954,813.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b.	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	1,954,813.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part X - FASB ASC 740 Footnote

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under IRC 501(c)(3) and California RTC 23701(d). The Organization has evaluated its current tax positions as of June 30, 2023 and is not aware of any significant uncertain tax positions for which a reserve would be necessary. The Organization's tax returns are generally subject to examination by federal and state taxing authorities for three and four years, respectively, after they are filed.

BAA

Schedule D (Form 990) 2022

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
Attach to Form 990.

Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

**Open to Public
Inspection**

Name of the organization

Oakland Kids First

Employer identification number

01-0594835

Part I General Information on Grants and Assistance

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ Yes ☐ No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States. See Part IV

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1) -----							
(2) -----							
(3) -----							
(4) -----							
(5) -----							
(6) -----							
(7) -----							
(8) -----							

- 2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table 0
- 3 Enter total number of other organizations listed in the line 1 table 0

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1 Emergency relief students/staff	26	13,739.			
2					
3					
4					
5					
6					
7					

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.**Part I, Line 2 - Procedures for Monitoring Use of Grants Funds in U.S.**

We create a budget for each grant and allocate expenses - we keep each grant separate in our QB software.

**SCHEDULE O
(Form 990)**Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information to Form 990 or 990-EZComplete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022**Open to Public
Inspection**Oakland Kids First

Employer identification number

01-0594835**Form 990, Part III, Line 4d - Other Program Services Description**

OKF was the anchor organization of the Oakland Youth Vote Coalition and spearheaded youth leadership development, fundraising and advocacy efforts to fully implement Oakland Youth Vote by the fall 2024 school board elections.

Form 990, Part VI, Line 11b - Form 990 Review Process

The finance consultant and accountant share all drafts of the 990 with the Executive Director, Associate Director and Senior Development Manager for review. Then once approved, the Board of Directors receives a copy and the treasurer reviews and signs off on the 990 form before it is filed on behalf of the organization.

Form 990, Part VI, Line 12c - Explanation of Monitoring and Enforcement of Conflicts

Executive Director shares conflict of interest statements with board members and has them sign that they read and will comply using Box sign. Senior Development Manager ensures contracts and grants do not pose potential conflicts of interest, and would flag these to the Executive Director to enforce compliance with the board if concerns arose.

Form 990, Part VI, Line 15a - Compensation Review & Approval Process - CEO & Top Management

The Board of Directors conducted a fair pay scan and adopted an Executive Compensation policy for an annual process to determine pay for the Executive Director. This FY 22-23 included the first year of two years to adjust compensation for the Executive and Associate Directors based on this benchmarked research.

Form 990, Part VI, Line 15b - Compensation Review & Approval Process - Officers & Key Employees

OKF senior leadership conducted a fair pay scan that included researching and benchmarking comparable salaries in Northern California and for Bay Area nonprofits related to all organizational roles.

Name of the organization

Oakland Kids First

Employer identification number

01-0594835

Form 990, Part VI, Line 19 - Other Organization Documents Publicly Available

990 forms publicly accessible on Candid and other websites. Policies shared upon written or verbal request.

2022

California Exempt Organization
Annual Information Return

199

Calendar Year 2022 or fiscal year beginning (mm/dd/yyyy) 7/01/2022, and ending (mm/dd/yyyy) 6/30/2023.

Corporation/Organization name OAKLAND KIDS FIRST		California corporation number 2375467
Additional information. See instructions.		FEIN 01-0594835
Street address (suite or room) 3700 E 12TH STREET UNIT 3		PMB no.
City OAKLAND	State CA	Zip code 94601
Foreign country name	Foreign province/state/county	Foreign postal code

A First return. ☐ Yes ☒ No	I Did the organization have any changes to its guidelines not reported to the FTB? See instructions. ☐ Yes ☒ No
B Amended return. ☐ Yes ☒ No	J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. ☐ Yes ☒ No
C IRC Section 4947(a)(1) trust. ☐ Yes ☒ No	K Is the organization exempt under R&TC Section 23701g? If "Yes," enter the gross receipts from nonmember sources. ☐ Yes ☒ No \$
D Final information return? ☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized	L Is the organization a limited liability company? ☐ Yes ☒ No
Enter date: (mm/dd/yyyy) ☐	M Did the organization file Form 100 or Form 109 to report taxable income? ☐ Yes ☒ No
E Check accounting method: 1 ☐ Cash 2 ☒ Accrual 3 ☐ Other	N Is the organization under audit by the IRS or has the IRS audited in a prior year? ☐ Yes ☒ No
F Federal return filed? 1 ☐ 990T 2 ☐ 990-PF 3 ☐ Sch H (990) 4 ☐ Other 990 series	O Is federal Form 1023/1024 pending? ☐ Yes ☒ No Date filed with IRS
G Is this a group filing? See instructions. ☐ Yes ☒ No	
H Is this organization in a group exemption? If "Yes," what is the parent's name? ☐ Yes ☒ No	

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8.	1	52,684.
	2	Gross dues and assessments from members and affiliates.	2	
	3	Gross contributions, gifts, grants, and similar amounts received. SEE SCH. B.	3	1,721,645.
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B.	4	1,774,329.
	5	Cost of goods sold.	5	
	6	Cost or other basis, and sales expenses of assets sold.	6	
	7	Total costs. Add line 5 and line 6.	7	
	8	Total gross income. Subtract line 7 from line 4.	8	1,774,329.
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18.	9	1,954,813.
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8.	10	-180,484.
Filing Fee	11	Total payments.	11	
	12	Use tax. See General Information K.	12	
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11.	13	
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12.	14	
	15	Penalties and interest. See General Information J.	15	
	16	Balance due. Add line 12 and line 15. Then subtract line 11 from the result.	16	0.
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
	Signature of officer	Title EXECUTIVE DIRECTOR	Date	Telephone 510-452-2043
Paid Preparer's Use Only	Preparer's signature	Date 05/14/2024	Check if self-employed ☐	PTIN P02447146
	Firm's name (or yours, if self-employed) and address	Firm's FEIN N/A		
				Telephone (510) 835-2727
	May the FTB discuss this return with the preparer shown above? See instructions. ☒ Yes ☐ No			

Part II Organizations with gross receipts of more than \$50,000 and private foundations
regardless of amount of gross receipts – complete Part II or furnish substitute information.

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions.	•	1	
	2	Interest	•	2	
	3	Dividends	•	3	11,233.
	4	Gross rents	•	4	
	5	Gross royalties	•	5	
	6	Gross amount received from sale of assets (See instructions)	•	6	
	7	Other income. Attach schedule. SEE STATEMENT 1	•	7	41,451.
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1.	•	8	52,684.
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule.	•	9	13,739.
	10	Disbursements to or for members.	•	10	
Expenses and Disbursements	11	Compensation of officers, directors, and trustees. Attach schedule.	•	11	140,417.
	12	Other salaries and wages	•	12	829,383.
	13	Interest	•	13	
	14	Taxes	•	14	77,403.
	15	Rents	•	15	54,975.
	16	Depreciation and depletion (See instructions)	•	16	15,166.
	17	Other expenses and disbursements. Attach schedule. SEE STATEMENT 2	•	17	823,730.
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9.	•	18	1,954,813.

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
Assets					
1	Cash		1,562,106.	•	1,007,734.
2	Net accounts receivable		187,829.	•	591,489.
3	Net notes receivable			•	
4	Inventories			•	
5	Federal and state government obligations			•	
6	Investments in other bonds			•	
7	Investments in stock			•	
8	Mortgage loans			•	
9	Other investments. Attach schedule.			•	
10 a	Depreciable assets.	31,097.		75,341.	
b	Less accumulated depreciation.	3,192.	27,905.	18,358.	56,983.
11	Land			•	
12	Other assets. Attach schedule. STM 3		13,442.	•	239,341.
13	Total assets		1,791,282.		1,895,547.
Liabilities and net worth					
14	Accounts payable		93,590.	•	117,319.
15	Contributions, gifts, or grants payable			•	
16	Bonds and notes payable			•	
17	Mortgages payable			•	
18	Other liabilities. Attach schedule. STM 4				261,020.
19	Capital stock or principal fund		1,697,692.	•	1,517,208.
20	Paid-in or capital surplus. Attach reconciliation.			•	
21	Retained earnings or income fund.			•	
22	Total liabilities and net worth		1,791,282.		1,895,547.

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1	Net income per books	•	-180,484.	7	Income recorded on books this year not included in this return. Attach schedule	•	
2	Federal income tax	•		8	Deductions in this return not charged against book income this year. Attach schedule.	•	
3	Excess of capital losses over capital gains	•		9	Total. Add line 7 and line 8		
4	Income not recorded on books this year. Attach schedule.	•		10	Net income per return. Subtract line 9 from line 6.		-180,484.
5	Expenses recorded on books this year not deducted in this return. Attach schedule	•					
6	Total. Add line 1 through line 5.		-180,484.				

2022**California Statements****Page 1****Client OKF****Oakland Kids First****01-0594835**

5/14/24

04:02PM

**Statement 1
Form 199, Part II, Line 7
Other Income**

Program Service Revenue.....	\$	41,451.
Total	\$	<u>41,451.</u>

**Statement 2
Form 199, Part II, Line 17
Other Expenses**

Accounting Fees.....	\$	43,781.
Advertising and Promotion.....		4,610.
Conferences, Conventions, and Meetings.....		20,020.
Information Technology.....		26,925.
Insurance.....		6,722.
Legal Fees.....		877.
Office Expenses.....		156,583.
Other Employee Benefit.....		53,556.
Other fees.....		104,245.
Pension Plan Contributions.....		13,377.
Travel.....		8,445.
Youth retreats.....		42,683.
Youth stipends.....		341,906.
Total	\$	<u>823,730.</u>

**Statement 3
Form 199, Schedule L, Line 12
Other Assets**

Prepaid Expenses and Deferred Charges.....		17,314.
Right of use asset - operating lease.....		222,027.
Total	\$	<u>239,341.</u>

**Statement 4
Form 199, Schedule L, Line 18
Other Liabilities**

Deferred Revenue.....		38,993.
Operating lease liability.....		222,027.
Total	\$	<u>261,020.</u>

5/14/24

04:02PM

California Deductions (Form 199)
Contributions, gifts and grants

See Form 990 and related schedules

California Deductions (Form 199)
Compensation of officers, directors and trustees

See Form 990 and related schedules

California Deductions (Form 199)
Depreciation and depletion

See Form 990 and related schedules

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities



(For Registry Use Only)

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-306, 309, 311, and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

OAKLAND KIDS FIRST Name of Organization		Check if: ☐ Change of address ☐ Amended report	
List all DBAs and names the organization uses or has used 3700 E 12TH STREET UNIT 3 Address (Number and Street)		State Charity Registration Number 124591	
OAKLAND, CA 94601 City or Town, State, and ZIP Code		Corporation or Organization No. 2375467	
510-452-2043 Telephone Number	FINANCE@KIDSFIRSTOAKLAND E-mail Address	Federal Employer ID No. 01-0594835	

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312) Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than \$50,000	\$25	Between \$250,001 and \$1 million	\$100	Between \$20,000,001 and \$100 million	\$800
Between \$50,000 and \$100,000	\$50	Between \$1,000,001 and \$5 million	\$200	Between \$100,000,001 and \$500 million	\$1,000
Between \$100,001 and \$250,000	\$75	Between \$5,000,001 and \$20 million	\$400	Greater than \$500 million	\$1,200

PART A – ACTIVITIES

For your most recent full accounting period (beginning 7/01/22 ending 6/30/23) list:

Total Revenue \$ 1,774,329. (including noncash contributions)
Noncash Contributions \$ 0. Total Assets \$ 1,895,547.
Program Expenses \$ 1,439,105. Total Expenses \$ 1,954,813.

PART B – STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1 During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?	☐	☒
2 During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?	☐	☒
3 During this reporting period, were any organization funds used to pay any penalty, fine or judgment?	☐	☒
4 During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?	☐	☒
5 During this reporting period, did the organization receive any governmental funding?	☒	☐
SEE STATEMENT 1		
6 During this reporting period, did the organization hold a raffle for charitable purposes?	☐	☒
7 Does the organization conduct a vehicle donation program?	☐	☒
8 Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	☒	☐
9 At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?	☐	☒

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent	Printed Name	Title	Date
	LUKAS BREKKE-MIESNER	EXECUTIVE DIRECTOR	

Client OKF

Oakland Kids First

01-0594835

5/14/24

04:02PM

Statement 1
Form RRF-1, Part B, Line 5
Government Agency That Provided Funding

Oakland Unified School District
1000 Broadway, Ste 680
Oakland, CA 94607
Joseph Blasher
joseph.blasher@ousd.org

Oakland Fund for Youth and Children (OFCY)
150 Frank H Ogawa Plaza, 4th Floor
Oakland, CA 94612
Terry Hill
thill@oaklandca.gov

OFCY / Bay Area Community Resources
11175 San Pablo Ave
El Cerrito, CA 94530
Marlin Soto
msoto@bacr.org

City of Oakland Dept of Violence Prevention
1 Frank H. Ogawa Plaza
Oakland, CA 94612
Nancy Ceja
nceja@oaklandca.gov

Oakland Promise
360 Grand Avenue, #363
Oakland, CA 94610
Sarayu Prakash
sarayu@oaklandpromise.org

Public Health Institute (CA4Health)
555 12th Street, Suite 600
Oakland, CA 94607
Christina Lane
Christina.lane@phi.org

Internal Revenue Service
1111 Constitution Ave NW
Washington, DC 20224
877-829-5500

Oakland Kids First

2022-23 School Year CUES Data Report



Prepared by Public Profit | June 2024

AT A GLANCE: **51 youth** **1 school**

Partnership & Collaboration

Data forthcoming

Type of Service

Case Management	XX%	MTSS*	XX%
COST Referral	XX%	Prevention	XX%
Intervention	XX%	Small Group	XX%

COST Referrals



45%

of participant youth



20%

of like youth across **schools**



12%

of like youth across **district**

Youth Demographics

12%

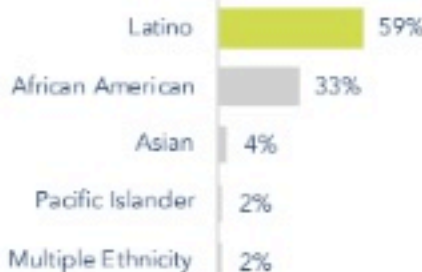
Special Ed

39%

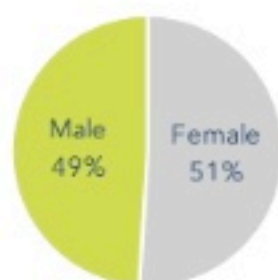
English Learners

96%

SED**



Race/Ethnicity



Gender

✓ Returning to School & Attending Daily

Attendance Rates



79%



79%



82%

Attendance by Service

Data forthcoming

Case Mgmt	COST	Intervention
XX%	XX%	XX%
MTSS	Prevention	Small
XX%	XX%	XX%

✓ Support for Improved On Track to Graduation

High School Student Cumulative GPA



1.81



2.38



2.80

Juniors and Seniors who met Credit Goal***

XX%

XX%

XX%

Data forthcoming

Seniors who Graduated

92%

81%

76%

Source: 2022-23 School Year CUES Data Report, Oakland Kids First, N = 51. COST referral, attendance, and high school progression data compare CUES participants to like students across schools served and across the school district, where like students are in similar grade levels. Checkmark indicates the CBO focused on that area. *MTSS is multi-tiered system of supports. **SED is socioeconomically disadvantaged. ***Credit goal for juniors is 170 and for seniors is 230. - indicates zeros or NAs. ~ indicates suppressed data due to small sample size when n<6. Oakland Kids First served 1 school: Castlemont High School.



