SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: Elisa Alvarez / _____ / 6/7/17
(SLUSD) Print Name | Signature | Date

Name of Consultant/Organization: Boys and Girls Club

401 Marina Blvd | San Leandro | CA | 94577
Address | City | State | Zip

510-483-5581 | _____ | bob@bgcsl.org
Telephone Number | Fax Number | Cell # or E-Mail Address

SCOPE OF WORK: The Boys and Girls Club will provide one additional staff person to support the after school supplemental enrichment. This staff person will allow the ASES staff to provide enrichment course to 20 non-ASES students from 2-4 each day and 20 ASES students from 4-5 each day. This program will be in place for the entire school year. Three sessions will be provided.

LOCATION OF SERVICES: Washington Elementary School

DATE(S) OF SERVICE: August 22, 2017 – June 6, 2018

ESTIMATED COST: $14,695 (and/or hourly Rate: $_____)

NAME OF PROGRAM: After School Enrichment

BUDGET NUMBER: 010-5809-0888-1110-1000-008-08-001 &

010-5809-0000-1110-1000-008-08-403

(Administrator/Program Manager Approval:

Elisa Alvarez / Elisa Alvarez /Date: 6/7/17
Print Name | Signature

Consultant/Contractor:

Robert Glotch / _____ /Date: 6/8/17
Print Name | Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ BOARD APPROVAL DATE: _____
___ Clearances with Human Resources: ____Fingerprinting ____TB
___ Add as Vendor ___W-9 Tax Form ___EDD form (Employment Development Dept.)
___ Copy of Requisition ____Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
____Originating Department ____Human Resources ____Purchasing Department

(initials:)

SAN LEANDRO UNIFIED SCHOOL DISTRICT

Administrative Offices
835 E. 14 th St., Suit e 200
San Leandro, CA 94577
Phon e (510) 667-3509

This MEMORANDUM OF UNDERSTANDING (MOU), dated as of August 22, 2017 (Effective Date), is by and between the SAN LEANDRO UNIFIED SCHOOL DISTRICT (DISTRICT) and the SAN LEANDRO BOYS AND GIRLS CLUB (CLUB).

RECITALS

A. The DISTRICT and CLUB intend to implement and operate jointly, daily supplemental enrichment activities for LCAP non-ASES students from 2 - 4pm as well as ASES students from 4 - 5 pm.

B. The purpose of this MOU is to set forth terms and conditions on which the DISTRICT and CLUB will operate the "Supplemental Enrichment" Program.

C. Shared Vision: The "Supplemental Enrichment" program will be offered to a maximum of 20 non-ASES students from 2 - 4pm as well as ASES students from 4 - 5pm. each day that school is in session beginning as soon after August 22, 2017 as the Boys & Girls Club can fill the YDC posit ion.

NOW, THEREFORE, intending to be legally bound hereby, the parties agree as follows:

1 Employment of "Supplemental Enrichment" Program" Staff (YDC)

1.1 The CLUB will employ and administratively supervise the "Supplemental Enrichment" program Youth Development Coordinator (YDC). The program will require one separate YDC staff person from 2 - 5pm.

1.2 Recruitment: The CLUB will recruit and screen potential staff members for the "Supplemental Enrichment" Program . The decision to hire such staff will be made by the Club Director of Operations as an agent of the CLUB and conditional on the prospective staff member meeting the requirements of employment as put forth by the CLUB; and the staff in the "Supplemental Enrichment" Program will meet, at the least, the requirements for an Instructional Aide as required by NCLB.

1.3 Screening: The CLUB will provide the DISTRICT with a list of employees that have cleared a fingerprint scan by the United States Department of Justice and the Federal Bure au of Investigations (FBI). All pre-employment screening, including but not limited to NCLB testing, and tuberculosis testing for each " SGASSP" staff member will be conducted pursuant to the regulations already in use by the CLUB Personnel Policies and Practices. By execution of this MOU, the DISTRICT and CLUB acknowledge that Education Code

Section 45125.1 applies services under the SGASSP. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice and the FBI for a criminal records check.

