

Board Office Use: Legislative File Info.	
File ID Number	14-2276
Introduction Date	12/10/14
Enactment Number	14-1962
Enactment Date	12-10-14 o.s.



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Memo

To Board of Education
From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by Procurement) 12/10/14

Subject Professional Services Contract - Jaine Kopp
 - State & Federal Programs 950 for Park Day School 721 (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Jaine Kopp. Services to be primarily provided to State & Federal Programs 950 for Park Day School 721 for the period of 10/15/2014 through 02/08/2015.

Background
A one paragraph explanation of why the consultant's services are needed.
 OUSD is required by federal law to allow private non-profit schools to participate in the OUSD Title II Part A Program. Schools that choose to participate are provided with "fair and equitable" Title II Part A services after they have complied with program requirements. After consultation with the private school to reach agreement on the type of professional development services to be provided, the OUSD Private Schools Program administers the agreed upon professional development services.

Discussion
One paragraph summary of the scope of work.
 Ms. Kopp will work with Renee Miller, as Math Coordinator, to provide specific math support that follows up on the math workshop and serves continuing needs in the lower school. Ms. Kopp will continue her work supporting Julius Hampton, newly hired last year for 4th grade, and two new teachers this year, Denise Montgomery in 1st and Erica Ryan in 5th. Ms. Kopp will also continue to provide limited support to the second grade team, Susan Lee and Michelle McAfee. The work will focus on two parts. The first emphasis is to re-map the scope and sequence of curriculum to align with Common Core and to simply update and refine what we have in place utilizing the investigations Series from TERC (Dale Seymour). The second is to continue to develop and implement Enrichment work for all students, and particularly for those who are ready for further challenge.

Recommendation Ratification of professional services contract between Oakland Unified School District and Jaine Kopp. Services to be primarily provided to State & Federal Programs 950 for Park Day School 721 for the period of 10/15/2014 through 02/08/2015.

Fiscal Impact Funding resource name (please spell out) Title IIA
 not to exceed 2,000.00

- Attachments**
- Professional Services Contract including scope of work
 - Fingerprint/Background Check Certification
 - Insurance Certification
 - TB screening documentation
 - Statement of qualifications

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OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Jaine Kopp

(CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 10/15/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 84,100, whichever is later. The work shall be completed no later than 02/08/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed One Thousand, Two Hundred Dollars (2,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 50.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: _____.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* _____, which shall not exceed a total cost of _____.

5. **CONTRACTOR Qualifications / Performance of Services:**

CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.

- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:

Name: Maria Beltran
Site /Dept.: State & Federal Programs 950 for Park Day School 721
Address: 1000 Broadway Suite 450
Oakland, Ca 94607
Phone: 510-879-1027
Email: danielle.patterson@ousd.k12.ca.us

CONTRACTOR:

Name: Jaine Kopp
Title: Consultant
Address: 7316 Plank Court
El Cerrito CA 94530
Phone: 510-501-6359
Email: jkopp@berkeley.edu

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

- i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

10. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

- 23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

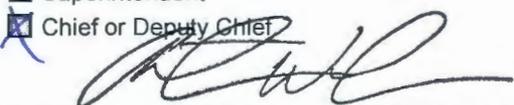
Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

- 24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).
- 25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
- 26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 31. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

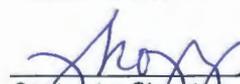


- President, Board of Education
- Superintendent
- Chief or Deputy Chief



Secretary, Board of Education

CONTRACTOR



Contractor Signature

Jaime Kopp

Consultant

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

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 By: OA

EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

Please see attached scope of work.