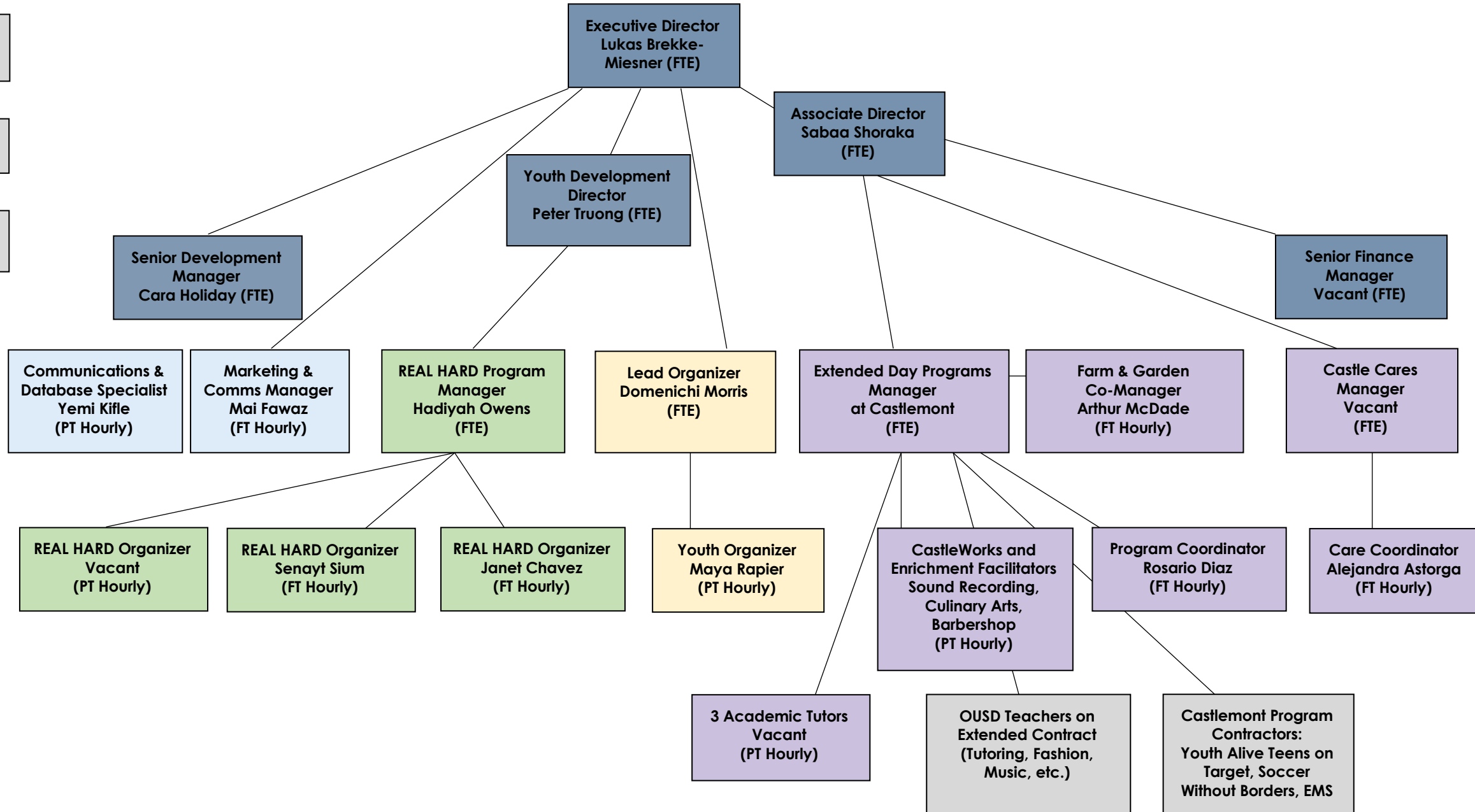
2024-2025 Organizational Chart

Board of Directors:
Board Chair: Bill Heiser
Treasurer: Phoumy Sayavong
Secretary: Niema Jordan
Ijeoma Arum
Soraya Salgadoe

Finance Consultant
We Heart Finance LLC

IT Technology Support
Jonathan Stein

Executive Coach
Kimberly Acevez



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

OCT 10 2006

OAKLAND KIDS FIRST
1924 FRANKLIN ST STE 310
OAKLAND, CA 94612

Employer Identification Number:

01-0594835

DLN:

17053252710096

Contact Person:

DEL TRIMBLE

ID# 31309

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated JULY 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Beneficial State Bank
1438 Webster Street, Suite 100
Oakland, CA 94612

RETURN SERVICE REQUESTED



127039-28A
Oakland Kids First
3700 E 12th St
Suite 3
Oakland, CA 94601

Contact Us
(510) 550-8484
treasurysupport@beneficialstate.com
www.beneficialstatebank.com



Account
Oakland Kids First

Date
06/30/2024

Page
1 of 2

IntraFi Cash ServiceSM, or ICS[®], Monthly Statement

The following information is a summary of activity in your account(s) for the month of June 2024 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Cash Service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*****099	Demand	1.25%	\$656,619.23	\$657,294.14
TOTAL			\$656,619.23	\$657,294.14

DETAILED ACCOUNT OVERVIEW

Account ID: *****099
Account Title: Oakland Kids First

Account Summary - Demand

Statement Period	6/1-6/30/2024	Average Daily Balance	\$656,641.73
Previous Period Ending Balance	\$656,619.23	Interest Rate at End of Statement Period	1.25%
Total Program Deposits	0.00	Annual Percentage Yield Earned	1.26%
Total Program Withdrawals	(0.00)	YTD Interest Paid	5,237.39
Interest Capitalized	674.91		
Current Period Ending Balance	\$657,294.14		

Account Transaction Detail

Date	Activity Type	Amount	Balance
06/28/2024	Interest Capitalization	\$674.91	\$657,294.14

Summary of Balances as of June 30, 2024

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Lake Ridge Bank	Cross Plains, WI	15091	\$11.10
Live Oak Banking Company	Wilmington, NC	58665	162,775.23
Middletown Valley Bank	Middletown, MD	14017	16.95
Quad City Bank and Trust Company	Bettendorf, IA	33867	247,236.95
Southern Bank	Poplar Bluff, MO	28332	247,253.91

Beneficial State Bank

2002 NE MLK Jr. Blvd., Portland, OR 97212

June 28, 2024

Page 1 OF 5

RETURN SERVICE REQUESTED

*****AUTO**ALL FOR AADC 945

2206 0.8470 AB 0.547 10 2 18 127249-01A**002206



OAKLAND KIDS FIRST

3700 E 12TH ST STE 3

OAKLAND CA 94601-4065

Beginning August 24, we will be discontinuing the \$2 discount toward your monthly service charge for having eStatements. For other ways to reduce or waive your monthly account service charge, please reach out to our Customer Care Team at 888-326-2265 or visit your local branch.

Statement Summary

Beginning Balance	5/31/24	124,507.00
Deposits/Credits	10 Credits	213,658.59
Checks/Debits	72 Debits	286,850.10
Interest Paid		19.84
Ending Balance	06/28/24	51,335.33

Credits/Deposits

Date	Amount	Description
6/03	179.46	Transfer From Paypal1034751
6/05	153.13	Mobile Deposit
6/05	154.63	Mobile Deposit
6/05	9,602.52	Mobile Deposit
6/05	9,613.98	Mobile Deposit
6/18	3,750.00	Mobile Deposit
6/18	65,000.00	Mobile Deposit
6/18	87,611.12	Mobile Deposit
6/20	93.75	Bill Pmt From Beneficial St
6/21	37,500.00	International Wire From Cha
		America Ref 18
6/28	19.84	Interest Deposited

Other Debits

Date	Amount	Description
6/04	100.00	Internet Bill Pay, Josemaria Cobian
6/04	115.00	Internet Bill Pay, Tacarri Henry-Wa
6/04	9.99	Payment To Visa/495763Xxxxx2007
6/04	29.99	Payment To Visa/495763Xxxxx4540
6/04	30.00	Payment To Visa/495763Xxxxx1942
6/04	53.15	Payment To Visa/495763Xxxxx4557
6/04	200.00	Payment To Visa/495763Xxxxx1991
6/04	911.29	Payment To Visa/495763Xxxxx1959

Beneficial State Bank is a certified B Corp committed to empowering people, serving the planet, and creating prosperity for all.

Member FDIC  Equal Housing Lender

beneficialstatebank.com | 888-326-2265



EXTENDED DAY PROGRAMS MANAGER AT CASTLEMONT POSITION DESCRIPTION

ORGANIZATIONAL OVERVIEW

The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable schools where all students learn and lead. Founded in 1996, OKF has long been empowering youth in Oakland, CA to grow their leadership, transform school culture and climate, and amplify student voice to improve educational equity for low-income youth of color. As an organization, we offer a range of programs that focus on youth leadership development, youth organizing, enrichment, academic support, and work-based learning opportunities to ensure students have the resources to navigate existing inequitable conditions and the support to transform them.

POSITION OVERVIEW

Under the supervision of Oakland Kids First's Executive Director, the Community Programs Manager at Castlemont High School plans, oversees, and implements comprehensive afterschool programming and services for students at Castlemont High School. This position is essential for creating detail-oriented plans for all Knight Time and Knight Success programs; building community with Castlemont students, teachers and administrators; and ensuring high quality college, career, and community readiness opportunities are available for students. The Community Programs Manager must have a demonstrated ability to build out an effective site-specific full service community school model, develop the capacity of program staff and oversee all after-school programming, manage day-to-day operations and community partnerships, be a loving resource for students, and build a strong after-school culture that meets daily attendance goals.

JOB RESPONSIBILITIES

Leadership & Management

- Provide leadership for Oakland Kids First's Extended Day Program at Castlemont High School (EDP) by supporting staff, partner teachers, and other providers; facilitating communication; planning services; completing reports & evaluation; and maintaining safe and engaging spaces for youth.
- Train all after school workers in positive youth development practices, assess extended day programming, and offer constructive feedback and coaching to providers.
- Attend all relevant organizational meetings; represent the organization as needed in external meetings and events.
- Foster an environment that promotes teamwork and upholds the principles of Oakland Kids First and Castlemont High School's Knight Way.
- Guide and participate in collaborative processes to improve community programs at Castlemont.

Program Oversight & Compliance

- Coordinate day-to-day operations of high school EDP and ensure compliance of all OUSD 21st Century after school requirements.
- Develop and maintain a schedule of academic, leadership and enrichment activities.
- Ensure academic support and targeted intervention activities for identified students during EDP academic time.
- Accurately record and track attendance, participation, and snack for all community programs activities using database systems and maintain all physical attendance documents.

- Maintain a system of data collection for all other required documentation, including enrollment forms, emergency cards, permission slips, payroll, receipts, and evaluation tools.
- Ensure EDP activities are aligned and in compliance with grant outcomes, including attendance and units of service requirements.
- Ensure additional programming and community events are aligned and in compliance with grant objectives as well as student needs
- Include parents/guardians, teachers, and other stakeholders in program design, evaluation, & other processes
- Oversee facility management, including Knight Time youth center, classrooms, and other shared spaces, during after school hours
- Collaborate with school and other program staff to design and implement a 2-4 week Summer Bridge Program for rising 9th grade students

Fiscal Management, Fund Development and Contract Management

- Collaborate with OKF's Development Manager and Executive Director in expenditure tracking; manage EDP budget
- Work with OKF's Executive Director and Development Manager to organize and prepare for site visits and other fund development-related activities
- Support fund development staff through the development of grant narrative and reports as needed
- Manage OFCY and OUSD 21st Century contract development and compliance paperwork
- Develop EDP Professional Services Agreements and manage sub-contracts as needed

Direct Service

- Integrate and support OKF's REAL HARD after school youth leadership development into EDP and support REAL HARD youth participatory action research data collection and project implementation
- Incorporate the Castlemont Code of Respect into EDP values and expectations
- Recruit, train and support high school/college academic tutors who will provide tutoring during study hall

Communication

- Develop and maintain a high level of communication with key stakeholders through regular, strategic communication and attendance at relevant meetings including the Castlemont Administration and Teaching staff, the Community School Manager, the COST Team, the OUSD After School Program Office, and other OUSD or organizational partners
- Establish strong internal marketing of programs to internal stakeholders that is aligned to OKF and Castlemont High School brands through a monthly e-newsletter, emails or social media accounts as needed
- Develop and maintain positive parent relations through regular, strategic communication about attendance, participation, and events

DESIRED QUALIFICATIONS:

- Preference given to candidates with direct experience coordinating and providing capacity-building to an after-school collaborative, or school-based committee with community partners.
- At least four years of full-time work experience in youth development programming and program management.
- Demonstrated ability to collaborate with schools and work in partnership with administrators, teachers, and community partners.
- A detail-oriented person with experience in program evaluation and grant compliance.

- Great communication and writing skills.
- Bachelor's Degree
- Experience working in high-need, urban environments
- Passion for mentoring young people, promoting youth development practices and working towards social change

MINIMUM REQUIREMENTS:

Offer of employment is contingent on passing a criminal background screening and TB test every few years. Position responsibilities are subject to change and the role may be eliminated contingent on Covid-19 related school closures or state orders.

- Proficiency using Microsoft Office programs, Google products, and online file sharing
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply
- Must have at least a high school diploma or GED
- Minimum of 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs and engage in physical activities such as active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to Oakland meetings, events, and school campuses needed

COMPENSATION:

- Position is exempt, full time, and functions on a year-round schedule
- Starting salary range is \$80,000-\$85,000 and is commensurate with experience
- Paid vacation, sick time off and personal days are accrued per pay period
- Position offers full benefits including health, vision, and dental insurance with option to add dependents with partial employee coverage of cost
- Optional 403b retirement plan available through employee contribution

Oakland Kids First provides equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, veteran status or any other classification prohibited by applicable law.



AFTER SCHOOL BARBER/BEAUTY SHOP FACILITATOR

JOB DESCRIPTION

The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve. Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, peer counseling, and youth organizing to provide hundreds of youth with the skills and opportunities to advance safe and caring school cultures and improve equity and academic outcomes for low-income youth of color.

POSITION OVERVIEW

Under the supervision of Oakland Kids First's Extended Day Programs Manager, the **Barber/Beauty Shop Facilitator** will create a barber shop program at Castlemont High School that enriches the lives of high school students by providing them with hands-on training and teaching them the basics of barbering/styling as well as industry related practices.

JOB RESPONSIBILITIES

- Lead an after school barber/beauty shop program for high school students grades 9-12 for 1 or 2 days a week
- Teach provided lesson plans related to the basics of barbering and styling. Skills include: shampooing, hair cutting, hair styling and designing, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, and sanitation procedures
- Introduce students to salon management, industry related business practices, entrepreneurship, and customer service skills
- Promote a safe and positive classroom environment and actively supervise and ensure student safety at all times
- Recruit and retain a group of 10-15 students each semester
- Maintain positive, appropriate, professional and student-friendly speech, behavior and attire all times
- Instruct students on the safe and proper use of supplies and equipment
- Implement classroom management strategies
- Maintain accurate attendance records and reporting procedures
- Participate in and evaluate the effectiveness of activities and events
- Participate in cleaning and maintaining the facilities and equipment
- Communicate regularly with the Community Program Manager
- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures
- Meet deadlines with consistency
- Perform related duties as assigned



PREFERRED QUALIFICATIONS

- Experience with working with high school aged youth from diverse communities
- Strong communication, facilitation, organization, writing, and team-building skills
- At least one year of work experience in youth development programming and/or barbering/cosmetology
- Must be available to work during after schools hours and commit to a full academic year
- Ability to manage multiple projects, work independently and as a team-member
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
- Willing to work some evenings and weekends
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply

REQUIREMENTS

- Must have at least a high school diploma or GED
- 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs and engage in physical activities such as active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to the school campus

Offer of employment is contingent on passing a criminal background screening and TB test.

COMPENSATION:

- Position available 1 or 2 days a week for 4-5 hours per week
- Commitment: August 1- May 28
- Compensation range: \$30.67-\$33.50 an hour depending on experience
- Non-exempt and hourly; ineligible for benefits.

TO APPLY:

Please submit your résumé and a cover letter describing why you're a good fit for this position to our human resource at info@kidsfirstoakland.org.

OAKLAND KIDS FIRST DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, GENDER IDENTITY, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.



AFTER SCHOOL COSMETOLOGY FACILITATOR JOB DESCRIPTION

The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable schools where all students learn and lead. Founded in 1996, OKF has long been empowering youth in Oakland, CA to grow their leadership, transform school culture and climate, and amplify student voice to improve educational equity for low-income youth of color. As an organization, we offer a range of programs that focus on youth leadership development, youth organizing, enrichment, academic support, and work-based learning opportunities to ensure students have the resources to navigate existing inequitable conditions and the support to transform them.

POSITION OVERVIEW

Oakland Kids First is seeking a dedicated and enthusiastic After School Cosmetology Facilitator to join our team. The ideal candidate will have a strong background in cosmetology, a passion for teaching, and the ability to inspire and mentor high school students. As an After School Cosmetology Facilitator you will have the opportunity to make a positive impact on the lives of young learners by providing engaging instruction, hands-on training, and guidance in pursuing their career aspirations in cosmetology.

JOB RESPONSIBILITIES

- Develop and deliver a high school-level cosmetology curriculum that aligns with state standards and prepares students for further education or entry-level employment in the beauty industry.
- Plan and facilitate interactive lessons, demonstrations, and practical activities to introduce students to fundamental cosmetology principles, techniques, and practices.
- Provide hands-on instruction and supervision to ensure students acquire essential skills in hair styling, cutting, coloring, skincare, and nail care in a safe and supportive environment.
- Foster a positive and inclusive classroom atmosphere that encourages active participation, creativity, and respect among students.
- Assess student learning through observations, assessments, projects, and quizzes, and provide constructive feedback to support their growth and development.
- Integrate technology and multimedia resources to enhance teaching and learning experiences and keep students engaged and motivated.
- Collaborate with school staff, counselors, and industry professionals to organize guest speakers, workshops, field trips, and other enrichment activities related to cosmetology.
- Maintain accurate records of student attendance, grades, progress, and achievements, and communicate regularly with students, parents, and administrators.
- Support students in setting and achieving academic and career goals, including preparing for industry certifications and post-secondary education opportunities.
- Stay informed about current trends, advancements, and regulations in the cosmetology field through professional development activities, workshops, and industry events.
- Promote a safe and positive classroom environment and actively supervise and ensure student safety at all times.
- Maintain positive, appropriate, professional and student-friendly speech, behavior and attire all times.
- Maintain accurate attendance records and reporting procedures
- Participate in and evaluate the effectiveness of activities and events



- Participate in cleaning and maintaining the facilities and equipment
- Communicate regularly with OKF's Extended Day Program Manager
- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures
- Meet deadlines with consistency
- Perform related duties as assigned

PREFERRED QUALIFICATIONS

- Licensed cosmetologist with a minimum of 3 years of relevant work experience in the beauty industry.
- Experience working with high school students or young learners preferred, but not required.
- Strong passion for teaching and mentoring young individuals and helping them explore and pursue their interests in cosmetology.
- Excellent communication, interpersonal, and classroom management skills.
- Ability to create a supportive and engaging learning environment that meets the diverse needs and learning styles of high school students.
- Proficiency in using educational technology and resources to enhance instruction and student learning experiences.
- Commitment to upholding high standards of professionalism, ethics, and safety in cosmetology education.
- Flexibility to adapt to the unique needs and schedules of high school students, including availability for afterschool activities or events.
- Enthusiasm for collaborating with colleagues, school administrators, and industry partners to support student success.
- Positive attitude, patience, and empathy for working with adolescents and young adults.

REQUIREMENTS:

Offer of employment is contingent on passing a criminal background screening and TB test.

- Must have at least a high school diploma or GED
- 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs. and engage in physical activities such as active icebreakers
- Reliable transportation to the school campus

COMPENSATION:

- Position Available at up to 2 days a week for 6-8 hours per week
- Commitment: June 3, 2024 – July 12, 2024
- Compensation range: \$30.67- \$38.46 per hour depending on experience
- Non-exempt and hourly; ineligible for benefits.

TO APPLY: Please submit your résumé and a cover letter describing why you're a good fit for this position to our human resource at info@kidsfirstoakland.org.

OAKLAND KIDS FIRST DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, GENDER IDENTITY, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.



AFTER SCHOOL CULINARY ARTS FACILITATOR JOB DESCRIPTION

The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable schools where all students learn and lead. Founded in 1996, OKF has long been empowering youth in Oakland, CA to grow their leadership, transform school culture and climate, and amplify student voice to improve educational equity for low-income youth of color. As an organization, we offer a range of programs that focus on youth leadership development, youth organizing, enrichment, academic support, and work-based learning opportunities to ensure students have the resources to navigate existing inequitable conditions and the support to transform them.

POSITION OVERVIEW

Under the supervision of Oakland Kids First's Extended Day Programs Manager the Culinary Arts Facilitator will create a culinary program after school at Castlemont High School that enriches the lives of high school students by teaching them to love everything about food – cooking, eating delicious and healthy dishes, and learning about different cultures and stories behind the food. We are looking for an energetic instructor to join our fun team and start teaching!

