



Councilmember  
**ROBERTO URANGA**  
Long Beach, Seventh District

**NB-43**

*City of Long Beach*  
*Working Together to Serve*



**Date:** June 19, 2018

**To:** Mayor and Members of the City Council

**From:** Councilmember Roberto Uranga, Seventh District  
Councilmember Jeannine Pearce, Second District  
Vice Mayor Rex Richardson, Ninth District *RR*

**Subject:** Agreement with Long Beach CaLL for Internship Program

**RECOMMENDATION:**

Request City Manager and City Attorney execute an agreement to establish a partnership with Long Beach CaLL and the City of Long Beach to provide internship opportunities.

**BACKGROUND:**

In June 2012, a small team of researchers/practitioners from the Harvard Graduate School of Education and Jobs for the Future (JFF) visited Long Beach to look at the assets of the Long Beach education (higher education and K-12), non-profit, and business communities. A report based on this assessment pointed out the strong educational and community partnerships between the City Mayor, California State University, Long Beach (CSULB), Long Beach City College (LBCC), and Long Beach Unified School District (LBUSD) through the Long Beach College Promise. It was noted that LBUSD had adopted Linked Learning as its high school reform and college to career readiness initiative and when fully realized, would need to create a sequence of work-based learning opportunities for 23,000 high school students. With 90% of the Long Beach economy made of small businesses, their recommendation was to establish an intermediary to identify, prepare, and evaluate high school and post-secondary students in various work-based learning activities. The business community would join the partnership by providing those activities. Examples include: internships, job shadows, mock interviews, mentoring, informational interviews, review of student projects, participation in career fairs and others. This was the creation of the Long Beach CaLL.

Long Beach CaLL (Career-Linked Learning) is a nonprofit organization that ensures all Long Beach students - from middle school to college - have access to inspiring work-based learning opportunities in growing and emerging career sectors, complementing what they learn in class, so that they gain the skills and knowledge needed to be successful members of our local economy. Long Beach CaLL focuses much of its efforts around supporting the Linked Learning approach, which integrates rigorous academics that meet college-ready standards with sequenced, high-quality career-technical education, work-based learning, and supports to help students stay on track and be ready for college and their career.

**FISCAL IMPACT:**

There is no fiscal impact to execute this agreement.

**AGREEMENT FOR STUDENT INTERNSHIP  
EXPERIENCES**

This AGREEMENT is made and entered into this 18th day of June, 2018, between the **LONG BEACH UNIFIED SCHOOL DISTRICT OF LOS ANGELES COUNTY**, hereinafter referred to as "DISTRICT" or "LBUSD", and, **CITY OF LONG BEACH MAYOR ROBERT GARCIA**, located at **333 W. OCEAN BLVD., 14<sup>TH</sup> FLOOR, LONG BEACH, CA 90802**, hereinafter referred to as "COMPANY", mutually agree as follows:

1. COMPANY shall provide a learning opportunity for selected high school students at no cost to the DISTRICT or students for the purpose of providing **Career Internship Experiences**. Students assigned under this AGREEMENT must be mutually agreed upon by both parties; however, COMPANY agrees that placement opportunities will comply with paragraph 11 herein.
2. This Agreement shall be in effect for the period from June 18, 2018 through June 18, 2021. This Agreement may be amended by mutual agreement of the parties and may be terminated by either party upon written notification received thirty (30) days prior to the date of termination.
3. The District contact person for this agreement is **Anetta Leone, Linked Learning, Work-Based Learning Coordinator**.
4. COMPANY shall provide and maintain safe, supervised and adequate workspace and provide all essential safety equipment and materials for the student to maximize the learning experience during their placement. Company shall prohibit any interpersonal, telephonic or electronic socializing with students off the Company premises or outside of the actual work experience.
5. Students participating in this internship program shall not displace any regular paid employee of COMPANY and further shall not be employed or compensated by COMPANY to perform tasks which are included as part of the program.
6. All DISTRICT students and staff who are participating in the program conducted pursuant to this Agreement shall be covered by DISTRICT's Workers' Compensation Insurance.
7. DISTRICT will maintain during the life of this Agreement public general liability and property damage insurance or self-insurance for not less than **One Million Dollars (\$1,000,000)** combined single limit for each occurrence. Such insurance shall be endorsed to COMPANY as additional insured as respects liability arising out of this AGREEMENT. Such coverage shall be obtained from a carrier rated A or better by AM Best or a qualified program of self-insurance
8. COMPANY will maintain during the life of this Agreement public general liability and property damage insurance for not less than **One Million Dollars (\$1,000,000)** combined single limit for each occurrence. Such insurance shall be endorsed to DISTRICT as additional insured as respects liability arising out of this AGREEMENT. Such coverage shall be obtained from a carrier rated A or better by AM Best.
9. Up to a maximum aggregate defense and indemnity cost of **One Million Dollars (\$1,000,000)** but in any event in an amount not to exceed what is covered by the insurance policy referenced in paragraph 7, the DISTRICT agrees to and does hereby indemnify and hold harmless the COMPANY, its officers, agents and employees from every liability, loss, damage or expense arising from the negligent acts or omissions of DISTRICT's officers, agents or employees. By way of limitation, the DISTRICT shall have no obligation to defend or indemnify the COMPANY from any claims made by students against the COMPANY.

