



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1a

Meeting Date: November 19, 2015

Subject: Approval of Grants, Entitlements, and Other Income Agreements
Ratification of Other Agreements
Approval of Bid Awards
Approval of Declared Surplus Materials and Equipment
Change Notices
Notices of Completion

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Recommend approval of items submitted.

Background/Rationale:

Financial Considerations: See attached.

LCAP Goal(s): Safe, Clean and Healthy Schools; Family and Community Engagement

Documents Attached:

1. Grants, Entitlements, and Other Income Agreements
2. Other Agreements
3. Notice of Completions – Facilities Projects

Estimated Time of Presentation: N/A

Submitted by: Gerardo Castillo, CPA, Chief Business Officer
Kimberly Teague, Contract Specialist

Approved by: José L. Banda, Superintendent

GRANTS, ENTITLEMENTS AND OTHER INCOME AGREEMENTS - REVENUE

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
<u>NUTRITION SERVICES</u>		
A16-00044 California Department of Education	10/1/15 – 6/30/16: Fresh Fruit and Vegetable Program Grant. This federal assistance program provides an additional free fresh fruit or vegetable snack to students during the school day as a supplement to (and not part of) the School Breakfast Program and National School Lunch Program; and teaches students about good nutrition. Sites that will receive this funding are Cesar Chavez Elementary and John Still K-8.	\$63,173 No Match

EXPENDITURE AND OTHER AGREEMENTS

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
<u>FACILITIES SUPPORT SERVICES</u>		
SA16-00275 California Design West Architects	11/20/15 – Completion of Services. Architectural and engineering services as needed for the Asphalt Paving and Concrete Flatwork project at Ethel Phillips Elementary School (Emergency Repair Program Project).	\$127,984 Emergency Repair Program Funds
SA16-00294 Rainforth Grau Architects	11/20/15 – Completion of Services. Architectural and engineering services as needed for replacement of the HVAC at Unit A – Classroom /Multipurpose /Library/ Administration Building at California Middle School.	\$288,000 Prop 39 Funds (California Clean Energy Jobs Act)

YOUTH DEVELOPMENT

SA16-00191 City of Sacramento, START	8/1/15 – 6/30/16: Develop, support, coordinate, and provide academic enrichment programs and recreational activities supporting the After School Education and Safety (ASES) and 21 st Century after school programs at Abraham Lincoln, David Lubin, Elder Creek, Ethel Phillips, Golden Empire, Hollywood Park, Hubert Bancroft, James Marshall, John Cabrillo, Mark Twain, O.W. Erlewine, Parkway, Peter Burnett, Pony Express, Susan B. Anthony, Tahoe and Theodore Judah Elementary Schools. This collaboration is designed to provide students avenues to maintain and expand learning opportunities, promote academic achievement, assist children and adults from low-income families in achieving challenging State content standards, and provide opportunities for parents to actively participate in their children’s education.	\$2,357,258 After School Education & Safety/21 st Century Community Learning Center Funds (\$471,452 Match)
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NOTICES OF COMPLETION – FACILITIES PROJECTS

Contract work is complete and Notices of Completion may be executed.

Contractor	Project	Completion Date
Studebaker Brown Electric	Fire Alarm Replacement at Phoebe Hearst Elementary School, DSA Application #02-114154	August 31, 2015
Studebaker Brown Electric	Fire Alarm Replacement at Pacific Elementary School, DSA Application #02-113932	July 15, 2015
Studebaker Brown Electric	Fire Alarm Replacement at Martin L. King, Jr. K-8 School, DSA Application #02-02-114091	September 2, 2015
Studebaker Brown Electric	Fire Alarm Replacement at Bret Harte Children's Center, DSA Application #02-02-114129	September 2, 2015



PROJECT AUTHORIZATION FORM

Asphalt Paving & Concrete Flatwork at Ethel Phillips Elementary School

Date: November 20, 2015

Pursuant to the Master Architect Agreement dated March 10, 2015 between California Design West Architects and Sacramento City Unified School District, Architect hereby submits a scope of work upon the terms described below and in the Master Architect Agreement.