JOB RESPONSIBILITIES

- Lead after school cooking classes for high school students (9-12th) while getting them excited about trying fun and creative recipes, new foods and encouraging them to learn about new cuisines and cultures
- Teach lesson plans related to basics of nutrition and healthy eating to young people in a fun and engaging way and making sure kids are learning while having fun
- Introduce kids to basic cutting and measuring techniques, food safety and other concepts provided in the curriculum
- Utilize the Castle Urban Farm to support education about farm to table models
- Recruit and retain a group of 10-15 students
- Promote a safe and positive classroom environment and actively supervise and ensure student safety at all times
- Maintain positive, appropriate, professional and student-friendly speech, behavior and attire all times
- Instruct students on the safe and proper use of supplies and equipment
- Implement classroom management strategies
- Maintain accurate attendance records and reporting procedures
- Participate in and evaluate the effectiveness of activities and events
- Participate in cleaning and maintaining the facilities and equipment
- Communicate regularly with the Community Program Manager
- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures
- Meet deadlines with consistency
- Perform related duties as assigned



PREFERRED QUALIFICATIONS

- Experience working with high school aged youth from diverse communities
- At least 2 years of professional experience working in the restaurant industry and/or professional experience teaching culinary arts to youth.
- Strong communication, facilitation, organization, writing, and team-building skills
- At least one year of work experience in youth development programming
- Must be available to work during after schools hours and commit to full academic year
- Ability to manage multiple projects, work independently and as a team-member
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
- Willing to work some evenings and weekends
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply

REQUIREMENTS

- Must have at least a high school diploma or GED
- 48 College semester units or passage of the OUSD Instructional Aide examination
- Ability to lift 20 lbs. and engage in physical activities such as active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to the school campus

Offer of employment is contingent on passing a criminal background screening and TB test.

COMPENSATION:

- Position Available at up to 2 days a week for 6-8 hours per week
- Commitment: August 1 - May 28
- Compensation range: \$30.67- \$38.46 per hour depending on experience
- Non-exempt and hourly; ineligible for benefits.

TO APPLY:

Please submit your résumé and a cover letter describing why you're a good fit for this position to our human resource at info@kidsfirstoakland.org.

OAKLAND KIDS FIRST DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, GENDER IDENTITY, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.



ORGANIZER JOB DESCRIPTION

The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve. Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, service provision, and youth organizing to provide youth with the skills and opportunities to both navigate and transform systems.

POSITION OVERVIEW

The core of OKF's youth leadership and organizing programs consist of the REAL HARD (Representing Educated Active Leaders Having a Righteous Dream) and YOC (Youth Organizing Council) programs. The Organizer works within the REAL HARD program and in collaboration with the YOC. The Organizer recruits new youth members and trains them as youth organizers focused on power building, policy change, and improving material conditions in their schools through strategic campaigns. The available position is a 0.6 FTE Organizer role with the REAL HARD program at Skyline High School. The **Organizer** will work on a team that is collectively leading campaigns at five OUSD high schools. The Organizer will lead programming that engages youth in socioemotional development, political education, research, facilitation, campaign development, base-building, and other organizing competencies in service of educational justice. The Organizer will also collaborate on other campaigns that have bearing on the lives of our youth, including the Oakland Youth Vote/ Measure QQ implementation push. We are looking for a driven, self-reflective, and politically savvy candidate who has actual organizing experience or a member of our community who is willing to learn on the job, challenge themselves, and be accountable to their peers and students.

JOB RESPONSIBILITIES

Organizing & Campaign Development

- Run a REAL HARD program chapter at Skyline High School afterschool by recruiting and developing youth into organizers. Support the development of their political identity and ability to base build and lead campaigns that build power for students.
- Conduct regular one-on-ones with current and prospective REAL HARD members to bring new youth into the organization and develop them in accordance with OKF's leadership ladder.
- Cultivate a personal connection to organizing but not a personal orientation to it. Remember, this is a community organizing position, not an activist role.
- Proactive willingness to learn new approaches and competencies in order to then teach them to youth organizers. Examples include power mapping, youth participatory action research, one-on-ones, curriculum development, organizing strategy, political education, and more.
- Help youth organizers and your OKF organizing team develop sound strategies and tactics to advance educational equity campaigns.

Preparation and Facilitation of Programming

- Work with the REAL HARD Program Manager to develop a recruitment and retention plan and maintain at least 15 actively and regularly involved youth in your REAL HARD chapter.



- Promote a safe and positive programmatic environment rooted in restorative justice, collective ownership, reflective growth, and empathetic shared struggle; actively supervise and ensure student safety; implement a structured classroom culture; maintain positive, appropriate, professional, and student-friendly speech, behavior, and attire.
- Collaborate with student organizers to reach a critical mass of students at your school site via one-on-ones, events, youth participatory action research, new member orientations, campaign actions, etc.
- Work with REAL HARD team to develop lesson plans and prepare weekly materials in advance of programming.
- Track growth of youth through a yearlong plan and databases to develop skills, demonstrate learning, and practice those skills through a campaign organizing cycle.
- Manage collection and analysis of survey, attendance, and photographic data to document the impact of REAL HARD for grant and impact reporting purposes.

School & Community Partnerships

- Build strong relationships with our students to ensure they feel able to be their full selves and supported in whatever personal or academic issues they may be facing.
- Build relationships and maintain good communication with teachers, administrators, and other support staff at Skyline High School to help position REAL HARD to advance students' organizing objectives.
- Train REAL HARD students to partner with staff and families on campus to base build and coalition build to advance campaign objectives.
- Participate in school-based meetings related to our work such as School Site Council, School Climate and Culture Team, Afterschool Collaborative meetings, etc. to increase community engagement and share decision making power between all stakeholders.
- Support school improvement efforts and policy in alignment with our work around equity, educational justice, and student power.

Organizational Support and Personal Growth

- Support Youth Organizing Council, parent and alumni organizing, our summer organizing institute, and other aspects of OKF's work as needed.
- Participate in larger efforts to bridge our students' organizing to district, city, state, and national organizing via school board meetings, citywide convenings, coalitions, elections, etc.
- Participate in professional development activities, staff meetings, and program meetings with extended day staff and OKF staff where applicable.
- Be proactive, thoughtful, curious, and meet deadlines with consistency.
- Willingness to learn new skills and organizational approaches to reach educational justice goals.
- Open to principled struggle, active accountability, and honest self-critique in order to improve.
- Desire to continue deepening political education.
- Comply with all school district and OKF policies and procedures.
- Perform additional duties as needed and/or assigned.

PREFERRED QUALIFICATIONS

- 2+ years of experience of community organizing and/or providing leadership development training to high school age youth.
- Experience developing and writing lesson plans for high school age youth.
- Experience in facilitation, collaboration, and fostering partnership across organizations.



- Strong interpersonal skills and the ability to work with teams to create and model a culture of peer support, collaboration, and appreciation.
- Flexibility, sense of humor, commitment to collaboration, learning, self-reflection, and accountability.
- Detail-oriented, organized, has good time management skills, and an ability to follow-through and balance multiple tasks simultaneously.
- Grounded in youth development and social justice principles and practices.
- Strong writing, speaking, and communication skills.
- Proficiency in word processing, online file sharing, and database entry.
- Knowledge of Restorative Justice practices is a plus.
- Teaching credential and/or organizing experience a plus (especially with youth)
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish, Mam, or Arabic is a plus.
- People of color, LGBTQIA+, people, and those who grew up in Oakland are encouraged to apply.
- Graphic design skills are a plus.

REQUIREMENTS

- Must have at least a high school diploma or GED
- 48 College credits/units or passage of the Instructional Aide Examination (OUSD Requirement)
- Ability to lift 20 lbs. and engage in physical activities such as active icebreakers.
- Must pass a criminal background check and TB test clearance.
- COVID vaccine is a strongly encouraged for this position
- Reliable transportation to the school campus

Offer of employment is contingent on passing a criminal background screening and TB test.

COMPENSATION:

- Position is .6 FTE (24 hours per week)
- Desired Start Date: July 29th 2024
- This job is offered at \$33.65 per hour to start
- Position is non-exempt and hourly
- Benefits include:
 - 100% Medical, Dental and Vision Coverage
 - Vacation, Health, and Holiday Leave
 - Matching 403b retirement plan contributions
 - Three additional paid restoration weeks per year
 - Phone stipends and more
- Directly Reports to: REAL HARD Program Manager

TO APPLY:

Please submit your résumé and a cover letter describing why you're a good fit for this position to our human resource at info@kidsfirstoakland.org.

OAKLAND KIDS FIRST DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, GENDER IDENTITY, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.



CASTLE CARES PROGRAM MANAGER AT CASTLEMONT HIGH SCHOOL

Full Time Exempt Position Description

ORGANIZATIONAL BACKGROUND

The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable schools where all students learn and lead. Founded in 1996, OKF has long been empowering youth in Oakland, CA to grow their leadership, transform school culture and climate, and amplify student voice to improve educational equity for low-income youth of color. As an organization, we offer a range of programs that focus on youth leadership development, youth organizing, enrichment, academic support, and work-based learning opportunities to ensure students have the resources to navigate existing inequitable conditions and the support to transform them.

POSITION OVERVIEW

Under the supervision of Oakland Kids First's Associate Director, the Castle Cares Program Manager plans, oversees, and coordinates the Castle Cares initiative at Castlemont High School. This initiative is designed to integrate group support, workforce readiness, and individual case management to support students with multiple risk factors who are not on track to graduate. The goals are to increase their attendance and engagement in school; help them set, track and meet goals for academic and post secondary success; place and support students in internships or job placements; support their health and wellness needs; invest in their decision making and leadership skills; and ensure they feel safe, welcome and able to contribute to a positive school culture. The Castle Cares Program Manager will design and innovate the initiative while also managing a caseload of 10-15 students and supervising a Care Coordinator with their own caseload.

JOB RESPONSIBILITIES

Program Management

- Partner with OKF senior leadership to develop, design, evaluate and improve the Castle Cares program and develop tools to aid in the tracking of student success
- Supervise, train, and support OKF's Care Coordinator to recruit and retain a caseload of 15-20 students and ensure they successfully navigate and complete the Castle Cares program
- Provide leadership by supporting OKF program staff, partner teachers, and other school staff who are serving as care managers to provide a supportive environment for highly vulnerable youth by facilitating communication, planning of services, documentation, and reporting
- Ensure all care managers and support staff maintain safe and engaging spaces for youth
- Attend relevant organizational meetings, and represent the organization as needed in external or district meetings and events
- Participate in Coordination of Services Team (COST), Attendance Team, and Small Learning Community (SLC) meetings to support alignment with the school day academic pathways
- Guide and participate in collaborative processes to evaluate and improve programs
- Work with OKF's Marketing & Communications Manager to establish strong marketing of programs to internal stakeholders through branded print materials, newsletter, social media posts, etc.

High School Student Care Management

- Conduct eligibility assessments to determine whether individual students qualify and are well-suited for the Castle Cares program
- Complete 1:1 in-take assessments for all new students by reviewing academic records, referral notes, support plans, and assess needs and motivations
- Develop, monitor, and evaluate individualized support plans and document progress for 10-15 Castlemont students including: completing intake forms, goal setting, academic support, social emotional learning, positive youth development skills, workforce readiness, restorative justice, life skills development and accountability checks
- Work with health/mental health clinicians, families, school personnel, and partners to assess students' needs, preferences and abilities, and develop tailored student success plans
- As needed, make referrals for mental health, health/wellness, or social services such as restorative justice circles, counseling, and appointments at wellness or mental health centers
- As necessary, act as students' advocate in receiving needed services, counseling, classroom support or workforce readiness opportunities aligned to each students' success plan goals
- Facilitate or co-facilitate small group support workshops focusing on social emotional learning skills, restorative justice, conflict mediation, life skills, etc.
- Refer students to educational workshops, internships, school supports or other resources that address areas identified in the individual success plans

Post-Secondary Readiness Programming

- Develop a post-secondary readiness curriculum that allows students to explore college and career opportunities in alignment with their individual goals
- Build relationships with community organizations, Castlemont's Future College and Career Center, Work Based Learning Department, counselors and local businesses to create more internship and post-secondary opportunities for youth
- Either lead facilitation of or coordinate with community partners to lead life skills and financial literacy workshops that include resume writing, application and interviewing processes, professional communication, job-skills, and information about money management, bank accounts, credit cards, etc.
- Engage students in career readiness activities (both campus based CastleWorks and community based internship placements) to build skills through real-world paid work experiences and hands-on learning

Program Grant Compliance and Reporting

- Coordinate day-to-day operations of the Castle Cares program and work with Associate Director to monitor and ensure all performance goals, grant outcomes and objectives are met or exceeded
- Accurately record and track attendance and participation using database systems and maintain all physical attendance documents
- Work with OKF's Associate Director to track expenditures and manage the Castle Cares budget

- Maintain systems of data collection for all required documentation including eligibility, registration forms, emergency cards, permission slips, receipts, and evaluation tools and detailed care management notes that include results or follow-ups of other-agency referrals
- Record students' progress towards goals through detailed notes, including dates/times of meetings, group participation, referrals, family outreach and other notable interactions
- Manage collection and analysis of survey, attendance, and photographs for reporting purposes
- Track and evaluate students' progress on their Individual Support Plans and make adjustments as needed to improve outcomes
- Help prepare for and participate in site visits and other fund development-related activities
- Oversee youth stipend processes including contracts, requests and distribution of stipends
- Comply with all school district policies and procedures outlined in contracts or MOU's
- Collect, analyze, and summarize student results data and trends to inform grant reports
- Partner with the fund development on future grant proposals and quarterly report writing
- Work with OKF' Associate Director to develop Professional Services Agreements, manage MOU's and offer sub-contracts for program services as needed

Build a Supportive Environment

- Foster a positive environment that promotes teamwork and upholds the principles and values of Oakland Kids First and Castlemont High School's Knight Way
- Actively ensure student safety at all times in alignment with OKF's Professional Boundaries policy
- Maintain positive, appropriate, professional and student-friendly speech, behavior and attire
- Communicate students' progress through weekly interdisciplinary meetings, and disseminate results from evaluations and care management meetings to the broader student support team
- Connect students and their families to interpretation and translation services as needed
- Develop and maintain a high level of communication with stakeholders through regular, strategic meetings, including with Castlemont staff, OUSD administrators, or other community partners

Additional Job Duties as Needed

- Support Knight Success College, Career and Community Readiness events and field trips as needed
- Deepen professional skills by participating in mandatory trainings, educational opportunities, reading professional publications, and participating in professional organizations or networks
- Help with additional duties as needed by the team

WORK ENVIRONMENT:

Oakland Kids First's office is located at 3700 E. 12th St. STE 3 in the Fruitvale district of Oakland, CA, but this position's work mostly occurs at OKF's office at Castlemont High School, 8601 MacArthur Blvd. Oakland, CA 94605. Team communications take place during in-person meetings, and virtually over Zoom, using Google suite, Asana, Box file sharing, email, Signal, and text message. Responsibilities involve continuous sitting, hand/finger dexterity, and typing. Typical work day schedule: 10am-6pm, Monday-Friday.

COMPENSATION AND BENEFITS:

- Position is exempt, full time, and functions on a year-round schedule with a starting salary range of \$70,000-\$83,000 commensurate with experience

- During the 2023-24 year, OKF is providing wellness stipends of \$762.50 per quarter (\$3,050 for the year)
- Paid time off includes 3 organization-wide restoration weeks, holidays, vacation and sick time that accrues per pay period, and 3 personal days. Paid family leave and sabbatical time are available, dependent on length of employment
- OKF covers 100% of benefits for full time employees including health, vision, and dental insurance with option to add dependents that would include partial employee coverage of costs
- \$40 monthly stipend for cell phone usage related to work
- Paid time off for professional development and trainings
- OKF offers an employer match up to 3% of salary each pay period into a Vanguard 403(b) retirement investment account, with accounts available to all employees who work between 25-40 hours per week and voluntarily opt to contribute through payroll
- Provided ergonomic office furniture, a laptop or computer, software and tech accessories

REQUIREMENTS AND QUALIFICATIONS:

- At least four years of full-time work experience coordinating programs
- Previous experience providing non-clinical case management to high school aged youth required
- Preference given to candidates with experience developing curriculum related to postsecondary readiness and workforce development
- Can demonstrate effective facilitation and small group engagement skills with cohort of youth
- Supervision and management experience required
- Passion for mentoring young people, promoting youth development best practices and working towards social change
- Ability to collaborate with schools and work in partnership with administrators, teachers, and community partners
- Detail-oriented with experience in successful grant management, compliance, and program evaluation
- Strong verbal communication and writing skills, and can effectively work in collaborative teams
- Experience working with Oakland youth or with comparable student populations in high-need, urban environments is a must
- Bachelor's or Master's Degree required
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Preferred ability to speak Spanish or Mam in addition to English
- People of color, LGBTQ people, and residents of Oakland are encouraged to apply

TO APPLY:

Please submit your résumé and a cover letter describing why you're a good fit for this position to info@kidsfirstoakland.org. Position will be open until filled.

OAKLAND KIDS FIRST DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, GENDER IDENTITY, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.



AFTER SCHOOL PROGRAM ASSISTANT JOB DESCRIPTION

The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve.

Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, peer counseling, and youth organizing to provide hundreds of youth with the skills and opportunities to advance safe and caring school cultures and improve equity and academic outcomes for low-income youth of color.

Position Overview

Under the supervision of Oakland Kids First's Extended Day Programs Manager the **After School Program Assistant** supports the daily operations of afterschool programs at Castlemont High School. We are looking for an organized, detail-oriented, creative, multi-lingual, and collaborative community builder with youth development and operations experience. The ideal candidate would be a loving resource for students, coordinate with adult staff, and help build a strong after-school culture that meets daily attendance goals.

Job Responsibilities include:

- Support with afterschool programming groups including the CastleWorks Peer Interpreter program that offers translation/interpretation support for newcomer youth
- Provide homework assistance and tutoring support as needed
- Support youth recruitment and enrollment efforts
- Maintain awareness of key school programs including information on policies, grading, behavior expectations, and other activities
- Assist with school events such as Back to School Night, Parent and School Leadership meetings, holiday program, field trips, etc.
- Support after school attendance data entry and provide general administrative support as needed
- Assist with Knight Armory
- Assist with information dissemination events (community outreach and recruitment activities) and making outreach follow up phone calls.
- Participate on evaluation team

DESIRED QUALIFICATIONS:

- Experience with working with high school aged youth from diverse communities
- High School Diploma required; Enrollment and progress towards higher education encouraged
- Strong communication, facilitation, organization, writing, and team-building skills
- At least 1 year of administrative experience
- At least one year of work experience in youth development programming.
- Must be available to work during after schools hours



- Ability to manage multiple projects, work independently and as a team-member
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
- Willing to work some evenings and weekends
- Ability to lift 20 lbs and engage in physical activities such as active ice breakers/ team-builders
- Valid driver's license
- People of color, LGBTQ encouraged to apply

Offer of employment is contingent on passing a criminal background screening and TB test.

