**Appendix D: LOA Template for School Based After School Programs**

**Letter of Agreement for Oakland Fund for Children and Youth (OFCY)**

This Letter of Agreement establishes the intention of [LEAD AGENCY] to work together in an OFCY funded comprehensive after school program at [SCHOOL SITE]. The parties agree to collaborate in this after school programs as follows:

[SCHOOL SITE] will fulfill the following responsibilities:

* School provides adequate space for all of the program’s academic support and enrichment activities including daily use of classrooms, indoor and outdoor group areas.
* School provides After School Site Coordinator with office space and access to a desk, file cabinet, computer, and telephone.
* Principal meets regularly with after school site coordinator to ensure program is meeting identified goals, and ensure that after school is coordinated with regular day school program, including policies and procedures.
* School shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
* Principal identifies a certificated staff person to serve as the program’s Academic Liaison/ Quality Support Coach.
* Principal invites after school site coordinator to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
* Principal provides opportunities for regular communication and collaboration between after school and school day staff to ensure alignment and shared resources between after school and school day efforts in support of student achievement and family engagement.

[LEAD AGENCY] will fulfill the following responsibilities:

* Serve as lead agency for the program and provide a site coordinator and adequate, qualified staffing to ensure program quality and compliance and meet the grant required 20:1 student to staff ratio. [LEAD AGENCY] may also contract with local agencies for direct services provided to children participating in the program.
* Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all after school program staff and volunteers.
* Provide daily comprehensive after school programming consisting of academic, enrichment, and physical activity/recreational components.
* Develop after school program and budget plans in close collaboration with school leadership
* Operate program until 6pm daily on every day regular day school is in session, to fulfill ASES attendance requirements.
* Be responsible for the timely completion of Cityspan attendance.
* Conduct outreach and recruitment and enroll and adequate number of student participants to fulfill OFCY and ASES attendance requirements.
* Work with the independent evaluator to collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction.
* Be fiscally responsible for managing after school grant funds per grant requirements and limits.
* Supervise and support the after school staff and volunteers by providing release time to attend various OFCY and OUSD meetings and professional development opportunities.
* Create and adhere to a transparent enrollment policy including maintaining an active wait list.
* Be an active partner in school site planning and implementation of the community school model.

Joint Responsibilities between [LEAD AGENCY] and [SCHOOL SITE] include:

* To support implementation of the comprehensive after school program [SCHOOL SITE] will provide [$XXXXXXXX] in matching resources to the program through ASES funding [LEAD AGENCY] will seek [$XXXXXX] in OFCY grant funds to support the 2016-17 after school program at [SCHOOL SITE]. Additionally, [LEAD AGENCY] and School Site will leverage other resources including in-kind resources, volunteers, and additional grant dollars and school site funds to support program implementation.
* Both [LEAD AGENCY] Leadership and school Principal will supervise the site coordinator and provide adequate training and support.
* [LEAD AGENCY] and [SCHOOL SITE] representatives will participate in regular, periodic after school planning meetings to address issues including programming, scheduling, staffing, student recruitment and retention, linking after school to school day, data collection, volunteers recruitment and management, and appropriate program refinements.
* [LEAD AGENCY] and [SCHOOL SITE] representatives agree to actively resolve any disputes or conflicts that may endanger the partnership. If the conflict cannot be resolved by the two parties, both parties will inform and invite OFCY and if applicable OUSD ASPO into the resolution process.
* [LEAD AGENCY] and [SCHOOL SITE] representatives will review this LOA annually to reaffirm their cooperative agreement, and provide an updated LOA to OFCY at the beginning of each contract year. If there are changes to the lead agency or school site leadership during the funding period, the MOU shall be reviewed at that time and reaffirmed, with a copy provided to OFCY.

[LEAD AGENCY] and [SCHOOL SITE] are aware of their responsibilities fiscally and programmatically for all grant requirements if OFCY funds are awarded. [LEAD AGENCY] recognizes that it is responsible for ensuring that all the terms of the contracted services with [LEAD AGENCY] and [SCHOOL SITE] are fulfilled.

[LEAD AGENCY] and [SCHOOL SITE] both understand that the OFCY contract will be with the lead agency and not the school. The OFCY grant is for an initial one year period covering July 2016-June 2017 and can be renewed for two additional one-year periods (2017-2018 & 2018-2019) contingent on past grant performance. If the partnership between the [LEAD AGENCY] and [SCHOOL SITE] is severed during the 2016-2019 three year grant cycle, OFCY funding is not guaranteed to continue at the school site nor with the lead agency partner.

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[LEAD AGENCY NAME] (Print) Date

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[LEAD AGENCY NAME] (Signature) Date

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[SCHOOL SITE NAME] (Print) Date

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[SCHOOL SITE NAME] (Signature) Date

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OUSD After School Program Office Name Date

(Required if an OUSD school site)

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OUSD After School Program Office Date

(Signature)