

CITY OF OAKLAND
AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2004 APR 14 PM 1:33

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Department of Human Services
DATE: April 27, 2004

RE: **RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE OAKLAND UNIFIED SCHOOL DISTRICT IN AN AMOUNT NOT TO EXCEED \$600,000 FOR FISCAL YEARS 2003-2005 TO PROVIDE INTERNSHIP STIPENDS FOR STUDENTS PARTICIPATING IN THE CAREER ACADEMIES PROGRAM**

SUMMARY

The City wishes to enter into an agreement with the Oakland Unified School District (OUSD) in an amount not to exceed \$600,000 to support the OUSD Career Academies Program internships for FY2003-05. The agreement with the OUSD provides funds to improve the linkage between the employment needs of Oakland and the District's Career Academy Programs. The strategy is to provide skilled employees for Oakland's industries and professions in various employment areas by providing on the job training and career mentoring to participants of the Career Academy Programs.

The funds will be used to provide internship pay plus a worker's compensation benefit to OUSD Academy juniors and seniors between July 1, 2003 and June 30, 2005. Staff requests that City Council approve the resolution to execute a grant agreement with the OUSD to provide internship stipends for students participating in the Career Academies Program.

FISCAL IMPACT

Funds have been budgeted and are available in Fund 1010, Org. 78251, Project A144510 for the OUSD Agreement in the amount of \$300,000 for FY2003-04 and \$300,000 for FY2004-05. Approval of the resolution authorizing the agreement will have no additional impact on the General Fund.

BACKGROUND

The OUSD, as part of its school-to-career strategy, supports 22 Academies in six public high schools and one alternative high school serving over 3,000 students. The Academies Program is designed to provide students with the skills and knowledge for entry level work or further study in the area of career focus.

The City's support for the academies was conceived as an economic development strategy to provide skilled employees for Oakland's industries and professions. Beginning in 1990, the

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Redevelopment Agency provided support for the academy internships. Since 1999, the City has allocated \$600,000 over two year periods to support the OUSD's Career Academies Program.

The City allocated \$600,000 for this purpose with the approval of the FY03-05 Adopted Budget. In each of the two years, \$300,000 is allocated for a goal of 320 internships in the summer, fall, and spring. Both the summer internship period, completed August 23, 2003, and the fall internship period, through January 2004, were completed prior to the development of the proposed contract. The contract was delayed because OUSD staff were unable to meet with City staff to agree upon the contract objectives until January, 2004.

PROGRAM DESCRIPTION

The focus of the Career Academies Program is to prepare students for post-secondary education or employment upon graduation from high school and to function as responsible and productive citizens by providing students with the skills, knowledge and attitudes to make wise career choice decisions through a work-based learning model. There are three basic components to the program:

- Career Exploration – exposes students to a variety of careers in the career focus area of an academy through classroom speakers, study tours, career fairs, service-learning, and job shadowing, entrepreneurial projects.
- Career Preparation – provides students with opportunities to learn more about selected careers through experiential learning, such as job shadowing, internships, career mentoring projects and project-based learning, student-run enterprises.
- Career Decision-making – focuses on career plans of students. Students complete their career development plan and selected seniors participate in internships and student-run enterprises.

Each program site and options for career focus areas are listed below:

Castlemont High School

Arts & Entertainment
Computer Science & Technology
Construction and Manufacturing
Culinary Arts and Food Service
Environmental Science & Natural Resources
Fashion Design and Manufacturing
International Trade and Transportation
Public Safety and Human Services

Fremont High School

Arts & Education
Architectural Design and Construction
Business and Government
Electronic Technology
Media Communications

Life Academy High School

Health & Bioscience

McClymonds High School

Business and International Trade
Computer Science & Technology
Law & Government

Oakland High School

Environmental Science & Natural
Resources
Visual Arts

Oakland Technical High School

Business
Education
Computer Science & Technology
Engineering
Health & Bioscience
Performing Arts

Skyline High School

Computer Science & Technology
Architecture and Graphic
Technology
Education
Health & Bioscience
Performing Arts

KEY ISSUES AND IMPACTS

Project Outcomes

The project will provide internship opportunities for students enrolled in the Oakland Unified School District Academies Program. Currently, the program serves 10% to 15% of students participating in the OUSD Academies Program. Internship opportunities will be made available to students participating in all of the academies.