COMPENSATION:

Position Available at 15 hours a week

Compensation: \$30.67-\$33.10 per hour

TO APPLY:

Please submit your résumé and a cover letter describing why you're a good fit for this position to our After School Programs Manager, Sabaa Shoraka at sabaa@kidsfirstoakland.org

OAKLAND KIDS FIRST DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, GENDER IDENTITY, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.



FAMILY LIAISON AT CASTLEMONT HIGH SCHOOL

JOB DESCRIPTION

The mission of Oakland Kids First (OKF) is to increase youth voice, leadership, and power to create engaging and equitable public schools where all students learn and achieve. Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, peer counseling, and youth organizing to provide hundreds of youth with the skills and opportunities to advance safe and caring school cultures and improve equity and academic outcomes for low-income youth of color.

POSITION OVERVIEW

Under the supervision of Oakland Kids First's Extended Day Program Manager at Castlemont, the **Family Liaison** is responsible for developing relationships with the students and families of Castlemont High School that foster trust, and create opportunities for parents and guardians to support student academic achievement. The **Family Liaison** is essential for establishing a welcoming climate and positive school culture that is inclusive of the entire Castlemont community.

RESPONSIBILITIES

- Serve as a leader and role model in developing positive relationships between parents, teachers, school staff and all personnel
- Collaborate with the Co-liaison and Community Programs Manager to :
 - Facilitate parent meetings, workshops and leadership development activities in collaboration with teachers (total of 3 for the academic year)
 - Lead the coordination of a variety of family/parent participation activities such as cultural events, common core grade level workshops, parent orientations, parenting support workshops, computer classes, reading night, perfect attendance, etc. Carry out tasks such as preparing the agenda and materials, ordering food, securing interpreters or translators, setting up, and cleaning up
 - Lead communication/outreach/promotion with parents, community partners and school staff for family workshops, events, or other parent communication necessary for student achievement and creating a positive school culture
 - Develop and maintain a school wide parent volunteer system in alignment with OUSD Volunteer policies, coordinate volunteer training, efforts, and recruitment
 - Work with families of LCAP target group populations (African American, English Learner, Special Education, Economic Hardship) to increase engagement
 - Create and post flyers for events
 - Organize Family Resource materials and systems
 - Foster relationships/partnerships with outside community and educational organizations focused on family engagement linked to learning
- Communicate and coordinate academic activities for parents with teachers
- Make phone calls to parents for outreach and parent-teacher communication support
- Support with measuring impact of family engagement efforts (through parent surveys)
- Maintain positive, appropriate, professional and student or family-friendly speech, behavior and attire all times

- Participate in professional development activities with extended day staff and OKF staff
- Comply with all school district policies and procedures
- Meet deadlines with consistency
- Perform related duties as assigned

PREFERRED QUALIFICATIONS

- Experience organizing parent outreach activities and parent education programs
- Demonstrated ability to facilitate groups towards the achievement of outcomes
- Experience in program development and coordination
- Excellent communication, organization, writing, and team-building skills
- Ability to develop and implement curricula, lesson plans and to keep detailed records
- Ability to manage multiple projects, work independently and as a team-member
- Experience working with diverse groups and communities
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
- Willing to work some evenings and weekends
- Preferred for staff to have a valid driver's license, insurance, and access to a car
- Ability to speak Spanish or Mam in addition to English preferred
- People of color, LGBTQ people are encouraged to apply

REQUIREMENTS

- Must have at least a high school diploma or GED
- Ability to lift 20 lbs. and engage in physical activities such moving supplies or facilitating active icebreakers
- Must pass a criminal background check and TB test clearance
- Reliable transportation to the school campus

Offer of employment is contingent on passing a criminal background screening and TB test. Position responsibilities are subject to change and the role may be eliminated contingent on Covid-19 related school closures or state orders.

COMPENSATION

- Position available: Part time 2-3 days a week up to 10 hrs a week
- Commitment: August 1- May 28
- Compensation range: \$30.67-\$34.00 an hour depending on experience
- Non-exempt and hourly; ineligible for benefits.

TO APPLY:

Please submit your résumé and a cover letter describing why you're a good fit for this position to our human resource at info@kidsfirstoakland.org.

OAKLAND KIDS FIRST DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, GENDER IDENTITY, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.



P.O. Box 2508

Cincinnati OH 45201

In reply refer to: 0752861031

July 15, 2021 LTR 4168C 0

01-0594835 000000 00

00045428

BODC: TE

OAKLAND KIDS FIRST
% KIM MIYOSHI
ATTN: STEPHANIE DANIELS
2744 E 11TH ST UNIT H08
OAKLAND CA 94601

Employer ID number: 01-0594835

Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated July 06, 2021, about your tax-exempt status.

We issued you a determination letter in July 2002, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0752861031
July 15, 2021 LTR 4168C 0
01-0594835 000000 00
00045429

OAKLAND KIDS FIRST
% KIM MIYOSHI
ATTN: STEPHANIE DANIELS
2744 E 11TH ST UNIT H08
OAKLAND CA 94601

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson
Operations Manager, AM Ops. 3

Form 990, Return of Organization Exempt from Income Tax

Form 990-E, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ

Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6035(i), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the date of the 3rd required return or notice.

You can get IRS forms or publications by calling 800-TAX-FORM (800-829-5535) or by visiting www.irs.gov/forms-pubs. If you have questions, call 877-829-5535 between 8 a.m. and 5 p.m.



California
Secretary of State

Home

Search

Forms

Help

BusinessUCC

Business Search

The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, **a basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2)select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Oakland Kids First

🔍

Advanced ▾

Results: 1

Entity Information ▾	Initial Filing Date ▾	Status ▾	Entity Type ▾	Formed In ▾	Agent ▾
OAKLAND KIDS FIRST (2375467) >	01/24/2002	Active	Nonprofit Corporation - CA - Public Benefit	CALIFORNIA	BILL HEISER

Request Certificate

Initial Filing Date

01/24/2002

Status

Active

Standing - SOS

Good

Standing - FTB

Good

Standing - Agent

Good

Standing - VCFCF

Good

Formed In

CALIFORNIA

Entity Type

Nonprofit Corporation - CA - Public Benefit

Principal Address

3700 E 12TH STREET
UNIT 3
OAKLAND, CA 94601

Mailing Address

3700 E 12TH STREET
UNIT 3
OAKLAND, CA 94612

Statement of Info Due Date

01/31/2026

Agent

Individual
BILL HEISER
610 16TH STREET, SUITE 310
OAKLAND, CA 94612

🕒

View History

👤

Request Access

© 2024 CA Secretary of State



2024-2025 Board of Directors

Board Chair: Bill Heiser

Senior Director Pathways & Mobility
REFORM Alliance

Treasurer: Dr. Phoumy Sayavong

Research & System Technology Analyst
Berkeley City College

Secretary: Niema Jordan

Co-Director
Cinemama

Ijeoma Arum

Chief Executive Officer
BrandCo Nigeria Limited

Soraya Salgadoe

Marketing Specialist
Ayesha Curry Brands

Lukas Brekke-Miesner

Executive Director
Oakland Kids First

OKF Q4 2022 BOARD MEETING AGENDA

Date: 7/21/2023 10am-12pm

Present from staff: Lukas, Sabaa, and Cara

Present from Board:

https://docs.google.com/presentation/d/1K9wMlqwAzyMVdlgQQNvBVyYFfc_Kk4uA/edit#slide=id.g25ab594af88_0_30

Desired Meeting Outcomes:

1. Program Updates
2. Hiring Updates
3. Finance, Admin & Fundraising Updates
 - [FY 22-23 Board Approved Budget](#)
 - [22-23 Statement of Financial Activity](#)
 - [22-23 Statement of Financial Position](#)
 - Audit dates (hold mid January)
 - Banking/handling cash
4. Review 23-24 budget and income detail
 - [Draft FY 23-24 Organizational budget](#)
 - [Income detail FY 23-24](#)
5. Address need for new org policies
6. Lukas family leave & sabbatical

Time	AGENDA: What are we doing?
10:00 - 10:05	Welcome by Bill and Roll Call Present: Lukas, Ijeoma, Bill, Phoumy, Niema, Cara, Sabaa
10:05 - 10:15	Check In: It is the year 2052. What piece of technology are you using the most?
10:15 - 10:20	Approve last Board Meeting's minutes 12/13/22 Board Minutes - Bill Moved, Niema Seconded , Unanimous Vote Yes.
10:20- 10:25	Program Updates - Detailed updates will be forthcoming in 2 weeks via the annual report. - High level updates including:

	- Most youth we've ever served 775 students this year (number does not include thousands of students who are served in other capacities like surveys, etc.) - New chapter of RH at Skyline (so, now at all comprehensive public high schools in Oakland) - First complete year of care management - 293 Stipended Internships at Castlemont - BoS directing RoV to implement QQ by 2024 (big win. Actually moving ahead now) - Reassessing involvement in J4OS - First summer institute Hiring/ Staffing Updates: - Hired a new Real Hard coordinator. Is an OKF alum. - Looking to add new role - Hired first communications person - person will be full time soon. - With Roxy's departure, other team members have moved up in positions - Looking for a admin support within the next year - Question: Are these roles part of the new funding from Endeavor Fund? - Had been focused on pipeline, now focusing a bit more how people can move up - Mid year, looking to hire Development Director
10:25-10:35	Review 22-23 Finance Updates - Looking at balance sheet - Youth stipends (\$151,480.00 in FY 21-22 -> \$343,162.00 in FY 22-23 - Student Relief Fund (\$7,885.50 in FY 21-22 -> \$13,338.91 in FY 22-23 (All students who apply receives funding. Need to evaluate if there will be a limit to how many times students can apply for relief). - Questions to think about: Why only 26 applicants? What percentage of students receive financial resources? Is there a clear number on that? - There is also a referral aspect for when students submit a request. - Financial impact from changes to personnel given pay scan, new positions and 403b contributions (\$802,150.37 in FY 21-22 -> \$1,123,937.23 FY 22-23. - - Board approved budget for 22-23 was \$2,148,418 but we only spent _____ (awaiting info from Steph). We're underspent in part because we

	struggled to hire for planned positions, youth were unable to vote in the 2022 election as we had forecasted, we lost a couple field trips due to the teachers strike, we didn't have a full care management load due to hiring issues. - Systems upgrades: contracted with DTG to set up Salesforce. Contract with Insperity to HR and payroll
10:35-11:00	23-24 Income Detail - We have secured \$2,465,799 for the 23-24 fiscal year (and will finalize gen op rollover when we close the FY) - Significant new multi year grants include \$3.5 million (over 7 years) from The Walter & Elise Haas Sr. Foundation, \$300,000 (over 3 years) from the Lemala Foundation (Budgeted as 100k per year, but just need to spend the 300k by the end of three years.) - In addition to funds secured, we also have a reserve of \$629,876 - Question for the board: Do we want policy around how reserves are saved, invested, etc? - Question: Were there any places where we overspent? Answer: end of year spending is why the gap wasn't so large. 23-24 Budget - We are presenting a budget of \$2,887,468, which is \$739,050 higher than last year's approved budget. Some factors that contribute to that are as follows: - New positions - Admin Manager - Development Director (mid year) - Increased MarComms time - New organizing position - More equitable and sustainable employment as rooted in our Endeavor Fund frame - 5.5% COLA (state recommended) and up to 4% merit for 23-24 (Note: Make sure the team knows that COLA is not guaranteed) - Sabba and Luke completing two year raise arc to mid point of ranges - Lifted all floors due to COLA - pay scale will shift every year according to COLA - Wellness stipends

	- Youth stipends amounts and total stipends distributed have gone up - Castlemont community school budget increases Answer questions and move to a vote
11:00 - 11:45	Items to Discuss & Approve • 23/24 Budget approval (Bill moved, Phoumy seconded, unanimous vote yes) • Lukas family leave & sabbatical time off • Adopting new org policies that require board approval https://docs.google.com/document/d/1AR0aL3cesXvMipLO9yq3pl-IDvq4csVq/edit?usp=sharing&oid=106205421896961325939&rtpof=true&sd=true ◦ Change to existing policy: ■ Restoration week added to paid holidays ◦ Board recommending that ED retains the ability to direct when different teams within the org take restoration weeks to ensure uniform dates don't negatively impact particular teams. ◦ Also reserving the ability to reserve black out dates • Add Juneteenth • Cesar Chavez Day ■ Health/Dental benefit cost sharing (currently prorated. Also difficult to figure out of hourly employees) ■ Paid lunch (7 hourly employees) ■ Access to sick time at point of hire ■ Language about sick time (use health) ■ Have mental health days filed as health days ■ Shift personal days to fiscal year (currently everything is on fiscal year except personal) ◦ New policies to add to handbook: ■ Phone reimbursements ■ Professional boundaries, working with minors and mandated reporting, sexual harassment ■

	Motion to approve policy changes and add policies to handbook – with the amendment that ED can distinguish blackout dates. Niema moved, Bill seconded. Unanimous vote yes. • Signing on to research new policies ◦ Family leave- need to redefine the policy, research - Niema ◦ Sabbatical leave - ljeoma ◦ Employee use of vehicles and org auto insurance - Ask the Attorney ◦ Staff travel (trips) relative to per diems, lodging, etc. - Bill, ljeoma ◦ Remote work policy - ljeoma ◦ Benefits for Dependents - Phoumy - Some concerns about implementing too many policies and then needing to roll it back if times are tough. However, these things are in alignment with new HAAS funding. - 63% of budget is going to staffing, personnel, benefits, etc. Projected at 64% next year. -
11:45 - 12:00	Review any action items and check out

Action Items

- Put together a doc with recommended edits to handbook. Here's what it says. Here's what we are proposign

OKF Q2 2022 BOARD MEETING AGENDA

Date: 12/13/2022

Desired Meeting Outcomes:

1. Org Updates
2. New 5 year lease for our office
3. Lukas family leave
4. Haas Sr Site Visit on Jan 25th
5. Board Development contract
6. Board support with fundraising

Time	AGENDA: What are we doing?
10:00 - 10:05	Welcome by Bill and Roll Call Present: Lukas, Bill, Phoumy, Niema, Ijeoma
10:05 - 10:15	Check In: • Looking back on this past year, what is something you are proud of and what is something you hope to improve upon in the new year?
10:15 - 10:20	Approve last Board Meeting's minutes • 6/10/22 Board Minutes • Niema Moved, Bill second, Unanimous vote
10:20 - 10:50	Program Updates - Castle Cares launched at Castlemont meaning we are now conducting case management for student at risk of not graduating and deemed eligible be dept of Violence Prevention. - REAL HARD launched newest chapter at Skyline and has a good number of kids - Improved cooperation between RH and YOC to map our our campaign and youth development pipelines - We are hitting numbers across all our programs except Castle Cares because we've been unable to find a great candidate for the Castle Cares Program Manager role. - Castlemont Farm has grown. Irrigation system redone and our first Harvest Festival was a success Oakland Youth Vote Coalition Updates - We are still battling the Alameda Registrar of Voters to implement OYV. We recently met with consultants about setting a timeline for the RoV to adhere to. No movement on this as of now. - We've generated some good press (Washington Post, Ed Source, Oaklandside) about Oakland Youth Vote implementation. It's spread the word but hasn't in and of itself moved the needle. - Students hosted a School Board candidate forum that was attended by all candidates and over 100 youth and community members

	- Passed a Civic Engagement resolution and are now co-developing what civic engagement curriculum will look like in OUSD - Admin Updates - Continued distribution of Student Relief Fund - We have been partnering with DTG to design our new Salesforce database which will be launching in January - We just began a contract with Insperty (HR platform) that will handle payroll, benefits enrollment, and help us revamp our organizational handbook - New pay scale was adopted for all positions and is in year one of a two year shift for Director level staff - 403b retirement contributions have began - REAL HARD student stipends increased Staffing Updates - Hired our first ever marketing and communications person (Mai Fawaz) - Hired a new Castlemont After School Program Manager since our last one left 2 weeks into the school year - Hired a new Castlemont Program Assistant since Ale moved into our Castle Cares initiative to coordinate care management work - Hired new culinary instructor, contracted with MOCHA for art classes and now in the hiring process for a music producer and dance instructor (Latin and Hip-Hop) - Maya, one of our FTE REAL HARD Coordinators is going back to school so we're trying to determine how best to balance that - Outstanding need for Finance Manager. Email Ashley and her wife about sharing with their networks Fundraising Updates We were fully funded for 22-23 in Q1 and have now raised over \$1.5 million for 23-24 budget - New grants include: - The Lemala Fund (\$300k over 3 years) to build out our fundraising planning, capacity, and infrastructure - Will be part of a cohort with other organizations who have also received this grant - Grant will help with bringing someone on to cultivate individual donor base - Oakland Dept of Violence Prevention (\$400k over 2 years) - CUES via Oakland Ed Fund (\$217k over 2 years) - Stone and FCYO to support our youth organizing and power-building work - Finalist for Walter and Elise Haas Sr Fund
10:50 - 11:45	Items to Discuss ● New 5 year lease for our office ● Lukas family leave ● Haas Sr Site Visit on Jan 25th

- Board Development contract
- Board support with fundraising

Haas Sr

- Originally funded by them for teach cohorts on student-centered equity
- Last year received a 2 year grant for general operations, more focused on work-based learning at Castlemont
- Organization is pivoting from short term smaller grants to larger, long term grants
- OKF invited to apply for 7 years, 500k per year ... 3.5 million over the timeframe. It would be general operating and only giving to a few orgs
- Their framing is around closing the wealth gap
- Questions that will be asked during site visit.
- Site visit is January 25th at 1pm. They have requested board member and staff to be at visit.
- Ijeoma is available to prep around conversations about wealth gap, worked on a number initiatives with Google.
- Staff will be Luke, Saba and Maya, Marvin Boomer, and a youth coordinator
- Peralta colleges have been doing some work/ research around minimizing effects of gentrification and eliminated income gap
- Use concrete examples of how our org practices invest in the staff and students
- Phoumy is strategic because of his connection to Peralta, which will be many students next educational step
- Currently working on new theory of change model outside of this grant
- Getting Haas Sr funding would not tip OKF
- Will have mid-January messaging meeting and meeting for dry run
- Phoumy and Niema available for meeting from 1pm-4pm

Board Development contract

- Want to do a small development contract with Sean Murphy to continue developing board. Revisiting and strengthening board duties, structure, bylaws, process, etc are all things that have been part of some of the conversations.
- Meeting with Sean Murphy later this week
- Sean would help identify prospective board members who would be the best fit according to OKF theory of change and outstanding board needs relative to skill sets and networks.