Scope of Work

Jaine Kopp, Math Consultant
Retired Bay Area Mathematics Project Director
Lawrence Hall of Science, UC Berkeley
7316 Plank Court
El Cerrito, CA 94530
510-501-6359

All of the work below to be completed by January 12, 2015

Two Day Intensive Math Workshop for all Lower School Teachers

Description of Services to be Performed:

Jaine Kopp is returning to PDS to continue to support our math program. We have expanded and are offering a two day six hour math workshop to be held at PDS for K-5 teachers (lower school). Ms. Kopp is working with Renee Miller, third grade math teacher and newly named Math Coordinator for the lower school. The two have planned an intensive two-day series and their proposed agenda is included. All new teachers are required to attend and all lower school faculty who teach math are strongly encouraged. During the two day workshop, participants will be engaged in problem solving sessions, discussion and exploration of newly purchased materials to support differentiation, and the power of daily number routines. They will also discuss place value in depth with K-2 and fractions in depth with 3-5 teachers. They will also touch upon meaningful homework, supporting and communicating with parents, and look at the goals of a balanced math program. This proposal includes 12 hours of direction instruction with staff (workshop will be 9-4 with an hour break for lunch) and 8 hours of joint prep time for the workshop with Renee. Participants will receive a binder of resources as well. Target days are planning in early September and the workshop will be held on two consecutive Saturdays—Sept. 27 & Oct. 4 pending approval

Hours and Fees:

Hours to prep/set up with Renee Miller: 8 hours

Workshop days: 9:00 – 4:00 with one hour lunch break: (6 hrs. per day) = 12 hours for the two days

Total for Math workshop: \$50.00 per hour at 20 hours = 1000.00

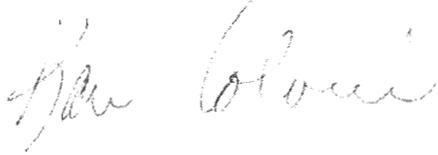
Support for New Teachers & Established Teachers: Common Core Scope & Sequence and Enrichment Math

Ms. Kopp will work with Renee Miller, as Math Coordinator, to provide specific math support that follows up on the math workshop and serves continuing needs in the lower school. Ms. Kopp will continue her work supporting Julius Hampton, newly hired last year for 4th grade, and two new teachers this year, Denise Montgomery in 1st and Erica Ryan in 5th. Ms. Kopp will also continue to provide limited support to the second grade team, Susan Lee and Michelle McAfee. The work will focus on two parts. The first emphasis is to re-map the scope and sequence of curriculum to align with Common Core and to simply update and refine what we have in place utilizing the Investigations Series from TERC (Dale Seymour). The second is to continue to develop and implement Enrichment work for all students, and particularly for those who are ready for further challenge. Ms. Kopp will share this work with Ms. Miller so while Ms. Kopp is working with some grades/teachers, Ms. Miller is working with the others (she teaches third grade full time while holding this dual role).

**Total for Scope & Sequence and Enrichment Projected to be 12 hours:
\$50.00 per hour for 20 hours = 1000.00**

Submitted by,

Jaine Kopp and Karen Colaric

A handwritten signature in cursive script, appearing to read "Karen Colaric".

2. **Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

Title II, Part A, Teacher and Principal Training and Recruiting is a federal categorical program. The purpose of Title II, Part A is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality through professional development and other supporting activities. As a result of receiving Title II Part A Program services, the principal and/or teachers on staff at this specific non-profit private school located in Oakland will improve their understanding and application of specific skills that support the implementation of effective instructional strategies and techniques and/or school administration and leadership. The activities and support provided to the teachers and/or principal will result in an improvement of the instructional program at the school. This improvement in the instructional program will enable students to be more fully engaged and successful in school. Students will have improved school attendance which supports gains in performance in core academic areas and successful ongoing completion of successive grade levels which results in graduation from high school.

3. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:
(Check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Ensure a high quality instructional core | <input type="checkbox"/> Prepare students for success in college and careers |
| <input type="checkbox"/> Develop social, emotional and physical health | <input type="checkbox"/> Safe, healthy and supportive schools |
| <input type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input type="checkbox"/> Full service community district |

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included in Board Approved CSSSP** (no additional documentation required) – Item Number: _____
- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
1. Relevant page of CSSSP with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the CSSSP modification was approved.
 3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the CSSSP modification was approved.

