

**CITY OF OAKLAND**  
**AGENDA REPORT**

FILED  
OFFICE OF THE CITY CLERK  
C.D.

2006 MAY 11 AM 9:10

TO: Office of the City Administrator  
ATTN: Deborah Edgerly  
FROM: Department of Human Services  
DATE: May 23, 2006

RE: **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 2005-2007 To Provide 640 Internship Stipends For Students Participating In The Career Academies Program**

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**SUMMARY**

The City wishes to enter into a grant 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 FY2005-07. 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, 2005 and June 30, 2007. Staff requests that City Council approve the resolution to execute a grant agreement with the OUSD to provide 640 internship stipends for students participating in the Career Academies Program.

**FISCAL IMPACT**

Per the FY2005-07 Adopted Policy Budget, funds have been appropriated and are available in the General Purpose Fund (1010), Youth Services Unit organization (78251), City-School Partnership Project (A144510), Fostering Safe and Healthy Communities Program (SC22), for the OUSD Agreement in the amount of \$300,000 for FY2005-06 and \$300,000 for FY2006-07. Approval of the resolution authorizing the agreement will have no additional impact on the General Purpose Fund.

**BACKGROUND**

The OUSD, as part of its school-to-career strategy, supports 22 Academies in 10 schools serving over 3,000 students. There are plans to increase the number of Academy programs due to requests from alternative and comprehensive high schools to add new Academy programs. 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.

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

In each of the two years, \$300,000 is allocated in the FY05-07 Adopted Budget for a goal of 320 internships in the summer, fall, and spring. Both the summer internship period, completed August 26, 2005 and the fall internship period, through January 2006, were completed prior to the development of the proposed contract. The contract was delayed due to OUSD staff turnover and the retirement of the Career Academies Program Manager.

### **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 - poses 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.

### **Oakland Unified School District Academy Programs Supported by the City Oakland Grant**

Over the past three years, some of the Oakland Unified School District high schools have transformed into small schools. The following lists the academy programs at the small schools formerly known as McClymonds, Castlemont, and Fremont, and the remaining comprehensive high schools at Skyline, Oakland Technical and Oakland High Schools. The juniors and seniors who participated in the Castlemont Fashion Design Academy, which is no longer functioning, are allowed to enroll in the internship program to complete their career exploration needs.

Small School Academy Programs

Castlemont Business Information Technology Computer Academy  
Castlemont Business Information Technology Culinary Arts Academy  
Robeson School Visual and Performing Arts and Education Academy  
College Prep and Architecture Academy  
Media College Prep Media Academy  
Health and Bio-Science Academy  
Life Academy Health and Bio-Science Academy  
BEST Culinary Arts Academy  
BEST Construction Academy  
EXCEL SMART (Media) Academy  
EXCEL Law and Government Academy

Comprehensive High School Academy Programs

Oakland High Environmental Academy  
Oakland High Visual Arts Academy Magnet Program (VAAMP)  
Oakland Technical High School Education Academy  
Oakland Technical High School Engineering Academy  
Oakland Technical High School Health and Bio-science Academy  
Oakland Technical High School Computer Academy  
Skyline High School Architecture and Graphic Arts Technology Academy  
Skyline High School Computer Academy  
Skyline High School Education Academy  
Skyline High School Health and Bio-Science Academy  
Skyline High School Performing Arts Academy

**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 an OUSD academies program. Internship opportunities will be made available to students participating in all of the academies. The outcomes of this project, consistent with the goals of OUSD and the City of Oakland, are described below.

Project Participation:

- Between July 1, 2005 and June 30, 2007, 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, 2006 and December 31, 2007, 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 plan.
- 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.

For the 2003-05 contract period, OUSD reported 697 actual placements and exceeded the targeted 640 internships. A 45% employment rate among graduated students, equivalent to 90% of the goal for the 2003-05 contract period, was reported.

Partnering with Mayor's Summer Jobs Program (MSJP) 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. OUSD's School-to-Career Office will work with the Mayor's Summer Jobs Program to provide information about the MSJP to students and refer students to placement opportunities for summer 2006.

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 ten high schools. The project targets ages 14-21 both in school and out of school. The youth who use the centers at the eleven high schools 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 (JTPS) information on a quarterly basis. Attached herein as Attachments A and A1 are the 2nd quarter JTPS form for the OUSD Academies Program along with a corresponding excerpt from the Workforce Development/CEDA: Job Training Performance Standards Report (Page 31) presented at the April 11, 2006 Community Economic Development Committee. Attachment B is the scope of work and project description for the contract.