- Interested in board members who can help with individual donations, strategy, visibility of OKF. Overall, wanting an active board.
- Ijeoma, Niema, and Bill in favor of OKF working with Sean Murphy
- Luke's running list of possible board members:
 - [Hector Salazar](#) - Executive Director of Reading Partners
 - [Dave Brown](#) - Alameda County Supervisor and longtime Chief of Staff for Wilma Chan. Former West Contra Costa School Board member
 - [Bobbi Lopez](#) - State Executive Board-CA Dems/ CA State Democratic Party-Legislative Committee, ACDCC, Regional Housing Policy Director at Build Affordable Faster and Former Chief of Staff for Rebecca Kaplan
 - [Macheo Payne](#) - Executive Director of Community and Youth Outreach (CYO). Former President & CEO of Youth UpRising
 - [Regina Jackson](#) - Longtime President and CEO of the East Oakland Youth Development Center
 - [Darrick Smith](#) - Associate Professor of Educational Leadership at USF
 - Aurora Lopez
 - Brooklyn Williams
 - Pecolia Manigo
 - OKF Alum
- Current feedback on this list: need to be more expansive beyond Luke's immediate networks.

New 5 year lease for our office

- 5 year with no increase to rent
- Concern is outgrowing, but breaking lease would be 2 months rent
- Current issue is that new tenants are dance studio, seeing if maybe they can get some sound proofing included
- Overall feels like a good deal

Lukas family leave

- New baby in March
- Will likely break up leave into two
- Suggestion: Move some of this planning and ideation to Summer
- Budget convos will happen in April-May

Need to circle back to:

- Restoration week
- Accrued vacation
- Sabbatical

11:45 - 12:00	Review any action items and check out
------------------	--

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

OAKLAND KIDS FIRST - BOARD OF DIRECTORS MEETING NOTES AND PREP JAN 2023 DEEPER LEARNING INTERVIEW

During W&EHF's deeper learning interview with your organization, Fund staff will ask the questions listed below. Your organization may want to reflect on these questions and prepare notes prior to the meeting, however, we are not asking for any written answers or for a proposal.

LEARNING AND DISCUSSION QUESTIONS

- 1. Explain how your programming relates to economic and education justice, specifically closing the racial and gender wealth gap, and whether you use a racial and/or gender justice approach to your work.**

Lukas, Phoumy and Sabaa

- Lukas: mission and focus of OKF
 - Oakland Kids First provides comprehensive support services, leadership development, and organizing training to help youth navigate and transform unjust systems.
 - Our work centers justice, equity and opportunity for low-income youth of color in Oakland. The work we do has always inherently been about transforming systems of inequity to ensure Oakland youth are able to push their agenda and succeed.
 - We know education is one of the biggest predictors of life success, and so we work in partnership with schools and in healthy tension with the district to transform our education system via an inside-outside strategy.
 - We support youth to navigate the education system as it currently exists while helping them organize to create a more equitable one thus preparing youth to transform their own lives and those of their peers.
 - Our work is rooted in a critique of racial capitalism and an understanding that youth need to build careers that can sustain them so we partner with pathway programs, provide paid internships, and train organizers interested in ensuring OUSD centers the needs of students.
 - We work with Black, Latine, and Asian students who are navigating the failures of city policy, the impact of racism and lack of access to good jobs. The majority of students in our programming most years identify as female and many identify as queer. Working at these intersections is standard for us and so our work has always inherently been informed by a racial and gender justice lens.
- Sabaa speak to specific programs OKF offers (internships, dual enrollment, college and career readiness)
 - 403b; fair pay scale; internal job we are providing
 - Internship for pathways

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- Career and College readiness economic need of our students
-
- \$500k in internship dollars being distributed to students this year
- Stipended/paid work opportunities for youth participants across gender and race. Long term workforce readiness development to address gaps in access to pay by gender and race, given our diverse Oakland community, along with skill development to prepare youth for 21st century jobs
- Programs are intentionally serving BIPOC youth, and creating paid opportunities for Black, Latinx, Asian youth. Most years we have more young women in the program and prepare them to hold stipended leadership roles. We also serve other marginalized communities with Queer, Undocumented, Housing insecure, young people impacted by violence, and youth in foster care joining our programs.
- Phoumy: why he joined the board, research, and linkage between the work and world of economic wealth gap/education justice work and how this relates to his role in community colleges
- Bring it back to OKF

Oakland Kids First (OKF) was established to center the needs and voices of low-income youth of color in fights for educational equity in Oakland public schools. We believe centering youth power is key to promoting issues of economic, gender, and racial justice in Oakland.

Our mission is to *amplify youth voice, leadership and power to create engaging, equitable public schools where all students learn and lead*. Schools are one of the last public institutions in many neighborhoods serving all people, and OKF has embraced a community school model and tackled campaigns to improve equity and outcomes for students in the public schools. We know that education is inextricably linked to economic opportunity, and fighting to address the opportunity gaps in schools given the demographics of OUSD and the broader Oakland community can help to close the racial and gender wealth gaps as students graduate and become adult community members.

OKF's approach to programming recognizes that youth need immediate skills, academic achievement, and paid work to succeed in school and career AND they want the knowledge and resources to collectively transform that system for greater equity. We support young people to navigate their realities as they exist, and also empower them to transform and imagine schools and systems that will better serve their needs.

As a nonprofit organization, we also prioritize creating jobs for both youth and community members as staff. We co-create a work environment for our team of diverse employees that centers equity in hiring, promotions and organizational decision-making.

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

Given the ongoing challenges with cost of living increases and inflation, we have a goal of creating sustainable pathways for employees who work with Oakland youth to be able to also live in the Oakland community. We aim to recruit employees who are representative of the youth we serve, with roots in Oakland.

Highlights:

Programs

- Schools are an essential public institution designed to serve the public, and one of the last institutions in Oakland neighborhoods to provide services. We have embraced a community school model and are an integral part of both Castlemont and Fremont
- The students we serve our Black, Latine, and Asian youth, most of whom are low-income. We strive to provide them with leadership development opportunities, work-based learning supports, stipends to navigate current conditions and onboard them to post-secondary options. AND engage students in systems change work to ease the path for their younger peers.
- As a lead agency partner at Castlemont, we're trying to bring in additional fund and resources to offset the gross negligence and underfunding of the state and district
- Ed Justice - curric and campaigns that incorporate youth priorities and experience
- Stipended/paid work opportunities for youth participants across gender and race. Long term workforce readiness development to address gaps in access to pay by gender and race, given our diverse Oakland community, along with skill development to prepare youth for 21st century jobs
- Programs are intentionally serving BIPOC youth, and creating paid opportunities for Black, Latinx, Asian youth. Most years we have more young women in the program and prepare them to hold stipended leadership roles. We also serve other marginalized communities with Queer, Undocumented, Housing insecure, young people impacted by violence, and youth in foster care joining our programs.

Organizational Approach To Closing the Wealth Gap:

- Fair Pay scan in 2022- competitive pay for the field and region with a goal of paying OKF employees in the top half of the range
- Budgeting for OKF to offer a matched contribution for 403b retirement plans with a goal of support long-term careers in nonprofit youth development
- Competitive health/dental benefits with OKF covering 100% of the cost for full time staff, and an option to add dependents to support families in our community to access necessary health/wellness resources
- Onramp into career opportunities by recruiting alumni of OKF/OUSD
- Hands on skill development that is also paid for both youth and staff (trainings, conferences) For youth, they start on campus as a first step, then can go on to intern at community based organizations.

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- Internal promotions and advancement with new roles (in the past few years, we've promoted Coordinators to Managers, Managers to Senior Manager and Associate Director, Director to Executive Director)- with women and people of color in leadership roles paid competitively according to the fair pay scan.
- Policy and organizing component of OKF's work aims to build sufficient power for youth identify what they need for economic security and equity. (Examples of Student Justice Platform- 4 demands, Free Supper campaign, Free Bus Passes)
- OKF often hires facilitators early in their careers, many of whom are also enrolled in community college or university working towards a degree. We value the lived experiences that youth alumni bring to professional roles, and intentionally hire staff who are reflective of the current youth population

2. What would winning look like for your organization? What steps are you taking towards that vision?

Lukas and Maya

Winning would mean Oakland students have real power to control their destinies in their education and beyond - individually and systemically. We believe in well-funded neighborhood schools that are centerpieces to thriving neighborhoods. This means rather than continuing down the rapids of post-industrialization, gentrification, and criminalization, we reinvest funds and energy to support schools as public institutions that can serve as springboards for progress. We don't seek to reclaim some mythical golden era that Oakland, CA, and America has ever experienced, rather we seek to fulfill a certain idea that is Oakland. A vanguard city paving the way for the nation away from neo-liberalism and toward deep investment in youth, good jobs, and educational justice.

All of our programming is working toward a just and more equitable tomorrow with youth helping to steer the ship. What the victories of the next seven years specifically looks like is hard to answer without knowing where our youth over the course of seven years will center their efforts, but there are some things we believe to be true and guide our work. We believe transformation is a long arc but that creating thriving public systems that center youth of color is possible. Last week's decision to rescind OUSD's school closure plan is a long time coming. Recent wins for youth voting rights, police-free schools, and reparations for Black students are further examples of the ways we believe movements can shift narrative, policy, and reality. We are building our power and see our vision manifesting in a variety of ways/.

Maya- share information about the school based culture and climate transformation

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- We have RH is 5 of the 6 comprehensive high schools in oakland with a goal of expanding
- Integration with school wide culture building ie leadership at Fremont and Castle.
- Being looked to as an expert in the field of transformative justice. Supporting our school to deepening their connection to students and community
- One example is that we are on the culture and climate team at all of our sites; supporting with teacher PD; Maya was part of the principal recommendation committee.

Vision statement here. Building power to what end.

Winning through Organizing in Oakland:

- Winning would look like youth having power to impact the quality of their education, resources, and opportunities in OUSD.
- Policies passed and implemented with focuses determined by young people, campaigns led by youth leaders, and wins that benefit our most marginalized OUSD students
- Student Justice Platform demands are championed by OUSD School Board members to shape budgets/resources in OUSD
- Piloting and then scaling policies and expanding working in coalitions towards shared organizing goals

Winning through School Culture and Climate Transformation

- RH program chapters at every Oakland public high school
- OKF staff and youth leaders holding leadership roles to shape school culture, and ensure policies, budgets, classrooms are responsive to student identified priorities or needs
- OKF staff and youth infused into decision-making at schools (part of committees for culture/climate, safety, school stores, prof dev for teachers)

Winning Inside the Org

- Continuing to build out our pipeline from alumni to staff and engage them in the continuing evolution and strengthening of the org
- Hire staff who are representative of our Oakland youth population and provide opportunities and support for them to move up the ranks in the organization
- Owning our own space that is youth friendly, ADA accessible and a community hub that brings people together to collaborate on shared goals
- Our staff stay at OKF for years on end, and our budget can support regular pay increases, improved benefits and 403b matches so living and contributing to the Oakland community is financially possible/sustainable for OKF employees

3. Tell us about your community (San Francisco or Oakland) and place: why this community?

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

Lukas and Maya

Lukas: focus on Oakland, history of door knocking for Kids First campaign through original coalition, specific work in public education

Maya: current context of Oakland community and challenges facing youth and the staff

- Rapidly changing city where we are facing gentrification – % of black families that left Oakland; re-engaging our student and community after COVID.
- our youth are consistently being faced with violence, mental health; housing; rise of cost of housing; homelessness and displacement.
- “Black residents currently make up just 20% of Oakland’s population, down from 47% in 1980” - Oaklandside

Oakland Kids First’s Community:

Throughout our history, we have focused on partnering with and amplifying the voices of high school aged youth who live in Oakland, CA and who attend public schools in Oakland Unified School District (OUSD).

Why This Community:

Since we were established as a coalition, OKF has a long and deeply rooted history working in and with community in Oakland. OKF was originally founded when community members came together to form a multi-racial coalition partnering to organize and pass the Kids First! Initiative in 1996. The city of Oakland was on the brink of initiating reforms that would criminalize youth of color without trying to first invest in their potential by offering services that provided economic opportunity, positive youth development or engaging alternatives to turf or gang related activities that often led to violence.

Through the organizing efforts of the coalition, The Kids First! campaign won a 2.5% (later increased to 3%) set aside of the city budget to fund services for children and youth - now known as the Oakland Fund for Children and Youth (OFCY) which has become a cornerstone funder for community services.

Kids First is still part of our namesake, and the multi-million dollar fund that resulted from this campaign is one demonstration of OKF’s commitments to youth power-building, economic inclusion, and racial equity specifically in Oakland. Our programs and organizing campaigns are designed to benefit BIPOC, low-income youth who are typically marginalized, underserved or criminalized while participating in the public institutions like high school that are supposed to serve them.

OKF eventually evolved from a campaign coalition into a nonprofit organization in 2002, and we have trained and partnered with thousands of low-income BIPOC students in Oakland who have led countless educational equity and racial justice

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

campaigns aimed at improving and reforming the school system since then. We believe students are the experts of their own experience and are therefore equipped to evaluate, innovate, and govern the institutions supposed to serve them.

Campus Communities:

- Each school is unique in the student population and our REAL HARD recruitment efforts aim to reflect the broader campus (ex: Castlemont/Fremont are majority Latinx and have a large newcomer population. Oakland Tech is a mix of Asian, Latinx, Black and White)
- Place based- we offer programs on campus, in schools for a reason as part of a community school model. We want to engage youth where they are on their terms

OKF Office location:

- Carefully thought through to be accessible by public transportation and close to our East Oakland school campuses

4. What are ways you center community? How does that play out in hiring, decision-making, program design, or otherwise?

Maya and Sabaa

Maya:

- With RH individual coordinators have a lot of autonomy to decide how to guide programming in a way that is most authentic to students needs and wants.
- Transparency on all levels, programming, funding, etc.
- All RH coordinators are women of color from Oakland who were RH students/participants
- daily selection of activities like check-ins, and identification of organizing campaigns to ensure we are building an organization grounded in the needs of young people from our community.
-
-

SS:

- This is an area where I believe that OKF shines. Organizationally, youth are centered in decision-making. We incorporate youth input and choice into staff hiring, program design. For example we ensure that student participants are a part of all hiring interviews.
- An example of how we center community and experiential knowledge is that we do not consider higher education the main qualification, we realize that our staff experience comes from outside the educational institution.
-

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

OKF believes in cultivating safe and transformative spaces that allow youth to be vulnerable, to build community, to develop leadership skills, and to take on work opportunities and campaigns in keeping with their desires and analysis.

We incorporate youth input and choice into staff hiring, program design, daily selection of activities like check-ins, and identification of organizing campaigns to ensure we are building an organization grounded in the needs of young people from our community.

We center and amplify the voices and experiences of young people in shared decision-making and empower Oakland students to influence school culture, policies, or budgets that directly affect their lives. We run our programs the way that we wish the city and schools to be run in Oakland.

Examples:

- Youth inform program design and activities (REAL HARD leaders created the PASS-2 peer academic mentoring program.)
- Youth surveys to inform decisions about program topics
- Each program session youth co-hold roles facilitating activities like check ins, agreements and appreciations)
- OKF worked to establish the MSE Office in OUSD and develop meaningful student engagement standards to make sure youth have opportunities district-wide for shared-decision making
- Youth participate in hiring committees to ensure we are inclusive of multiple voices, identify youth developers able to connect well with young people, and to avoid implicit bias in our hiring
- Youth inform campaign topics and organizing efforts both at specific schools and city wide (Student Justice Platform, Oakland Youth Vote, Free Supper, Teacher Strike, Bus Passes, Codes of Respect and so many more)
- OKF prepares youth through political education and practice with reviewing data to provide decision-making input into school site plans and budgets, as well as during school board meetings and city council meetings that inform policies or practices that impact their lives at school
- Our marketing and communications features photos, videos, stories and quotes from youth leaders in order to best reflect their priorities and experiences in our programs
- Recently, we've incorporated multi-generational organizing and voice into our coalition work (J4OS has teachers, parents, and youth orgs. OYV Coalition includes staff and youth leaders)

We also have a commitment to our Oakland community in the choices we make when it comes to hiring or promoting staff and recruiting board members. We aim to have an organization that is reflective of the youth and community population who we serve. To this end:

- Half of our staff was born and raised in Oakland
- 87% are BIPOC who identify as Black, Latinx, Asian, Persian, or Mixed Race

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- We employ people across the LGBT+ spectrum
- We commit funds to translate/interpret programming or events for non English speakers including by offering a Peer Interpreter program that pays youth for their work interpreting for students. Multiple staff speak other languages and can translate for youth in programs
- The organization is being led for the first time by a white Executive Director, who is a fourth generation Oaklander, who was raised in East Oakland and graduated from Oakland Tech. Lukas has been with OKF for over 13 years
- OKF engages current employees and youth in the hiring process for prospective employees to ensure folks at all levels of the organization have power to shape our team
- OKF is guided by a Board of Directors, 50% of whom are Black, 25% Asian, and 25% from Oakland.
- OKF holds regular staff retreats for all employees to weigh in org decisions regarding strategy, goals, growth/change in programs and campaigns

5. Who do you serve in your programs? Are you explicit about that?

Niema and Sabaa

OKF engages 125 core high school aged students grades 9-12 in youth development and organizing programs each year from 5 high schools, and serves over 400 additional students specifically at Castlemont High School in community school programs. OKF also convenes a Core Leader Committee (CLC) of 14-20 student members from multiple Oakland Youth Vote (OYV) Coalition agencies.

Youth leaders in our core programs conduct annual cycles of youth participatory action research that inform youth organized educational equity and racial justice campaigns that reach an additional 3,000 students each year across Oakland public schools in broad base-building efforts to grow collective power for low-income BIPOC students.