The number of hours which students are expected to complete during the internship has been reduced from 200 to 122 hours to provide a more realistic objective. In previous years, the goal of 200 hours per internship has not been reached by participating students. Hours completed ranged from under 100 hours to 180 hours.

Additionally, reducing the internship hours increases the number of internships available to students, which is consistent with the goals of OUSD. The project objectives have been revised to provide a more realistic target of 640 internships for the two-year period and 320 annually. OUSD reported 649 actual placements for the 2001-03 contract period, over fifty percent above the contract goal of 400 internships.

Project Participation:

- Between July 1, 2003 and June 30, 2005, eligible academy juniors and seniors will participate in 640 internships. At least 80% of the students will complete at least 122 hours per internship.
- By December 31, 2004 and December 31, 2005, at least 50% of the graduated seniors who participated in internships, but who are not enrolled in higher education or in the military, will be employed.
- At least 85% of the summer interns will complete internship projects that demonstrate application of skills and knowledge attained or enhanced, including self assessment plans.
- At least 80% of the students who complete internships will receive evaluations from their work-site supervisors and work-site coordinators with ratings of satisfactory or above in areas identified on the work-site learning plan.

Partnering with Mayor's Summer Youth Employment Program and Job Training Programs

Partnering efforts enhance the Career Academies Internship Program, which in turn gives students increased access and opportunity to build academic and employability skills. The program enhances career development and enables students to gain work-site learning experiences that better prepare them for entry-level jobs in high demand fields of employment. Similar to last year, the program will work with the Mayor's Summer Youth Employment program to jointly identify placement opportunities for summer 2004.

The OUSD has partnered with the City of Oakland's Job Training Program for training and placement, and the Oakland Private Industry Council to form the Youth One-Stop Center System

currently implemented at six high schools and one alternative high school. The project targets youth ages 14-21 both in school and out of school. The youth who use the centers at the six high schools and one alternative high school will be registered into the Oakland One-Stop's centralized database. Once registered, the students can access services at any of the Oakland career centers. The System will also connect youth to the youth employment and training agencies under the Workforce Investment Act.

Evaluation and Monitoring

The OUSD will complete and submit the City of Oakland's Job Training Performance Standards (JTSPS) information on a quarterly basis. Attached herein as Attachment A is the second quarter JTSPS form for the OUSD Academies program. The report covers the period July 1, 2003 through December 31, 2003. For the second quarter JTSPS report, OUSD documented 211 summer internship placements, which is on track with the annual goal of 320 internships. Attachment B is the scope of work and project description for the contract.

SUSTAINABLE OPPORTUNITIES

Economic: This program offers internship opportunities to high school students and provides tools to graduating students for post-secondary education and/or placement in entry level positions while contributing to the local economy.

Environmental: This program offers education in environment services and natural resources, thus promoting an awareness and climate for employment in this specific area.

Social Equity: This program offers measurable and immeasurable benefits to participants through the linkage of the educational experience with practical application in the work world. OUSD reports that overall students who participate have greater school attendance, higher grade point averages, lower suspension rates and higher graduation rates.

DISABILITY AND SENIOR CITIZEN ACCESS

The Academies Program is in compliance with the Americans with Disabilities Act (ADA).

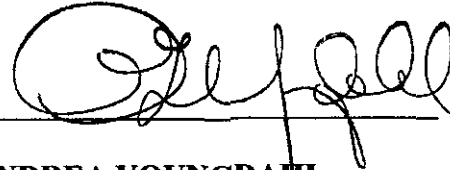
RECOMMENDATION(S) AND RATIONALE

Staff recommends that the City continue support for the internship program component of the OUSD Career Academies program. The program is consistent with the City's job training strategies for youth, creating both work based learning experiences and job shadowing opportunities. The collaboration between OUSD and the City encourages young people to stay in school, while learning about careers in 22 different academy areas. The program will help young people to become more knowledgeable and productive tax paying citizens of Oakland in the long run.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council approve a resolution authorizing the City Administrator to negotiate and execute a grant agreement with the Oakland Unified School District in an amount not to exceed \$600,000 for fiscal years 2003-05 to provide 640 internship stipends for students participating in the Career Academies Program.