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## **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**

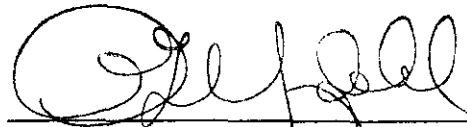
Staff recommends that the City continue support for the internship program component of the OUSD Career Academies program. The program is consistent with the City's job training strategies for youth, creating both work based learning experiences and job shadowing opportunities. The collaboration between 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.

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**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 2005-07 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

**ATTACHMENTS:**

- A OUSD 2<sup>nd</sup> Quarter JTPS Data
- A-1 Workforce Development Report (pg 31)  
from 4/11/06 CED Committee
- B Project Description

**APPROVED AND FORWARDED TO THE  
LIFE ENRICHMENT COMMITTEE:**



**OFFICE OF THE CITY ADMINISTRATOR**

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OUSD 2nd Quarter JTPS Data

ATTACHMENT A

Agency and Program Name	Funding				Internship Placements					Post-Grad Employment		
	Fund Source	Contract Period	Contract Amount	Amount Drawn Down through current period	Total Career Academies Student Enrollment	Total Internship Placement Plan	Actual Internship Placements To Date	Average Wage/Stipend	Number students completing at least 122 hours	Post-Graduation Employment Rate % Goal	Actual % Participants Employed 6 months after graduation	Post-graduation employment rate for ALL OUSD students, for baseline comparison
OUSD, Career Academies Program, 7/1/05 to 6/30/06	GF	7/05 - 6/07	\$600,000		269	320	269	7.35	243	50%		
OUSD, Career Academies Program, 7/1/06 to 6/30/07												
TOTAL, Two Year Contract Period					269	640	269	7.35	243	50%		
COMMENTS:												

ATTACHMENT A-1

Deborah Edgerly

Re: Workforce Development/CEDA: Job Training Performance Standards Page 31

OAKLAND UNIFIED SCHOOL DISTRICT CAREER ACADEMIES PROGRAM

The Oakland Unified School District (OUSD) Career Academies program is the City’s primary effort to improve the linkages between the employment needs of Oakland and the District’s programs in various employment areas, especially construction, environmental sciences, youth services, recreation, and public safety. In addition to classroom instruction, high school juniors and seniors in the program gain real-world work experience through internships in their chosen career areas.

TABLE 29: OUSD CAREER ACADEMIES PROGRAM PARTICIPATION RATES

School Year	Placement Goal	Actual Placements to Date	Placement % of Goal	Avg. Hourly Wage
2005-06	320	269	84%	\$ 7.35
2006-07	n/a			
TOTAL	320	269	84%	\$ 7.35

Goals for the Career Academies also include the enhancement of program participants’ post-graduation employment prospects. The benchmark for success on this measure is at least a 50% employment rate for participants six months after graduation (excluding students going on to post-secondary education, training, or the military). As such, no measurement of success on this goal will be available until after December, 2006, when the 2005-06 class will have been in the job market for six months. For comparison, the Career Academies reported a 45% employment rate among graduated students from the 2003-05 grant period, equivalent to 90% of the goal.

OAKLAND MAYOR’S SUMMER JOBS PROGRAM:

The summer of 2005 was the third year that the Mayor’s Summer Jobs Program (MSJP) operated under the auspices of the Oakland WIB. This 39 year institution operates on City General Fund allocations leveraged with substantial private support, and with Oakland WIB funds tying the summer program to year-round WIA activities.

The last report on City-funded job training programs covered outcomes through June, 2005, at which point MSJP was in the early stages of its summer placement focus. The table below combines all outcomes from the service provider agencies which ran MSJP—the Youth Employment Partnership, the Scotlan Center for Family and Youth, Lao Family Community Development and the Spanish Speaking Citizens’ Foundation—through the end of the 2005 summer program.

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April 11, 2006



## 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 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, 2005 and June 30, 2007 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, 2005 and December 31, 2006, 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, 2005 and June 30, 2007. 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**

<b>Category</b>	<b>Description</b>	<b>Amount</b>
<b>Internship Stipends and Benefits</b>	<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>	<b>\$600,000</b>
<b>TOTAL</b>		<b>\$600,000</b>

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

Approved as to Form and Legality

  
City Attorney

# OAKLAND CITY COUNCIL

2006 MAY 11 AM 9:10

RESOLUTION No. \_\_\_\_\_ C.M.S.

**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 2005-07 TO PROVIDE 640 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 2005-2006 and \$300,000 in fiscal year 2006-2007 for a total of \$600,000 in the FY2005-07 Adopted Budget and are available in the General Purpose Fund (1010), Youth Services Unit organization (78251), City-School Partnership Project (A144510), Fostering Safe and Healthy Communities Program (SC22) 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 a grant agreement between the City and the Oakland Unified School District in an amount not to exceed \$600,000 for fiscal years 2005-07 to provide 640 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, \_\_\_\_\_, 20\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council  
of the City of Oakland, California