TERMS

A. Project Description

“Project” shall mean the work of improvement and the construction thereof, including the Architect's services as follows:

Architectural and engineering services as needed for the removal and replacement of portions of asphalt paving and concrete paving, specifically south of Building 1B, and between Wings 2E, 3F, and 4; as well as at the loading and unloading areas between the southwest parking lot and the street. Additional areas requiring asphalt paving replacement and concrete flatwork are the parking lot behind Portables P03 and P04, and the main entrance area. (Emergency Repair Program Project)

B. Compensation

For the Basic Services provided pursuant to the Master Agreement and this Project Authorization, Architect shall be compensated in the manner identified below:

Flat Fee

Architect shall be compensated \$127,984.32 for the Basic Services under this Master Agreement. Architect acknowledges that the flat fee price for the Basic Services includes contingency compensation in the event that more time and costs than originally anticipated may be necessary to complete the Basic Services.

C. Reimbursable Expenses

Pursuant to Section 4.3, Architect's total reimbursement for Reimbursable Expenses shall not exceed \$0, which is Architect's estimate of the maximum total cost of Reimbursable Expenses on the Project.

D. Asbestos

The language identified in Section 5.7.15 is is not applicable to this Project.

E. Section 8.2

Consistent with Section 8.2, the following insurance shall be maintained by the Architect in full force and effect during the entire period of performance of this Agreement, including any extensions, and shall be written on an "occurrence" basis, with specific limits set forth: Commercial general liability insurance, excluding coverage for motor vehicles, shall be in amounts not less than \$1,000,000 general aggregate; Personal and advertising injury aggregate, with a per occurrence limit of \$1,000,000; Automobile liability insurance covering motor vehicles shall be in an amount not less than \$1,000,000 combined single limit.

District hereby authorizes Architect to proceed with the work upon the terms described herein and in Master Agreement.

CALIFORNIA DESIGN WEST ARCHITECTS

Dated: _____

Mitchell A. McAllister, President

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Dated: _____

Gerardo Castillo
Chief Business Officer



PROJECT AUTHORIZATION FORM

HVAC Replacement at California Middle School

Date: November 20, 2015

Pursuant to the Master Architect Agreement dated December 19, 2013 between Rainforth Grau Architects and Sacramento City Unified School District, Architect hereby submits a scope of work upon the terms described below and in the Master Architect Agreement.

TERMS

A. Project Description

“Project” shall mean the work of improvement and the construction thereof, including the Architect's services as follows:

Architectural and engineering services as needed for the replacement of HVAC at Unit A, a classroom, MP room, Library and Administration Building at California Middle School. Scope includes Prop 39 electrical upgrades as well.

- Replace six (6) multi-zone HVAC units with Custom Mechanical Equipment (CME) rooftop equipment penthouse units (gas heat + DX cooling). Re-use MZ-unit roof curbs, and ducting. Increase Outside Air Ventilation rates to meet current CMC. New unit colors to match existing standing seam mansard roofing material.
- Kitchen MAU is to remain – work is not included in the Prop 39 report.
- Replace kitchen hood (anticipated) with UL-300 approved fire suppression system and integrated gas shut-off valve.
- Replace ceiling fan coil in Room 101 (FC-1) with split system.
- Modify and upgrade controls to meet district standard Johnson Controls.
- Existing ducts (sheet metal, ductboard, and flexible ducting) to be tested and verified as useable; repaired only as required.
- Existing diffusers and registers to remain in place.
- Existing thermostat locations to be re-used. Replace with “Johnson Controls”. Sensors with new “Johnson” Sensors to match district standard and comply with new T-24 occupancy sensors/CO2 requirements.

- Extend new gas distribution from existing meter to equipment as required (no current rooftop gas). Seismically support new gas piping to existing structure and install expansion loops per CPC. Patch and repair roofing as required. Install all new condensate drains from new MZ-Units to CD receptors on roof.
- Extend new power to units to serve DX cooling.
- Prop 39 electrical upgrades: retrofit exterior HIDS with LED, manual switches with occupancy sensors.

Exclusions:

- HVAC work to other buildings on campus. Prop 39 electrical work may extend to other buildings.
- ADA improvements
- Acoustical analysis or treatment
- Energy studies or analysis beyond required compliance documentation for DSA and T24
- OPSC processing
- Health Department review and approvals
- Any work related to hazardous materials
- Comprehensive ADA survey of site conditions
- Other work not specifically indicated above

B. Compensation

For the Basic Services provided pursuant to the Master Agreement and this Project Authorization, Architect shall be compensated in the manner identified below:

Flat Fee

Architect shall be compensated \$288,000 for the Basic Services under the Master Agreement. Architect acknowledges that the flat fee price for the Basic Services includes contingency compensation in the event that more time and costs than originally anticipated may be necessary to complete the Basic Services.