Curriculum Vitae
Jaine Kopp

7316 Plank Court, El Cerrito, CA 94530
Telephone: 510-501-6359 • FAX: 510-778-1540
E-mail: jkopp@berkeley.edu

Education

M.A., Mathematics Education, San Francisco State University, San Francisco, CA
B.A., Mathematics, State University of New York at Binghamton, NY

Teaching Credentials

California State Life Credential, Multiple Subject N-12
California State Clear Supplemental Credential in Mathematics
New York State Permanent Credential, Grades N-6

Professional Experience

January 2011– Self Employed
MATHEMATICS CONSULTANT (Professional Development, Coaching, Teaching, Tutoring)

Hickman Home School Fall 2011 – present

Park Day School – Second Grade Math Consult/Math Club – Fall 2011-June 2012

Abrams Publishers – May 2012 – Nov 2012 Math Reviewer/Author of More Than 10

Learning in Motion – Sept. 2012 Curriculum Developer for Pearson Seriec using CCSS for Math

July 2002–December 2010 Lawrence Hall of Science, UC Berkeley, CA
DIRECTOR of the BAY AREA MATHEMATICS PROJECT (BAMP)

Spring 2006 and 2008 San Francisco State University, SF. CA
INSTRUCTOR for Case Course for the Masters in Mathematics Education Program

Fall 2002 John F. Kennedy University, Orinda, CA
INSTRUCTOR for Mathematics Curriculum Course

September 1994–December 2011 Lawrence Hall of Science, UC Berkeley, CA
COORDINATOR OF PUBLIC PROGRAMS

Spring 1995 St. Mary's College, Moraga, CA
INSTRUCTOR for Graduate Mathematics and Science Methods Classes

October 1989–1994 Lawrence Hall of Science, UC Berkeley, CA
MATHEMATICS & SCIENCE EDUCATOR

Summer 1989 Portrero Hill Middle School, San Francisco, CA
MATHEMATICS TEACHER

1983–1988 Synergy School, San Francisco, CA
TEACHER/CO-DIRECTOR

Fall 1988 Vasconselis Bilingual School, San Miguel de Allende, Mexico
MATHEMATICS PROFESSIONAL DEVELOPMENT/TEACHER

1978–1983 Pacific Primary School, San Francisco, CA
TEACHER

1978 Allen Grove School, Nairobi, Kenya
TEACHER

Student & Teacher Education Programs

1999–2010 **Custom Professional Development**

Mathematics Specialist for on-going Teacher Professional Development

Emeryville Unified School District 1999–2000

Oakland Unifies School District 2002–2010

Rincon Valley Unified School District 2000–2002

West Contra Costa County Unified School District 2000–2010

2001–2004 **Mathematics Professional Development**

Coordinator of Number & Operations Institutes (State-funded)

1999–2001 **TEXACO Touch Science Project**

Coordinator of Touch Science Conference

Coordinator of LHS/Kern County Touch Science Project

1998–2004 **Math in the Garden (UC Berkeley Botanical Garden)**

Mathematics Curriculum Specialist and Curriculum Developer (NSF-funded project)

1990–1997 **Primary Leadership In Math and Science (PRISM)**

Mathematics Education Specialist for Teacher Education Project (NSF-funded project)

1990–1994 **School Community Mathematics Project (SCMP)**

Mathematics Curriculum Specialist for on-going Teacher Education and Instructional Materials Development, Mentor Teacher/CPEC Grant

1990–2000 **Great Explorations in Math and Science (GEMS)**

Mathematics Curriculum Specialist for Teacher Education/Instructional Materials Developer
Coordinator, Kern County GEMS Center 1998–2002

1990–2001 **Preschool Explorations for Adults, Children and Educators in Science**

Mathematics Specialist for Teacher Education and Instructional Materials Developer

Coordinator, PEACHES Conferences

1989–2002 **LHS Student and Family Programs (SFP)**

Mathematics Curriculum Specialist, Project Coordinator for Mathematics Education Programs, Mentor Teacher