Respectfully submitted,

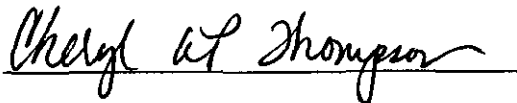


ANDREA YOUNGDAHL
Director, Department of Human Services

Reviewed by:
Sandra Taylor
Children & Youth Services Manager

Prepared by:
Dana Perez-St. Denis
Department of Human Services

APPROVED AND FORWARDED TO THE
LIFE ENRICHMENT COMMITTEE:



OFFICE OF THE CITY ADMINISTRATOR

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**JTPS Quarterly Report
2nd Quarter (July 1 - December 31, 2003)**

ATTACHMENT A

Agency and Program Name	Fund Source	Contract Period	Contract Amount	Amount Drawn Down through 12/31/03	Total Career Academies Student Enrollment	Total Internship Placement Plan	Actual Internship Placements To Date	Average Wage/Stipend	Number students retained for entire internship duration	Post-Graduation Employment Rate % Goal	Actual % Participants Employed 6 months after graduation	Post-graduation employment rate for ALL OUSD students, for baseline comparison
	Funding				Internship Placements					Post-Grad Employment		
OUSD, Career Academies Program, 2003-04 School Year	GF	7/03 - 6/05	\$600,000	\$0	2540	unknown	211	\$8.21	211			
OUSD, Career Academies Program, 2004-05 School Year						unknown						
TOTAL, Two Year Contract Period					2540	unknown	211	\$8.21	211			
COMMENTS: Performance goals not available under 'Total Internship Placement Plan' at time of data submission, pending completion of contract												
<p align="center"> LIFE ENRICHMENT CMTE APR 27 2004 4 </p>												

Attachment B

PROJECT DESCRIPTION

Scope of Work

A. PURPOSE STATEMENT

Oakland Unified School District will use funds totaling up to \$600,000 to support the funding of high school academy internships during the period of this agreement. The academy program enrolls approximately 3,000 students in grades 10 through 12. The purpose of these academies is to provide participants with the skills, knowledge, and attitudes necessary for entry level employment and/or advanced study in the career focus areas of the academies. Current and future local employment trends in these areas are good based on labor market data. *Additionally, current and future needs in Oakland indicate the need for a labor force with the skills, knowledge, and attitudes provided students in these academies.*

The programs address two major development objectives of the City of Oakland Urban Renewal Plan: (1) strengthening the City of Oakland's role as an important office center, and (b) providing employment and other economic benefits to disadvantaged persons. Preparation of the skilled labor force is expected to primarily benefit the City of Oakland.

One of the major goals of the Academies Program is to provide students with the skills, knowledge, and attitudes so that they can make wise decisions about career choices and to prepare them to be responsible, productive citizens. *Work-based Learning is one of six strands included in the Academies Program. This strand is fundamental to the accomplishment of the program goals. The work-based learning strands include three components:*

- Grade 10: Career Exploration - This component exposes students to a variety of careers in the career focus area of an academy through classroom speakers, study tours, career fairs, service-learning, and job shadowing, entrepreneurial projects.
- Grade 11: Career Preparation - This component provides students with opportunities to learn more about selected careers through experiential learning, such as job shadowing, internships, career mentoring projects, and project-based learning, student-run enterprises.
- Grade 12: Career Decision-making - *The career decision component focuses on career plans of students. Students complete their career development plan. Selected seniors participate in internships and student-run enterprises.*

B. PROJECT OUTCOMES

This project will provide internship opportunities for students enrolled in the Oakland Unified School District Academies Program. Currently, the program serves 10 to 15% of students participating in an OUSD academies program. Internship opportunities will be made available to students participating in all of the academies. The number of hours students are expected to complete during internships has been reduced to reflect a more realistic target for hours completed and to enable more students to participate. The outcomes of this project are consistent with the goals of the District. OAKLAND UNIFIED SCHOOL DISTRICT and the City of Oakland and shall work toward implementing the program and achieving the following project outcomes.