C. Reimbursable Expenses

Pursuant to Section 4.3, Architect's total reimbursement for Reimbursable Expenses shall not exceed \$0, which is Architect's estimate of the maximum total cost of Reimbursable Expenses on the Project.

D. Asbestos

The language identified in Section 5.7.15 is is not applicable to this Project.

E. Section 8.2

Consistent with Section 8.2, the following insurance shall be maintained by the Architect in full force and effect during the entire period of performance of this Agreement, including any extensions, and shall be written on an "occurrence" basis, with specific limits set forth: Commercial general liability insurance, excluding coverage for motor vehicles, shall be in amounts not less than \$1,000,000 general aggregate;

Personal and advertising injury aggregate, with a per occurrence limit of \$1,000,000; Automobile liability insurance covering motor vehicles shall be in an amount not less than \$1,000,000 combined single limit.

District hereby authorizes Architect to proceed with the work upon the terms described herein and in Master Agreement.

RAINFORTH GRAU ARCHITECTS

Dated: _____

Jeffrey Grau, Principal Architect

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Dated: _____

Gerardo Castillo
Chief Business Officer

AGREEMENT FOR SERVICES

Between

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Youth Development Support Services
Expanded Learning Services**

And

CITY OF SACRAMENTO, START PROGRAM

The Sacramento City Unified School District (“District”) and the CITY OF SACRAMENTO, START PROGRAM (“START”) collectively hereinafter referred to as “the Parties” hereby enter into this Agreement for program services (“Agreement”) effective on August 1st, 2015 (“Effective Date”) with respect to the following recitals:

RECITALS

WHEREAS, the District desires to engage the START Program to develop, maintain and sustain programs that offer support services to Abraham Lincoln, David Lubin, Elder Creek, Ethel Phillips, Golden Empire, Hollywood Park, Hubert H. Bancroft, James Marshall, John Cabrillo, Mark Twain, O. W. Erlewine, Parkway, Peter Burnett, Pony Express, Tahoe, Susan B. Anthony and Theodore Judah Elementary Schools during the critical after school hours to improve the quality of life for families, enhance literacy opportunities and improve academic performance and attendance for the students; and

WHEREAS, District and START Program will work collaboratively to develop, support, coordinate, and provide academic enrichment programs and recreational activities supporting the After School Education and Safety (ASES) and 21st Century before and after school programs at designated Elementary Schools, outlined in Attachment B, during the 2015 - 16 school year. This collaboration is designed to provide students avenues to maintain and expand learning opportunities, and promote academic achievement, assist children and adults from low-income families to achieve challenging State content standards, provide opportunities for parents to actively participate in their children’s education, provide safe, supervised, and high-quality after school programs for students, and deter, tobacco, alcohol and other drug use; and

WHEREAS, the ultimate goals of the Agreement are (1) provide after school programs for school year; (2) provide at least 1:20 ratio on each school site; (3) work collaboratively with the District to provide services to students, ensure targeted attendance is achieved per school, provide and communicate other pertinent information back to the District; and (4) adhere to protocol and guidelines outlines in Attachments A and C.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Roles and Responsibilities.

- i. START Program will work with the District’s Youth Development Support Services staff in program implementation. START Program will provide direct service programming and staff the program to meet a 1:20 ratio of staff to students.
- ii. START Program shall adhere to Attachment A Scope of Services; Attachment C After School

Programs Expectations; and complete SCUSD After School Program Manual (located on SCUSD After School Website);

- iii. START PROGRAM shall adhere to scope of services outlined in SCUSD Contract Terms and Conditions
- iv. District shall adhere to scope of service outlined in Attachment A. District shall provide funding pursuant to Paragraph B, below. District shall provide district-level Area Specialist(s) to liaison with all participating schools. The Area Specialist(s) will work with the, START Program supervisor to successfully facilitate all aspects of the after school programs, including overall management, administrative oversight, coordination of activities and logistics for the program, school data collection and survey implementation.
- v. District shall provide overall management, administrative oversight, coordination of activities and logistics for the program and additional components. District shall provide and coordinate space and location of all District-sponsored ASES professional development, meetings, and trainings. District shall coordinate the convening all contractors to facilitate program planning and modifications. District shall coordinate the evaluation process and facilitate the evaluation team.