Selected Publications

UC Berkeley: Great Explorations in Math and Science (GEMS) Guides:

In All Probability, Spring 2006

Algebraic Reasoning, Spring 2002

Elephant and Their Young, January 2001

Math on the Menu, Spring 2000

Early Childhood Handbook for Educators, Spring 1999

Mother Opossum and Her Babies, Spring, 1999

The Rainbow of Mathematics Handbook, Spring 1999

Tree Homes, 1993, revised 1998

Eggs, Eggs, Everywhere, 1997

Group Solutions, Too!, 1997

Treasure Boxes, 1997

Ant Homes Under the Ground, 1996

Build It! Festival, 1995

Frog Math: Predict, Ponder, Play, 1992

Once Upon A GEMS Guide Literature, 1992

Articles and Activities for the California Mathematics Council's *ComMuniCator* publications:

- "Problem Solving Practices" March 2010
- "What's Missing" Special Edition 2002
- "The Morph Machine: Algebra in Action" Special Edition 2001
- "Developing Algebraic Thinking" March 2000
- "Weaving Mathematics into Literacy" Guest Editorial, September 1999
- "Tasty Tostadas" Special Edition 1999
- "Hard Hat Math" Special Edition 1998
- "The Tortoise and the Hare" December 1998
- "Colorful Communities" Special Edition 1997
- "Double the Bubble Learning: Geometry Through Science" December 1996
- "Revisiting Number Sense in the Primary Classroom" June 1996
- "Take Your Pick" "The Toothpaste Millionaire" and "Werewolves in the Night"
Special Edition 1995
- "Counting Books: An Opportunity to Explore Number Patterns" Dec. 1995
- "Ghosts in the Haunted House" September 1995
- "The Hundred Penny Box: It Makes Cents" March 1995
- "Another Look at How Big is A Foot?" Special Edition 1994
- "Twenty Six Letters: A Graphing Experience" December 1994
- "Hex" and "Veggie Math" March 1994
- "More for Your Money" "Dowel Designs" and "Peas & Pennies" Special Edition 1993
- "Graph and Graph Again!" June 1993
- "Exploring Counting Principles with Concrete Materials" March 1993
- "An Origami Fold Book" and "The Wolf's Chicken Stew: Explorations of 100"
Special Edition 1992
- "Game Sticks" December 1992
- "Treasure Boxes: An Old Friend for a New Framework" September 1992
- "Archimedes' Bath" and "Literature Connections to Math and Science" June 1992
- "Grandfather Tang's Story: A Tale Told With Tangrams" and "Architect/Builder:
Team Work!" March 1992
- "Investigations in the Button Basket" September 1991
- "Magic Pebble Game" June 1991
- "Scoops In A Jar," "Dental Detectives" and "Mr. Rex's Footprint" March 1991
- "Investigation Paper Airplanes" and "Quilting Bees: Design A Quilt" Special Edition 1991
- "Guesstimation Station" and "Blast Off!" September 1990
- "Unifix-Geoboard Symmetry" June 1990
- "Native American Gambling Game," "Dynamic Duo: Botany & Math" and "Chocolate Chip
Cookie Math" Special Edition 1990

the school, including the Head of School, Assistant Head of School, and Divisional Directors.