Our youth leader chapters are reflective of the unique student populations that attend Castlemont, Fremont, Oakland High, Oakland Tech, and Skyline. All five campuses are Title 1 schools, which indicates a majority of youth qualify for the free or reduced lunch program and reside in low-income households.

A majority of RH and YOC participants (99%) are students of color with 36% identifying as Asian, 29% Latinx, 25% Black, 5% Two or More Races, 3% Arab, Middle East or North African, 1% part of another group and 1% White.

OKF programs at Castlemont engage the diverse student population in the deep East Oakland community including: youth in foster care, group/gang-impacted youth including justice involved youth, students in special education, un-housed youth, English Language Learner (ELL) & International newcomer students. 99%

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

of Castlemont participants identify as students of color who are Latinx (63%), Black (30%), Pacific Islander (2%), Asian (1%), Middle East/North Africa (1%), White (1%), two or more races (.5%) or part of another identity group (1.5%).

Each year, our programs engage youth across the LGBT+ spectrum and often serve a majority of youth who identify as female (just over 50%) and just under half who identify as male.

When recruiting, OKF staff and current youth participants are explicit that our program spaces are inclusive and respectful of youth from diverse backgrounds. We are clear that our primary constituent group is high school aged youth in Oakland, although our organizing campaigns often include multi-generational organizing and coalition building approaches with a range of CBO staff, OUSD administrators, school personnel and community members.

6. We are interested in healthy youth development practices, including meeting youth where they are. How is youth development practiced in your organization? If you are not a youth serving organization, how does this practice apply to adults within your organization or adults you serve?

Maya and Lukas

-
- Most of our staff have been trained to facilitate restorative justice with their students. Practice that centers emotional connection and healing of our communities
- Center community within RH, we ensure that all curriculum and lessons are relevant to where students are at.
- Tiers of youth development and youth organizing skills; ie student get basic understanding of youth organizing in RH and then when they are prepped and confident with the basics they move on to more city wide organizing through YOC

OKF's activities are multi-tiered to provide students with positive youth development, restorative justice/healing, social-emotional support, community school services and opportunities to lead educational equity campaigns that address compounding challenges within the public school system.

We recognize that youth need immediate skills, academic support, and paid work in order to succeed in school and to access college/career postsecondary opportunities after high school. We also recognize that young people desire the knowledge, resources and platform to navigate dysfunctional educational systems and collectively transform or improve the systems that directly affect their lives.

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

We've found that when youth organizing campaigns are coupled with positive youth development and opportunities for students to take leadership of their own lives, the impact can be transformative for young people.

Towards this end, all OKF programs ensure students have safe, supportive and healthy learning environments, and opportunities for youth to hold leadership roles to ensure these conditions exist in schools for their peers.

Our program curriculum integrates best practices for positive youth development, and incorporates activities focused on community-building and healing, skill development, political education, power mapping, campaign planning and civic engagement skill development.

Each semester OKF surveys measure the extent to which students gain skills and demonstrate growth in positive youth development including questions that measure to what degree young people:

- feel safe in this program
- feel more motivated to learn
- improve goal setting and increase school day attendance
- increase academic preparedness and engagement
- develop greater connections with caring adults on campus
- developed and master new skills
- develop greater connections with their peers
- contribute to positive changes in their school and community

Our programming meets youth where they are in order to help them achieve their goals in high school and prepare for post-secondary pathways that will eventually support young people to access well paying jobs and allow them to continue to live in and contribute to the Oakland community.

7. What does good collaboration mean to you, and why does it matter in your organization, if at all?

Sabaa, Lukas, Phoumy

OKF's values lead our partnerships and collaboration. We incorporate a focus on equity, power building for typically marginalized people to have a seat at the decision-making table, amplifying the voice of young people in adult-dominated spaces, mutual respect, and accountability into how we collaborate with others.

Our approach to youth work is one of Heart + Rigor and we follow through on commitments when we are collaborating with others whether that's youth, school partners, district partners, or other CBO's we are in coalition with.

Highlights:

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- Shared decision making within program teams and coalitions that include input from youth, staff, and school stakeholders.
 - REAL HARD x YOC collab to define OKF organizing approach
 - So much of our REAL HARD and community school work relies on good collaboration with our campus partners (esp Castle and Fremont). Meet with principals, Community School Managers, teachers, Academy directors, etc. Our staff and youth sit on committees to hold shared responsibilities for school culture and climate, COST teams, and safety just to name a few.
 - J4OS Coalition and OYV Coalition. We formalize MOU's together in order to clarify shared goals, org expectations and to have something to anchor us in collective work year to year. This helps with follow up on outcomes and conversations about roles or responsibilities to make sure we are good collaborators.
- Our organizing involves an inside-outside strategy that often advances through a history of good collaboration with those we are pushing to hold accountable (ex: OUSD board members who we partner with on resolutions like Reparations for Black Students and Civic Engagement Resolution) while at the same time holding them accountable through outside organizing tactics to deliver on their commitments.
 - MSE office in OUSD and development of Meaningful Student Engagement standards
 - RH Youth leaders participate in All City Council and district-wide student led campaigns
- Board collaboration and growth of where the board is going -ex- this year, they weighed in on the fair pay for nonprofit pay scan and benefits review
- SS- collaboration mention
 - Farm to ensure that students have access to fresh food
 - Collaboration with the pathways

Why?

- More ideas from diverse stakeholders in and outside of OKF strengthens our work and helps us see past biases or organizational group think.
- We show up the way that we want other orgs and partners to show up for us- with consistency, respect, a willingness to work hard for the youth in our programs and schools, with open communication about needs and with feedback to constantly improve to do the best possible work that we can that defies stereotypes of dysfunctional Oakland orgs or schools.
- Collaboration can lead to much larger accomplishments and organizing wins than would be possible on our own. Collective impact (examples: the OUSD Teacher Strike. OYV Coalition organizing and outreach to pass Measure QQ).

8. Tell us about the advocacy and/or policy work that your organization engages in. Why is it important to your work? What's ahead?

Lukas, Niema

OKF engages in educational equity focused policy and advocacy work, which intersects with racial justice in Oakland.

OKF and the J4OS coalition championed and endorsed several successful equity and racial justice campaigns including:

- Since spring of 2020, youth organizers have been hard at work to co-author policy for Oakland Youth Vote, advocate with City Council Members to vote and adopt it which advanced OYV to a public vote as Measure QQ in Nov 2020. Youth continued to advocate and conduct voter education outreach virtually during the pandemic on behalf of Measure QQ, which made history when it passed with 67% of the vote in Oakland.
- Endorsing Black Organizing Project (BOP)'s George Floyd Resolution, which was adopted in January 2021 to eliminate the Oakland Schools Police Department and to reallocate those resources to restorative services and student supports in order to improve mental health, wellness, culture/climate, and safety on campuses.
- J4OS led community convenings that resulted in development of the Reparations Resolution for Black Students. OKF and J4OS worked in partnership with endorsers including OEA, Parent Voices Oakland, Bay Area PLAN, Anti-Police Terror Project, BOP, Color of Change, and several CA State Assemblymembers and Councilmembers to demonstrate to the OUSD School Board the importance of adopting the resolution. A modified version of the Reparations Resolution passed in March 2021, and J4OS continues to hold OUSD accountable to follow through on these commitments.
- Unfortunately, despite all of the OYV coalitions best efforts to advocate, coordinate and advance OYV as policy, we learned major lessons last year about how bureaucracy and the lack of will of a few Registrar of Voters (RoV) staff have the power to temporarily block successful implementation of OYV as law prior to 2022 school board elections. Our advocacy work continues to ensure that Measure QQ is codified as local law and Oakland Youth Vote is implemented before 2024.
- Another angle OKF youth leaders take to organize and change policy is within OUSD. Youth leaders from the CLC met with OUSD School Board members to co-author and introduce a Civic Engagement Resolution that passed in June 2022. This will ensure that the district has a plan in place to register youth voters, educate students in school about processes to participate in elections, and a way to share information about the role of the school board prior to school board elections.
- Student Justice Platform is now guiding advocacy efforts for candidates running for OUSD School Board and for REAL HARD school campaigns

- Other examples include: Measure QQ and Prop 15 phone banking. Free Supper for Hungry Minds. OUSD Teacher Strike. OUSD Budget Cuts to student services

Throughout history, OKF has identified the best approach to try to move the needle - whether that is through writing new policy to improve educational equity or eliminating unjust policies. OKF youth leaders have advocated for budget decisions that affect the experiences of students in the City of Oakland and in OUSD; changed district policies and school level site plans plus budget student identified solutions for challenges; and endorsed policies we believe in (like the George Floyd Resolution and Reparations for Black Students in OUSD).

The challenge we often face, is once a policy is passed and youth win a campaign, the implementation phase can stymy progress and our organization pivots into actions to hold those in power accountable to follow through.

9. Tell us about the direct services work that your organization engages in. Why is it important to your work? What's ahead?

Sabaa, Niema

OKF recognizes that youth need immediate skills, academic achievement, and paid work in order to succeed in school and career, as well as the knowledge and resources to collectively transform that system for greater equity. Our direct service work is important because it allows us to both meet youth where they are in their needs for supportive, caring environments while also preparing them with the skills and knowledge to transform conditions in OUSD.

- OKF is the lead agency at Castlemont High School where we provide academic interventions, credit recovery, dual enrollment tutoring and care coordination support; enrichment programming; physical fitness and health related activities; family engagement; and workforce readiness through trainings along with stipended internships and Linked Learning Pathway integration. Enrichment and internship program topics are informed by student surveys and input each year.
- We recently launched a Castle Cares initiative to provide one on one case management and employment preparation and internship placements for students most at risk of perpetuating or being targeted for violence. Wrap around support services
- Our 2x weekly after school youth leadership development program called REAL HARD (Representative Educated Active Leaders Having A Righteous Dream) operates at five of the largest OUSD comprehensive high schools and serves as a space for youth to explore their identities, partake in political education, develop leadership skills, and work to improve campus culture.

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- Students interested in pursuing systems change can join our Youth Organizing Council (YOC) that meets weekly and during a summer program to advance student solutions to improve racial justice and educational equity in Oakland.

Recently, OKF has expanded our intergenerational approach to organizing through coalition work. OKF serves as the lead organization and fundraiser for the Oakland Youth Vote (OYV) Coalition and convenes student members of each agency in a Core Leader Committee (CLC). OKF helped to found and continues to hold a membership role in the Justice for Oakland Students (J4OS) Coalition that includes a mix of youth serving organizations along with educators and agencies that serve Oakland parents.

- Over the past year, OKF youth leaders from our REAL HARD program, Youth Organizing Council, and the CLC students successfully collaborated to research and develop a Student Justice Platform, with plans to engage and inform Oakland voters about the educational priorities and needs of OUSD students prior to school board elections.
- Before that youth leaders partnered with the Oakland City Council President Rebecca Kaplan to co-author Oakland Youth Vote legislation that made history when it passed with 67% of the vote in November 2020 as Measure QQ.
- Unfortunately, despite all of the coalitions best efforts youth and the OYV Coalition made to advocate, coordinate and advance Oakland Youth Vote as policy, bureaucracy and the lack of will of a few Registrar of Voters (RoV) staff had the power to block successful implementation of OYV as law prior to 2022 school board elections. Our direct service work continues to include preparing youth in YOC, CLC, and the OYV Coalition to advocate for successful implementation before 2024 elections.

10. One of the pillars of this program is nonprofit well-being. Talk about the quality of the jobs you provide. What's good, bad, on the right track? Where are the greatest challenges?

Sabaa, Phoumy, Maya

- wellness stipend, 403b match, intentional development of employees with different PD opportunities; bi-yearly staff retreat to hone in our vision as a organization but also build community.

OKF approaches our work internally through an equity lens, and we aim to mirror practices that focus on social-emotional wellbeing, opportunities for development, community building, health/wellness and restorative justice across both our youth programs and in our org culture with staff.

The Good /On the Right Track:

- Hiring from Oakland people who are proximate to the community, challenges and opportunities

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- Hire and compensate with an equity framework (pay scan, pay scales per position tier, ratio of earning between senior leadership and direct service staff). Policies for Fair Pay scan, Tiers for Salary Ranges, Executive Compensation for E.D.
- Transition in leadership from founding E.D. to Lukas assuming leadership (Board role in this process, promoting within - an employee from Oakland with roots in OKF youth organizing)
- Meeting structures that build community and affirm contributions of all staff through appreciations
- Opportunities for training and professional development aligned to the goals that individuals set for themselves. Rolling out practices for how we engage with young people through the Professional Boundaries policies. As laws change and our organization scales- formalizing
- Wellness stipends of \$500 each spring
- 3 Personal Days each year in addition to other accrued PTO- and it's modeled by senior leadership to take this time off for rest/restoration along with vacation and sick time
- Open door policy
- Shared decision making and transparency in decisions-made
- Sabbatical time for long-term employees
- Restoration weeks (Thanksgiving, Winter Break)
- Community building (Westerbeke Ranch, Retreats, Sharing food, RJ)
- Established a Student Relief Fund and offered Staff covid relief funds along with Covid sick leave separate from other accrued sick time off
- Family leave
- 100% of health/dental benefits for full time employees (Kaiser, Delta Dental) with opportunity to add family dependents
- Support for all supervisors managing others (discuss systems for check ins, accountability, performance review, training ideas, giving feedback since these are challenging skills and we want to be consistent across the org)
- Celebrations (bdays, before the winter break, end of school year, staff transitions)
- Consideration of scope of work, and changes to position descriptions as needed (ex: Associate Director established to share more admin responsibilities. Program Manager created to support across RH)
- Sought funding for ergonomic workstations/technology, at home during pandemic and in office

The Bad/Challenge Areas:

- HR has been done internally up to this January without clear systems for policy updates and tended to lack consistency. Just contracted Insperity for an org-wide reboot for better HR practices
- Holding others accountable for goals/outcomes particularly in challenging environments where there are always metaphorical fires to put out at schools, in the district etc.

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- Hiring new people- the candidate pool is slim and we consistently have unfilled vacancies at Castlemont and currently the Senior Finance Manager
- We are a small team with few senior level leadership roles. For those who have been with us a long time, we want to create more opportunities for advancement. For the Associate Director and Castle team, vacancies create extra work and stress in their roles and we want to alleviate this imbalance

11. How are you cultivating the leadership and development of BIPOC staff?

Sabaa and Maya, Phuomy weigh in on OKF DNA cultivating nontraditional leaders

Fellowship opportunities for example Yo Cali! opportunity to grow understanding of organizing and political education. Great way to network with other organization that have similar interest that we are able to support each other.

Trainings include trauma informed care, RJ, curriculum development.

Mid-year and end of year evaluation to pinpoint areas of growth and strengths.

SS

additional we try to use our staff meeting time to focus on our staff professional growth

Both our programs and our staffing structure create pipeline opportunities for people from the Oakland community to work in youth development and advance their careers at OKF. Staff can deepen their skills and take on increasing levels of responsibility at OKF over time with support, coaching, resources for training and professional development.

A majority (87%) of staff are BIPOC who identify as Black, Latinx, Asian, Persian, or Mixed Race. A majority of our team and senior leadership identify as female (5 male staff of 15 vs. 10 female staff. 75% of senior leadership are women.

- Building a Pipeline for hiring (from recent alumni into Program Assistant and RH Coordinator Roles) to promoting within (long-term program director to E.D. Program Manager to Associate Director, Managers to Senior Managers
- Engaging nontraditional leaders within programs in our DNA
- SPADE work, YO! Cali professional development, growth and learning about political and ed justice issues
- Supervisors team meetings to grow skills, coach and support new managers with tools and consistent practices across the org

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

- Funding for staff training and professional development aligned to personal as well as professional goals (self identified and recommended by supervisors)
- Trainings that are org-wide (trauma informed care, restorative justice, mandated reporting, professional boundaries with youth, etc)
- Conferences (to present and attend)
- Peer learning (site observations, sharing resources)- PD planning
- Lemala Fund for Development Capacity \$100k each year over 3 years to learn new fundraising and communications skills to grow the org

12. Can you talk about (a) what power building means in your organization, and (b) where it is used as a practice, and with who?

Lukas and Maya

Maya:- practice

- YOC - citywide organizing
- As a RH student, we focused on building positive culture within the school. As I have become a coordinator i have been able to a
- Witnessing the shift from positive school culture, to actual organizing of site campaign that are youth led and focus on shifting power and agency to our students; ie Measure QQ
- Over the past three years, we've been interrogating OKF's organizing and power building work to identify areas that require growth. Our biggest insight has been that much of what we previously considered organizing would actually be better defined as advocacy. So much of our students' work was dependent on flexing moral power that could easily be sidelined, so we've been strengthening our organizational practice to develop students' social power.

Historically our REAL HARD chapters had to toggle between school-based campaigns and whatever crisis of the moment was bubbling in OUSD. That set-up wasn't working so we launched our Youth Organizing Council (YOC) where leaders from across our site-based chapters can develop advanced leadership skills and work to build power on the district and city level year-round.

This has helped our organization pivot from a defensive or reactive stance to help our students envision, create, then realize the conditions they want to see. This insight helped our students decide to take on the Oakland Youth Vote campaign, because winning electoral power was a way to change the power dynamics in a school district that regularly tokenizes and ignores their advocacy.

OKF is still focused on expanding youth electoral voting power by working with an OYV Coalition to force the Registrar's office to implement Measure QQ with fidelity, and also grappling with how to leverage Oakland Youth Vote to engage a growing base of students in educational justice work, so they can flex their power and hold school board members accountable to real student needs.

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

We believe becoming better at base-building will shift power dynamics and make OKF a more effective asset in the fight for education justice in OUSD.

Our REAL HARD and YOC program teams have been engaged in solidifying the organizing and power building work across disparate parts of our work to bring different youth cohorts together around shared goals, and to mobilize a broader base of informed students when there are calls to action.

We're presently working across program areas and growing our base by developing a Student Justice Platform, engaging alumni organizers beyond high school graduation, and exploring ways to convince adults to follow the guidance and leadership of students.

Highlights:

- Evolving from old advocacy model to one of actual power building
- Electoral Power Building through OYV
- RH and YOC program teams aligning organizing and base building efforts
- Spade organizing training takeaways
- Student Justice Platform to build power for Oakland students to have demands heard and met by OUSD school board members and site leaders

13. What is the history of your organizational budget? Where has it grown or contracted? Any changes ahead?

Phoumy and Sabaa (Lukas weigh in on any other missed points)

For a majority of our organizational history, OKF's budget remained under \$1 million each fiscal year - until FY 20-21. Then in the past three years, OKF's senior leadership team made significant progress growing revenue from a mix of foundation grants, new government contracts and donations. This occurred during a period of leadership transition as the founding E.D. left in 2018, and Lukas was appointed by the Board of Directors to the role of E.D. Over the 5 years Lukas has led the organization, we've been able to stabilize, grow and scale.