B. Payment. For providing the obligations pursuant to this Agreement, START Program shall invoice the District not to exceed **\$2,357,258.13** to be made in installments upon receipt of properly submitted invoices. The final installment shall not be invoiced by CITY or due until completion of all obligations pursuant to this Agreement. For provisions of services pursuant to this Agreement, START Program shall provide documentation of at least 20% match of total contracted amount, no less than **\$471,451.63**, to the District. Pursuant to this agreement, START Program may not exceed 5% of total MOU amount on administrative costs.

**ASES: SCUSD and City of Sacramento START Program
Attachment B: Elementary School Site Breakdown**

Program	School Name	Contract Amount	Negotiated 2.5% Fee	Attendance Target (178 Days)
21 st Century	Elder Creek	\$92,175.00	\$2,304.38	93
21 st Century	Ethel Phillips	\$65,610.00	\$1,640.25	61
21 st Century	Hollywood Park	\$32,400.00	\$810.00	31
21 st Century	O W Erlewine	\$20,250.00	\$506.25	20
21 st Century	Peter Burnett	\$40,500.00	\$1,012.50	41
21 st Century	Tahoe	\$20,528.50	\$513.21	19
21 st Century	Golden Empire	\$43,200.00	\$1,080.00	41
ASES	David Lubin	\$64,710.36	\$1,617.76	62
ASES	Golden Empire	\$90,000.00	\$2,250.00	85

ASES	John Cabrillo	\$90,000.00	\$2,250.00	85
ASES	Theodore Judah	\$90,000.00	\$2,250.00	85
ASES	Abraham Lincoln	\$104,062.50	\$2,601.56	85
ASES	Elder Creek	\$262,449.79	\$6,561.24	214
ASES	Ethel Phillips	\$104,062.50	\$2,601.56	85
ASES	Hollywood Park	\$94,177.26	\$2,354.43	77
ASES	Hubert H Bancroft	\$89,910.00	\$2,247.75	73
ASES	James Marshall	\$104,062.50	\$2,601.56	85
ASES	Mark Twain	\$104,062.50	\$2,601.56	85
ASES	O W Erlewine	\$104,062.50	\$2,601.56	85
ASES	Parkway	\$115,370.63	\$2,884.27	94
ASES	Peter Burnett	\$126,123.75	\$3,153.09	103
ASES	Pony Express	\$104,062.50	\$2,601.56	85
ASES	Susan B Anthony	\$178,571.25	\$4,464.28	145
ASES	Tahoe	\$104,062.50	\$2,601.56	85
Before School Base	Peter Burnett	\$27,675.00	\$691.88	42
Before School Base	Tahoe	\$27,675.00	\$691.88	42
Total Amount		\$2,299,764.04	\$57,494.09	

Total Contract for 2015-16: \$2,357,258.13

C. Independent Contractor. While engaged in providing the services provided in this Agreement and otherwise performing as set forth in this Agreement, the START Program, and each of START Program's employees, is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.

D. Insurance and Indemnity Requirements. The DISTRICT and START Program agree that the provisions of City Agreement 2001-050, dated May 31, 2001, the Memorandum of Understanding between the City of Sacramento and the Schools Insurance Authority regarding Hold Harmless and Indemnity Provisions, and any subsequent revisions to that Memorandum of Understanding, shall govern this Agreement and are incorporated into this Agreement by reference.

E. Fingerprinting and TB Requirements. The START Program agrees that any employee it provides to District shall be subject to the fingerprinting and TB requirements set forth in the California Education Code before services can begin. START Program will provide a list to the District of all employees cleared by the DOJ who will provide services under this Agreement. Failure to provide such written

certification within thirty days of execution of this Agreement or before services begin, whichever occurs first, will result in immediate termination. START Program agrees to provide a replacement employee within 15 days of receiving notification that the previous employee has been disqualified. Failure to adhere to the terms of this provision is grounds for termination of the Agreement.

F. Period of Agreement. The term of this Agreement shall be from August 1st, 2015, through June 30, 2016. The District may terminate this Contract with cause upon written notice of intention to terminate for cause. A Termination for Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by the Contractor exposing the District to liability to others for personal injury or property damage; or (c) the Contractor is adjudged a bankrupt; Contractor makes a general assignment for the benefit of creditors, or a receiver is appointed on account of the Contractor's insolvency.

