



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1f

Meeting Date : February 1, 2018

Subject : Approve MOU with Sacramento Metro Chamber Foundation for 1,000 Strong Program

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

Division : Board Office

Recommendation : Approve MOU with Sacramento Metro Chamber Foundation for 1,000 Strong Program.

Background/Rationale : The 1,000 Strong program is an effort to help prepare Sacramento City Unified School District youth for success in careers through training and paid internships. The District initially contributed \$300,000 to this effort as part of the 2017-18 Budget. Seventy-five District students who originally enlisted in the 1,000 Strong effort have yet to be placed in a meaningful internship. As such, the District is requesting that the Board redirect the remaining \$100,000 of the original amount to the Metro Chamber Foundation. These funds would be used for the purpose of providing payroll services and direct wages to those students for work provided by local nonprofits who were recently selected through a Request for Proposal process.

The 75 unplaced students will be employed with a local nonprofit that best aligns with their interest as well as proximity to their home and school. The students will be paid minimum wage for up to 100 hours. The City may decide to cover additional hours if any students are able to extend their internship.

Financial Considerations : The financial considerations are outlined above and within the attached MOU.

LCAP Goal(s): College, Career and Life Ready Graduates

Documents Attached:

1. Executive Summary
2. MOU between SCUSD and Metro Chamber Foundation





**MEMORANDUM OF UNDERSTANDING BETWEEN SACRAMENTO CITY UNIFIED  
SCHOOL DISTRICT AND METRO CHAMBER FOUNDATION**

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** is made and entered into upon approval between the parties below which is anticipated to be on or around February 1, 2018 (Effective Date), by and between the Sacramento City Unified School District (SCUSD) and Metro Chamber Foundation (“Foundation”), a California nonprofit corporation (collectively, the “Parties”).

**WHEREAS**, Thousand Strong is a community effort to strengthen Sacramento by preparing our youth for success in careers through training and paid internships;

**WHEREAS**, 75 District students who originally enlisted in the 1,000 Strong effort have yet to be placed in a meaningful internship;

**WHEREAS**, the District wishes to assist placing those students awaiting placement by redirecting originally Board approved 1,000 Strong funds towards payroll services and hourly wages of those students;

**WHEREAS**,

the Foundation and a \$100 fee per student passed on by the payroll provider. Attachment A to this MOU contains the breakdown of costs.

C. **Scope of Services.** The Foundation shall provide the following services as detailed and incorporated herein under section titled “Management of Payroll Services for 1000 Strong Program”. The services described herein shall be provided between date of MOU approval and June 30, 2018 or in accordance with the schedule, set forth in the Scope of Services.

D. **Management of Payroll Services for 1000 Strong Program.** As the project manager of payroll services, the Foundation will be responsible for providing the management of payroll services for a maximum of 75 SCUSD students. Those responsibilities include:

1. Contracting with an appropriate payroll service provider for youth 16-19 years old;
2. Coordinating with the payroll service;
3. Providing verification of current work permits on file per student;
4. Onboarding employers and students onto payroll service;
5. Verifying hours worked with onsite managers using appropriate verification techniques;
6. Approving timesheets of students on a bi-weekly basis or in accordance with the pay period schedule;
7. Provide the District with a time record of hours worked for each student on a bi-weekly basis or in accordance with the pay period schedule;
8. Monitoring student hours (up to 175 hours of paid work per student);
9. Ensuring students are paid minimum wage for hours completed in two-week pay cycles;
10. Providing regular and consistent updates to the District regarding participation or eligibility concerns of particular students, including but not limited to, students who may not be actively participating in the onboarding process or continuing employment, and
11. Providing the District with all accounting paperwork related to the cost and payroll of the student interns.

E. **Fee Schedule – Contractor’s Compensation.** The total of all fees paid to the Foundation for the performance of all services aforementioned in the “Scope of Services”, and for all authorized reimbursable expenses, shall not exceed the total sum of \$100,000.00. The Foundation shall be paid for the performance of Services in four equal sums as follows:

1. The first payment of \$25,000 shall be received 14 days after approval of this MOU;
2. The second payment of \$25,000 shall be received 14 days after all eligible students have been on-boarded into the payroll system and have officially begun their internship employments; with their matched non-profit entities.

3. The third payment of \$25,000 shall be received by April 15, 2018 after the district has received the most current time records of hours for each student in placement, and the District has confirmed all students have been paid minimum wage through the last day of their most recent two-week pay cycle leading up to April 1, 2018;
  4. The fourth and final payment of \$25,000 shall be received by May 15, 2018 after the district has received the most current time records of hours for each student in placement, and the District has confirmed all students have been paid minimum wage through the last day of their most recent two-week pay cycle leading up to May 1, 2018; and
  5. Any funds not expended by the cost of onboarding, monitoring, and paying for the wages of student interns shall be returned to the District no later than August 15, 2018.
  6. The above payments shall be made upon the District's determination that Foundation has worked in good faith to resolve any issues that may arise concerning student internship placements or due to a non-profit entity's non-responsiveness or change in ability to sponsor internships.
- F. **Termination.** Either Party has the right at any time to terminate this MOU with or without cause by giving thirty (30) days written notice of termination to the other Party. If a Party gives notice of termination, the other Party shall immediately cease rendering services pursuant to this MOU.

G. **Breach.**

Phone: (916) 257-9640

Any notice to Foundation shall be sent to the following address:

Talia Kaufman  
Metro Chamber Foundation  
One Capitol Mall, Suite 700  
Sacramento, CA 95814  
Email: [tkaufman@metrochamber.org](mailto:tkaufman@metrochamber.org)



The undersigned represent that they are authorized representatives of the parties and hereby execute this MOU:

**SIGNATURES**

\_\_\_\_\_  
Jorge A. Aguilar, Superintendent  
Sacramento City Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Talia Shani Kaufman, Executive Director  
Metro Chamber Foundation

\_\_\_\_\_  
Date

ATTACHMENT A

**Breakdown of Payment of Services**

1.70%	\$1,700	Indirect Cost	
	\$7,500	Onboarding Fee (Passed on by Payroll Provider)	\$100 fee per student
5%	\$5,000	Metro Chamber Foundation Administrative Fee	
	<b>\$14,200</b>	Total Administrative Fees	
\$11.00		Hourly Wage	
\$3.30		Payroll Taxes & Fringe Benefits (Passed on by Payroll Provider at 30% above wages)	
<b>\$14.30</b>		<b>Hourly Cost Per Student Hour Worker</b>	
\$1,144		80 Hours Per Student at \$14.30 Per Hour	
<b>\$85,800</b>		<b>75 Students Placed at 80 Hours Per Student</b>	
<b>\$100,000</b>		<b>TOTAL COST INCLUDING 2.5% INDIRECT</b>	