1.3.1 CLUB expressly acknowledges that:

1.3.1.1 CLUB and all of CLUB's employees and contractors working on the school site must submit fingerprints in a manner authorized by the Department of Justice and the FBI, together with the requisite fees as set forth in Education Code Section 45125.1;

1.3.1.2 CLUB shall not permit any employee or contractor to come in contact with students until the Department of Justice and the FBI have ascertained that the employee or contractor has not been convicted of a serious or violent felony;

1.3.1.3 CLUB shall certify in writing to the DISTRICT that none of its employees or contractors who may come in contact with students have been convicted of a serious or violent felony;

1.3.1.4 CLUB shall provide to DISTRICT a list of names of its employees who may come in contact with students. The CLUB shall fulfill these requirements at its own expense.

1.4 Specific Employee Issues: CLUB Personnel Policies and Practices will not apply to DISTRICT staff under this MOU. Policies regarding terms of employment will be incorporated in a contract with each employee, which will specify holidays, salaried or hourly compensation, and days of work to conform to site-specific requirements for each schoolsite.

1.5 The CLUB will be responsible for and shall implement all procedures involving CLUB employee evaluation, compensation decisions and disciplinary actions for all CLUB employees.

2 Responsibilities of the DISTRICT under this MOU

2.2 The DISTRICT will provide funding for the "Supplemental Enrichment" program at Washington School from August 22, 2017 -June 7, 2018, in the amount of $14,695. This amount includes funding for salaries, taxes and workers comp. insurance.

2.3 Provide for distribution of materials and publications prepared by CLUB and approved by the DISTRICT to students and families of the DISTRICT.

3 Responsibilities of the CLUB under this MOU

A. 3.1 The CLUB shall provide daily supplemental enrichment activities for LCAP non-ASES students from 2 - 4pm as well as ASES students from 4 - 5pm.

3.2 The CLUB will provide the following management and human resources services to the DISTRICT and Washington School for the entire term of this MOU:

3.2.1 Payroll and benefits program and management for all contracted "Supplemental Enrichment" program staff members employed by the CLUB;

3.2.2 Personnel supervision and discipline within the parameters of its employment contracts.

3.1.4 The CLUB will employ one "Supplemental Enrichment" staff YDC 3 hours per day, 2 - 5 pm.

3.1.5 The "Supplemental Enrichment" " YDC will work with school staff and ASES staff to create a program to meet mutually agreeable objectives .

4 Insurance

4.1 CLUB shall maintain at its own cost and expense policies of comprehensive liability insurance and property damage insurance coverage as set forth below. The parties agree that DISTRICT, and its officers, agents, employees and representatives shall be specifically named in any and all such policies of insurance as additional named insured's. Any and all policies of insurance maintained by CLUB pursuant to this Section shall be deemed primary to any potentially applicable policy or policies of insurance maintained by DISTRICT and/or its officers, agents, employees and representatives. Additional insurance may also be obtained as required by CLUB or as otherwise required by law.

4.1.1 Workers' Compensation.

4.1.2 General Liability and Property Insurance: Comprehensive general liability coverage shall be in the amount of not less than two (2) million dollars - occurrence based. Property coverage shall be for replacement value.

4.1.3 CLUB shall obtain necessary insurance commensurate with its corporate status and assets.

4.1.4 CLUB may obtain indemnity coverage for errors and omissions for its directors and officers and any other insurance the CLUB deems appropriate.

5 Indemnification

5.1 CLUB Obligation: The CLUB shall indemnify, defend and hold harmless the DISTRICT, its officers, agents, and employees from and against any claims, damages, expenses, including an amount equal to reasonable attorney's fees, or liabilities arising out of or in any way connected with this MOU, including, without limitation the loss or damage to any property, or the death or injury to any person or persons in proportion to and to the extent that such claims, damages, expenses, or liabilities arise from the negligence or willful acts or omissions of the CLUB, its officers, agents, or employees.