Project Participation:

1. Between July 1, 2003 and June 30, 2005 eligible academy juniors and seniors will participate in 640 internships. At least 80% of the students will complete at least 122 hours per internship.
2. By December 31, 2004 and December 31, 2005, at least 50% of the seniors who participated in internships who are not enrolled in higher education or in the military will be employed.

3. At least 85% of the summer interns will complete internship projects that demonstrate application of skills and knowledge attained or enhanced including self assessment plan.
4. At least 85% of the fall and spring interns will complete a career portfolio.
5. At least 80% of the students who complete internships will receive evaluations from their work-site supervisors and work-site coordinators with ratings of satisfactory or above in the areas identified on the work-site learning plan.

C. JOB TRAINING PERFORMANCE STANDARDS

The City of Oakland's job training performance standards will be completed and submitted quarterly.

PERFORMANCE MEASURE

- D. OUSD shall report the number of unduplicated students participating annually.

PROJECT BUDGET

Oakland Unified School District proposes to use a grant of \$600,000 to provide internships for eligible students enrolled in academy programs. The funds will be used to support approximately 640 interns between July 1, 2003 and June 30, 2005. Priority for summer internships will be given to eligible academy students who have completed their junior year. Consideration will be given to graduating seniors and academy students who have completed their sophomore year if internship slots are available. Internships during the fall and spring will be available to academy seniors. Below is a budget summary.

Budget Summary

Category	Description	Amount
Internship Stipends and Benefits	<i>Appx. 640 internships averaging 122 hours per internship at a cost of \$7.69 per hour per intern, (includes \$.34 for worker's compensation).</i>	\$600,000
TOTAL		\$600,000

A. Floyd

OAKLAND CITY COUNCIL OFFICE OF THE CITY CLERK
1905

RESOLUTION No. _____ C. M. S. 2004 APR 16 PM 1:33

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE OAKLAND UNIFIED SCHOOL DISTRICT IN AN AMOUNT NOT TO EXCEED \$600,000 FOR FISCAL YEARS 2003-05 TO PROVIDE INTERNSHIP STIPENDS FOR STUDENTS PARTICIPATING IN THE CAREER ACADEMIES PROGRAM

WHEREAS, the City of Oakland desires to support the education and employability of Oakland youth; and

WHEREAS, Oakland Unified School District operates the Career Academies Program that provides high school students with work-based learning experiences and a school-to-career curriculum; and

WHEREAS, the City Council appropriated \$300,000 in fiscal year 2003-2004 and \$300,000 in fiscal year 2004-2005 for a total of \$600,000 in the FY2003-05 Adopted Budget to support internships for students participating in the Career Academies Program;

Now, therefore be it

RESOLVED: That the City Council hereby authorizes the City Administrator or his designee to execute an agreement between the City and the Oakland Unified School District in an amount not to exceed \$600,000 for fiscal years 2003-05 to provide internship stipends for students participating in the Career Academies Program; and, be it

FURTHER RESOLVED: That the City Administrator is hereby authorized to conduct all negotiations, execute and submit all documents, including but not limited to applications, agreements, amendments, modifications, payment requests, and related actions which may be necessary in accordance with its basic purpose, at no additional contract costs; and, be it

FURTHER RESOLVED: That the Office of the City Attorney has approved this resolution as to form and legality and a copy is on file at the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2004

PASSED BY THE FOLLOWING VOTE:

AYES- BRUNNER, BROOKS, CHANG, NADEL, QUAN, REID, WAN AND PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

4

LIFE ENRICHMENT CMTE.

APR 27 2004

ATTEST: _____

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California