In FY 22-23, OKF's budget grew beyond \$2 million for the first time ever with a board approved budget of \$2,148,418. We have doubled our budget in the past 2-3 years. Youth-led campaign wins including the Free Supper for Hungry Minds and Oakland Youth Vote policy, along with OKF's commitment to providing high quality youth development programs helped garner local, state and national attention that led to new funding.

OKF has successfully established relationships with multiple new funders between 2020 and the present. New and existing foundation funders have been key to introducing OKF to other foundations interested in supporting our work, which helped grow our budget, expand core youth programs, pilot new initiatives at Castlemont and advance coalition efforts.

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

Where the Budget has Grown:

- 1) Youth stipends across the org= \$500,000 in operating budget given new grants that came in
- 2) OKF's Castlemont Community School budget has grown significantly from \$301,541 in FY 19-20 to \$772,559 in FY 22-23 as we've increased staffing, wrap around community school services; extended day programs; and college, career and community readiness initiatives; and built a new Castle Cares case management model.
 - o \$500k of this total is allocated for youth stipends to compensate young people for their work and completion of internships, leadership roles, and workforce readiness trainings.
- 3) As our programming expands to more schools and grows at Castlemont, the personnel section of our org budget has grown from \$620,256 in FY 19-20 to \$1.18 million of the total in FY 22-23
 - a) **We increased benefits by offering a 403b matching retirement fund contribution up to 3%**
 - b) **Fair Pay Scan in 21-22 adjusted salary ranges and updated all existing employee and new hire compensation to reflect this**
 - c) Cost of Living increase= 6% from last year to this plus merit increases up to 8% total given rising inflation
 - d) **New roles (Finance, Marcomms, RH Coordinator, Castle Cares Manager, Knight Time program staff)**
 - e) Launched new program YOC with additional staff in 2018
 - f) **Student Relief and Staff Relief funds introduced in 2020.**
- 4) OKF serves as the lead organization of the OYV Coalition, which includes overseeing fundraising. Our budget has grown to cover \$167,773 in OYV, and includes multiple contractors to support this campaign work.
- 5) Our overall program spending dropped temporarily in FY 20-21 when all youth programs and coalition meetings occurred online due to shelter at home orders and campus closures during the Covid-19 pandemic, and then in FY 21-22 when we discontinued PASS-2 Peer Academic mentoring. As REAL HARD expands to more schools and YOC grows in size, these program budgets continue to expand.
- 6) Fiscal Sponsorship of projects such as the J4OS Coalition, Town Force 1 Comic Project and OYV Coalition change the budget year to year
- 7) Focus on growing an individual donor base to raise unrestricted resources to support lobbying and election engagement work since grants/foundations do not support this work (Lemala Fund grant to help grow this capacity)

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

14. Does your organization have any government contracts? If so, approximately what percent of your annual budget is made up of government funding and by which government entities?

Sabaa

35% of our org budget is made up of government contracts, with a majority of these funds used for Castlemont community school programs and REAL HARD:

- OUSD- 21st Century at Castlemont
- OUSD- Measure N at Castlemont
- OUSD- ELOP, Farm and Garden Contract at Castlemont
- OUSD- Fremont High School Contract
- City of Oakland- Oakland Fund for Children and Youth (OFCY) for Castlemont's Knight Success and REAL HARD programs
- City of Oakland- Department of Violence Preventions (DVP) at Castle
- California Department of Education (CDE) Social Isolation Supports grant for REAL HARD and our Student Relief Fund

15. W&EHF will research your organization's financial history using public information. We will discuss our research results with you and ask you if we have a complete and accurate understanding.

Lukas with board support

OKF conducts audits every one to two years and makes the results of the audit along with our 990 forms accessible. We maintain profiles on Candid's GuideStar and Charity Navigator sites. We are happy to discuss the research results and answer any questions that arise. The last few fiscal years look very different than our current budget for FY 22-23.

16. We hope this cohort will be seven grantees for seven years, allowing new opportunities for sharing. What would you be excited to share with such a cohort? What would you want to learn?

Lukas and Sabaa

- depends on other orgs in the cohort for the kinds of topics that will be most relevant for peer learning
- learning community with support around organizational infrastructure and future goal setting/strategy
- Strengths/Weaknesses for learning:
 - +youth workforce readiness and connections to internships/jobs
 - +staff pipelines
 - +youth power building and advocacy for policy change
 - Individual donor cultivation
 - Strategic planning

WALTER & ELISE HAAS FUND

ECONOMIC WELL-BEING INITIATIVE

17. How do you want the Fund to be accountable to you and your community? How would you have us act--in relationship, in practice, and in terms of work we take on for you and with the cohort?

Lukas and Phoumy or Niema

- Foundation to connect us to other funders and accessing their networks, support to cultivate individual donors aligned with our mission
- Haas Sr. Board expertise and access to their knowledge/resources or connections
- Speak to established relationship with Pui. Like being able to be transparent, speak frankly, share struggles and get thought partnership support. Sharing of job descriptions
- Seeking board members- recommendations for people who have backgrounds who could be good fit for the OKF Board

What questions do you have for us?

- If OKF is to receive the funding, does Haas Sr. have hopes or expectations that we will elevate the work in any particular way, or expand on particular aspects?
- What are your hopes for grantees?
- Cohort time commitments and for which staff?
- Within the scope of your pillars and Haas Sr. Fund's values, do you have any initial reflections or questions based on what you've heard from us?
- What are your criteria to evaluate what we do and the effectiveness of our work? What kind of check points and reporting will be asked of us over a 7 year funding span?
- Where are we in process? What's the next step? When would decisions be made?
- Based on everything we've shared, are there topics you hoped we would cover that we haven't spoken about yet?

NEXT STEPS BEFORE THU 1/19

- For each question, those who are leads to answer, familiarize yourself with information in the notes and focus the main responses
- Practice in the mirror and/or record self sharing responses
-

OTHER NOTES FOR SITE VISIT PREP:

- Staff coming to site visit: Anna Hernandez,
- Tue 1/10: Castlemont Campus partner Boomer prepped based on unique question list
- 1/12: First prep session with board, staff and Ixchel. Review key talking points and decide who would like to help answer each question.



July 10, 2024

To the Oakland Unified School District Expanded Learning Offices:

I am writing on behalf of Oakland Kids First (OKF) to confirm that our organization is a 501c(3) nonprofit organization that is prepared to perform the commitments contained in the attached application to serve as an Expanded Learning Program Lead Agency for High Schools.

Founded in 1996 by a multi-racial coalition of youth serving agencies, Oakland Kids First uses youth leadership development, service provision, and youth organizing to provide youth with the skills and opportunities to both navigate and transform systems.

Currently, OKF serves as the lead agency for Castlemont High Schools extended day program called Knight Time and also provides after school youth development and organizing programming at five high schools in Oakland including: Castlemont, Fremont, Oakland High School, Oakland Technical High School, and Skyline High School.

Oakland Kids First has a long track record of providing high quality community school services, positive youth development, student power building and family engagement in Oakland public schools and is committed to continuing to serve the Castlemont High School community.

OKF has excellent internal fiscal management, staff development and training practices, and processes for engaging and empowering students, families, and staff in cycles of continuous program improvement.

This letter verifies that OKF has read all of the requirements and commitments contained in the Request for Proposal #24-148ExLO and our organization is willing and able to meet all required commitments.

If you need any additional information, please feel free to contact the Executive Director, Lukas Brekke-Miesner by phone at 510-452-2043.

Sincerely,

A handwritten signature in blue ink that reads "Lukas Brekke-Miesner". Below the signature is a small rectangular box containing the text "boxSIGN" and a long alphanumeric string "5VLL25J1-4YZZZ7PQ".

Lukas Brekke-Miesner

*3700 E. 12th St. STE 3. Oakland, CA 94601
p: 510.452.2043 f: 510.452.2075
www.oaklandkidsfirst.org*

OAKLAND KIDS FIRST

FINANCIAL STATEMENTS

June 30, 2023

CROSBY & KANEDA

Certified Public Accountants
for Nonprofit Organizations

OAKLAND KIDS FIRST

Contents

Independent Auditors' Report	1-2
Financial Statements:	
Statement of Financial Position	3
Statement of Activities	4
Statement of Cash Flows	5
Statement of Functional Expenses	6
Notes to the Financial Statements	7-14

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Oakland Kids First
Oakland, California

Opinion

We have audited the accompanying financial statements of Oakland Kids First (the Organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, cash flows and functional expenses, for the year then ended, and the related notes to the financial statements. In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Oakland Kids First as of June 30, 2023, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we: Exercise professional judgment and maintain professional skepticism throughout the audit. Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed. Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements. Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Crosby + Kaneda CPAs LLP

Alameda, California

May 13, 2024

OAKLAND KIDS FIRST

Statement of Financial Position June 30, 2023

	<u>2023</u>
Assets	
Assets	
Cash and cash equivalents	\$ 1,007,734
Accounts and government receivables	430,049
Contributions receivable	161,440
Prepaid expenses and deposits	17,314
Property and equipment (Note 3)	56,983
Right-of-use-assets - operating lease	222,027
Total Assets	<u>\$ 1,895,547</u>
Liabilities and Net Assets	
Liabilities	
Accounts payable and accrued expenses	\$ 37,138
Accrued paid time off (Note 4)	80,181
Deferred revenue	38,993
Operating lease liability (Note 7)	222,027
Total Liabilities	<u>378,339</u>
Net Assets	
Without donor restrictions	533,644
With donor restrictions (Note 5)	983,564
Total Net Assets	<u>1,517,208</u>
Total Liabilities and Net Assets	<u>\$ 1,895,547</u>

See Notes to the Financial Statements

OAKLAND KIDS FIRST

Statement of Activities For the Year Ended June 30, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue			
Government grants	\$ 876,016	\$	\$ 876,016
Foundation support	85,983	698,000	783,983
Individual contributions	13,110		13,110
Program service fees	41,451		41,451
Interest and other	11,233		11,233
Employee Retention Tax Credit	48,536		48,536
Support provided by expiring time and purpose restrictions	948,446	(948,446)	-
Total Support and Revenue	<u>2,024,775</u>	<u>(250,446)</u>	<u>1,774,329</u>
Expenses			
Program	1,439,105		1,439,105
Management and general	370,221		370,221
Fundraising	145,487		145,487
Total Expenses	<u>1,954,813</u>	<u>-</u>	<u>1,954,813</u>
Change in Net Assets	69,962	(250,446)	(180,484)
Net Assets, beginning of year	<u>463,682</u>	<u>1,234,010</u>	<u>1,697,692</u>
Net Assets, end of year	<u>\$ 533,644</u>	<u>\$ 983,564</u>	<u>\$ 1,517,208</u>

See Notes to the Financial Statements

OAKLAND KIDS FIRST

Statement of Cash Flows For the Year Ended June 30, 2023

Cash flows from operating activities

Change in net assets	\$ (180,484)
Adjustments to reconcile change in net assets to cash provided (used) by operating activities:	
Depreciation	15,166
Changes in assets and liabilities:	
Accounts receivable	(242,220)
Contributions receivable	(161,440)
Prepaid expenses and deposits	(3,872)
Accounts payable and accrued expenses	(56,452)
Accrued paid time off	80,181
Deferred revenue	38,993
Net cash provided (used) by operating activities	<u>(510,128)</u>

Cash flows from investing activities

Purchase of equipment	<u>(44,244)</u>
Net cash provided (used) by investing activities	<u>(44,244)</u>

Net change in cash and cash equivalents (554,372)

Cash and cash equivalents, beginning of year 1,562,106

Cash and cash equivalents, end of year \$ 1,007,734

-

Supplemental information:

Right-of-use assets acquired through assumption of lease liability	<u>\$ 222,027</u>
Cash paid on operating lease	<u><u>\$ 49,200</u></u>

OAKLAND KIDS FIRST

Statement of Functional Expenses For the Year Ended June 30, 2023

	Program	Management and General	Fundraising	Total
Salaries	\$ 675,985	\$ 192,284	\$ 93,054	\$ 961,323
Retirement	6,183	9,799	1,591	17,573
Employee benefits	45,954	5,583	6,300	57,837
Payroll taxes	54,182	15,481	7,740	77,403
Total Personnel	<u>782,304</u>	<u>223,147</u>	<u>108,685</u>	<u>1,114,136</u>
Youth stipends	341,906	-	-	341,906
Individual grants - Covid	13,739			13,739
Fees for service	72,921	62,926	13,056	148,903
Advertising and promotion	-	-	4,610	4,610
Supplies and office expenses	117,690	28,136	10,757	156,583
Information technology	88	26,249	588	26,925
Occupancy	40,610	9,249	5,116	54,975
Travel and meals	8,445	-	-	8,445
Conferences, meetings, conventions	14,014	4,004	2,002	20,020
Depreciation	-	15,166	-	15,166
Insurance	4,705	1,344	673	6,722
Youth retreats	42,683	-	-	42,683
Total Expenses	<u>\$ 1,439,105</u>	<u>\$ 370,221</u>	<u>\$ 145,487</u>	<u>\$ 1,954,813</u>

See Notes to the Financial Statements

OAKLAND KIDS FIRST

Notes to the Financial Statements For the Year Ended June 30, 2023

NOTE 1: NATURE OF ACTIVITIES

Oakland Kids First is a community-based organization with a mission to increase youth voice, leadership and power to create engaging and equitable public schools where all students learn and lead. Each school year, OKF provides over 600 Oakland youth with safe spaces and the skills needed to organize to positively transform their school system, while providing services and supports for students to navigate existing learning conditions and access postsecondary success.

We believe youth are the experts of their own experience, and therefore are equipped to evaluate, innovate and govern the institutions that are supposed to serve them. Each year, Oakland Kids First provides the below activities:

- a. Foundational REAL HARD youth leadership development and organizing programs after school for 152 high school students at five Oakland public high schools including Castlemont, Fremont, Oakland High, Oakland Tech and Skyline high schools. Youth leaders conduct research into school equity issues and lead campaigns to improve the conditions at their schools.
- b. The cross-site Youth Organizing Council engages 25 students from across five high schools during a summer institute and weekly sessions throughout the school year. YOC members develop campaigns to improve public education based on research they conduct with peers rooted in a Student Justice Platform and support Oakland Youth Vote implementation.
- c. OKF serves as lead agency at Castlemont High School to provide community school services that engage 575 total students in grades 9-12 through extended day program activities and college, career and community readiness initiatives. 290 students participate in stipend CastleWorks linked learning pathway career readiness opportunities, and OKF offers academic support, one on one care management and intervention for 400 students including tutoring, dual enrollment and credit recovery.
- d. OKF is the anchor organization of the Oakland Youth Vote Coalition and spearheads youth leadership development, fundraising and advocacy efforts to fully implement Oakland Youth Vote so 16 and 17-year olds can vote in local school board elections.
- e. Through a Student Relief Fund, OKF supports individual youth experiencing crises and distributes direct cash assistance to ensure students have access to stable housing, food, clothing, transportation and needed social services.

NOTE 2: SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

OAKLAND KIDS FIRST

Notes to the Financial Statements For the Year Ended June 30, 2023

Basis of Presentation

The financial statements report net assets and changes in net assets in two classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

Net assets without donor restrictions – are resources available to support operations. The only limits on the use of the net assets are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Net assets with donor restrictions – are resources that are restricted by a donor for use for a particular purpose or in a particular period. Some donor-imposed restrictions are temporary in nature, and the restriction will expire when the resources are used in accordance with the donor's instructions or when the stipulated time has passed. Other donor-imposed restrictions are perpetual in nature; the Organization must continue to use the resources in accordance with the donor's instructions.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets from net assets with donor restrictions to net assets without donor imposed restrictions. Net assets restricted for acquisition of building or equipment (or less commonly, the contribution of those net assets directly) are reported as net assets with donor restrictions until the specified asset is placed in service by the Organization, unless the donor provides more specific directions about the period of its use.

Accounting for Revenue

The Organization recognizes revenue as performance obligations are satisfied.

Revenue is recognized over time for cost reimbursement contracts as eligible expenses are incurred if other conditions of the contract are satisfied. Revenue from agreements that include milestones and milestone payments are recognized over time as milestones are reached. Revenue from agreements based on hourly rates are recognized over time as time is expended if the Organization expects it will have an enforceable right to payment for such amounts. Revenue is recognized based on estimated progress towards complete satisfaction of the performance obligation if the Organization can reasonably measure such progress. If the Organization's efforts are expended evenly throughout the performance period, the Organization may recognize revenue on a straight-line basis over such a period.

Revenue is recognized at a point in time when goods or services are provided to customers and the Organization is not required to provide additional goods or services or if the above criteria are not met.

As a practical expedient the Organization disregards the effects of potential financing components if the period between payment and performance is one year or less.

OAKLAND KIDS FIRST

Notes to the Financial Statements For the Year Ended June 30, 2023

All revenues and net gains are reported as increases in net assets without donor restrictions in the statement of activities unless the donor specified the use of the related resources for a particular purpose or in a future period.

Accounting for Contributions

Contributions, including unconditional promises to give, are recognized when received. All contributions are reported as increases in net assets without donor restrictions unless the contributed assets are specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in net assets with donor restrictions. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due, and therefore are reported as restricted until payment is due, unless the contribution is clearly intended to support activities of the current fiscal year. Conditional promises are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Government Support

A portion of the Organization's revenue is derived from cost-reimbursable contracts from governmental agencies, which are conditioned upon performance requirements and/or the incurrence of allowable qualifying expenses. The revenue generated from these contracts is classified as conditional and revenue is recognized as the Organization incurs eligible expenditures. The Organization had cost-reimbursable grants of totaling approximately \$199,500 that have not been recognized as of June 30, 2023 because qualifying expenditures had not yet been incurred or performance requirements had not been satisfied.

Deferred Revenue

Deferred revenue represents funds received in advance of related performance obligations which have not yet been completely fulfilled.

Accounts and Government Receivables

Accounts and Government receivables are primarily unsecured non-interest bearing amounts due from grantors on a cost reimbursement or performance grants. The Organization considers all accounts receivable to be fully collectible at June 30, 2023. Accordingly, no allowance for doubtful accounts was deemed necessary. If amounts become uncollectible, they are charged to expense in the period in which that determination is made.