5.2 DISTRICT Obligation: The DISTRICT shall indemnify, defend and hold harmless the CLUB, its officers, agent s, and employees from and against any claims, damages, expenses, including an amount equal to reasonable attorney's fees, or liabilities arising out of or in any way connected with this MOU including, without limitation the loss or damage to any property, or the death or injury to any person or persons in proportion to and to the extent that such claims, damages, expenses, or liabilities arise from the negligence or willful acts or omissions of the CLUB, its officers, agents, or employees.

6 Status of Contract

6.1 This is not an employment contract. Nothing herein shall be construed as creating an employer-employee relationship between the parties.

7 Assignment

7.1 The obligations of CLUB under this MOU shall not be assigned by CLUB without the express written consent of DISTRICT.

8 Notices

8.1 The CLUB shall notify DISTRICT within 5 days of any claim or lawsuit filed against CLUB that relates to the operation of the "Supplemental Enrichment" Program at Washington School.

8.2 Any notice required by the MOU shall be in writing and shall be conclusively deemed given and received when personally delivered or deposited in the United States mail, registered or certified, postage prepaid, addressed to the other party at the following respective address, or at such other addresses or to such other persons as the parties may from time to time designate by written notice to the other:

San Leandro Unified School District
Administrative Office
835 E. 14 th Street, Suite 200
San Leandro, CA 94577

San Leandro Boys and Girls Club
401 Marina Boulevard
San Leandro, CA 94577

9 Amendments

9.1 No Amendment to or modification of the MOU shall be effective unless set forth in writing (a side letter) and signed by the parties.

10 Conflict Resolution

10.1 Should a problem arise between the DISTRICT and the CLUB regarding the "Supplemental Enrichment" program philosophy, "Supplemental Enrichment" Program delivery, organization expectations, vision, etc., it is expected that both organizations will work diligently together as partners to communicate and resolve the conflict. Terminating this MOU should only be a last resort.

11 Term and Termination

12.1 This MOU shall commence on the effective Date and shall continue until June 07, 2018 unless sooner terminated pursuant to this paragraph. Either party may terminate this MOU prior to expiration as a result of a breach by the other party of any material term of this MOU. Following receipt of written notice of such a breach, the breaching party shall have thirty (30) calendar days from the date of receipt to cure the breach. If after the thirty days from receipt of the notice the breach has not been resolved, the non-breaching party may terminate this MOU, effective seven (7) calendar days after the notice of termination. Payment for all services rendered to the date of termination shall be due and payable within fifteen (15) calendar days after termination. All reports required to be prepared by the Club and which are outstanding at the date of termination shall be delivered to the DISTRICT within fifteen (15) calendar days after termination.

12.2 This MOU constitutes the entire understanding of the parties and any changes, amendments, or addenda shall be agreed upon in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have duly executed this MOU as of the date first written above.

SAN LEANDRO UNIFIED SCHOOL DISTRICT

By: _____
Mike McLaughlin, Ed.D.
Superintendent of Schools

SAN LEANDRO BOYS AND GIRLS CLUB

By: _____
Robert Glotch
Executive Director

REQUIRED: Completed and Signed Verification of Clearance Form for 2015-16

FOR SLUSD OFFICE USE ONLY:

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___ BOARD APPROVAL DATE: _____
___ Clearances with Human Resources: _____Fingerprinting_____TB_____
___ Add as Vendor ___W-9 Tax Form ___EDD form (Employment Development Dept.)
___ Copy of Requisition ____Invoice Attached ____ Verification of Clearance Attached

Initial:
Business Manager: _____ Date: _____

Initial:
Human Resources: _____ Date: _____

Budget # _____ Name of Budget Program: _____

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
____Originating Department ____Human Resources ____Purchasing Department

(initials_____)