Ten (10) calendar days after service of such notice, the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, or this Contract shall cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to the District. Written notice by the District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

G. Severability. If any provisions of this Agreement are held to be contrary to law by final legislative act or a court of competent jurisdiction inclusive of appeals, if any, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

H. Applicable Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. If any action is instituted to enforce or interpret this Agreement, venue shall only be in the appropriate state or federal court having venue over matters arising in Sacramento County, California, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

I. Assignment. This Agreement is made by and between START Program and the District and any attempted assignment by them, their successors or assigns shall be void unless approved in writing by all parties.

J. Entire Agreement. This Agreement constitutes the entire agreement between START Program and District with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications and understandings of any nature whatsoever with respect to the same subject matter unless expressly included in this Agreement. The parties hereby waive the presumption that any ambiguities in a contract are read against the drafter of same. The parties further agree and represent that each of them are the drafters of every part of this Agreement.

K. Amendments. The terms of this Agreement shall not be amended in any manner except by written agreement signed by the parties.

L. Execution In Counterparts. This Agreement may be executed in counterparts such that the signatures of the parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.

M. Authority. Each party represents that they have the authority to enter into this Agreement and that the undersigned are authorized to execute this Agreement.

N. Approval/Ratification by Board of Education. This Agreement shall be subject to approval/ratification by the District's Governing Board of Education and/or designee.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in duplicate.

DISTRICT:

By:

Gerardo Castillo
Chief Business Officer
Sacramento City Unified School District

Date

CITY OF SACRAMENTO, START PROGRAM:

By:

Authorized Signature



Date

10-27-15

Print Name: Pamela Sloan

Title: Interim Director, Parks and Recreation

APPROVED AS TO FORM:

CITY ATTORNEY



SCUSD and City of Sacramento START Program

Scope of Services:

Attachment A

DISTRICT shall:

1. Provide evaluation and/or survey of projects as required.
2. Recognize START PROGRAM in all sponsored events and on brochures, flyers, and promotional material, as appropriate.
3. Provide a district after school liaison for each school that will provide the support and guidance needed to operate the after school program.
4. Meet monthly with the PROGRAM MANAGER of START PROGRAM to identify program needs, successes, and assistance needed.
5. Designate a school staff contact person to work directly with the PROGRAM MANAGER for program planning, staff hiring assistance and to address any implementation issues.
6. Help recruit program staff among school site staff and parents.
7. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the Program.
8. Help recruit students into the Program and provide the Program access to parents of participating students.
9. Help provide parents/student forums for the Program to obtain feedback on what is working and what new services/program elements need to be added or modified.
10. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
11. Provide after school snack consistent with requirements of USDA.
12. Help coordinate custodial and storage needs of the Program.
13. Meet monthly with the District contact person, START PROGRAM site liaison and site administrator to identify program needs, successes, and assistance needed.
14. Provide and end of year Partnership Report addressing strengths and areas for improvement for further partnership.

CITY'S SACRAMENTO START PROGRAM shall:

1. Provide a comprehensive after school academic, enrichment and recreation program to include at least one hour of homework and tutoring assistance daily (includes all instructional days) from school closure until 6:00 PM at designated schools. Program elements shall also include other educational and enrichment/recreational and violence and alcohol tobacco and other drug education and prevention activities.
2. Provide Before School Program at designated sites, program to operate 1.5 hours before school start as applicable.
3. Will work closely with school sites and District to keep student enrollment and daily attendance as close to and within the agreed upon parameter as outlined in the grant award. Student days of attendance will be monitored by START PROGRAM and adjustments made to ensure that the program maximizes all funding reimbursements not exceeding available funding.
4. START PROGRAM will work collaboratively with the District and the school to create a comprehensive program plan for the after school program. The plan will be shared out with stakeholders.
5. START PROGRAM will provide an End of Year report on status of all outcomes and objectives.
6. Maintain and provide to the District monthly attendance and program activities records.
7. **START PROGRAM shall maintain at least 85% of targeted attendance for the school site for the entire school year.**
8. Comply with requirements of the USDA related to administration and operation of after school snack and other District-sponsored nutrition programs.
9. START PROGRAM will supply the staff, materials, supervision, and volunteer recruitment for designated school sites
10. Develop special activities or field trips for the sites individually and collectively. The START PROGRAM shall obtain prior parental permission for students' participation in District sponsored field trips and excursions, and obtain prior permission from the school site principal or designee.
11. Attend and provide monthly reports at the Youth Development Agency Manager meetings and/or other designated meetings, monthly PROGRAM MANAGER professional development, as well as other planning meetings as necessary.