- **Technology** pilot programs were implemented this year, led by teacher Bob Rollins. We have a iPad pilot program has expanded to grades K-3 and Spanish, and is no longer in the pilot phase. We hope to add more iPads this year. We are using Google Chromebooks in sixth through eighth grade, with a 1:1 student program, and building upon this success, plan to add them to the 3-5 grades, hopefully on a 2:1 ratio. Ongoing work in this will be needed and we will send more program staff as conferences/workshops will be submitted as they arise.
- **Divisional Director** support will be needed. New Divisional Director Lizette Dolan will participate in the ongoing BATDC Experienced Administrator program to further develop leadership skills to implement new initiatives and school change. Karen Colaric will also join this group to ensure K-8 cohesion. The group meets throughout the year, every other month. Paperwork will be submitted once this year's focus is announced.
- **Language Instruction, including Spanish Language** will need support for our new K-5 Spanish teachers, alongside our new Spanish curriculum coordinator, Beatriz Calderon.
- **Social – Emotional Learning and Student Achievement** will focus on recognizing and regulating one's emotions and behaviors in order to achieve one's academic goals. SEL recognizes a broad definition of intelligence, which in addition to high academic expectations, is the development of social and emotional skills in order to be successful members of the classroom learning environment. Underlying this approach is the recognition that students will care more about learning if they feel they are cared for as individuals. An important component of the success of SEL is a positive classroom environment. Teachers work in a multitude of ways to create this environment ranging from the enthusiasm they show for their subject to encouraging students not to be intimidated by challenging content or the abilities of other students. Further, teachers are encouraged to use their leverage in positive ways, reminding students that learning is a process that takes time but by the same token, expressing disappointment or concern when work is not completed.
- **Common Core Standards** will include further work with both **Jaine Kopp and Anne Diskin**. We plan to have these professionals work further with grade level teams and grade level clusters to further understand the ramifications of the common core standards on literacy and math instruction and to provide professional development to staff to examine programs and necessary changes. We have purchased Lucy Calkins' new Common Core Units of Study in Opinion, Information and Narrative Writing, and teachers may need professional support. Jaine Kopp will continue to serve as a coach and to work with teachers on differentiated math instruction and scope and sequence.
- **Mentoring of new staff** will include continued mentorship for Julius Hampton, fourth grade teacher, Humberto Cuevas and Alisa Peres (Spanish), Denise Montgomery (first), Erica Ryan (fifth) and Becky Bob-Waksberg.
- **Science curriculum** for health topics, safety and biology will continue to be fine tuned and finalized with the support of an outside professional for grades 4-8.
- **Teaching for Understanding and Project Zero** (Harvard Graduate School of Education and Bay Area Teacher Development Collaborative) curricular frameworks and assessment for two teachers each summer and ongoing support school-wide (13-14 site plan).

SAM Search Results
List of records matching your search for :

Search Term : Jaine* Kopp*
Record Status: Active

No Search Results

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015



Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including the Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist	<input checked="" type="checkbox"/> For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check
	<input checked="" type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.sam.gov/)
	<input checked="" type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

OUSD Staff Contact Emails about this contract should be sent to: (required) danielle.patterson@ousd.k12.ca.us

Contractor Information

Contractor Name	Jaine Kopp	Agency's Contact	Jaine Kopp
OUSD Vendor ID #	i005381	Title	Consultant
Street Address	7316 Plank Court	City	El Cerrito
Telephone	510-501-6359	State	CA
		Zip	94530
		Email (required)	jkopp@berkeley.edu
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	10/15/2014	Date work will end	02/08/2015	Other Expenses	
Pay Rate Per Hour (required)	\$ 50.00	Number of Hours (required)	40		

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
4035	Title IIA	7214851204	5825	\$ 2,000.00
			5825	
			5825	
Requisition No. (required)			Total Contract Amount	
R0152017			\$ 2,000.00	

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>)

1.	Administrator / Manager (Originator)	Name	Maria Beltran	Phone	510-879-1027	
	Site/Department (Name & #)	State & Federal Programs 950 for Park Day School 721			Fax	
	Signature	<i>Maria Beltran</i>			Date Approved	10/21/2014
2.	Resource Manager , if using funds managed by:	<input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships <input type="checkbox"/> Risk				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)					
	Signature	<i>[Signature]</i>			Date Approved	10/21/14
3.	Network Superintendent/Deputy Network Superintendent					
	Signature				Date Approved	
4.	Chiefs / Deputy Chiefs	Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$84,100				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site					
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work					
5.	Superintendent, Board of Education	Signature on the legal contract			Date Approved	10/23/14
	Signature	<i>[Signature]</i>			Date	
Legal Required if not using standard contract	Approved	Denied - Reason		Date		
Procurement	Date Received	PO Number		P1503243		