**Blank Work Permit Application**

Student ID# \_\_\_\_\_

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE**  
 CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

*(Print Information)*

**Minor's Information**

Minor's Name (First and Last) \_\_\_\_\_ Home Phone \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security Number \_\_\_\_\_ Age \_\_\_\_\_ Student's Signature \_\_\_\_\_

**School Information**

School Name \_\_\_\_\_ School Phone \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**To be filled in and signed by parent or legal guardian**

*This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.*

Parent's Name (Print First and Last) \_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be filled in and signed by employer**

Business Name or Agency of Placement \_\_\_\_\_ Business Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer's Maximum Expected Work Hours: \_\_\_\_\_ hours per day \_\_\_\_\_ hours per week

Describe nature of work to be performed: \_\_\_\_\_

*In compliance with California labor laws, this employee is covered by workers' compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

Employer's Name (Print First and Last) \_\_\_\_\_ Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

For authorized work permit issuer use ONLY															
Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Proof of Minor's Age (Evidence Type) _____								Check Permit Type:							
Verifying Authority's Name and Title (Print) _____								<input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability							
Verifying Authority's Signature _____															

For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.



## INTERNSHIP AGREEMENT

### LBUSD RESPONSIBILITIES

As an LBUSD representative in the Long Beach CaLL Summer Internship Program, I agree to:

1. Provide the students and the parent/guardian with the course syllabus and student's progress.
2. Develop and provide supplemental learning activities.
3. Coordinate related classroom instruction with the learning experience at the internship site.
4. Review course and workplace documents in order to assign a grade and grant credit.
5. Assist student in maximizing benefit from the internship experience.

LBUSD Representative Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Course Title \_\_\_\_\_

Date \_\_\_\_\_

### STUDENT RESPONSIBILITIES

As a student in the Long Beach CaLL Summer Internship Program, I agree to:

1. Follow the program rules and regulations established by the LBUSD representative, Long Beach CaLL and the internship site.
2. Be honest, punctual, cooperative, courteous, willing to learn, and remain at the internship site for the duration of the internship.
3. Show proper health/grooming habits and appropriate dress at the internship site.
4. Maintain regular attendance at internship site and submit a Weekly Intern Timesheet, signed by me and my supervisor. Provide Long Beach CaLL with signed copies of the Weekly Intern Timesheet.
5. Arrange transportation to and from the internship site, keeping in mind commute time and making sure to arrive on time.
6. Notify internship supervisor, in advance, if I will be late, or if I will be absent due to an illness or an emergency.
7. Complete the number of hours per week assigned by my supervisor at the internship site.
8. Notify Long Beach CaLL within one day if I am released from the Internship position.
9. If possible, consult with Long Beach CaLL before notifying my supervisor if I find it necessary to terminate my internship early.
10. Complete internship evaluation form and submit to Long Beach CaLL no later than one week after conclusion of internship.
11. Do my best to attend end-of-internship celebration.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### EMPLOYER RESPONSIBILITIES

As a representative of the Employer in the Long Beach CaLL Summer Internship Program, I agree to:

1. Conduct Intern orientation at the workplace.
2. Inform the student of rules, regulations and duties expected of the student intern.
3. Provide the intern with adequate equipment, materials, accommodations and anything else he/she will need to succeed in the internship, including training in computer software, phone and office equipment use and/or customer service procedures.
4. Supervise the student intern and assist in improving the on-the-job performance of the student if necessary.
5. Plan an appropriate variety of internship tasks/responsibilities.
6. Refrain from assigning hazardous tasks to intern.
7. Abide by state and federal laws/regulations pertaining to employment.
8. Verify the hours the student works by signing the student's Weekly Intern Timesheet.
9. Complete student evaluation form and submit to Long Beach CaLL no later than one week after conclusion of internship.
10. If possible, inform Long Beach CaLL prior to terminating a student's internship.

Start Date: \_\_\_\_\_ Number of Internship Hours: \_\_\_\_\_

Employer Representative Name (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

### LONG BEACH CaLL RESPONSIBILITIES

As a representative of Long Beach CaLL, the organization facilitating the Summer Internship Program, I agree to:

1. Ensure that adequate site supervision and support is available at the internship site.
2. Be available to meet with supervisors or students concerning problems or issues regarding the internship.
3. Make a mid-internship site visit to the student's internship site and consult with site supervisor regarding the student's performance.
4. Provide supervisors and students additional support that may be necessary to the success of the internship.
5. Provide supervisors and students with evaluation forms.
6. Maintain accurate and complete records for each student.

CaLL Representative Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**City of Long Beach Memorandum**  
*Working Together to Serve*

## REQUEST TO ADD AGENDA ITEM

**Date:** June 15, 2018  
**To:** Monique De La Garza, City Clerk  
**From:** Councilmember Roberto Uranga, Seventh District  
**Subject:** Request to Add Agenda Item to Council Agenda of June 19, 2018

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Pursuant to Municipal Code Section 2.03.070 [B], the City Councilmembers signing below request that the attached agenda item (due in the City Clerk Department by Friday, 12:00 Noon) be placed on the City Council agenda under New Business via the supplemental agenda.

The agenda title/recommendation for this item reads as follows:

Agreement with Long Beach CaLL for Internship Program

Council District	Authorizing Councilmember	Signed by
7	Roberto Uranga	<i>Roberto Uranga</i>
2	Jeannine Pearce	<i>Jeannine Pearce</i>
9	Rex Richardson	<i>Rex Richardson</i>