CITY'S SACRAMENTO START PROGRAM shall (continued):

12. Work collaboratively with the other outside service providers contracted by the District to provide after school services at school sites.
13. Communicate progress of project/partnership development on a timely and consistent manner to the District
14. Communicate new partnership opportunities with the District.
15. Advertise, when possible, project/partnership in newspaper, events, press releases, etc., with the prior approval of the District.
16. Provide at least one full time program manager per program that is employed until end of contract 6/30/15 and sufficient staffing to maintain a 20:1 student/staff ratio.
17. Utilize a Self-Assessment Tool for After School programs as the monitoring and evaluation device on a monthly basis.
18. Provide annually in-kind support and direct services totaling approximately 20% of total contract and financial support to be itemized and reported monthly to the District.
19. Meet monthly with the PROGRAM MANAGER and District contact person to identify program needs, successes, and assistance needed.
20. Provide programing, workshops, information and support to parents/guardians through the Family Literacy component (at designated sites).
21. Other areas as agreed upon by both parties.

School Site shall:

1. Designate a school staff person to work directly with the PROGRAM MANAGER for program planning, staff hiring assistance and to address any implementation issues.
2. Help recruit program staff among school site staff and parents.
3. Help train program staff and volunteers on school procedures and educational/curriculum materials being used at the school that should be integrated into the Program.
4. Help recruit students into the Program and provide the Program access to parents of participating students.
5. Help provide parents/student forums for the Program to obtain feedback on what is working and what new services/program elements need to be added/modified.
6. Provide space for the program to operate, including office space for the PROGRAM MANAGER, classroom space for classes and activities, and storage space for program supplies/materials.
7. Help coordinate custodial and storage needs of the Program.
8. Meet monthly or as needed with the PROGRAM MANAGER, district liaison, site liaison and site administrator to identify program needs, successes, and assistance needed.

Expectations for SCUSD Before and After School Programs

The following guidelines are set forth to establish clear communication between SCUSD staff and contracted After School Programming Service Providers regarding District expectations.

1. Service providers and their staff will adopt and work within the social justice youth development framework as they operate SCUSD before and after school programs.
2. Service providers and their staff will be knowledgeable of and adhere to the regulations established in the ASP manual, including, but not limited to,
 - Requirements for Safety
 - Medical Protocol
 - Attendance Requirements
 - District Disciplinary Protocol
 - Field Trip Requirements etc.
3. Service providers will maintain an environment that is physically and emotionally safe for children/youth and staff **at all times**. This includes
 - Adequate supervision
 - 20 to 1 students/staff ratio
 - Students within the visual line of sight for staff (age appropriate) at all times (excluding restroom breaks)
 - Clear program rules and expectations
4. Area representatives, Service Providers & their staff will communicate effectively and regularly with each other and maintain accurate contact information. This means
 - Checking and answering emails and phone messages regularly
 - Issues/concerns will be communicated in a timely manner
 - Regular and clear communication with parents via newsletters, phone calls, emails etc.
 - Checking on ASP website
5. Program staff will conduct themselves in a professional manner at all times by being:
 - Easily identifiable to parents and school staff by wearing badges in plain view while on duty.
 - Prepared and ready at least 1-hour prior to start of programming.
 - Regularly assess student interest via student surveys, classroom discussions, suggestion boxes etc., and make adjustments when necessary to ensure continued student engagement.
6. In order to support academic achievement, service providers/staff should:
 - Have general knowledge of the academic standing of the students in their program.
 - Align after school programs to the regular school day

- **Each after school program site will have their own program plan based on the needs of their students.**
 - Meet administrators and teachers regularly
 - Be a part of the school culture. Participate in staff meetings, schools events such as Back to School Night, Open House etc.
 - A representative from each provider agency should serve on at least one school site committee such as School Site Council, Safety Committee etc.
 - Review the School Accountability Report Card for your school site. This information is posted on <http://sacramentocity.schoolwisepress.com/home/>
7. Provider agency and their staff will incorporate youth development principles in their programming. This may include
- Creating opportunities for youth-led activities and service learning
 - Involving youth in the decision-making process when appropriate
 - Encouraging youth civic engagement
 - Incorporating character education
8. 21st CCLC- Program must assess the need for family literacy services among adult family members of student to be served by the program. Based on that need, all programs must, at a minimum, either refer families to existing services or coordinate with local service providers to deliver literacy and educational development services.
9. Area representatives will evaluate afterschool programming based on student participation, adherence to the above-mentioned guidelines and based on the analysis of the various assessment tools.