Contributions Receivable

Contributions receivable including pledges and grants receivable are unconditional promises to give that are recognized as contributions when the promise is received. Contributions receivable that are expected to be collected in less than one year are reported at net realizable value. Contributions receivable that are expected to be collected in more than one year are recorded at fair value at the date of promise. That fair value is computed using a present value technique applied to anticipated cash flows. The Organization has evaluated the value of the discount and concluded that it was not material for recognition. The Organization considers all contributions receivable to be fully collectible at June 30, 2023. Accordingly, no allowance for doubtful accounts was deemed necessary. If amounts

OAKLAND KIDS FIRST

Notes to the Financial Statements For the Year Ended June 30, 2023

become uncollectible, they are charged to expense in the period in which that determination is made.

Income Taxes

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under IRC 501(c)(3) and California RTC 23701(d). The Organization has evaluated its current tax positions as of June 30, 2023, and is not aware of any significant uncertain tax positions for which a reserve would be necessary. The Organization's tax returns are generally subject to examination by federal and state taxing authorities for three and four years, respectively, after they are filed.

Contributed Services

Contributed services are reflected in the financial statements at the fair value of the services received only if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. There were no contributed services that met the criteria for recognition for the year ended June 30, 2023.

Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Fair Value Measurements

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The Organization determines the fair values of its assets and liabilities based on a fair value hierarchy that includes three levels of inputs that may be used to measure fair value.

Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date.

Level 2 - Inputs other than quoted market prices that are observable for the asset or liability, either directly or indirectly.

Level 3 - Unobservable inputs for the assets or liability.

The Organization had no assets or liabilities recorded at fair value on June 30, 2023.

Property and Equipment

Property and equipment purchased by the Organization is recorded at cost. The Organization capitalizes all expenditures for property and equipment over \$2,500; in the case of a group purchase of similar items, the Organization capitalizes group purchases for property and equipment with a group purchase total of \$10,000 or more, provided all individual items within the group purchase cost at least \$500.

OAKLAND KIDS FIRST

Notes to the Financial Statements For the Year Ended June 30, 2023

The fair value of donated fixed assets is similarly capitalized. Depreciation is computed using the straight-line method over the estimated useful lives on the property and equipment or the related lease terms as follows:

Computers and equipment	5 years
-------------------------	---------

Expenditures for major renewals and betterments that extend the useful lives of the property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred. Management reviews long-lived assets for impairment when circumstances indicate the carrying amount of the asset may not be recoverable.

Expense Recognition and Allocation

The cost of providing the Organization's programs and other activities is summarized on a functional basis in the statement of activities and statement of functional expenses. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Costs common to multiple functions have been allocated among the various functions using a reasonable allocation method that is consistently applied as follows:

Salaries and wages, benefits, and payroll taxes are allocated based on activity reports prepared by key personnel.

Occupancy, depreciation, and amortization, and interest are allocated on a square foot basis dependent on the programs and supporting activities occupying the space.

Office expenses and supplies, insurance, and other expenses that cannot be directly identified are allocated on the basis of employee headcount for each program and supporting activity.

Management and general expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years. The Organization generally does not conduct fundraising activities in conjunction with its other activities. Additionally, advertising costs are expensed as incurred. All expenses and net losses are reported as decreases in net assets without donor restrictions.

Subsequent Events

The Organization has evaluated subsequent events and has concluded that as of May 13, 2024, the date that the financial statements were available to be issued, there were no significant subsequent events to disclose.

Recent Accounting Pronouncements

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. This update supersedes much of the existing authoritative guidance for leases. The update requires lessees, among other things, to recognize right-of-use assets and liabilities on their balance sheet for all leases with lease terms longer than twelve months. Further related updates included *ASU No. 2018-01*, *ASU No. 2021-05* and additional modifications and

OAKLAND KIDS FIRST

Notes to the Financial Statements For the Year Ended June 30, 2023

clarifications. The adoption of this standard increased the Organization's right of use asset balances as well as related operating lease liability balance. The Organization opted to adopt the following expedients and elections with respect to these updates: To adopt this ASU on a modified retrospective basis; To not reassess prior conclusions with respect to (i) whether an arrangement is or contains a lease, (ii) lease classification and (iii) initial direct costs for leases that commence prior to the adoption date of the new standard; To use hindsight with respect to determining the lease term; To exclude leases that (a) have a lease term of 12 months or less and (b) do not contain a reasonably certain purchase option; To combine non-lease components with related lease components. The adoption of this update increased assets and liabilities and had no material impact on the Organization's net assets.

In June 2016, the FASB issued ASU No. 2016-13, *Financial Instruments-Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, which replaces the probable incurred loss impairment methodology in current GAAP with a methodology that reflects expected credit losses on financial instruments and other commitments to extend credit. The provisions of ASU No. 2016-13, as amended, are effective for the Organization beginning during the year ending June 30, 2024. Management is currently evaluating the impact of this update on its financial statements.

NOTE 3: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30, 2023:

Furniture and equipment	\$ 75,341
Less accumulated depreciation	<u>(18,358)</u>
Total	<u>\$ 56,983</u>

NOTE 4: ACCRUED PAID TIME OFF

Accrued time off consisted of the following at June 30, 2023:

Accrued vacation	\$ 33,957
Accrued sabbatical	<u>46,224</u>
Total	<u>\$ 80,181</u>

NOTE 5: NET ASSETS WITH DONOR RESTRICTION

Net assets with donor restriction were available as follows at June 30, 2023:

For future use	\$ 948,564
Fiscally project	15,000
Staff grants and other	<u>20,000</u>
Total	<u>\$ 983,564</u>

NOTE 6: CONTINGENCIES

Compliance with Donor Restrictions

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors.

OAKLAND KIDS FIRST

Notes to the Financial Statements For the Year Ended June 30, 2023

The Organization deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Organization to the provisions of the grants. The Organization's management is of the opinion that the Organization has complied with the terms of all grants.

Employee Retention Tax Credit

The Organization recognizes revenue related to tax credits once the related conditions of the credit have been met and the claim filed if such credits relate to activity that occurred on or before the end of the fiscal year. Regulations around ERTC claims are evolving, and claims are subject to denial or modification by the IRS. Given the lack of historic experience with such claims no reasonable estimate of denial or modification amounts, if any, was available. Payment may be delayed, and the board has designated such funds for future use and does not expect to expend such funds until the claim is approved and the funds have been received.

NOTE 7: OPERATING LEASE LIABILITY

The Organization leases office space under a lease that expires in June 2028. The Organization elected to use an estimated risk-free rate as the approximate discount rate for its lease liability. Future minimum lease payments were as follows for the years ended June 30:

2024	\$ 49,200
2025	49,200
2026	49,200
2027	49,200
2028	49,200
Less amounts considered interest	<u>(23,973)</u>
Total	<u>\$ 222,027</u>
Weighted avg lease term	5 years
Weighted avg discount rate	4.11%

Rent for the year ended June 30, 2023 was \$49,200.

NOTE 8: CONCENTRATIONS

Foundation and Corporate Grants

The Organization received 37% of its foundation and corporate support from two funders during the year ended June 30, 2023.

Accounts Receivable

As of June 30, 2023 approximately 53% of accounts receivable were due from a single government funder.

Government Support

As of June 30, 2023 approximately 37% of total support and revenue was from Oakland public entity funders. A significant reduction in this support may have an impact on the activities of the Organization.

OAKLAND KIDS FIRST

Notes to the Financial Statements For the Year Ended June 30, 2023

Concentration of Credit Risk

As of June 30, 2023, the Organization had approximately \$750K in funds held in excess of federally insured limits. The Organization may be subject to credit risk or delayed fund access for amounts in excess of insured limits in the event of bank failure.

NOTE 9: RETIREMENT PLAN

The Organization has a defined contribution retirement plan under section 403(b). Eligible employees may contribute to the maximum allowed. The Organization may contribute an additional amount to the employee retirement accounts on a discretionary basis. The Organization contributed \$17,573 for the year ended June 30, 2023.

NOTE 10: CONDITIONAL PROMISES TO GIVE

In addition to the activity reflected on the Organizations statement of activity, the Organization received certain conditional promises to give as of June 30, 2023:

<u>Grant</u>	<u>Amount</u>	<u>Recognized</u>	<u>Remaining</u>
Grant I	\$ 225,000	\$ 75,000	\$ 150,000

The Organization recognizes such promises to give as support once the related conditions are satisfied.

NOTE 11: LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of June 30, 2023 are:

Cash and cash equivalents	\$ 1,007,734
Accounts receivable	430,049
Contributions receivable	161,440
Less fiscally sponsored project net assets	(15,000)
Less purpose-restricted net assets	<u>(20,000)</u>
Total	<u>\$ 1,564,223</u>



Joseph Blasher, Principal

Date: June 14, 2024

I am writing this letter of support on behalf of Oakland Kids First (OKF), a community-based nonprofit organization founded in 1996 that has been serving as the lead agency for Castlemont High School's Expanded Learning Programs since 2017. Over the last seven years, OKF has continuously learned through the input and leadership of our students, families, administrative team, teachers and broader campus community, and has consistently improved the quality of activities while also increasing the number of Castlemont high school students served each year to up to 575 unduplicated youth in the 2023-24 school year.

Each year, Oakland Kids First's Knight Time Expanded Learning Programs ask for feedback from student participants on surveys and program reflections on the program offerings and activities, and use this to identify next year's programming that also aligns to the ExLO requirements for high school ASSETS programming. OKF currently provides academic support and intervention including tutoring, academic mentoring and care management, credit recovery support and interpretation/translation services to help students succeed with their school day classes and graduation requirements. OKF also offers a range of positive youth development, enrichment and leadership activities including the REAL HARD after school program, Knight Ambassadors, Peer Interpreters, Knight Painters, Fashion Design, Sound Recording/Music and Leadership class. They provide wellness, health and physical fitness activities including the weight room, Soccer without Borders, and nutrition education as part of their CastleWorks Farm and Garden and Culinary Arts programs.

OKF also offers work based career readiness opportunities through paid on-campus CastleWorks internships and community internship placements coupled with workforce readiness curriculum. OKF supports college readiness with annual college visits, campus college and career fairs, and supports to help students set then achieve their postsecondary goals. Through summer time and end of semester events, OKF keeps family members informed and engaged at school with opportunities for family literacy, connections to resources the Knight Closet and Food Pantry, and campus activities such as new student registration and orientation.

Oakland Kids First partners effectively with Castlemont's linked learning pathways and school day academies including our Sustainable Urban Design Academy (SUDA) and Community Health Equity Academy (CHEA), International Academy, the 12th grade house and the 9th grade house to seamlessly integrate the school day and expanded learning programs. Castlemont High School's academies make education relevant through authentic, community-centered action research, interdisciplinary projects and work-based learning. Partnering with Oakland Kids First as lead agency helps our academies to provide stipended CastleWorks and community based career preparation internships after school that provide our students with opportunities to learn workforce readiness skills while positively transforming their surroundings and increasing their social awareness and civic responsibility as they develop into critical thinkers, problem solvers and community leaders.

OKF holds many roles as an Expanded Learning Lead Agency, including helping to fundraise for robust program offerings, providing students with additional resources such as a Student Relief Fund and stipends for different academic and career readiness opportunities, equipment, materials, and supplies. Their staff meet regularly with Academy Directors, the COST team, Community School Manager and teachers to coordinate student recruitment and engagement in Expanded Learning initiatives and then follow up on stipends, project completion, attendance, and evaluation of skills gained as well as the overall impacts for youth who have participated in the programs.

OKF has a demonstrated track record of organizational operations, staffing capacity and infrastructure to meet the requirements from the CDE and OUSD. When faced with challenges such as filling position vacancies, or responding to incidents or complaints, the OKF leadership team works collaboratively to identify and follow through on solutions. OKF is also committed to providing fair pay, benefits and equitable compensation for their employees. They prioritize hiring former OUSD graduates and program participants to invest in the careers and professional development of local community members, and Castlemont is proud to have former OUSD students working as OKF's Extended Day Program Manager, Farm and Garden Manager and Assistant, and Program Coordinator.

I highly recommend that OUSD once again selects Oakland Kids First as a qualified agency for Expanded Learning Lead Agency for Expanded Learning Offices.

We are committed to continue working with the Oakland Kids First to engage Castlemont's high school students going into the next contract cycle that starts in 2025. If you have any questions or would like additional information please contact me using the information below.

Sincerely,



Joseph Blasher
Principal
Castlemont High School
Oakland Unified School District
(541)-513-1223
joseph.blasher@ousd.org

**Letter of Support for Oakland Kids First (OKF)
RE: Request for Proposal #24-148ExLO**

Date: June 14, 2024

I highly recommend that OUSD selects Oakland Kids First (OKF) to continue to serve as an Expanded Learning Program Provider. They have a seven year long successful track record of designing, administering and operating effective, high quality, community school initiatives and comprehensive expanded learning programs.

Since I started working with Oakland Kids First in 2017, I have seen how OKF's approach to collaboration and partnership has improved and deepened the type of expanded learning opportunities Castlemont high school students are able to participate in outside of the school day. Castlemont high school's Linked Learning Pathways and school day Academies including our Sustainable Urban Design Academy (SUDA) and Community Health Equity Academy (CHEA), the 12th grade house and the 9th grade house work with OKF staff to identify students to participate, and to align curriculum as well as college/career preparation from the school day to after school programming.

Castlemont high school's Sustainable Urban Design and Community Health Equity academies make education relevant through authentic, community-centered action research, interdisciplinary projects and work-based learning. Partnering with community organizations such as Oakland Kids First helps our academies to provide our students with opportunities to positively transform their surroundings and increase their social awareness and civic responsibility as they develop into critical thinkers, problem solvers and community leaders.

OKF holds many roles including staffing extended day programming, academic support, CastleWorks internships, care management and program administration responsibilities. OKF also helps to fundraise for additional resources and grant funds to support the growth and implementation of paid student internships and program offerings. We recently collaborated on a fundraising campaign to design, source materials, and build a shade structure and outdoor greenhouse in partnership with our campus Fabrication Lab to expand the Farm and Garden's growing capacity.

The OKF staff meet regularly with Castlemont's Academy Directors and teachers to coordinate student recruitment and engagement in expanded learning program initiatives, and to follow up on youth retention, stipends earned, projects completed, attendance patterns in school and after school, and to share program evaluation findings.

Together, we are able to identify a range of community-based and campus based internship opportunities that align with the curriculum taught during the school day to provide real-world experiences in a work-based learning environment.



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students



**Letter of Support for Oakland Kids First (OKF)
RE: Request for Proposal #24-148ExLO**

Our collaborations and partnerships include organizations such as Children's Hospital Oakland (CHO), East Bay Asian Local Development Corporation (EBALDC), Oakland Athletic League (OAL), East Oakland Youth Development Center (EOYDC), Museum of Children's Art Oakland (MOChA), Black Cultural Zone and more.

Each year, OKF finds ways to expand program and internship offerings, and to grow the number of unduplicated students who actively participate in expanded learning program opportunities.

I highly recommend that OUSD once again selects Oakland Kids First to serve as an Expanded Learning Provider. Thank you for your consideration.

Sincerely,

Marvin L. Boomer, Jr., Ph.D.
Linked Learning Pathway Coach
Castlemont High School
Oakland Unified School District
901-335-9161
marvin.boomer@ousd.org



**College &
Career for
All Fund**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cook, Disharoon & Greathouse, Inc. 16 Bryson Drive Sutter Creek CA 95685	CONTACT NAME: Lynda Reynolds-Brown PHONE (A/C, No, Ext): (510) 437-1900 FAX (A/C, No): (510) 437-1979 E-MAIL ADDRESS: lbrown@cdginsurance.com														
INSURED Oakland Kids First 3700 E 12th Street Unit 3 Oakland CA 94601	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Nonprofits Insurance Alliance</td><td></td></tr><tr><td>INSURER B: State Compensation Ins. Fund</td><td>35076</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Nonprofits Insurance Alliance		INSURER B: State Compensation Ins. Fund	35076	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Nonprofits Insurance Alliance															
INSURER B: State Compensation Ins. Fund	35076														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** CL237316974**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		202313909	7/30/2023	7/30/2024	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 20,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 3,000,000</td></tr><tr><td>Liquor Liability Aggregate</td><td>\$ 1,000,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 20,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 3,000,000	Liquor Liability Aggregate	\$ 1,000,000
EACH OCCURRENCE	\$ 1,000,000																				
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000																				
MED EXP (Any one person)	\$ 20,000																				
PERSONAL & ADV INJURY	\$ 1,000,000																				
GENERAL AGGREGATE	\$ 3,000,000																				
PRODUCTS - COMP/OP AGG	\$ 3,000,000																				
Liquor Liability Aggregate	\$ 1,000,000																				
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			202313909	7/30/2023	7/30/2024	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			202313909UMB	7/30/2023	7/30/2024	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 1,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$ 1,000,000		\$								
EACH OCCURRENCE	\$ 1,000,000																				
AGGREGATE	\$ 1,000,000																				
	\$																				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	17475972023	8/15/2023	8/15/2024	<table><tr><td>☒ PER STATUTE ☐ OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	☒ PER STATUTE ☐ OTH-ER		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
☒ PER STATUTE ☐ OTH-ER																					
E.L. EACH ACCIDENT	\$ 1,000,000																				
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																				
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																				
A	Social Services Prof Liab			202313909	7/30/2023	7/30/2024	\$1,000,000 Each Claim \$2,000,000 AGG														
A	Sexual Misconduct/Abuse Liab			202313909	7/30/2023	7/30/2024	\$1,000,000 Each Claim \$2,000,000 AGG														

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

Per Acord guidelines, refer to 2nd page COMMENTS/REMARKS section for Additional Insured information.

Re: Vendor Service Agreement

CERTIFICATE HOLDER

ousdlegal@ousd.org

Oakland Unified School District
Office of General Counsel
1000 Broadway, Suite 440
Oakland, CA 94607

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

L Reynolds-Brown/LB

© 1988-2014 ACORD CORPORATION. All rights reserved.

COMMENTS/REMARKS

Oakland Unified School District is Additional Insured under General Liability per attached endorsement #CG2026 1219, when required in a written contract between the Named Insured and Additional Insured.

Insurance is Primary & Non-Contributory per attached endorsement NIAC E61 0219.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement 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

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

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, 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 omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded 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 insureds, 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
2. 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.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

A. Section II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

B. Section III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.